



## **GSA IT Schedule 70 Pricelist**

**Authorized Federal Supply Service  
Information Technology Schedule Price List  
General Purpose Commercial Information  
Technology Equipment, Software, and Services**

**Special Item No. 132-51  
Information Technology Professional Services**

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**Contract Award Number: GS-35F-122BA**

**Period Covered by Contract:  
December 18, 2013 – December 17, 2018**

**General Services Administration  
Federal Acquisition Service**

## Table of Contents

<b>Authorized IT Schedule Pricelist General Purpose Commercial IT Equipment, Software and Services .....</b>	<b>2</b>
<b>Information for Ordering Activities Applicable To All Special Item Numbers .....</b>	<b>3</b>
1. GEOGRAPHIC SCOPE OF CONTRACT .....	3
2. CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION .....	3
3. LIABILITY FOR INJURY OR DAMAGE .....	4
4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279.....	4
5. FOB DESTINATION.....	4
6. DELIVERY SCHEDULE .....	4
7. DISCOUNTS .....	5
8. TRADE AGREEMENTS ACT OF 1979, as amended .....	5
9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING .....	5
10. SMALL REQUIREMENTS.....	5
11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.).....	5
12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS.....	5
13. GOVERNMENT PURCHASE CARDS.....	5
14. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS.....	6
15. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS AND TELECOMMUNICATION STANDARDS.....	6
16. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003) .....	6
17. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES .....	7
18. GSA ADVANTAGE!.....	7
19. PURCHASE OF OPEN MARKET ITEMS .....	8
20. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS.....	8
21. OVERSEAS ACTIVITIES .....	9
22. BLANKET PURCHASE AGREEMENTS (BPAs).....	9
23. CONTRACTOR TEAM ARRANGEMENTS .....	9
24. INSTALLATION, DEINSTALLATION, REINSTALLATION .....	9
25. SECTION 508 COMPLIANCE.....	9
26. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.....	10
27. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5) .....	10
28. SOFTWARE INTEROPERABILITY .....	10
29. ADVANCE PAYMENTS.....	11
<b>Best Value Blanket Purchase Agreement Federal Supply Schedule .....</b>	<b>12</b>
<b>Blanket Purchase Agreement .....</b>	<b>13</b>
<b>Basic Guidelines for Using “Contractor Team Arrangements” .....</b>	<b>15</b>
<b>Terms and Conditions Applicable to IT Professional Services (Special Item Number 132-51).....</b>	<b>16</b>
1. SCOPE.....	16
2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000).....	16
3. ORDER .....	16
4. PERFORMANCE OF SERVICES .....	16
5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989) .....	17
6. INSPECTION OF SERVICES .....	17
7. RESPONSIBILITIES OF THE CONTRACTOR .....	17
8. RESPONSIBILITIES OF THE ORDERING ACTIVITY .....	18
9. INDEPENDENT CONTRACTOR.....	18
10. ORGANIZATIONAL CONFLICTS OF INTEREST .....	18
11. INVOICES .....	18
12. PAYMENTS .....	18
13. RESUMES.....	19
14. INCIDENTAL SUPPORT COSTS.....	19
15. APPROVAL OF SUBCONTRACTS.....	19
16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING .....	19
a. Description of IT Services offered under Special Item Numbers 132-51.....	19
b. Pricing for IT Professional Services.....	20

## Authorized Information Technology Schedule Pricelist General Purpose Commercial Information Technology Equipment, Software and Services

On-line access to contract ordering information, terms, and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSAAAdvantage!, a menu-driven database system at GSAAAdvantage.gov.

### SIN 132-51 Information Technology (IT) Professional Services

- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT and Telecom - Data Conversion
- FPDS Code D316 IT and Telecom - Telecommunications Network Management
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

### Notes:

- All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

### Contact Information:

#### B&M Consulting Group, Inc.

10401 Grosvenor Place, Suite 925

Rockville, MD 20852

(240) 593-7417 p

(855) 820-7125 f

[bm-consulting-group.com](http://bm-consulting-group.com)

[lmamedova@bm-consulting-group.com](mailto:lmamedova@bm-consulting-group.com)

Contract No. GS-35F-122BA

Period Covered by Contract: December 18, 2013 – December 17, 2018

General Services Administration

Federal Acquisition Service

Pricelist current through Modification # \_\_\_\_\_, dated \_\_\_\_\_.

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

## Information for Ordering Activities Applicable To All Special Item Numbers

### SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ online shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.gsa.gov/fas](http://www.gsa.gov/fas)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

### 1. GEOGRAPHIC SCOPE OF CONTRACT

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

### 2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION

#### Ordering Information:

**B&M Consulting Group, Inc.**  
10401 Grosvenor Place, Suite 925  
Rockville, MD 20852  
(240) 593-7417 p  
(855) 820-7125 f  
[bm-consulting-group.com](http://bm-consulting-group.com)  
[lmamedova@bm-consulting-group.com](mailto:lmamedova@bm-consulting-group.com)

**Payment Information:**

EFT Information	Check Remittance Address	For Overnight Remittance
M&T Bank One M&T Plaza, Buffalo, NY 14203 B&M Consulting Group, Inc. Account Number: 9851034596 Routing and Transit Number: 022000046	B&M Consulting Group, Inc. Attn: Khadzhar Mamedova 10401 Grosvenor Place, Suite 925 Rockville, MD 20852	B&M Consulting Group, Inc. Attn: Khadzhar Mamedova 10401 Grosvenor Place, Suite 925 Rockville, MD 20852

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**(240) 593-7417, (315) 884-3040**

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279**

**Block 9:** G. Order/Modification under Federal Schedule Contract

**Block 16:** Data Universal Numbering System (DUNS) Number: 965943082

**Block 30:** Type of Contractor: A. Small Disadvantaged Woman-Owned Business

**Block 31:** Woman-Owned Small Business: Yes

**Block 37:** Contractor's Taxpayer Identification Number (TIN): 27-3508482

**Block 40:** Veteran Owned Small Business (VOSB): No

**4a. CAGE Code:** 6ZRW1

**4b. Contractor has registered with the Central Contractor Registration Database:** Yes.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51	As agreed upon between the contractor and the ordering Agency

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are

encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

## **7. DISCOUNTS**

Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt payment terms: 0% - 30 days from receipt of invoice or date of acceptance, whichever is later. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Education Discounts: None
- e. Other Special Discounts: None

## **8. TRADE AGREEMENTS ACT OF 1979, as amended**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

## **9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING**

Not applicable to IT services under SIN 132-51.

## **10. SMALL REQUIREMENTS**

The minimum dollar of orders to be issued is \$100.

## **11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-51 - Information Technology Professional Services

## **12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

## **13. GOVERNMENT PURCHASE CARDS**

- a. B&M Consulting Group, Inc. will accept Government Purchase Cards for delivery orders issued under this contract equal to or less than the micro-purchase threshold for oral or written delivery orders
- b. B&M Consulting Group, Inc. will accept Government Purchase Cards above the micro-purchase threshold.

#### 14. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

#### 15. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS AND FEDERAL TELECOMMUNICATION STANDARDS

**1. Federal Information Processing Standards Publications (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**2. Federal Telecommunication Standards (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

#### 16. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) **Security Clearances:** The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such

certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) **Overtime:** For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## 17. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

## 18. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (e.g., Firefox, Chrome, Safari, Opera, Internet Explorer). The Internet address is <http://www.gsaadvantage.gov>.

## 19. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## 20. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c. The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

## 21. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## 22. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## 23. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## 24. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

## 25. SECTION 508 COMPLIANCE

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes  \_\_\_\_\_

No  \_\_\_\_\_

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): <http://bm-consulting-group.com/>. The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## 26. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

## 27. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## 28. SOFTWARE INTEROPERABILITY

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program.

Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

## **29. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)



BPA NUMBER \_\_\_\_\_

**(Customer Name)**  
**Blanket Purchase Agreement**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

Model Number/Part Number	*Special BPA Discount/Price

(2) Delivery:

Destination	Delivery Schedules / Dates

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

Office	Point of Contact

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);

- (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## Basic Guidelines for Using “Contractor Team Arrangements”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.

## Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51) and Identity Access Management Professional Services (Special Item Number 132-60f)

**\*\*\*\*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, 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. Description of IT Services offered under Special Item Numbers 132-51

**B&M Consulting Group, Inc. (B&M)** is a woman-owned professional services firm with a stellar track record of providing high-value IT professional services and business advisory support to clients throughout the Federal government and the State of Maryland, as well as leading commercial services firms, foundations, and non-profit organizations. We have advised public and private sector executive leaders and managers on a variety of IT security and control, IT governance, organizational performance, project and program management, and system implementation initiatives. B&M offers the following IT professional services under SIN 132-51 IT Professional Services:

- **IT Governance Advisory Services:** We serve as a trusted advisor to executive leaders and Chief Information Officers (CIO) on significant IT and organization transformation initiatives. We support our clients in establishing IT governance structures and processes; assessing existing organization and IT strategies and functions; documenting and assessing current-state business process, data, application, and technology architectures; developing future-state processes and operating environments, in alignment with enterprise and segment architectures; and developing implementation roadmaps to support transformation initiatives.
- **Privacy and IT Security Services:** We provide skilled, knowledgeable, and certified privacy and IT security specialists to work with our clients to design, implement, assess, and continuously improve privacy programs, IT security programs, and IT security controls. Our team of subject matter specialists work with Chief Information Security Officers (CISO), Chief Privacy Officers (CPO), and their teams to help ensure compliance with Federal requirements, to include the Federal Information Security Management Act of 2002 (FISMA), the Privacy Act of 1974, related Office of

Management and Budget (OMB) Circulars, and applicable National Institute of Standards and Technology (NIST) standards and guidelines.

- **Audit and Assessment Services:** Our team includes skilled IT auditors and assessors with extensive experience in IT audit preparation, execution, response, and remediation in accordance with established Federal and industry methodologies and standards, including the U.S. Government Accountability Office’s (GAO) Federal Information System Controls Audit Manual (FISCAM) and Generally Accepted Government Auditing Standards (GAGAS). We provide security assessment and authorization (SA&A) support to Federal Agency clients, in alignment with NIST requirements and guidelines, as well as financial system assessment support related to OMB Circular A-123. We also work with our clients to establish audit and compliance support structures; effectively interface with internal and external auditors and assessors; and effectively address identified vulnerabilities and control weaknesses.
- **System Planning and Implementation Services:** We provide technical and programmatic support to our clients throughout the system development lifecycle. Our team of specialists lead or support capital planning and investment control (CPIC) activities; document and analyze current-state business processes; elicit and analyze requirements; design solution architectures; assess acquisition alternatives; support system design, development, and implementation; perform independent validation and verification (IV&V) assessments; and lead or support stakeholder communication, outreach, and training initiatives.
- **Program and Project Management Services:** We deliver proven methodologies and resources for establishing and managing program and project management offices (PMO). Our team of experienced and certified resources leverage industry standard methodologies (e.g., PMBOK) and tools to help ensure our client’s program and project resources are planned, acquired, and managed to achieve strategic objectives while meeting legal and regulatory requirements.

**b. Pricing for IT Professional Services**

**B&M Consulting Group, Inc. (B&M)** has 11 labor categories. Each labor category’s commercial job title, minimum education requirements, minimum and general experience, as well as functional responsibilities are outlined below. Additionally, B&M’s hourly GSA price (with IFF) for each labor category is included in the table below.

Labor Category	GSA Price with IFF
Principal Consultant	\$ 259.19
Senior Manager	\$ 207.81
Program/Project Manager	\$ 125.94
Project Controller	\$ 73.11
IT Technical Specialist III	\$ 181.36
IT Technical Specialist II	\$ 168.26
IT Technical Specialist I	\$ 151.13
Senior Consultant	\$ 145.59
Consultant	\$ 125.94
Analyst	\$ 108.31

Labor Category	GSA Price with IFF
Junior Analyst	\$ 90.88

**Commercial Job Title: Principal Consultant**

**Minimum Education:** Bachelor’s Degree (BS/BA) or equivalent

**Minimum/General Experience:** 12 or more years of experience in IT, consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives. Must have at least seven years of supervisory experience, and the ability to identify, onboard, manage, and train assigned staff. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., PgMP, PMP), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

**Functional Responsibility:** Responsible for the development and implementation of technical methodologies in areas such as IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, or IT transformation. Provides executive-level advisory support to client leadership on complex technical and/or programmatic issues. Oversees program design and project planning initiatives, to include resource planning. Serves as the senior point of contact with client leadership, and helps ensure engagement issues are addressed. Able to manage large teams and/or complex projects, and coordinate initiatives across multiple client engagements. Supervises subordinate staff and/or managers, and assures quality of work products, services, and deliverables.

**Commercial Job Title: Senior Manager**

**Minimum Education:** Bachelor’s Degree (BS/BA) or equivalent

**Minimum/General Experience:** 8 or more years of experience in IT, consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives. Must have at least five years of supervisory experience, and the ability to identify, onboard, manage, and train assigned staff. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., PgMP, PMP), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

**Functional Responsibility:** Responsible for supporting the development of and implementing technical methodologies in areas such as IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, or IT transformation. Typically serves as the primary point of contact for client projects, and coordinates directly with the project sponsor and stakeholders on engagement execution. Works with client leadership and stakeholders in resolving project issues related to areas such as technical compatibility, stakeholder requirements and expectations, and timing and sequencing of initiatives. Able to manage large teams and/or complex projects, and coordinate initiatives across multiple client engagements. Supervises subordinate staff and/or managers, and assures quality of work products, services, and deliverables.

**Commercial Job Title: Program/Project Manager**

**Minimum Education:** Bachelor’s Degree (BS/BA) or equivalent

**Minimum/General Experience:** 6 or more years of experience in managing client engagements in IT, consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives. Must have at least 3 years of supervisory experience, and the ability to support and/or lead the identification, onboarding, management, and training of assigned staff. Possession of an advanced degree may be substituted for one year of experience. Possession of a professional certification (e.g., PgMP, PMP), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

**Functional Responsibility:** Oversees the work of assigned personnel, applying relevant experience and expertise in the implementation of technical and operational projects and programs. Anticipates technical and operational challenges and risks, and coordinates with client stakeholders to address program/project related issues. Provides day-to-day management of client engagements, potentially involving multiple projects and/or sites, with minimal executive-level oversight and support. Organizes, directs, and coordinates all engagement support activities, to include providing technical direction to subordinate staff as appropriate. Monitors each task, and keeps the project leadership abreast of project status and any obstacles or issues encountered.

#### Commercial Job Title: Project Controller

**Minimum Education:** None

**Minimum/General Experience:** 4 or more years of experience in supporting client engagements in IT, consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives. Possession of a Bachelor's degree (BS/BA) or equivalent may be substituted for four years of experience. Possession of a professional certification (e.g., CAPM, PMP), other than that used to meet the minimum educational requirements, may also be substituted for one year of experience.

**Functional Responsibility:** Conducts and supports project management activities related to cost management, schedule management, risk management, communication management, and quality management. Gathers and analyzes data and information related to project status and performance, to include Earned Value Management (EVM) metrics collection and reporting. Develops or supports the development of key client communications, to include status reports and stakeholder outreach materials. Able to perform moderately complex tasks on one or more client engagements with minimal oversight and support from project management or executive leadership.

#### Commercial Job Title: IT Technical Specialist III

**Minimum Education:** Master's Degree (MA/MS) or equivalent

**Minimum/General Experience:** 12 or more years of experience in IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives.

**Functional Responsibility:** Applies highly specialized experience and highly advanced technical knowledge to advise team members and client personnel on engagement methodologies and approaches to overcoming highly complex technical challenges. Serves as a senior subject matter expert in one or more IT fields, such as IT security and governance, Enterprise Resource Planning (ERP) system implementation, disaster recovery and IT contingency planning, or IT infrastructure modernization. Develops thought leadership by writing white papers, presenting

at conferences, and staying abreast of new technologies, regulatory compliance requirements, and leading practices in IT management. Serves as a technical advisor to client leadership.

#### **Commercial Job Title: IT Technical Specialist II**

**Minimum Education:** Master's Degree (MA/MS) or equivalent

**Minimum/General Experience:** 10 years of experience in IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives.

**Functional Responsibility:** Applies specialized experience and advanced technical knowledge to advise team members and client personnel on engagement methodologies and approaches to overcoming complex technical challenges. Serves as a subject matter specialist resource in one or more IT fields, such as IT security and governance, Enterprise Resource Planning (EPR) system implementation, disaster recovery and IT contingency planning, or IT infrastructure modernization. Develops white papers, stays abreast of new technologies, regulatory compliance requirements, and leading practices in IT management, and serves as a technical advisor to client leadership.

#### **Commercial Job Title: IT Technical Specialist I**

**Minimum Education:** Bachelor's Degree (BS/BA) or equivalent

**Minimum/General Experience:** 8 years of experience in IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives.

**Functional Responsibility:** Applies experience and technical knowledge to developing engagement methodologies and approaches to overcoming technical challenges. Serves as a subject matter specialist resource in one or more IT fields, such as IT security and governance, Enterprise Resource Planning (EPR) system implementation, disaster recovery and IT contingency planning, or IT infrastructure modernization. Stays abreast of new technologies, regulatory compliance requirements, and leading practices in IT management, and serves as a technical advisor to clients.

#### **Commercial Job Title: Senior Consultant**

**Minimum Education:** Bachelor's Degree (BS/BA) or equivalent

**Minimum/General Experience:** 6 years of experience in IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives.

**Functional Responsibility:** Applies advanced programmatic and technical knowledge and skills to help develop and implement project methodologies and to complete assigned tasks in accordance with engagement requirements and guidance from project management and executive leadership. Contributes to and helps lead engagement planning and methodology development, and assumes responsibility for achieving project milestones in accordance with established requirements and within existing cost, schedule, and technical constraints. Responsibilities include documenting and analyzing existing organization functions and structures; assessing current processes and procedures, and developing recommendations for improvement; gathering and documenting system requirements; assessing alternative approaches to meeting stakeholder requirements; supporting system acquisition planning;

establishing and managing program/project management offices; performing independent verification and validation assessments; and supporting system design, development, implementation, and operation activities.

**Commercial Job Title: Consultant**

**Minimum Education:** Bachelor's Degree (BS/BA) or equivalent

**Minimum/General Experience:** 4 years of experience in IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives.

**Functional Responsibility:** Applies programmatic and technical knowledge and skills to implement project methodologies and complete assigned tasks in accordance with engagement requirements and guidance from project management and executive leadership. Contributes to engagement planning and methodology development, and assumes responsibility for achieving project milestones in accordance with established requirements and within existing cost, schedule, and technical constraints. Responsibilities include documenting and analyzing existing organization functions and structures; assessing current processes and procedures, and developing recommendations for improvement; gathering and documenting system requirements; assessing alternative approaches to meeting stakeholder requirements; supporting system acquisition planning; establishing and managing program/project management offices; performing independent verification and validation assessments; and supporting system design, development, implementation, and operation activities.

**Commercial Job Title: Analyst**

**Minimum Education:** Bachelor's Degree (BS/BA) or equivalent

**Minimum/General Experience:** 2 years of experience in IT consulting, system analysis and solution architecture, system design and implementation, business process reengineering, IT transformation, or other related initiatives.

**Functional Responsibility:** Applies knowledge and skills to implement project methodologies and complete assigned tasks in accordance with engagement requirements and guidance from project management and executive leadership. Supports engagement planning and methodology development, and assumes responsibility for achieving project milestones in accordance with established requirements and within existing cost, schedule, and technical constraints. Responsibilities include documenting and analyzing existing organization functions and structures; assessing current processes and procedures, and developing recommendations for improvement; gathering and documenting system requirements; assessing alternative approaches to meeting stakeholder requirements; supporting system acquisition planning; establishing and managing program/project management offices; performing independent verification and validation assessments; and supporting system design, development, implementation, and operation activities.

**Commercial Job Title: Junior Analyst**

**Minimum Education:** Bachelor's Degree (BS/BA) or equivalent

**Minimum/General Experience:** The Junior Analyst is an entry-level position with no specific experience requirements.

**Functional Responsibility:** Applies knowledge and skills to support more senior staff in implementing project methodologies and completing assigned tasks. Responsibilities may include documenting and analyzing existing organization functions and structures; assessing current processes and procedures, and developing recommendations for improvement; gathering and documenting system requirements; assessing alternative approaches to meeting stakeholder requirements; supporting system acquisition planning; establishing and managing program/project management offices; performing independent verification and validation assessments; and supporting system design, development, implementation, and operation activities.