GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

Schedule Title: General Purpose Commercial Information - 70
Technology Equipment, Software and Services SIN 132-51
Solicitation Number: FCIS-JB-980001-B

**Contract Number:** GS35F193CA
**Contract Period:** February 18, 2015 through February 17, 2020

**FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT**

- Systems Development Services
- **FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS**
- Systems Analysis Services
- **FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE**
- Automated Information Systems Services
- **FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING**
- Programming Services
- **FSC/PSC Class D309 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP**
- Backup and Security Services
- **FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION**
- Data Conversion Services
- **FSC/PSC Class D313 IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)**
- Computer Aided Design Services
- Computer Aided Manufacturing Services
- **FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT**
- IT Network Management Services
- **FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION**
- Creation/Retrieval of IT Related Data Services
- Creation/Retrieval of Other Information Services
- Creation/Retrieval of IT Related Automated News Services
- **FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS**
- Other Information Technology Services, Not Elsewhere Classified

Customer Information...........................................................................................................................................2

Terms and Conditions (132-51)...........................................................................................................................................4

Labor Categories/ Descriptions/ Price....................................................................................................................................7
CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): SIN 132 51 Information Technology Professional Services

1b. SIN 132 51 – Lowest unit price: $75.00 per hour

1c. SIN 132 51 Information Technology Professional Services: See pricelist (pg 7)

2. Maximum order: $500,000.

3. Minimum order: None

4. Geographic coverage (delivery area). Continental US

5. Point(s) of production: We are only offering services

6. Discount from list prices or statement of net price: 3.5%

7. Quantity discounts: Additional 1.5% for orders exceeding $250,000

8. Prompt payment terms: None – Net 30 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes

10. Foreign items (list items by country of origin). Not applicable

11a. Time of delivery: 1 to 7 days
11b. Expedited Delivery: As negotiated with agency

11c. Overnight and 2-day delivery: As negotiated with agency

11d. Urgent Requirements: Contact Andrew Kucharski if urgent requirement at (773)525-8255 or andy@promethost.com to effect a faster delivery.

12. F.O.B. point(s): Destination

13a. Ordering address: 1802 W Berteau Ave, Unit 209, Chicago, IL. 60613

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: 802 W Berteau Ave, Unit 209, Chicago, IL. 60613

15. Warranty provision: Standard Commercial

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None

18. Terms and conditions of rental, maintenance, and repair (if applicable): Not applicable

19. Terms and conditions of installation (if applicable): Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not applicable

20a. Terms and conditions for any other services (if applicable): Not applicable

21. List of service and distribution points (if applicable): Not applicable

22. List of participating dealers (if applicable): Not applicable

23. Preventive maintenance (if applicable): Not applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): None

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/.

25. Data Universal Number System (DUNS) number: 191251136

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.

   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.
<table>
<thead>
<tr>
<th>Commercial Labor Category</th>
<th>Bachelors Degree and Minimum/General Experience and Years of Experience</th>
<th>Functional Responsibility</th>
<th>GSA Schedule Rate with IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>15</td>
<td>Guides project objectives, vision, and approach. Analyzes solutions to determine best practices in internet strategy, mobile, content management, ecommerce, integration, and related areas. Provides quality-assurance oversight to cross-functional delivery teams. Manages client expectations and organizational requirements impacting scope, budget, and schedule across multiple program and project initiatives</td>
<td>$ 179.87</td>
</tr>
<tr>
<td>Project Manager</td>
<td>5</td>
<td>The Project Manager is responsible for leading the project team, providing vision, and implementing a strategy for the successful completion of a project. In meeting these goals the Project Manager employs a variety of project management and consulting skills, advising and recommending appropriate, cutting edge online solutions to achieve the client’s objectives.</td>
<td>$ 145.84</td>
</tr>
<tr>
<td>Information Architect</td>
<td>7</td>
<td>The Information Architect (IA) is responsible for developing information structures, online navigation, interaction design and workflows.</td>
<td>$ 179.87</td>
</tr>
<tr>
<td>Senior Designer</td>
<td>5</td>
<td>The Senior Designer is responsible for the creation of online visual design, including typography, visual concepts, logos and icons for the Internet and interactive platforms.</td>
<td>$ 179.87</td>
</tr>
<tr>
<td>Designer</td>
<td>5</td>
<td>The UI/UX Designer collaborates with the Sr. UI/UX Designer and Information Architect to develop deliverables and execute UX tasks.</td>
<td>$ 121.54</td>
</tr>
<tr>
<td>Role</td>
<td>Count</td>
<td>Description</td>
<td>Salary</td>
</tr>
<tr>
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<tr>
<td>Solutions Architect</td>
<td>7</td>
<td>The Technical Solutions Architect collaborates with the Sr. UI/UX Designer, Information Architect, Project manager and client to create the strategy and blueprint for the technical implementation direction</td>
<td>$170.15</td>
</tr>
<tr>
<td>Senior Systems Administrator/Engineer</td>
<td>5</td>
<td>The Drupal Senior Systems Administrator is responsible for taking direction from Solutions Architect, building custom modules, resolving bugs and creating majority of site functionality</td>
<td>$145.84</td>
</tr>
<tr>
<td>Systems Administrator</td>
<td>2</td>
<td>The System Administrator is responsible for effective provisioning, installation/configuration, operation, and maintenance of systems hardware and software and related infrastructure. This individual participates in technical research and development to enable continuing innovation within the infrastructure. This individual ensures that system hardware, operating systems, software systems, and related procedures adhere to organizational values. This individual will assist project teams with technical issues in the Initiation and Planning phases of our projects.</td>
<td>$121.54</td>
</tr>
<tr>
<td>Senior Developer</td>
<td>5</td>
<td>The Senior Drupal Developer is responsible for taking direction from the Solutions Architect and Project Manager working in teams to help build and develop websites with Drupal and PHP, participate in daily and weekly status meetings, reporting time and work details on a daily basis, recording detailed descriptions of work performed and documentation of progress, communicating regularly with project manager, developing and building with best practice and code excellence in mind</td>
<td>$121.54</td>
</tr>
<tr>
<td>Developer</td>
<td>5</td>
<td>The Drupal Developer is responsible for taking direction from Senior Developer and Solutions Architect, building custom modules, resolving bugs and creating majority of site functionality</td>
<td>$102.09</td>
</tr>
<tr>
<td>Role</td>
<td>Quantity</td>
<td>Description</td>
<td>Salary</td>
</tr>
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</tr>
<tr>
<td>QA Manager</td>
<td>2</td>
<td>The Quality Assurance Manager coordinates with Project Managers and Solutions Architects right from the start of the project to ensure that code is being developed with a test driven methodology in mind.</td>
<td>$121.54</td>
</tr>
<tr>
<td>QA Analyst</td>
<td>1</td>
<td>The Quality Assurance Analyst coordinates with QA Manager of the project to ensure that code is being tested, fixed and rewritten when necessary. Must have a test driven methodology in mind.</td>
<td>$63.20</td>
</tr>
<tr>
<td>Business Analyst</td>
<td>7</td>
<td>Business Analysts play a key role in overall solution development and service delivery to our clients. The ideal candidate has strong business acumen, superior communication skills, a solid understanding of web-based technologies, and background in software development needs and analysis.</td>
<td>$72.92</td>
</tr>
<tr>
<td>Themer</td>
<td>3</td>
<td>Themer is responsible for creating Drupal themes from provided layered Photoshop comps, graphic designs, and related digital assets. Themer maintains experience in working on Drupal projects with other members of project teams with agile design and development methodologies.</td>
<td>$106.95</td>
</tr>
<tr>
<td>Support Manager</td>
<td>5</td>
<td>The Support Manager takes over the deployed site and works with stakeholders on maintenance and sustainability of the project during the transition from development and deployment to management.</td>
<td>$145.84</td>
</tr>
</tbody>
</table>

1802 W Berteau Ave, Unit 209 Chicago, IL 60613

Phone: (773)525-8255

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