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.

GSA Multiple Award Schedule (MAS)
Contract Number: GS-35F-250DA

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER 54151S- Information Technology Professional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC Code D399</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER 54151HEAL- Health Information Technology Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC Code D399</td>
</tr>
</tbody>
</table>

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Period Covered by Contract: March 31, 2021 – March 30, 2026

Modus21, LLC
1362 McMillan Avenue., Suite 100
North Charleston, SC 29405
Tel: 843-958-8900
www.modus21.com

Contract Number: GS-35F-250DA

Contractor Point of Contact:
Robert Woodhull
Modus21, LLC
1362 McMillan Avenue., Suite 100
North Charleston, SC 29405
Tel: 843-958-8900

Business size: Small
Customer Information:

1a. Table of Awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Health Information Technology Services</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Model Number and Price for each SIN: See SIN-specific pricing tables.

(Government net price based on a unit of one)

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Model</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>SEE PRICE LIST BELOW</td>
<td></td>
</tr>
<tr>
<td>54151HEAL</td>
<td>SEE PRICE LIST BELOW</td>
<td></td>
</tr>
</tbody>
</table>

1c. DESCRIPTION OF SERVICES AND PRICING

Modus21, LLC provides the following types of services: IT Facility Operation and Maintenance; IT Systems Analysis Services; IT Systems Development Services; IT Systems Strategy and Architecture Services; IT Systems Backup and Security Services; Automated Information Services Design and Integration Services; Programming Services; IT Data Conversion Services; and IT Network Management Services.

Descriptions for all IT Professional Services provided under this contract are available in section Labor Category Descriptions and Qualifications Please see pages 20 through 40.

Pricing for all IT Professional Services provided under this contract are available following the Labor Category Descriptions and Qualifications for each SIN below.

- 54151S - GSA Information Technology Professional Services Pricelist - Please see page 30
- 54151HEAL - GSA Health Information Technology Services Pricelist – Please see page 40

2. Maximum Order: $500,000 (the Maximum Order Threshold is not a ceiling on order size).

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>$500,000</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>$500,000</td>
</tr>
</tbody>
</table>

3. Minimum Order: $100.00


5. Point(s) of Production: Modus21 worldwide locations

6. Discount from List Prices or Statement of Net Price: Prices herein are net (IFF added).

7. Quantity Discounts: Discounts may be negotiated at the delivery/task order level.

8. Prompt Payment Terms: Net 10 Days. NOTE: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9a. **Government Commercial Credit Card At or Below Micro-Purchase Threshold:** Government commercial credit cards are acceptable for orders below the micro purchase threshold.

9b. **Government Commercial Credit Card above Micro-Purchase Threshold:** Modus21 accepts government commercial credit cards in accordance with government commercial credit card program guidelines.

10. **Foreign Items:** None.

11a. **Time of Delivery:** Specified in negotiated delivery/task orders.

11b. **Expedited Delivery:** Specified in negotiated delivery/task orders.

11c. **Overnight and Two Day Delivery:** Not applicable. Time of delivery is specified in negotiated delivery/task orders.

11d. **Urgent Requirements:** Contact Contractor. Time of delivery is specified in negotiated delivery/task orders.

12. **FOB Point(s):**

<table>
<thead>
<tr>
<th>Special Item Number (SIN)</th>
<th>FOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Destination</td>
</tr>
<tr>
<td>54151HEAL</td>
<td>Destination</td>
</tr>
</tbody>
</table>

13a. **CONTRACTOR’S ORDERING ADDRESS AND PAYMENT INFORMATION:**

**Contractor’s Ordering and Payment Address:**
Modus21, LLC  
1362 McMillan Avenue., Suite 100  
North Charleston, SC 29405  
The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: PHONE: 843-958-8900

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 Addresses and Information:**
Should Electronic Funds Transfer (EFT) payment be available, Modus21 requests that the EFT remittance be specified as follows:

Modus21, LLC  
Bank: TD Bank, NA  
Account # 7102253675  
ABA Routing Number: 053902197

Should EFT not be available, the remittance address is as follows:

Modus21, LLC  
1362 McMillan Avenue., Suite 100  
North Charleston, SC 29405  
Tel: 843-958-8900
Reference Information for all Checks:
- The name of the customer making payment
- The contract number/delivery order number
- The invoice number
- If available, project number

15. **Warranty Provision**: Provision for any appropriate and applicable warranties shall be specifically identified in individual orders. Such warranties are subject to the negotiations between the ordering agencies and the contractor.

16. **Export Packaging Charges**: Not applicable.

17. **Terms and Conditions of Government Commercial Credit Card Acceptance**: Modus21, LLC accepts government commercial credit cards in accordance with government commercial credit card program guidelines.

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 (e.g., recycled content, energy efficiency, and/or reduced pollutants)**: Not applicable.

24b. **Section 508 compliance**: If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following web site [www.Section508.gov](http://www.Section508.gov/).

25. **Data Universal Number System (DUNS) number**: 175304208

26. **Notification regarding registration in the System for Award Management (SAM)**: Modus21, LLC is registered as Active in the SAM database.
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INFORMATION FOR ORDERING ACTIVITIES

SPECIAL NOTICE TO AGENCIES: Small Business Participation

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

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

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

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirements.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM 54151S)

1. SCOPE

a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT 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:

i. Cancel the stop-work order; or
ii. 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:
   i. 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
   ii. 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 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—

i. The offeror;
ii. Subcontractors; and/or
iii. 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.
TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM 54151HEAL)

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

1. SCOPE
   a. The prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT 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 Health 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:-
      i. Cancel the stop-work order; or
      ii. 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-
      i. 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
      ii. 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 Health IT Professional Services.

9. INDEPENDENT CONTRACTOR
All Health IT 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 Health 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:

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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.
USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Modus21, LLC provides commercial products and services to the Federal Government. 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 Federal Government contracts. To accelerate potential opportunities please contact:

Peter Woodhull
Modus21, LLC
843-513-1272
peter.woodhull@modus21.com
BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (ordering activity)___ and _Modus21, LLC_ 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

_________________________________________  ______________________________________
AGENCY                                     DATE                                      Modus21, LLC                      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>
</thead>
<tbody>
<tr>
<td>________________________</td>
<td>___________________________</td>
</tr>
</tbody>
</table>

(2) Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULE/DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

(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>
</tr>
</thead>
<tbody>
<tr>
<td>__________</td>
<td>___________________</td>
</tr>
</tbody>
</table>

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

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

   (a) Name of Contractor;
   (b) Contract Number;
   (c) BPA Number;
   (d) Model Number or National Stock Number (NSN);
   (e) Purchase Order Number;
   (f) Date of Purchase;
   (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
   (h) Date of Shipment.
(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.
BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency 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.
LABOR CATEGORY DESCRIPTIONS AND QUALIFICATIONS

Modus21, LLC provides professional services to satisfy client requirements in the Information Technology business environment. Modus21, LLC’s personnel who are assigned to perform work under this contract will possess the identified levels of education, experience and expertise by position as described in this section. Modus21, LLC ensures that postsecondary education possessed by professional services meet an acceptable level of quality, and educational degrees come from accredited institutions or programs.

Education substituted for general experience: When not specified, higher education above a labor category’s minimum can be credited as years of experience as long as the higher degree is within the same required field of study as the minimum degree required. The following Educational credit applies: a BA/BS degree equals four (4) years of experience, a MS degree equals two (2) years of experience and a PhD degree equals two (2) years of experience.

Experience substituted for formal education: Four (4) years of experience in a related field or discipline may be substituted for a Bachelor’s degree. Six (6) years of experience in a related field or discipline may be substituted for a Master’s degree.

Pursuant to the Terms and Conditions of this contract, ultimate determination and acceptance of a proposed individual for performance under a specific effort rests with the client.
**Process/Systems Analyst I**

**General Summary**
This role will support and perform Analysis & Design (A&D) activities, including the elicitation of requirements through the use of interviews, document analysis, business process descriptions, business analysis, and task and workflow analysis. The Analyst will develop process models and associated specifications according to standard templates, using Business Process Management Notation (BPMN). The Analyst will use the results of A&D activities to develop the initial materials for use in Product Evaluation Planning.

**Principal Duties and Responsibilities**
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.

**Job Specifications**
Bachelor's Degree in a related area and 0-2 years’ experience in the field or related area.

**Process/Systems Analyst II**

**General Summary**
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN).

**Principal Duties and Responsibilities**
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.
3. Facilitates customer requirements sessions and interviews.

**Job Specifications**
 Bachelor's Degree in a related area and 2-4 years’ experience in the field or related area.
**Process/Systems Analyst III**

**General Summary**
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN). Serves as the liaison between the customer, associated business units, technology teams, and project teams. Evaluates information gathered from multiple sources, reconcile conflicts, and decompose high-level information into details, abstract up from low-level information to a general understanding. Conducts independent checks of information, takes a methodical approach and information is client ready. Ability to engage in multiple projects/efforts simultaneously. May act as a team lead/project manager.

**Principal Duties and Responsibilities**
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.
4. Operates as a technical liaison with customers.

**Job Specifications**
Bachelor's Degree in a related area and 4-6 years’ experience in the field or related area.

**Process/Systems Analyst IV**

**General Summary**
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN). Serves as the liaison between the customer, associated business units, technology teams, and project teams. Evaluates information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding and distinguish user. Promotes and drives quality inherently through all project efforts and organization. Can manage a number of interdependent work streams and monitor activity and output. May act as a team lead/project manager.

**Principal Duties and Responsibilities**
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.
4. Operates as a technical liaison with customers.
5. Performs project quality reviews and audits.

**Job Specifications**
Bachelor's Degree in a related area and 6-8 years’ experience in the field or related area.

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**Process/Systems Analyst V**

**General Summary**
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN). Serves as the liaison between the customer, associated business units, technology teams and project teams. Evaluates information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding and distinguish user. Defines quality standards for the organization and client level programs. Ability to engage in multiple projects/efforts simultaneously. May act as a team lead/project manager.

**Principal Duties and Responsibilities**
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and makes presentations on recommendations on system enhancements or alternatives.
4. Define quality standards for organization and client projects.
5. May act as project manager.

**Job Specifications**
Bachelor's Degree in a related area and 8-10 years’ experience in the field or related area.

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**Senior Process/Systems Analyst**

**General Summary**
This role is accountable for the overall management of activities for a SOW. May act as Project Manager (PM). The Senior Business Systems Analyst/PM is also accountable for managing Customer Engagement throughout the project and will work closely with the customer, associated business units, technology teams and project team. The Senior Business Systems Analyst/PM will also ensure the delivery and review of project deliverables as key milestones are completed. Effectively builds trust and influences client decisions. In addition, this role will lead, facilitate and oversee all Project Planning, Analysis & Design (A&D) and Product Evaluation Planning activities. The Senior Business Systems Analyst/PM will also support and manage the Macro Level Analysis efforts and its associated deliverables. Effectively prioritizes a number of tasks for both themselves and organizational needs.
Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and makes presentations on recommendations on system enhancements or alternatives.
4. Define quality standards for organization and client projects.
5. Performs quality reviews of all client deliverables.
6. Operates as both project manager and program manager.
7. Operates as principal consultant to customer.

Job Specifications
May require a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 10+ years’ experience in the field or related area.

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Principal Process/Systems Analyst

General Summary
Directs and manages projects from the project kick-off to the defined close of the project. Develops and manages the project plan and associated planning documents. Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion. Estimates the resources needed to achieve project goals. Manages budgets and recommend budget changes when necessary. Determines and continually assesses need for additional resources. Sets and continually manages project expectations with customer, team members and other stakeholders. Delegates tasks and responsibilities to appropriate team members. Identifies and resolves issues and conflicts within the project team. Motivates and manages project team members and help manage impediments. Plans, schedules and tracks project timeline, milestones and deliverables. Develops and delivers progress reports, deliverables, and briefings. Proactively manages changes in project scope, identifies potential risks, and devises mitigation plans. Conducts project lessons learned and creates a recommendations report in order to identify successful and unsuccessful project elements. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is required.

Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and makes presentations on recommendations on system enhancements or alternatives.
3. Operates as technical and functional expert.
4. Provides organizational leadership at all levels, especially in regards to analyst activities.
5. Establish corporate best practices with regards to analysis efforts and client engagement.

Job Specifications
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 15+ years’ experience in the field or related area.
Software Systems Engineer I

General Summary
Develops, writes and implements software programming applications to meet the requirements and constraints of the customer scope of work. Works within a project team to accomplish all the deliverables throughout the Software Development Lifecycle (development, testing, and implementation). Relies on experience and judgment to plan and accomplish goals. Supports and/or installs software applications/operating systems.

Principal Duties and Responsibilities
1. Developing and supporting software products
2. Performs testing
3. Produces software in a development environment for applications

Job Specifications
Requires a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area.

Software Systems Engineer II

General Summary
Modifies, develops, writes and implements software programming applications to meet the requirements and constraints of the customer scope of work. Analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Works within a project team to accomplish all the deliverables throughout the Software Development Lifecycle (design, development, testing, and implementation). Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Principal Duties and Responsibilities
1. Modifying, developing, and supporting software products
2. Work with business analysts and other development team members to develop features, enhancements and repair defects
3. Supports test teams and customer support teams in their duties
4. Produces software in a development environment for applications
5. Supports testing activities by internal test teams

Job Specifications
Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area.

Software Systems Engineer III

General Summary
Designs, modifies, develops, writes and implements software programming applications to meet the requirements and constraints of the customer scope of work. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Works within a project team to accomplish all the deliverables throughout the Software Development Lifecycle (design, development, testing, and implementation). Familiar with a variety of the field's concepts, practices, and
procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May act as a technical lead/project manager.

**Principal Duties and Responsibilities**

1. Designing, developing, and supporting software products
2. Work with business analysts and other development team members to develop features, enhancements and repair defects
3. Produces software in a development environment for applications
4. Supports testing activities by internal test teams
5. Helps maintain Applications and works with Installation scripts
6. May act as technical lead

**Job Specifications**
Requires a bachelor's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) related area and 4-6 years of experience in the field or in a related area.

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### Software Systems Engineer IV

**General Summary**
Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Designs, plans, and coordinates work teams. Provides technical support to project team members. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May act as a team leader or project manager.

**Principal Duties and Responsibilities**

1. Designing and developing software products
2. Work with business analysts and customers specify features and enhancements
3. Leads testing efforts
4. Supports the design of software applications and systems of systems
5. Leads more junior technical resources and provides technical guidance to analysts

**Job Specifications**
Requires a Bachelor's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 6-8 years of experience in the field or related area.

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### Software Systems Engineer V

**General Summary**
Supports the design and leadership of projects from a technology perspective to meet the requirements and constraints of the customer scope of work. Involved with all technical activities within the team (software development life cycle activities, architectures, development strategies, implementation plans,
etc.) A wide degree of creativity and latitude is expected. Demonstrates expertise in one or more of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Is a mentor and provides technical support of the development project team members. May act as technical/project manager.

**Principal Duties and Responsibilities**
1. Designing and developing software products
2. Works with project team to plan and organize technical activities
3. Leads technical implementations, including installations, migrations, and deployments
4. Supports the design of software applications
5. Leads more junior technical resources and provides technical guidance to analysts
6. May act as a technical and/or project manager

**Job Specifications**
Requires a bachelor's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and may be expected to have an advanced degree in area of specialty and 8-10 years of experience.

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**Senior Software Systems Engineer**

**General Summary**
Responsible for designing and leading projects from a technology perspective to meet the requirements and constraints of the customer scope of work. Directs all technical activities within the team (software development life cycle activities, architectures, development strategies, implementation plans, etc.) A wide degree of creativity and latitude is expected. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Is a mentor and provides technical support of the development project team members. May act as technical/project manager.

**Principal Duties and Responsibilities**
1. Designing and developing software products
2. Works with project team to plan and organize technical activities
3. Leads technical implementations, including installations, migrations, and deployments
4. Designs software applications and systems of systems
5. Leads technical resources and provides technical guidance to the project team
6. Acts as a technical and/or project manager

**Job Specifications**
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 10+ years’ experience in the field or related area.

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**Systems Architect**

**General Summary**
Must be capable of making decisions that go far beyond programming, such as scale, performance, fault tolerance and deployment strategy (i.e., single or multi-tier), interface standards (APIs), testing strategies
(specially integration testing). May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Will guide a team of developers through the project to completion.

**Principal Duties and Responsibilities**
1. Applies enterprise wide set of disciplines for planning, analyzing, designing, and constructing information systems or across a major sector of the enterprise
2. Develops analytical and computational techniques and methodology for problem solutions
3. Performs enterprise wide strategic system planning, information planning, business, and analysis
4. Generation of DoDAF artifacts

**Job Specifications**
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 8-10 years’ experience in the field or related area.

**Senior Systems Architect**

**General Summary**
This role is accountable for designing and leading the Solution Architecture Analysis activities for this effort. The Senior Architect will work closely with the Customer, Project Team, Principal Architect and Senior Analyst during the Macro Level Analysis efforts to ensure technical requirements are captured and understood for subsequent use in Product Evaluation Planning and Implementation efforts. The Senior Architect will support the OSIMM activities conducted as a part of the Macro Level Analysis and will produce the Solution Architecture Document as a part of Phase I deliverables.

**Principal Duties and Responsibilities**
1. Applies enterprise wide set of disciplines for planning, analyzing, designing, and constructing information systems
2. Develops analytical and computational techniques and methodology for problem solutions
3. Performs enterprise wide strategic system planning, information planning, business, and analysis
4. Able to apply reverse engineering and reengineering disciplines to developing migration strategies and planning documents
5. Generation and review of DoDAF artifacts

**Job Specifications**
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 10+ years’ experience in the field or related area.

**Principal Systems Architect**

**General Summary**
Responsible for designing and leading projects from a technology perspective to meet the requirements and constraints of the customer scope of work. Intimately involved with all technical activities within the team (software development life cycle activities, architectures, development strategies, implementation plans, etc.). Defines product requirements and creates high-level architectural specifications, ensuring
feasibility, functionality, and integration with existing systems/platforms. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Provides consultation on complex projects and is considered to be the top level contributor/specialist. Will guide a team of developers through the project to completion.

**Principal Duties and Responsibilities**
1. Applies enterprise wide set of disciplines for planning, analyzing, designing, and constructing information systems
2. Develops analytical and computational techniques and methodology for problem solutions
3. Performs enterprise wide strategic system planning, information planning, business, and analysis
4. Able to apply reverse engineering and reengineering disciplines to developing migration strategies and complex architectural strategies
5. Provides technical guidance in software engineering techniques and automated support tools

**Job Specifications**
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 15+ years’ experience in the field or related area.
Modus21, LLC

*SIN 54151S: INFORMATION TECHNOLOGY PROFESSIONAL SERVICES PRICELIST*

March 2021

<table>
<thead>
<tr>
<th>#</th>
<th>LABOR CATEGORY</th>
<th>GSA HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Principal Systems Architect</td>
<td>$159.59</td>
</tr>
<tr>
<td>2</td>
<td>Senior Systems Architect</td>
<td>$139.64</td>
</tr>
<tr>
<td>3</td>
<td>Systems Architect</td>
<td>$119.69</td>
</tr>
<tr>
<td>4</td>
<td>Senior Software Systems Engineer</td>
<td>$139.64</td>
</tr>
<tr>
<td>5</td>
<td>Software Systems Engineer V</td>
<td>$119.69</td>
</tr>
<tr>
<td>6</td>
<td>Software Systems Engineer IV</td>
<td>$99.74</td>
</tr>
<tr>
<td>7</td>
<td>Software Systems Engineer III</td>
<td>$84.78</td>
</tr>
<tr>
<td>8</td>
<td>Software Systems Engineer II</td>
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<tr>
<td>9</td>
<td>Software Systems Engineer I</td>
<td>$64.83</td>
</tr>
<tr>
<td>10</td>
<td>Principal Process/Systems Analyst</td>
<td>$159.59</td>
</tr>
<tr>
<td>11</td>
<td>Senior Process/Systems Analyst</td>
<td>$139.64</td>
</tr>
<tr>
<td>12</td>
<td>Process/Systems Analyst V</td>
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</tr>
<tr>
<td>13</td>
<td>Process/Systems Analyst IV</td>
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<tr>
<td>16</td>
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</tr>
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</table>

Prices herein are net (IFF added)
SIN 54151HEAL: HEALTH INFORMATION TECHNOLOGY PROFESSIONAL SERVICES
GENERAL SUMMARY, PRINCIPAL DUTIES AND RESPONSIBILITIES, AND JOB
SPECIFICATIONS AND RATES

Process/Systems Analyst I

General Summary
This role will support and perform Analysis & Design (A&D) activities, including the elicitation of requirements through the use of interviews, document analysis, business process descriptions, business analysis, and task and workflow analysis. The Analyst will develop process models and associated specifications according to standard templates, using Business Process Management Notation (BPMN). The Analyst will use the results of A&D activities to develop the initial materials for use in Product Evaluation Planning.

Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.

Job Specifications
Bachelor's Degree in a related area and 0-2 years’ experience in the field or related area.

Process/Systems Analyst II

General Summary
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN).

Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.
3. Facilitates customer requirements sessions and interviews.

Job Specifications
Bachelor's Degree in a related area and 2-4 years’ experience in the field or related area.
Process/Systems Analyst III

General Summary
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN). Serves as the liaison between the customer, associated business units, technology teams and project teams. Evaluates information gathered from multiple sources, reconcile conflicts, and decompose high-level information into details, abstract up from low-level information to a general understanding. Conducts independent checks of information, takes a methodical approach and information is client ready. Ability to engage in multiple projects/efforts simultaneously. May act as a team lead/project manager.

Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.
4. Operates as a technical liaison with customers.

Job Specifications
Bachelor's Degree in a related area and 4-6 years’ experience in the field or related area.

Process/Systems Analyst IV

General Summary
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN). Serves as the liaison between the customer, associated business units, technology teams and project teams. Evaluates information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding and distinguish user. Promotes and drives quality inherently through all project efforts and organization. Can manage a number of interdependent work streams and monitor activity and output. May act as a team lead/project manager.

Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and make presentations on recommendations on system enhancements or alternatives.
4. Operates as a technical liaison with customers.
5. Performs project quality reviews and audits.

**Job Specifications**
Bachelor's Degree in a related area and 6-8 years’ experience in the field or related area.

### Process/Systems Analyst V

**General Summary**
This role will elicit customer requirements using interviews, document analysis, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Ability to interpret customer business needs and translate them into application and operational requirements. Develops specifications and workflows according to standard templates, using Business Process Management Notation (BPMN). Serves as the liaison between the customer, associated business units, technology teams and project teams. Evaluates information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding and distinguish user. Defines quality standards for the organization and client level programs. Ability to engage in multiple projects/efforts simultaneously. May act as a team lead/project manager.

**Principal Duties and Responsibilities**
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and makes presentations on recommendations on system enhancements or alternatives.
4. Define quality standards for organization and client projects.
5. May act as project manager.

**Job Specifications**
Bachelor's Degree in a related area and 8-10 years’ experience in the field or related area.

### Senior Process/Systems Analyst

**General Summary**
This role is accountable for the overall management of activities for a SOW. May act as Project Manager (PM). The Senior Business Systems Analyst/PM is also accountable for managing Customer Engagement throughout the project and will work closely with the customer, associated business units, technology teams and project team. The Senior Business Systems Analyst/PM will also ensure the delivery and review of project deliverables as key milestones are completed. Effectively builds trust and influences client decisions. In addition, this role will lead, facilitate and oversee all Project Planning, Analysis & Design (A&D) and Product Evaluation Planning activities. The Senior Business Systems Analyst/PM will also support and manage the Macro Level Analysis efforts and its associated deliverables. Effectively prioritizes a number of tasks for both themselves and organizational needs.
Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and makes presentations on recommendations on system enhancements or alternatives.
4. Defines quality standards for organization and client projects.
5. Performs quality reviews of all client deliverables.
6. Operates as both project manager and program manager.
7. Operates as principal consultant to customer.

Job Specifications
May require a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 10+ years' experience in the field or related area.

Principal Process/Systems Analyst

General Summary
Directs and manages projects from the project kick-off to the defined close of the project. Develops and manages the project plan and associated planning documents. Effectively communicates project expectations to team members and stakeholders in a timely and clear fashion. Estimates the resources needed to achieve project goals. Manages budgets and recommend budget changes when necessary. Determines and continually assesses need for additional resources. Sets and continually manages project expectations with customer, team members and other stakeholders. Delegates tasks and responsibilities to appropriate team members. Identifies and resolves issues and conflicts within the project team. Motivates and manages project team members and help manage impediments. Plans, schedules and tracks project timeline, milestones and deliverables. Develops and delivers progress reports, deliverables, and briefings. Proactively manages changes in project scope, identifies potential risks, and devises mitigation plans. Conducts project lessons learned and creates a recommendations report in order to identify successful and unsuccessful project elements. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is required.

Principal Duties and Responsibilities
1. Provides problem definition, evaluation of requirements, and implementation of systems to meet business, user, and cost requirements.
2. May prepare communications and makes presentations on recommendations on system enhancements or alternatives.
3. Operates as technical and functional expert.
4. Provides organizational leadership at all levels, especially in regards to analyst activities.
5. Establish corporate best practices with regards to analysis efforts and client engagement.

Job Specifications
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 15+ years’ experience in the field or related area.
Software Systems Engineer I

General Summary
Develops, writes and implements software programming applications to meet the requirements and constraints of the customer scope of work. Works within a project team to accomplish all the deliverables throughout the Software Development Lifecycle (development, testing, and implementation). Relies on experience and judgment to plan and accomplish goals. Supports and/or installs software applications/operating systems.

Principal Duties and Responsibilities
1. Developing and supporting software products
2. Performs testing
3. Produces software in a development environment for applications

Job Specifications
Requires a bachelor's degree in a related area and 0-2 years of experience in the field or in a related area.

Software Systems Engineer II

General Summary
Modifies, develops, writes and implements software programming applications to meet the requirements and constraints of the customer scope of work. Analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Works within a project team to accomplish all the deliverables throughout the Software Development Lifecycle (design, development, testing, and implementation). Relies on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected.

Principal Duties and Responsibilities
1. Modifying, developing, and supporting software products
2. Work with business analysts and other development team members to develop features, enhancements and repair defects
3. Supports test teams and customer support teams in their duties
4. Produces software in a development environment for applications
5. Supports testing activities by internal test teams

Job Specifications
Requires a bachelor's degree in a related area and 2-4 years of experience in the field or in a related area.

Software Systems Engineer III

General Summary
Designs, modifies, develops, writes and implements software programming applications to meet the requirements and constraints of the customer scope of work. Reviews, analyzes, and modifies programming systems including encoding, testing, debugging and documenting programs. Works within a project team to accomplish all the deliverables throughout the Software Development Lifecycle (design, development, testing, and implementation). Familiar with a variety of the field's concepts, practices, and
procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May act as a technical lead/project manager.

**Principal Duties and Responsibilities**
1. Designing, developing, and supporting software products
2. Work with business analysts and other development team members to develop features, enhancements and repair defects
3. Produces software in a development environment for applications
4. Supports testing activities by internal test teams
5. Helps maintain Applications and works with Installation scripts
6. May act as technical lead

**Job Specifications**
Requires a bachelor's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) related area and 4-6 years of experience in the field or in a related area.

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### Software Systems Engineer IV

**General Summary**
Designs, modifies, develops, writes and implements software programming applications. Supports and/or installs software applications/operating systems. Participates in the testing process through test review and analysis, test witnessing and certification of software. Designs, plans, and coordinates work teams. Provides technical support to project team members. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May act as a team leader or project manager.

**Principal Duties and Responsibilities**
1. Designing and developing software products
2. Work with business analysts and customers specify features and enhancements
3. Leads testing efforts
4. Supports the design of software applications and systems of systems
5. Leads more junior technical resources and provides technical guidance to analysts

**Job Specifications**
Requires a Bachelor's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 6-8 years of experience in the field or related area.

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### Software Systems Engineer V

**General Summary**
Supports the design and leadership of projects from a technology perspective to meet the requirements and constraints of the customer scope of work. Involved with all technical activities within the team (software development life cycle activities, architectures, development strategies, implementation plans,
etc.) A wide degree of creativity and latitude is expected. Demonstrates expertise in one or more of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. A wide degree of creativity and latitude is expected. Is a mentor and provides technical support of the development project team members. May act as technical/project manager.

**Principal Duties and Responsibilities**
1. Designing and developing software products
2. Works with project team to plan and organize technical activities
3. Leads technical implementations, including installations, migrations, and deployments
4. Supports the design of software applications
5. Leads more junior technical resources and provides technical guidance to analysts
6. May act as a technical and/or project manager

**Job Specifications**
Requires a bachelor's degree a quantitative discipline (Computer Science, Mathematics or Engineering) and may be expected to have an advanced degree in area of specialty and 8-10 years of experience.

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**Senior Software Systems Engineer**

**General Summary**
Responsible for designing and leading projects from a technology perspective to meet the requirements and constraints of the customer scope of work. Directs all technical activities within the team (software development life cycle activities, architectures, development strategies, implementation plans, etc.) A wide degree of creativity and latitude is expected. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Is a mentor and provides technical support of the development project team members. May act as technical/project manager.

**Principal Duties and Responsibilities**
1. Designing and developing software products
2. Works with project team to plan and organize technical activities
3. Leads technical implementations, including installations, migrations, and deployments
4. Designs software applications and systems of systems
5. Leads technical resources and provides technical guidance to the project team
6. Acts as a technical and/or project manager

**Job Specifications**
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 10+ years’ experience in the field or related area.

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**Systems Architect**

**General Summary**
Must be capable of making decisions that go far beyond programming, such as scale, performance, fault tolerance and deployment strategy (i.e., single or multi-tier), interface standards (APIs), testing strategies
(specially integration testing). May evaluate new data sources for adherence to the organization's quality standards and ease of integration. Demonstrates expertise in a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. May provide consultation on complex projects and is considered to be the top level contributor/specialist. Will guide a team of developers through the project to completion.

**Principal Duties and Responsibilities**
1. Applies enterprise wide set of disciplines for planning, analyzing, designing, and constructing information systems or across a major sector of the enterprise
2. Develops analytical and computational techniques and methodology for problem solutions
3. Performs enterprise wide strategic system planning, information planning, business, and analysis
4. Generation of DoDAF artifacts

**Job Specifications**
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 8-10 years’ experience in the field or related area.

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**Senior Systems Architect**

**General Summary**
This role is accountable for designing and leading the Solution Architecture Analysis activities for this effort. The Senior Architect will work closely with the Customer, Project Team, Principal Architect and Senior Analyst during the Macro Level Analysis efforts to ensure technical requirements are captured and understood for subsequent use in Product Evaluation Planning and Implementation efforts. The Senior Architect will support the OSIMM activities conducted as a part of the Macro Level Analysis and will produce the Solution Architecture Document as a part of Phase I deliverables.

**Principal Duties and Responsibilities**
1. Applies enterprise wide set of disciplines for planning, analyzing, designing, and constructing information systems
2. Develops analytical and computational techniques and methodology for problem solutions
3. Performs enterprise wide strategic system planning, information planning, business, and analysis
4. Able to apply reverse engineering and reengineering disciplines to developing migration strategies and planning documents
5. Generation and review of DoDAF artifacts

**Job Specifications**
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering) and 10+ years’ experience in the field or related area.

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**Principal Systems Architect**

**General Summary**
Responsible for designing and leading projects from a technology perspective to meet the requirements and constraints of the customer scope of work. Intimately involved with all technical activities within the team (software development life cycle activities, architectures, development strategies, implementation plans, etc.). Defines product requirements and creates high-level architectural specifications, ensuring
feasibility, functionality, and integration with existing systems/platforms. Demonstrates expertise in a
variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to
plan and accomplish goals. Provides consultation on complex projects and is considered to be the top
level contributor/specialist. Will guide a team of developers through the project to completion.

Principal Duties and Responsibilities
1. Applies enterprise wide set of disciplines for planning, analyzing, designing, and constructing
information systems
2. Develops analytical and computational techniques and methodology for problem solutions
3. Performs enterprise wide strategic system planning, information planning, business, and analysis
4. Able to apply reverse engineering and reengineering disciplines to developing migration strategies and
complex architectural strategies
5. Provides technical guidance in software engineering techniques and automated support tools

Job Specifications
Requires a Master's degree in a quantitative discipline (Computer Science, Mathematics or Engineering)
and 15+ years’ experience in the field or related area.
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<th>LABOR CATEGORY</th>
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Prices herein are net (IFF added)