GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!,* a menu-driven database system. The INTERNET address for GSA *Advantage!* is http://www.gsaadvantage.gov

General Purpose Commercial Information
Technology Equipment, Software and Services

FSC GROUP: **FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT**
FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION
FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

CONTRACT NUMBER: GS-35F-057CA

CONTRACT PERIOD: October 31, 2014 through October 30, 2019

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at
www.gsa.gov

CONTRACTOR:

Vignon Corporation
3809 Parry Suite 107
Dallas, TX 75266
P: 214-827-3327
F: 214-827-3317

CONTRACTOR'S ADMINISTRATION SOURCE:
Kathy Hodgins Blanck
Kathy.blanck@vignon.com

BUSINESS SIZE: Small

CUSTOMER INFORMATION:

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

    132 51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

1b.   **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** See Submitted Price List

1c.   **HOURLY RATES:** See page 7

2.   **MAXIMUM ORDER**: $500,000

3.   **MINIMUM ORDER**: $100

4.   **GEOGRAPHIC COVERAGE**: 48 contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point within the aforementioned locations for orders that are received from overseas activities.

5.   **POINT(S) OF PRODUCTION:** Not Applicable

6.   **DISCOUNT FROM LIST PRICES**: 2%

7.   **QUANTITY/VOLUME DISCOUNT(S):** 10% for orders of $2.5 million or more

8.   **PROMPT PAYMENT TERMS**:   Net 30 Days

9.a   **Government Purchase Cards must be accepted at or below the micro-purchase threshold.**

9.b   **Government Purchase Cards are accepted above the micro-purchase**

10.   **FOREIGN ITEMS**: Not Applicable

11a.   **TIME OF DELIVERY**: TBD @ Task Order Level

11b.   **EXPEDITED DELIVERY**: TBD @ Task Order Level A

11c.   **OVERNIGHT AND 2-DAY DELIVERY**: Contact Contractor

11d.   **URGENT REQUIRMENTS**:   Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

12.   **FOB POINT**: 3809 Parry Ave. Suite 107 Dallas, TX 75226

13a.   **ORDERING ADDRESS**: 3809 Parry Ave. Suite 107 Dallas, TX 75226

13b.   **ORDERING PROCEDURES**: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

14.   **PAYMENT ADDRESS**:   7324 Gaston Ave. Dallas TX 75214

15. **WARRANTY PROVISION**: Not Applicable

16. **EXPORT PACKING CHARGES**: Not Applicable

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Not Applicable

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR**: Not Applicable

19. **TERMS AND CONDITIONS OF INSTALLATION** (IF APPLICABLE): Not Applicable

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES** (IF AVAILABLE): Not Applicable

20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES** (IF APPLICABLE): Not Applicable

21. **LIST OF SERVICE AND DISTRIBUTION POINTS** (IF APPLICABLE): Not Applicable

22. **LIST OF PARTICIPATING DEALERS** (IF APPLICABLE): N/A

23. **PREVENTIVE MAINTENANCE** (IF APPLICABLE): N/A

24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES** (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. **Section 508 Compliance for EIT**: N/A

25. **DUNS NUMBER**: 849760041

26. **Contractor has an active registration in the SAM database**

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

*****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1.   SCOPE

a.   The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b.   The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2.   PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

a.   Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b.   The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c.   Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3.   ORDER

a.   Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b.   All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4.   PERFORMANCE OF SERVICES

a.   The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b.   The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c.   The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d.   Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. *STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)*

(a)	The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1)	Cancel the stop-work order; or

(2)	Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b)	If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1)	The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2)	The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c)	If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d)	If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## 6.	INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS –COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## 7.	RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

## 8.	RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

## 9.	INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a.   Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b.   To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

 For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  (1) The offeror;
  (2) Subcontractors; and/or
  (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14.   INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15.   APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16.   DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a.   The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b.   Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	PRICE OFFERED TO GSA (including IFF)	QUNATITY/ VOLUME DISCOUNT
132 51	Project Manager/ Sr. Consultant - Level 3	*Bachelor's*	*6*	$ 185.00	*10% on orders of 2.5 million and above*
132 51	Project Lead/ Consultant - Level 2	*Bachelor's*	*3*	$ 93.80	*10% on orders of 2.5 million and above*
132 51	Business Analyst - Level 2	Bachelor's	3	$ 98.74	*10% on orders of 2.5 million and above*
132 51	Sr. Business Analyst - Level 3	Bachelor's	6	$ 113.55	*10% on orders of 2.5 million and above*
132 51	Project Manager - Level 2	Bachelor's	3	$ 98.74	*10% on orders of 2.5 million and above*

Business Analyst- Level 2

- Reviews, analyzes, and evaluates business systems and user needs. Prepares solution options, risk identification, and financial analyses such as cost/benefit, ROI, buy/build, etc. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs
- Prepares and documents Functional and Technical Specifications. Assists with system support and enhancements. Develops RFPs. Assists in deployment and management of end-user tools and platforms. Works with IT and business project teams to understand requirements and propose solutions. Documents and provide knowledge transfer to the rest of the project team for all solutions
- Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Business Analyst Job Requirements	
LEVEL 2	3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Must be familiar with relational database concepts, and client-server concepts. Must have demonstrated experience with business process reengineering and identifying new applications of technology to business problems to make business more effective. Must be familiar with industry standard, business process mapping, and reengineering. Bachelor's Degree from accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred. Additional experience will be considered if candidate does not possess degree.

Sr. Business Analyst- Level 3

- Reviews, analyzes, and evaluates business systems and user needs. Prepares solution options, risk identification, and financial analyses such as cost/benefit, ROI, buy/build, etc. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs

- Prepares and documents Functional and Technical Specifications. Assists with system support and enhancements. Develops RFPs. Assists in deployment and management of end-user tools and platforms. Works with IT and business project teams to understand requirements and propose solutions. Documents and provide knowledge transfer to the rest of the project team for all solutions
- Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Business Analyst Job Requirements	
	Requirements
LEVEL 3	6 or more years of experience, relies on experience and judgment to plan and accomplish goals, independently performs a variety of complicated tasks, may lead and direct the work of others. Must be familiar with relational database concepts, and client-server concepts. Must have demonstrated experience with business process reengineering and identifying new applications of technology to business problems to make business more effective. Must be familiar with industry standard, business process mapping, and reengineering. Bachelor's Degree from accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred. Additional experience will be considered if candidate does not possess degree.

Project Manager /Sr. Consultant – Level 3

- Follows standard project management industry practices such as the PMI's framework. Understands business and technical objectives of a project and works closely with project sponsors.
- Creates project charters and work plans and tracks budget and schedule progress via appropriate metrics. Establishes project organization and methodologies and defines roles and responsibilities. Documents risks and develops mitigation plans. Manages scope. Creates and implements a communication plan.
- Builds an effective team, assigns tasks to team members, and evaluates outcomes. Negotiates resources. Communicates to stakeholders and project sponsor. Identifies, tracks, and ensures resolution of issues and removal of barriers. Provides technical support to project team members.
- Provides overall direction to the formulation, development, implementation, and delivery of a project. Exercises management responsibility over the achievement of performance, revenue, and profit objectives of a project and its contracts. Ensures that the project plan maintains tasks, schedules, estimates, and status, and disseminates information to team members and customers.
- Creates a structure and organization for the management of a complex environment with emphasis on quality, productivity, and consistency. Directs corrective actions in any area where performance falls below objectives. Arranges for the assignment of responsibility to other supporting facilities, business areas, and support functions, and monitors their performance.

Project Manager Job Requirements	
	Requirements
LEVEL 3	6 or more years of experience, relies on experience and judgment to plan and accomplish goals, independently performs a variety of complicated tasks, may lead and direct the work of others. Must be familiar with relational database concepts, and client-server concepts. Must have demonstrated experience with business process reengineering and identifying new applications of technology to business problems to make business more effective. Must be familiar with industry standard, business process mapping, and reengineering. Bachelor's Degree from accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred. Must be PMP certified.

Project Manager– Level 2

- Follows standard project management industry practices such as the PMI's framework. Understands business and technical objectives of a project and works closely with project sponsors.
- Creates project charters and work plans and tracks budget and schedule progress via appropriate metrics. Establishes project organization and methodologies and defines roles and responsibilities. Documents risks and develops mitigation plans. Manages scope. Creates and implements a communication plan.

- Builds an effective team, assigns tasks to team members, and evaluates outcomes. Negotiates resources. Communicates to stakeholders and project sponsor. Identifies, tracks, and ensures resolution of issues and removal of barriers. Provides technical support to project team members.
- Provides overall direction to the formulation, development, implementation, and delivery of a project. Exercises management responsibility over the achievement of performance, revenue, and profit objectives of a project and its contracts. Ensures that the project plan maintains tasks, schedules, estimates, and status, and disseminates information to team members and customers.
- Creates a structure and organization for the management of a complex environment with emphasis on quality, productivity, and consistency. Directs corrective actions in any area where performance falls below objectives. Arranges for the assignment of responsibility to other supporting facilities, business areas, and support functions, and monitors their performance.

Project Manager Job Requirements	
	Requirements
LEVEL 2	3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Must be familiar with relational database concepts, and client-server concepts. Must have demonstrated experience with business process reengineering and identifying new applications of technology to business problems to make business more effective. Must be familiar with industry standard, business process mapping, and reengineering. Bachelor's Degree from accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred. Professional certification is highly desirable. Must have strong organizational skills, excellent written and verbal communication skills and a strong ability to produce technical documentation.

Project Lead/Consultant – Level 2

- Day to day responsibility for management of a project team, providing technical or functional team leadership on complex projects.
- Requires full knowledge of all phases of applications systems analysis and programming. There may be multiple phases of the project for which they have responsibility. Manage day-to-day execution of design, development, testing and implementation activities; actively encourage and facilitate communication between the business analysts, development, and QA teams; and ensure that system requirements are documented, complete, accurate and approved.
- Conduct formal design reviews for each iteration or code cycle and work with program leadership team to establish and manage the project iteration and release cycles and attend release planning meetings.
- Manage development activities and coordinate technical and application components with other projects and applications; ensure that appropriate system support and maintenance documentation is complete, which includes support documentation for Help Desk support and maintenance staff.

Project Lead Job Requirements	
	Requirements
<u>LEVEL 2</u>	3 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Bachelor's Degree from accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred. Additional experience will be considered if candidate does not possess degree. Must have strong organizational skills, excellent written and verbal communication skills and a strong ability to produce technical documentation.