



Sustainable Approach Consulting, LLC

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

General Purpose Commercial Information
Technology Equipment, Software and Services

FSC GROUP 70

Special Item Number 132-51 - Information Technology (IT) Professional Services

FPDS Code D301	Facility Operation And Maintenance
FPDS Code D302	Systems Development
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	IT Strategy And Architecture
FPDS Code D308	Programming Services
FPDS Code D310	Cyber Security And Data Backup
FPDS Code D311	Data Conversion
FPDS Code D316	Telecommunications Network Management
FPDS Code D317	Web-Based Subscription
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

Contract Number: **GS-35F-242DA**

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

Period Covered by Contract: **March 25, 2016 through March 24, 2021**

Sustainable Approach Consulting, LLC
9319 KENDAL CIR
LAUREL, MD 20723 – 5937
Phone: 240-696-3000
cmorgan@sustainac.com

Contractor's internet address/web site where schedule information can be found: <http://www.sustainac.com>

Business size: Small business
Woman Owned business
Women Owned (WOSB)
Women Owned (EDWOSB)
SBA Certified Small Disadvantaged business
SBA Certified 8(a) Firm

1a Special Item Number 132-51 - Information Technology (IT) Professional Services . See 1c below.

1b Lowest Priced Service Offer –

132 51	Project Manager	\$127.05 Hour
133 51	Compliance Analyst	\$127.05 Hour
134 51	Account Executive	\$127.05 Hour
135 51	Software Engineer/Architect	\$127.05 Hour

1c

SIN(s)	SERVICE (e.g. Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	DESCRIPTION	GSA PRICE (including IFF)
132 51	Project Manager	Masters Degree	10	Work closely with the team and take the directions during the entire project. Create project management plans using PM tools and keep the project within the assigned budget. Provide Primary Support client and work as the primary liaison with system users and stakeholders representing their needs in the project meetings. Oversee system implementation team by managing the project documents to include but not limited to; project plans, requirements and design, risk and issues log, production readiness and cutover plan and lessons learned. Keep the client informed by providing task lists for each implementation to align project personnel and skills. Hold regular project	\$ 127.05 /hr

				review meetings to define and manage expectations and timelines on information technology related projects.	
133 51	Compliance Analyst	Bachelors Degree	7	Conducts routine hardware and software audits of workstations and servers for compliance with established standards, policies, configuration guidelines and procedures. Develops and maintains a comprehensive hardware and software configuration data-base/library of all supporting workstation documentation.	\$ 127.05 /hr
134 51	Account Executive	Bachelors Degree	4	Responsible for managing, tracking and resolving day-to-day service delivery requirements across the Americas. Requires the ability to conceptualize and implement effective cost and service methods. Anticipates and prepares for future needs while meeting current or immediate requirements for service. Supports company operations by providing the information required to balance the needs of the organization with available manpower and resources. Has excellent written and oral communication skills, works well in a team-oriented environment and has the ability to work	\$ 127.05 /hr

				effectively with executives, peers and junior level personnel.	
135 51	Software Engineer/Architect	Masters Degree	10	<p>Proficient in understanding of packages and application systems used by government and commercial users. Understanding of general business workflow and experience working with the client subject matter experts. Knowledge and experience in gathering requirements and programming the requirements in workable software solutions. Analyze the feasibility of the requirements and provide recommendations to the system users for the best possible solution. Overseeing the development of the prototype systems and general design or the re-design of the computer systems. Independently run the Users Acceptance Testing phase and make sure that all the gathered requirements are met. Must be able to provide training to the users once the program has been accepted through the UAT phase. Responsible for delivery of services consistent with established standard of quality.</p>	\$ 127.05 /hr

2. **Maximum order.** \$500,000
3. **Minimum order.** \$100
4. **Geographic coverage.** 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories.
5. **Point(s) of production.** Not Applicable.
6. **Discount from list prices or statement of net price.** Net prices set forth above.
7. **Quantity discounts.** 1% for orders over \$500,000.00.
8. **Prompt payment terms.** Net 30.
- 9a **Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b **Government purchase cards are accepted above the micro-purchase threshold.**
10. **Foreign items.** None.
- 11a. **Time of delivery.** To be negotiated between the ordering agency and Contractor.
- 11b. **Expedited Delivery.** To be negotiated between the ordering agency and Contractor.
- 11c. **Overnight and 2-day delivery.** To be negotiated between the ordering agency and Contractor.
- 11d. **Urgent Requirements.** To be negotiated between the ordering agency and Contractor.
12. **F.O.B. point(s).** Destination
- 13a. **Ordering address(es).**
Sustainable Approach Consulting, LLC
9319 KENDAL CIR
LAUREL, MD 20723 – 5937
Phone: 240-696-3000
cmorgan@sustainac.com
- 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).**
Sustainable Approach Consulting, LLC
9319 KENDAL CIR
LAUREL, MD 20723 – 5937
Phone: 240-696-3000
cmorgan@sustainac.com
15. **Warranty provision.** Not Applicable.
16. **Export packing 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. Preventive maintenance. Not Applicable.
- 24a. Special attributes such as environmental attributes. 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. 018532554
- 26. Contractor is current and active in SAM.

<p style="text-align: center;">TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)</p>

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 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 Section 1c