



**AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE
PRICELIST GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY (IT) EQUIPMENT, SOFTWARE AND SERVICES**

Special Item No. 132 51, 132 51STLOC, 132 51RC - Information Technology Professional Services

SIN 132 51, 132 51STLOC, 132 51RC - Information Technology Professional Services:

FPDS Class D301	IT and Telecom Facility Operation and Management Services
FPDS Class D302	IT and Telecom Systems Development Services
FPDS Class D306	IT and Telecom Systems Analysis Services
FPDS Class D307	IT and Telecom IT Strategy and Architecture - Automated Information Systems Services
FPDS Class D308	IT and Telecom Programming Services
FPDS Class D310	IT and Telecom-Cyber Security and Data Backup Services
FPDS Class D311	IT and Telecom Data Conversion Services
FPDS Class D316	IT and Telecom Telecommunications Network Mgmt. - IT Network Management Svcs.
FPDS Class D399	IT and Telecom Other Information Technology Services, Not Elsewhere Classified

Note 1: 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.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.



Bowhead Professional Solutions, LLC (BPS)

4900 Seminary Road, Suite 1200

Alexandria, VA 22311

Phone: (703) 578-5549

Fax: (703) 379-6826

Internet Address: www.bowheadsupport.com

Contract Number: GS-35F-137CA

Period Covered by Contract: 19 January 2015 - 18 January 2020

Business Size: Small 8a, Disadvantaged Business; Alaska Native Corporation (ANC)

GSA Federal Supply Service Pricelist current through Refresh #34.

“Prices Shown Herein are Net (discount deducted)”

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 GSA Advantage! ®, a menu-driven database system. The INTERNET address GSA Advantage! ® is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

TABLE OF CONTENTS

ITEM	PAGE
BPS Information Technology (IT) Professional Services	3
Information for Ordering Activities	4
Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132 51, 132 51 STLOC & 132 51RC)	6
BPS Labor Category Rates	10
BPS Labor Category Descriptions	11
SCA Labor Category Matrix	15
Education And Experience Requirements Equivalency Substitution Table	16
Small Business Participation	17
Basic Guidelines for Using Contractor Team Arrangements	17
Blanket Purchase Agreement	18
Sales and Service Points	20

BOWHEAD PROFESSIONAL SOLUTIONS, LLC
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES

Bowhead Professional Solutions, LLC is a Small 8(a) Disadvantaged Business based in Alexandria, VA, and is an Alaska Native Corporation (ANC).

Ukpeaġvik Iñupiat Corporation Technical Services, LLC (UICTS) founded Bowhead Professional Solutions, LLC (BPS) in 2009 to provide a broad range of information technology services to the government. BPS hired senior IT managers and subject matter experts with significant federal IT contracting experience and pursued federal contracting and subcontracting opportunities.

During the first few years of the company's existence, BPS won a number of smaller prime contracts and subcontracts with the Army, Navy, Marine Corps, The US Army Corps of Engineers, the Department of Homeland Security, and the Department of Interior. These early IT contracts providing systems development services, systems analysis services, programming services and IT network management services laid the foundation for BPS IT expertise. Over the years, BPS has won progressively larger and more complex contracts providing the company the opportunity to develop corporate and individual IT expertise. The largest of these contracts was an \$30M contract with the Rock Island Arsenal (RIA) Network Enterprise Center (NEC) in Rock Island, IL. Under this contract BPS provides the types of services discussed above, as well as facility management, automated information systems services, backup and security services, IT network management services and other information technology services.

BPS supports a strong training and education program to develop staff expertise. Every employee is provided access to UICTS University where training for technology certifications is encouraged and provided for free. The corporation believes that it is extremely important to develop staff expertise in today's technology and prepare them for the inevitable changes that come with time.

The BPS team has fostered and maintained valued customer relationships and commitments over the years as it has grown amid a changing market. We not only have evolved to meet our customers' needs and expectations, but also developed into a prime contractor that provides best value and cost-effective support to our federal agencies. Our BPS employees will continue the tradition of supporting Federal Government requirements with cutting-edge technology and experience-tested management support.

The dedicated staff at BPS brings a depth of subject matter expertise and experience in managing all aspects of large and small teams. This proficiency has resulted in a reputation for excellence that allows Bowhead to continue to recruit and retain highly-qualified professional employees.

Bowhead Professional Solutions, LLC provides expertise to meet customers' Information Technology resources and facilities management, database planning and design, systems analysis and design, Network services, programming, conversion support, implementation support, network services project management and data / records management needs.

INFORMATION FOR ORDERING ACTIVITIES

FSS SIN(s): 132 51, 132 51STLOC & 132 51RC

Contract Number: GS-35F-137CA

Contract Period: 19 January 2015 through 18 January 2020

Contractor's Name: Bowhead Professional Solutions, LLC

Contractor's Address: 4900 Seminary Road, Suite 1200

Alexandria, VA 22311

Phone: (703) 578-5549

Business Size: Small 8(a) Disadvantaged Business; Alaska Native Corporation (ANC)

Data Universal Numbering System (DUNS): 962949959

1a. Special Item Number(s) for this contract:

SIN	DESCRIPTION
132 51; 132 51STLOC; 132 51RC	Information Technology Professional Services

1b. Services rates can be found on page 10 of this pricelist.

1c. Hourly Rates under this contract and can be found on page 10 of this pricelist.

2. Maximum Order:

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

3. Minimum Order: \$100.00

4. Geographic Scope of Contract: Geographic Scope of Contract will be Domestic Delivery only.

5. Points of Production: Bowhead Professional Solutions, LLC

4900 Seminary Road, Suite 1200

Alexandria, VA 22311

6. Prices shown herein are Net (discount deducted).

7. Quantity Discounts: None offered

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Cards: Are accepted up to the micropurchase threshold.

9b. Government Purchase Cards: Are accepted above the micropurchase threshold.

10. Foreign Items: None

11a. Time of Delivery: As Negotiated with Ordering Agency.

11b. Expedited Delivery: Contact Bowhead Professional Solutions, LLC

11c. Overnight and 2-Day Delivery: Contact Bowhead Professional Solutions, LLC

11d. 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.

12. F.O.B. Point(s): Not Applicable to Services

13a. Ordering Address: Bowhead Professional Solutions, LLC

4900 Seminary Road, Suite 1200

Alexandria, VA 22311

Attn: Dave Paddock

Phone: (703) 578-5549

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:** Bowhead Professional Solutions, LLC
4900 Seminary Road, Suite 1200
Alexandria, VA 22311
Attn: Accounts Receivable
15. **Warranty Provision:** Not Applicable
16. **Export Packaging Charges:** Not Applicable
17. **Terms and Conditions of Government Purchase Card Acceptance:** None
18. **Terms and Conditions of rental, maintenance and repair:** Not Applicable
19. **Terms and Conditions of installation:** Not Applicable
20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. **Terms and Conditions for any other Services:** Not Applicable
21. **List of service and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventative maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **SECTION 508 COMPLIANCE:** Bowhead Professional Solutions, LLC is committed to equal employment opportunities for individuals with disabilities. This commitment includes providing reasonable accommodations and equal access to technology and information that applicants and employees with disabilities need to apply with the Company and to perform the essential functions of their jobs. BPS provides this commitment and the company policy/information to all employees in our current Employee Handbook, which is provided at employment and updated versions are supplied per occurrence.
25. **Data Universal Numbering System (DUNS) Number:** 962949959
26. **Bowhead Professional Solutions, LLC (BPS), is registered with the Central Contractor Registration (CCR) Database at www.SAM.gov:**

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SIN) 132 51, 132 51STLOC, 132 51RC)**

These ordering procedures are provided to assist ordering agencies purchase services at hourly rates.

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

See Labor Category Rates & Descriptions that Follow:

BOWHEAD PROFESSIONAL SOLUTIONS, LLC
LABOR CATEGORY RATES

Bowhead Professional Solutions, LLC's Special Item Number 132 51, 132 51STLOC & 132 51RC under Information Technology (IT) 70 Professional Services.

All Categories are 'Contractor Site' Rates

SIN (all SINs are STLOC & RC)	Order Number	Labor Category Title	Rates Effective 1/19/15	Rates Effective 1/19/16	Rates Effective 1/19/17	Rates Effective 1/19/18	Rates Effective 1/19/19
132 51	BPS001	Systems/ Network Support Technician I	\$29.94	\$30.54	\$31.15	\$31.77	\$32.41
132 51	BPS002	Web Developer III	\$64.51	\$65.80	\$67.11	\$68.46	\$69.82
132 51	BPS003	Project Manager III	\$92.92	\$94.78	\$96.68	\$98.61	\$100.58
132 51	BPS004	Systems/ Network Administrator I	\$43.68	\$44.56	\$45.45	\$46.36	\$47.28
132 51	BPS005	Project Manager II	\$82.00	\$83.64	\$85.32	\$87.02	\$88.76
132 51	BPS006	Systems Analyst III	\$74.06	\$75.54	\$77.05	\$78.59	\$80.16
132 51	BPS007	Technical Writer/ Editor I	\$40.10	\$40.90	\$41.72	\$42.55	\$43.40
132 51	BPS008	Systems Analyst I	\$54.31	\$55.39	\$56.50	\$57.63	\$58.78
132 51	BPS009	Systems Analyst II	\$54.77	\$55.87	\$56.98	\$58.12	\$59.29
132 51	BPS010	Web Developer I	\$40.41	\$41.22	\$42.05	\$42.89	\$43.75
132 51	BPS011	Application Sys Analyst/ Programmer II	\$52.72	\$53.77	\$54.85	\$55.94	\$57.06
132 51	BPS012	Application Sys Analyst/ Programmer III	\$62.32	\$63.56	\$64.83	\$66.13	\$67.45
132 51	BPS013	Database Design Specialist III	\$69.76	\$71.16	\$72.58	\$74.03	\$75.51
132 51	BPS014	Database Design Specialist II	\$64.99	\$66.29	\$67.62	\$68.97	\$70.35
132 51	BPS015	Technical Writer/ Editor II	\$47.75	\$48.71	\$49.68	\$50.67	\$51.69
132 51	BPS016	Subject Matter Specialist II	\$54.91	\$56.01	\$57.13	\$58.27	\$59.44
132 51	BPS017	Systems/ Network Administrator III	\$68.42	\$69.79	\$71.18	\$72.61	\$74.06

Note: 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.

Please Contact David Paddock @ (703) 578-5549 or David.paddock@bowheadsupport.com.

See Full labor category & SCA Descriptions That Follow

“Prices Shown Herein are Net (discount deducted)”

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

BOWHEAD PROFESSIONAL SOLUTIONS, LLC
LABOR CATEGORY DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BPS001	Systems/ Network Support Technician I	1 year professional experience.	HS Diploma.	Under direct supervision, performs tasks of a general nature to aid in the ongoing support of various systems environments. Assists with LAN/hard disk back-ups, formats disks. Provides printer support and may replace toner cartridges, clear paper jams and load paper. Maintains adequate supplies. Assists with end-user questions and problems.
BPS002	Web Developer III	5 years professional experience.	BA/BS or equivalent experience	Builds, deploys and maintains Web Site pages. Develops and improves site navigation. Coordinates with web content developers and graphics designers to ensure that needs are technically feasible. Provides technical site maintenance, consultation on issues related to animation, search engine techniques, link integrity, navigation, browsers, graphics, and other technical web developments. Develops code using HTML, Visual Basic or other web-based programming languages. Prepares technical documentation. Provides technical consultation, planning, and administration of the software infrastructure and technical support for the implementation and maintenance of company's web sites. Requires advanced knowledge of web activities, techniques, tools, HTML code, JAVA, GIF, animation, browser and GUI design related applications. May require graphics design skills. Provides technical support, and administration of the software infrastructure for the implementation and maintenance of company/customer's web sites. Requires knowledge of web activities, internet techniques, tools, HTML code, JAVA, GIF, animation, browsers and basic GUI design related applications.
BPS003	Project Manager III	8 years professional experience.	BA/BS or equivalent experience	Responsible for the day-to-day tactical duties for a highly complex TECHNICAL program or group of programs. Incumbent may be responsible for P&L or business development, and is accountable to oversee results of multi-functional project teams. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BPS004	Systems/ Network Administrator I	1 year professional experience.	HS Diploma.	Assists in the development, testing, implementation and maintenance of operating system and related software. Assists with the establishment and implementation of standards for computer operations. Assists with the troubleshooting of software, operating system and networking problems. Schedules, performs and monitors system backups. Installs, and maintains company's local area network or wide area network. Responsibilities require an understanding of both networking and telecommunications theory and practice.
BPS005	Project Manager II	5 years professional experience.	BA/BS or equivalent experience	Responsible for the day-to-day tactical duties for a moderately complex TECHNICAL program. Incumbent is not responsible for P&L or business development, but is accountable to oversee results of multi-functional project teams. Responsible for the administrative/operational leadership of a project within the program guidelines set by the Program Manager and customer. Monitors project to ensure work scope, schedule, and budget are well defined and maintained. Provides the coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase-down to benefit future/other projects/missions/programs.
BPS006	Systems Analyst III	5 years professional experience.	BA/BS or equivalent experience	Analyzes and evaluates user requirements by coordinating with the user to define the problem, data availability, report requirements and system design problems. Defines systems objectives and prepares system design specifications to meet user requirements and satisfy interface problems. Analyzes alternate means of deriving input data to select the most accurate, feasible and economical methods. Defines input and output file specifications including file organization. Defines controls, conversion procedures and system implementation plans including user training and orientation. May provide work leadership to lower level employees.
BPS007	Technical Writer/ Editor I	1 year professional experience.	BA/BS or equivalent experience	Following established procedures and formats, researches, writes, edits and proofreads technical data for use in routine documents or sections of documents such as manuals, procedures and specifications. Ensures documents meet editorial and government specifications and adhere to standards for quality, graphics, coverage, format and style.
BPS008	Systems Analyst I	1 year professional experience.	BA/BS or equivalent experience	Assists in performing routine analysis and systems design. Gathers information from users for analysis of problem areas and prepares elementary feasibility studies. Assists in preparation of systems specifications. Prepares basic functional process charts describing existing and proposed operations and routine logic flow charts of basic systems. May prepare detailed record layouts from specifications provided by others. May conduct elementary forms design and layout activities.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BPS009	Systems Analyst II	2 years professional experience.	BA/BS or equivalent experience	Performs analysis and systems design for a variety of applications. Analyzes procedures and systems to refine their formulation and converts them to programmable formats. Gathers information from users for analysis of problem areas. Participates in or may plan and conduct preliminary studies of potential data processing applications and prepares design proposals to reflect cost, time and alternative actions to satisfy existing and future needs. Develops detailed system specifications for conversion to programming language by staff programmers. Recommends conversion and system implementation plans including user training and orientation.
BPS010	Web Developer I	1 year professional experience.	BA/BS or equivalent experience	Assists with the design and building web pages using a variety of software applications, techniques and development tools. Assists with the development of user interface features, site animation and special effects. Provides technical site maintenance on issues related to animation, search engine techniques, link integrity, navigation, browsers, graphics, and other technical web developments. Develops code using HTML, Visual Basic or other web-based programming languages. Performs functionality and navigation testing. Prepares technical documentation. Provides technical support, and administration of the software infrastructure for the implementation and maintenance of company/customer's web sites. Requires basic knowledge of web activities, internet techniques, tools, HTML code, JAVA, GIF, animation, browsers and basic GUI design related applications.
BPS011	Application Sys Analyst/ Programmer II	2 years professional experience.	BA/BS or equivalent experience	Prepares a wide variety of computer programs, associated documentation, block diagrams and logic flow charts. Conducts detailed analysis of defined system specifications. Converts symbolic statements of work processes to detailed, logical work flow charts and coding into program language. Designs detailed programs, flowcharts and diagrams indicating mathematical computations, sequence data and print solutions. Verifies accuracy and completeness of programs by preparing sample test data, conducting program tests, analyzing results and debugging program errors. Develops corrections by revision of instructions or alteration of sequence of operations.
BPS012	Application Sys Analyst/ Programmer III	5 years professional experience.	BA/BS or equivalent experience	Plans, conducts and coordinates the development of complex and/or diverse computer programs, associated documentation, block diagrams, logic flow charts and coding. Provides technical advice or consultation on difficult programming applications to other staff members. Participates in developing programming and documentation standards as needed. May prepare cost analyses and justifications for programming projects. Coordinates with computer operations staff to resolve program malfunctions encountered in operational runs. Corrects program errors by reviewing instructions or altering sequence of operations. Defines test schedules and test data requirements to verify logic of new or modified programs. Analyzes and improves existing programs. May provide work leadership for lower level employees.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
BPS013	Database Design Specialist III	5 years professional experience.	BA/BS or equivalent experience	Designs, develops, and implements infrastructure to provide highly-complex, reliable, and scalable database to meet the organization's objectives and requirements. Analyzes organization's business requirements for database design, and implements changes to database as required.
BPS014	Database Design Specialist II	2 years professional experience.	BA/BS or equivalent experience	Designs, develops, and implements infrastructure to provide highly-complex, reliable, and scalable database to meet the organization's objectives and requirements. Analyzes organization's business requirements for database design, and implements changes to database as required.
BPS015	Technical Writer/ Editor II	2 years professional experience.	BA/BS or equivalent experience	Researches, writes, edits and proofreads technical data for use in documents or sections of documents such as manuals, procedures and specifications. Ensures technical documentation is accurate, complete, meets editorial and government specifications and adheres to standards for quality, graphics, coverage, format and style. Assists in establishing style guidelines and standards for texts and illustrations.
BPS016	Subject Matter Specialist II	5 years professional experience.	BA/BS or equivalent experience	Works with minimum supervision, conferring with superior on unusual matters. May be assisted by entry or intermediate level personnel. Assignments are broad in nature, usually requiring originality and ingenuity. Has appreciable latitude for un-reviewed actions or decisions. Analyzes program needs in terms of information technology systems requirements. Plans information technology systems which will provide system capabilities required for projected work loads and plans layout and installation of new system or modification of existing systems.
BPS017	Systems/ Network Administrator III	5 years professional experience.	BA/BS or equivalent experience	Performs duties involved in the development, testing, implementation and maintenance of operating system and related software. Responsibilities differ from those of a System Programmer in that the System Administrator is not responsible for altering operating system's software codes. Establishes and implements standards for computer operations for compatibility between hardware and software, according to specifications and parameters. Troubleshoots and resolves software, operating system and networking problems. Schedules, performs and monitors system backups and when necessary, performs data recoveries. Recommends hardware and software upgrades, according to growth statistics and disk space forecasts. Responsible for evaluating, developing, maintaining, along with usage of telecommunication systems. Acquires, installs, and maintains company's local area network or wide area network. Responsibilities require an understanding of both networking and telecommunications theory and practice.

SCA LABOR CATEGORY MATRIX

Bowhead Professional Solutions, LLC has reviewed our proposal for potential SCA Categories and has provided our findings below in the SCA Matrix. The bulk of our proposed GSA categories are "Exempt" in the SCA Matrix, as they were determined to be professional categories and are not applicable or do not correlate with a category listed in the Wage Determination chart #2005-2103, Rev. 14. (dated 7/25/2014).

BOWHEAD PROFESSIONAL SOLUTIONS, LLC SCA MATRIX:

ORDER #	BPS ELIGIBLE CONTRACT LABOR CATEGORY	BPS GSA RATE (w/IFF)	SCA EQUIVALENT CODE	SCA EQUIVALENT TITLE	SCA EQUIVALENT RATE	WD NUMBER
BPS001	Systems/ Network Support Technician I	\$29.94	30081	Engineering Technician I	\$22.92	2005-2103
BPS007	Technical Writer/ Editor I	\$40.10	30461	Technical Writer I	\$21.93	2005-2103
BPS015	Technical Writer/ Editor II	\$47.75	30462	Technical Writer II	\$26.84	2005-2103

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices in the chart above are for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

**EDUCATION AND EXPERIENCE REQUIREMENTS
EQUIVALENCY SUBSTITUTION TABLE**

Bowhead Professional Solutions, LLC (BPS) will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. BPS labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all BPS labor categories unless specified in the description.

Allowable Substitutions

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished.

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Bowhead Professional Solutions, LLC provides commercial products and services to the Ordering Activity. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Ordering activity contracts.

To accelerate potential opportunities please contact David Paddock @ (703) 578-5549;

Email: David.paddock@bowheadsupport.com.

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 an 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 customers 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.

**BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
(Ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the
administrative costs of acquiring commercial items from the General Services Administration (GSA)
Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for
sources; the development of technical documents, solicitations and the evaluation of offers. Teaming
Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal
Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for
repetitive, individual purchases from the schedule contract. The end result is to create a purchasing
mechanism for the **Government that works better and costs less.**

Signatures

ORDERING ACTIVITY

DATE

CONTRACTOR

DATE

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):

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

Delivery:

DESTINATION DELIVERY SCHEDULE/DATES

(3) The Government 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.

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;

© BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Task/Delivery 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 task/delivery 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.

SALES AND SERVICE POINTS

Bowhead Professional Solutions, LLC

**Corporate Headquarters:
4900 Seminary Road, Suite 1200
Alexandria, VA 22311**

**Voice: (703) 578-5549
Fax: (703) 379-6826**