

# MDB, Inc.

*Doing Well by Doing Good*

IT SERVICES SCHEDULE: GS-35F-260DA

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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

MDB performs its primary federal government information technology contracting through GSA Schedule 70 contract number GS-35F-260DA, and is eligible to provide General Purpose Commercial Information Technology Equipment, Software and Services (IT), under SIN 132-51(RC).

Contract period: 04-06-2016 - 04-05-2021

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov). If you would like to request services from MDB, Inc., please contact:

MDB, Inc.  
1101 Connecticut Avenue, NW, Suite 550  
Washington, DC 20036  
202.331.0060 | 202.331.0044 FAX

MDB, Inc.  
2525 Meridian Parkway, Suite 50  
Durham, NC 27713  
919.794.4700 | 919.287.2901 FAX

[info@michaeldbaker.com](mailto:info@michaeldbaker.com)  
[www.michaeldbaker.com](http://www.michaeldbaker.com)

MDB is a Service-Disabled Veteran-Owned Small Business (SDVOSB)

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

Special Item Number	Special Item Description	Labor Category Description Page	Awarded Price Page
132-51	IT Professional Services	3	3-4

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.** N/A
- 1c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.** See pages 3-4
2. **Maximum order.** \$500,000 per solicitation; for orders above \$500,000, please contact MDB, Inc. for further information.
3. **Minimum order.** \$100
4. **Geographic coverage (delivery area).** Domestic and Overseas
5. **Point(s) of production (city, county, and State or foreign country).** Same as company address
6. **Discount from list prices or statement of net price.** Net prices
7. **Quantity discounts.** 0.5% for fixed price orders over \$500,000
8. **Prompt payment terms.** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** Yes, under the \$3,000 micropurchase threshold
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Accepted
10. **Foreign items (list items by country of origin).** None
- 11a. **Time of delivery. (Contractor insert number of days.)** Specified on the Task Order

- 11b. **Expedited Delivery.** Items available for expedited delivery are noted in this price list. Contact MDB, Inc.
- 11c. **Overnight and 2-day delivery.** Overnight and 2-day delivery may be available. Customers may contact MDB, Inc. for rates for overnight and 2-day delivery.
- 11d. **Urgent Requirements.** Contact MDB, Inc.
12. **F.O.B. point(s).** Destination
- 13a. **Ordering address:** [info@michaeldbaker.com](mailto:info@michaeldbaker.com)
- 13b. **Ordering procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address.** MDB, Inc. 1101 Connecticut Avenue, NW, Suite 550, Washington, DC 20036
15. **Warranty provision.** Contractor's standard commercial warranty
16. **Export packing charges, if applicable.** Not applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** Contact MDB, Inc.
18. **Terms and conditions of rental, maintenance, and repair (if applicable).** Not applicable
19. **Terms and conditions of installation (if applicable).** Not applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** Not applicable
- 20a. **Terms and conditions for any other services (if applicable).** Not applicable
21. **List of service and distribution points (if applicable).** Not applicable
22. **List of participating dealers (if applicable).** Not applicable
23. **Preventive maintenance (if applicable).** Not applicable
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** Not applicable
- 24b. **Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services.** The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Number System (DUNS) number.** 04-244-1001
26. **Notification regarding registration in Central Contractor Registration (CCR) database.** MDB, Inc. is registered in the CCR Database

## IT SERVICES SCHEDULE: GS-35F-260DA

Labor Categories SIN 132-51: Information Technology Professional Services	Schedule	Year 1 4/6/2016 - 4/5/2017	Year 2 4/6/17 - 4/5/18	Year 3 4/6/18 - 4/5/19	Year 4 4/6/19 - 4/5/20	Year 5 4/6/20 - 4/5/21
Database Administrator	IT	\$136.09	\$140.17	\$144.38	\$148.71	\$153.17
IT Specialist II	IT	\$152.42	\$156.99	\$161.70	\$166.55	\$171.55
IT Specialist III	IT	\$196.52	\$202.42	\$208.49	\$214.74	\$221.18
IT Specialist IV	IT	\$266.73	\$274.73	\$282.97	\$291.46	\$300.20
IT Support Staff II	IT	\$87.09	\$89.70	\$92.39	\$95.16	\$98.01
Senior Graphic Designer	IT	\$168.74	\$173.80	\$179.01	\$184.38	\$189.91
Systems Engineer	IT	\$146.96	\$151.37	\$155.91	\$160.59	\$165.41

## INFORMATION TECHNOLOGY (IT) LABOR CATEGORY DESCRIPTIONS

### Database Administrator

**Minimum/General Experience:** 4 years of related experience.

**Functional Responsibility:** Serves as a member of a project team with tasks involving the management of existing or development of new databases. Provides high level technical expertise in the use of database management systems concepts. Evaluates and recommends available database management products and services to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications. Conducts database design, development, installation, configuration, management, backup and recovery, synchronization, and monitoring. Performs programming and scripting for both servers and clients. Provides support to application developers in designing and performance tuning of databases.

**Minimum Education:** Bachelor's degree

### IT Specialist II

**Minimum/General Experience:** 4 years of experience.

**Functional Responsibility:** Works as part of a team on the design, development, implementation, and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Serves as liaison to project director and other task leaders, as well as administrative management. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Interacts with project sponsors, with a focus on customer service and understanding of client expectations and needs. Utilizes best practices in conducting project work. May serve as the task leader on projects.

**Minimum Education:** Bachelor's degree

### IT Specialist III

**Minimum/General Experience:** 6 years of experience or related specialized training.

**Functional Responsibilities:** Directs the design, development, implementation, and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Assumes increasing levels of responsibility for work groups on projects of greater complexity. Follows best practices in conducting project work. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Provides project with technical expertise gained through formal education and diverse IT project experience. May serve as project director (PD) or task leader on projects.

**Minimum Education:** Bachelor's degree

### IT Specialist IV

**Minimum/General Experience:** 15 years of experience in electronic support system design and development and web development.

**Functional Responsibility:** Senior IT Specialist who acts as consultant to senior management. Develops and applies

advanced concepts and techniques and develops solutions to complex problems requiring a high degree of ingenuity and innovation. Provides guidance on the design, development, implementation, and maintenance of software applications and systems for projects, using current technologies and software. Has experience with a diverse set of languages and software applications. Utilizes structured system development life cycle processes for planning, managing and documenting project activities. Provides project with technical expertise gained through formal education and diverse IT project experience. Follows best practices in conducting project work. May serve as senior technical advisor, project director (PD), or task leader on projects.

**Minimum Education:** Bachelor's degree

### IT Support Staff II

**Minimum/General Experience:** 2 years of experience.

**Functional Responsibilities:** Serves as a member of a project team with duties involved in the receipt, development, storage, control, and distribution of all project related data. Collects data in accordance with plans developed by others. Verifies and analyzes data to identify trends and relationships. Drafts reports of findings along with related documentation. Provides required support for project administration and deliverables, including but not limited to contract management, logistics management, data processing, and document publishing. Works under direction of Project Director, Project Manager, or Task Leader.

**Minimum Education:** Bachelor's degree

### Senior Graphic Designer

**Minimum/General Experience:** 20 years of applied experience in multi-media graphic design.

**Functional Responsibility:** Senior Graphic Designer specializes in development and concept of client's project. Serves as a member of a project team to provide creative direction, technical knowledge, and expertise to projects and junior staff on the application of multimedia graphic design, production, and support. Utilizes all multi-media applications and materials and has an advanced knowledge of printing processes and procedures.

**Minimum Education:** Bachelor's degree

### Systems Engineer

**Minimum/General Experience:** 4 years of experience.

**Functional Responsibility:** Serves as a member of a project team to administer information system development and testing. Duties may include business case development, requirements and data analysis, appraising and presenting solutions, database design, network design, programming, testing, and implementation. May provide guidance and assistance to junior team members.

**Minimum Education:** Bachelor's degree in Information Systems, Engineering, Computer Science or other related technical discipline. Experience may not substitute for degree.

## EXPERIENCE & DEGREE SUBSTITUTION

The requirements for education and experience are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other, as set forth herein. Experience exceeding the minimum shown may be substituted for education, and education exceeding the minimum shown may be substituted for experience. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

### Degree/Experience Equivalency\*

Degree	Experience Equivalents	Other Equivalents
Associate's	2 years relevant experience	Professional certification or license
Bachelor's	Associate's degree + 2 years relevant experience, or 4 years of relevant experience	Professional certification or license
Master's	Bachelor's degree + 2 years relevant experience or 6 years of relevant experience	Professional certification or license
Doctorate	Master's degree + 2 years relevant experience, or Bachelor's degree + 4 years of experience, or 8 years of relevant experience	

\* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

### ACCESSING MDB, INC.

The following organizations may place orders with MDB, Inc.'s Professional Services Schedule with Management, Organizational and Business Improvement Services (MOBIS), Advertising & Integrated Marketing Solutions (AIMS), and/or Environmental Services (ES) or with MDB, Inc.'s Information Technology Services Schedule through the U.S. General Services Administration (GSA) Federal Supply Schedule (FSS):

- Executive Agencies
- Other Federal Agencies
- Mixed-ownership Government corporations
- Government Contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply

### TO PLACE AN ORDER

To obtain GSA services, agencies may work with approved GSA contractors such as MDB, Inc. For orders under \$3,000, agencies can simply place an order with their contractor of choice. The following procedure is used to place orders above \$3,000:

1. Customer prepares Statement of Work describing work to be accomplished
2. Customer conducts a "best value" review of at least three GSA contractors
3. Customer selects awardee
4. Awardee undertakes work and invoices customer directly

# TERMS AND CONDITIONS

## SIN 132-51 IT PROFESSIONAL SERVICES

### TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

#### 1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

#### 3. ORDER

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

#### 4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
  - (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## 6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS - COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## 7. RESPONSIBILITIES OF THE CONTRACTOR

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

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

## 9. INDEPENDENT CONTRACTOR

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

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

- b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES

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

## 12. PAYMENTS

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

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
  - (1) The offeror;
  - (2) Subcontractors; and/or
  - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

## 13. RESUMES

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

## 14. INCIDENTAL SUPPORT COSTS

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

## 15. APPROVAL OF SUBCONTRACTS

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

## 16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

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

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

**Minimum Education:** Bachelor's Degree in Computer Science