GENERAL SERVICES ADMINISTRATION - FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

Contract Number: GS-35F-142GA

Contract Period: 12/23/2016 to 12/22/2026

Business Size: Women Owned Small Business (WOSB)

Pricelist current through Modification #PO-0021
Effective November 4, 2021

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Fairfax, VA 22033
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www.HarmonicsConsulting.com

Multiple Award Schedule
Large Category: Information Technology
Subcategory: IT Services
SIN: 54151S Information Technology Professional Services
PSC Class: D399

Note 1: 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.

Note 2: For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
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1.0 CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
This price is the Government price based on a unit of one hour.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.
See “Labor Category Descriptions” section below.

2. Maximum order.
$500,000

3. Minimum order.
$100

4. Geographic coverage (delivery area).
Domestic US

5. Point(s) of production (city, county, and State or foreign country).
US

6. Discount from list prices or statement of net price.
Prices shown are net prices; discounts have been deducted.

7. Quantity discounts.
Harmonics Consulting offers a volume discount of 1% for all task orders greater than $300,000.

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."
None

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
Accepted
9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
Accepted

10. Foreign items (list items by country of origin).
N/A

11a. Time of delivery. (Contractor insert number of days.)
30 days after receipt of order.

11b. Expedited Delivery.
The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
None

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery.
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).
Destination

13a. Ordering address(es).
Harmonics Consulting 3615 Ox Ridge Court, Fairfax, Virginia 22033

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(es).
Harmonics Consulting 3615 Ox Ridge Court, Fairfax, Virginia 22033

15. Warranty provision.
N/A

16. Export packing charges, if applicable.
N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
Accepted above the micro-purchase level up to $25,000.00.

18. Terms and conditions of rental, maintenance, and repair (if applicable).
N/A

19. Terms and conditions of installation (if applicable).
N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
N/A

20a. Terms and conditions for any other services (if applicable).
N/A

21. List of service and distribution points (if applicable).
N/A

22. List of participating dealers (if applicable).
N/A

23. Preventive maintenance (if applicable).
N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.
The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number.
078717855.

26. Notification regarding registration in Central Contractor Registration (CCR) database.
SAM Registration is maintained annually to ensure company information is kept current.
## 2.0 LABOR RATES

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Rate (per hour including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager</td>
<td>$170.97</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>$141.68</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$113.98</td>
</tr>
<tr>
<td>Task Lead</td>
<td>$73.12</td>
</tr>
<tr>
<td>Subject Matter Expert (SME) III</td>
<td>$234.07</td>
</tr>
<tr>
<td>Subject Matter Expert (SME) II</td>
<td>$213.71</td>
</tr>
<tr>
<td>Subject Matter Expert (SME) I</td>
<td>$173.32</td>
</tr>
<tr>
<td>Principal IT Specialist / Consultant</td>
<td>$189.96</td>
</tr>
<tr>
<td>IT Specialist</td>
<td>$127.16</td>
</tr>
<tr>
<td>Software Developer III</td>
<td>$161.47</td>
</tr>
<tr>
<td>Software Developer II</td>
<td>$139.33</td>
</tr>
<tr>
<td>Software Developer I</td>
<td>$71.24</td>
</tr>
<tr>
<td>Information Assurance / Security Specialist III</td>
<td>$154.98</td>
</tr>
<tr>
<td>Information Assurance / Security Specialist II</td>
<td>$137.22</td>
</tr>
<tr>
<td>Information Assurance / Security Specialist I</td>
<td>$106.67</td>
</tr>
<tr>
<td>Systems Engineer / Analyst IV</td>
<td>$146.18</td>
</tr>
<tr>
<td>Systems Engineer / Analyst III</td>
<td>$128.02</td>
</tr>
<tr>
<td>Systems Engineer / Analyst II</td>
<td>$85.48</td>
</tr>
<tr>
<td>Systems Engineer / Analyst I</td>
<td>$72.35</td>
</tr>
<tr>
<td>Engineer III</td>
<td>$117.55</td>
</tr>
<tr>
<td>Engineer II</td>
<td>$100.72</td>
</tr>
<tr>
<td>Technician II</td>
<td>$62.68</td>
</tr>
<tr>
<td>Technician I</td>
<td>$48.11</td>
</tr>
</tbody>
</table>
3.0 LABOR CATEGORY DESCRIPTIONS

Equivalencies

<table>
<thead>
<tr>
<th>Equivalencies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Two years of project experience may be substituted for each year short of the required degree</td>
<td></td>
</tr>
<tr>
<td>A relevant degree may be substituted for two years of project experience.</td>
<td></td>
</tr>
<tr>
<td>A relevant industry certification may be substituted for one year of project experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year college equals</td>
<td>30 credits in associated field of study</td>
</tr>
<tr>
<td>2 year college equals</td>
<td>60 credits in associated field of study</td>
</tr>
<tr>
<td>3 year college equals</td>
<td>90 credits in associated field of study</td>
</tr>
<tr>
<td>4 year college equals</td>
<td>120 credits in associated field of study</td>
</tr>
</tbody>
</table>

Program Manager

Minimum/General Experience: 14 years of program management or project related experience.

Functional Responsibility: Serves as the manager or director on complex projects for more than one client. Manages other project managers providing corporate level resources and oversight. Utilizes a broad theoretical and practical background in management planning, operations, control and problem solving. Possesses an understanding of federal information technology systems, acquisition and management processes, procedures, regulations, and documentation as well as in-depth knowledge of Federal Information Technology risk management techniques and procedures.

Minimum Education: Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Project Manager II

Minimum/General Experience: 8 years of program management or project related experience.

Functional Responsibility: Manages all tasking with a project to ensure that it is completed effectively and efficiently, on time and within budget. Creates and maintains a project plan that communicates tasks, milestone dates, status and resource allocation. Supervises, directs, and manages network engineers, electronic technicians, acquisition analysts, computer specialists, software/training specialists, and other Contractor personnel in the completion of network system installation, integration, migration, or administration. Serves as the on-site technical point of contact for technology services provided by the Contractor. Provides updated technical and status inputs to the Government. Utilizes software life-cycle methodology and assists technical team in design and development tasks.
Minimum Education: Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Project Manager I

Minimum/General Experience: 5 years of program management or project related experience.

Functional Responsibility: Manages all tasking with a project to ensure that it is completed effectively and efficiently, on time and within budget. Creates and maintains a project plan that communicates tasks, milestone dates, status and resource allocation. Supervises, directs, and manages network engineers, electronic technicians, acquisition analysts, computer specialists, software/training specialists, and other Contractor personnel in the completion of network system installation, integration, migration, or administration. Serves as the on-site technical point of contact for technology services provided by the Contractor. Provides updated technical and status inputs to the Government. Utilizes software life-cycle methodology and assists technical team in design and development tasks.

Minimum Education: Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Task Lead

Minimum/General Experience: 8 years of project related experience

Functional Responsibility: The Task Leader acts as overall Systems Engineer, Technical Manager, and Administrator for one or more tasks; serves as the primary interface and point of contact with the Program Manager on technical program/project issues. Supervises program/project operations by developing systems engineering and management procedures, and planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, managing the acquisition and employment of the program/project resources, and managing and controlling the financial and administrative aspects of the program/project with respect to delivery order requirements.

Minimum Education: Bachelor’s Degree in Computer Science, Engineering, Business, Management, or related discipline. Industry certifications or project experience may be substituted for required degree.

Subject Matter Expert (SME) III

Minimum/General Experience: 20 years of technical project experience

Functional Responsibility: Serve as technical experts in areas relevant to a particular project for one or more clients. Manage the analysis and research of exceedingly complex problems and are responsible for the design, development, and maintenance of systems architecture, including hardware and software. Prepare comprehensive technical analyses and reviews and produce and/or review substantive and/or complex technical documentation (i.e. systems design, system architecture, feasibility studies, and system specifications). Also provides executive level technical direction on client engagements, supporting creation of competitive strategies and integration of global technical solutions. Identify themes capable of being developed into new IT strategy methodology, help to ensure overall soundness of analytical approach, and suggests alternatives.
Minimum Education: Master’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Subject Matter Expert (SME) II

Minimum/General Experience: 15 years of IT experience and/or educational training in related fields

Functional Responsibility: Serve as technical experts in areas relevant to a particular project for one or more clients. Manage the analysis and research of exceedingly complex problems and are responsible for the design, development, and maintenance of systems architecture, including hardware and software.

Prepare comprehensive technical analyses and reviews and produce and/or review substantive and/or complex technical documentation (i.e. systems design, system architecture, feasibility studies, and system specifications). Also provides executive level technical direction on client engagements, supporting creation of competitive strategies and integration of global technical solutions. Identify themes capable of being developed into new IT strategy methodology, help to ensure overall soundness of analytical approach, and suggests alternatives.

Minimum Education: Master’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Subject Matter Expert (SME) I

Minimum/General Experience: 10 years of IT experience and/or educational training in related fields

Functional Responsibility: Serve as technical experts in areas relevant to a particular project for one or more clients. Supports analysis and research of complex problems and the design, development, and maintenance of systems architecture, including hardware and software. Prepare comprehensive technical analyses and reviews and produce and/or review substantive and/or complex technical documentation (i.e. systems design, system architecture, feasibility studies, and system specifications). Also provides technical direction on client engagements, supporting creation of competitive strategies and integration of global technical solutions. Identify themes capable of being developed into new IT strategy methodology, help to ensure overall soundness of analytical approach, and suggests alternatives.

Minimum Education: Bachelor’s Degree in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Principal IT Specialist / Consultant

Minimum/General Experience: 10 years of relevant industry experience and/or educational training in related fields

Functional Responsibility: Provides senior-level analytical, program support and leads project tasks. Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate tools to satisfy program requirements, and creates project deliverables. Provides technical expertise, support, and oversight in one or more emerging technology areas. Reviews and recommends
solutions to customer problems based on prior experience and hands-on understanding of how products and services interrelate and support the customer mission.

**Minimum Education:** Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**IT Specialist**

**Minimum/General Experience:** 5 years of technical project experience

**Functional Responsibility:** Work closely with a variety of technology products, from their design to regular repair and upkeep. Provide services as requested. Coordinate the planning, implementation, and maintenance of all IT products. Troubleshoot IT-related issues for both hardware and software. Maintain, manage, troubleshoot and upgrade computer systems and servers for performance and security related issues. Provide end-user support for a variety of web applications.

**Minimum Education:** Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Software Developer III**

**Minimum/General Experience:** 8 years of technical project experience

**Functional Responsibility:** Develop high-quality software to meet performance engineering needs, develop and utilizes automated and manual scripts and identify/remedy system bottlenecks. Write, modify, and debug software and code for client applications. Use source debuggers and visual development environments. Test and document software for client applications. Familiar with various computer languages, operating systems, and databases.

**Minimum Education:** Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Software Developer II**

**Minimum/General Experience:** 6 years of technical project experience

**Functional Responsibility:** Develop high-quality software to meet performance engineering needs, develop and utilizes automated and manual scripts and identify/remedy system bottlenecks. Write, modify, and debug software and code for client applications. Use source debuggers and visual development environments. Test and document software for client applications. Familiar with various computer languages, operating systems, and databases.

**Minimum Education:** Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Software Developer I**

**Minimum/General Experience:** 2 years of technical project experience
**Functional Responsibility:** Develop high-quality software to meet performance engineering needs, develop and utilizes automated and manual scripts and identify/remedy system bottlenecks. Write, modify, and debug software and code for client applications. Use source debuggers and visual development environments. Test and document software for client applications. Familiar with various computer languages, operating systems, and databases.

**Minimum Education:** Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Information Assurance / Security Specialist III**

**Minimum/General Experience:** 10 years of technical project experience.

**Functional Responsibility:** Responsible for planning, implementing, upgrading, and/or monitoring security measures for both electronic data and the electronic infrastructure on which it is stored. Develop and implement security measures, analyze existing security procedures and suggest changes for increased security. Coordinate with other departments to promote awareness and training on security protocols. Implement, monitor, and maintain policies and standards for IT-related controls. Design audits of computer systems to ensure operational security and protection from attack. Oversee and monitor routine administration of the information security department.

**Minimum Education:** Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Information Assurance / Security Specialist II**

**Minimum/General Experience:** 6 years of technical project experience

**Functional Responsibility:** Responsible for planning, implementing, upgrading, and/or monitoring security measures for both electronic data and the electronic infrastructure on which it is stored. Develop and implement security measures, analyze existing security procedures and suggest changes for increased security. Coordinate with other departments to promote awareness and training on security protocols. Implement, monitor, and maintain policies and standards for IT-related controls. Design audits of computer systems to ensure operational security and protection from attack. Oversee and monitor routine administration of the information security department.

**Minimum Education:** Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Information Assurance / Security Specialist I**

**Minimum/General Experience:** 4 years of technical project experience

**Functional Responsibility:** Design and build-out solutions for IT systems. Install, configure and upgrade and enhancements to software/hardware/network systems. Perform design, installation, administration, troubleshooting, and support of operating systems, servers, and applications. Manage development and implementation of system specifications, designs, integration, testing, and documentation. Develop risk management and mitigation strategy. Ensure compliance with
QA standards. Investigate systems problems and devise effective solutions. Knowledgeable in programming languages, operating systems, and hardware.

**Minimum Education**: Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Systems Engineer / Analyst IV**

**Minimum/General Experience**: 11 years of technical project experience

**Functional Responsibility**: Design and build-out solutions for IT systems. Install, configure and upgrade and enhancements to software/hardware/network systems. Perform design, installation, administration, troubleshooting, and support of operating systems, servers, and applications. Manage development and implementation of system specifications, designs, integration, testing, and documentation. Develop risk management and mitigation strategy. Ensure compliance with QA standards. Investigate systems problems and devise effective solutions. Knowledgeable in programming languages, operating systems, and hardware.

**Minimum Education**: Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Systems Engineer / Analyst III**

**Minimum/General Experience**: 9 years of technical project experience

**Functional Responsibility**: Design and build-out solutions for IT systems. Install, configure and upgrade and enhancements to software/hardware/network systems. Perform design, installation, administration, troubleshooting, and support of operating systems, servers, and applications. Manage development and implementation of system specifications, designs, integration, testing, and documentation. Develop risk management and mitigation strategy. Ensure compliance with QA standards. Investigate systems problems and devise effective solutions. Knowledgeable in programming languages, operating systems, and hardware.

**Minimum Education**: Bachelor’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Systems Engineer / Analyst II**

**Minimum/General Experience**: 5 years of technical project experience

**Functional Responsibility**: Design and build-out solutions for IT systems. Install, configure and upgrade and enhancements to software/hardware/network systems. Perform design, installation, administration, troubleshooting, and support of operating systems, servers, and applications. Manage development and implementation of system specifications, designs, integration, testing, and documentation. Develop risk management and mitigation strategy. Ensure compliance with QA standards. Investigate systems problems and devise effective solutions. Knowledgeable in programming languages, operating systems, and hardware.
Minimum Education: Associate’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Systems Engineer / Analyst I

Minimum/General Experience: 2 years of project related experience

Functional Responsibility: Design and build-out solutions for IT systems. Install, configure and upgrade enhancements to software/hardware/network systems. Perform design, installation, administration, troubleshooting, and support of operating systems, servers, and applications. Manage development and implementation of system specifications, designs, integration, testing, and documentation. Develop risk management and mitigation strategy. Ensure compliance with QA standards. Investigate systems problems and devise effective solutions. Knowledgeable in programming languages, operating systems, and hardware.

Minimum Education: Associate’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Engineer II

Minimum/General Experience: 5 years of technical project experience

Functional Responsibility: Build, deploy and maintain IT systems, including software, hardware and network, on-premises and cloud-based. Manage development and implementation of system specifications, designs, integration, testing, and documentation. Investigate systems issues and devise effective solutions. Knowledgeable in programming languages, operating systems, and hardware.

Minimum Education: Associate’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

Technician II

Minimum/General Experience: 4 years of technical project experience

Functional Responsibility: Performs technical and analytical assignments in support of IT tasking. Selects and adapts plans, techniques, designs, or layouts. Supervises other technicians and installs, operates,
maintains, configures, troubleshoots, and repairs general purpose commercial automated data processing computer system devices, circuits, cables, components, software, and end-user devices, components, software, and connectivity. Reviews, analyzes, and integrates the technical work of others. Coordinates with stakeholders to ensure accurate solutions and user satisfaction on technical matters. Performs systems analysis and plans tests to evaluate equipment performance, hardware capabilities and configurations. Conducts tests and prepares reports on findings and recommendations.

**Minimum Education:** Associate’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

**Technician I**

**Minimum/General Experience:** 2 years of technical project experience

**Functional Responsibility:** Performs technical and analytical assignments in support of IT tasking. Selects and adapts plans, techniques, designs, or layouts. Supervises other technicians and installs, operates, maintains, configures, troubleshoots, and repairs general purpose commercial automated data processing computer system devices, circuits, cables, components, software, and end-user devices, components, software, and connectivity. Reviews, analyzes, and integrates the technical work of others. Coordinates with stakeholders to ensure accurate solutions and user satisfaction on technical matters. Performs systems analysis and plans tests to evaluate equipment performance, hardware capabilities and configurations. Conducts tests and prepares reports on findings and recommendations.

**Minimum Education:** Associate’s Degree or equivalent in Business, Engineering, Computer Science, Information Systems, or Social Science. Industry certifications or project experience may be substituted for required degree.

### 4.0 TERMS AND CONDITIONS

**APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

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

#### 1. SCOPE

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

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

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

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

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

3. ORDER

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

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

4. PERFORMANCE OF SERVICES

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

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

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

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

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

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

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if:

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

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

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

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

6. INSPECTION OF SERVICES


7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions. “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.
b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

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

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;

(2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

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

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education. The following is an example of the manner in which the description of a commercial job title should be presented:

   EXAMPLE: Commercial Job Title: System Engineer

   Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

   Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

   Minimum Education: Bachelor’s Degree in Computer Science
5.0 SMALL BUSINESS PARTICIPATION

Harmonics Consulting, LLC is a small business for purchases under the Information Technology Schedule 70.

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! on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page (www.fss.gsa.gov) 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.
6.0 ALL BUSINESS SUBCONTRACTING

PREAMBLE
Harmonics Consulting provides commercial products and services to ordering activities. 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 insirute 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:

Cathy Fenwick, President,
3615 Ox Ridge Court, Fairfax, VA 22033
Telephone 571.882.2205
E-mail cathy.fenwick@harmonicsconsulting.com
Web Site: www.HarmonicsConsulting.com
(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 ordering activity 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):

(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:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
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<tbody>
<tr>
<td>________________________</td>
<td>___________________________</td>
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<tr>
<td>________________________</td>
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</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
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</thead>
<tbody>
<tr>
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(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:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
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<tr>
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(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 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 or 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.