
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.

SCHEDULE TITLE: INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FSC GROUP 70

SERVICES

FSC/PSC CLASS

IT & Telecom-Facility Operation and Maintenance	D301
IT & Telecom-Systems Development Services	D302
IT & Telecom-Systems Analysis Services	D306
IT & Telecom-Automated IT Strategy and Architecture	D307
IT & Telecom-Programming Services	D308
IT & Telecom-Security and Data Backup Services	D310
IT & Telecom-Data Conversion Services	D311
IT & Telecom-Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services	D313
IT & Telecom-Telecommunications Network Management Services	D316
IT & Telecom-Web-Based Subscription Services	D317
IT & Telecom-Other IT and Telecommunications Services	D399

CONTRACT NUMBER: - GS-35F-287BA

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

CONTRACT PERIOD: March 25, 2014 – March 24, 2019

RIDGEWOOD

Ridgewood Technology Partners. LLC
11800 Sunrise Valley, Suite 420, Reston, VA 20191
Phone: 703.860.4795
Fax: 703.860.4786

Web Site: www.ridgewoodpartners.com

Contact for Contract Administration: Andrea Gross, Contract Administrator
Email for Contract Administration : agross@ridgewoodpartners.com

BUSINESS SIZE. SMALL BUSINESS

CUSTOMER INFORMATION

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

SIN	Description
132-51	Information Technology (IT) Professional Services

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.

SIN	Lowest Priced Items	Price
132-51	Junior System Analyst	\$109.04

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 Pricing Below

2. Maximum order. **\$500,000**

3. Minimum order. **\$100.00**

4. Geographic coverage (delivery area). **Domestic only**

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. **Government net prices (discounts already deducted).**

See Attachment.

7. Quantity discounts. **1% on orders greater than \$250,000**

8. Prompt payment terms. **Prompt Payment Discount 05%-20 days**

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro purchase threshold. **No**

10. Foreign items (list items by country of origin). **None**

CUSTOMER INFORMATION CONT'D

11a. Time of delivery. (Contractor insert number of days.) **Specified on the Task Order**

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

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **Contact Contractor**

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

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

13a. Ordering address(es). ***Ridgewood Technology Partners, LLC
11800 Sunrise Valley, Suite 420
Reston, VA 20191***

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es). ***Ridgewood Technology Partners, LLC
11800 Sunrise Valley, Suite 420
Reston, VA 20191***

15. Warranty provision. **Contractor’s standard commercial warranty. N/A**

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

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **N/A**

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

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

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

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

CUSTOMER INFORMATION CONT'D

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

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

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

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

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

25. Data Universal Number System (DUNS) number. **133257514**

26. Notification regarding registration in Central Contractor Registration (CCR) database.
12/5/2014

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

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- (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

Commercial Job Title: Program Manager

Minimum/General Experience: 10 years - 10 years of direct relevant technical experience may be substituted for education

Functional Responsibility: Must be capable of planning, coordinating, and directing the activities of administrative, program, and technical personnel. Must have a thorough understanding and experience in the complete life-cycle management of military systems. Must have knowledge and experience with Federal Government plans, policies, standards, and methods aimed at the acquisition and support of military systems. Must be capable of managing and controlling schedules and cost to provide on time, within budget, performance of all aspects of the contractual effort. Must be capable of providing direction for operations and ensuring compliance with all management policies, plans, and procedures. Must be capable of providing recommendations for resolution of technical problems.

Minimum Education: Bachelor's Degree - Engineering, Computer Science, Systems, Business or related scientific /technical discipline

Commercial Job Title: Program Manager Level II

Minimum/General Experience: Minimum 15 years of direct relevant experience.

Functional Responsibility: Capable of planning, coordinating, and directing the activities of administrative, program, and technical personnel. Must have a thorough understanding and experience in the complete life-cycle management of military systems. Must have knowledge and experience with Federal Government plans, policies, standards, and methods aimed at the acquisition and support of military systems. Must be capable of managing and controlling schedules and cost to provide on time, within budget, performance of all aspects of the contractual effort. Must be capable of providing direction for operations and ensuring compliance with all management policies, plans, and procedures. Must be capable of providing recommendations for resolution of technical problems.

Minimum Education: Bachelor's Degree - Engineering, Computer Science, Systems, Business or related scientific /technical discipline

Commercial Job Title: Senior System Analyst (Software)

Minimum/General Experience: 10 years of direct relevant technical experience may be substituted for education

Functional Responsibility: Provides functional and empirical analysis related to the design, development, and implementation of software systems, including, but not limited to application software, utility software, development software, and diagnostic software. Participates in the development of test strategies, devices, and systems.

Minimum Education: Bachelor's Degree - Computer Science, Information Systems, Engineering, Business, or related scientific or technical discipline

Commercial Job Title: Junior System Analyst (Software)

Minimum/General Experience: 5 Years - 8 years of direct relevant technical experience may be substituted for education

Functional Responsibility: Provides functional and empirical analysis related to the design, development, and implementation of software systems, including, but not limited to application software, utility

software, development software, and diagnostic software. Participates in the development of test strategies, devices, and systems.

Minimum Education: Bachelor's Degree - Computer Science, Information Systems, Engineering, Business, or related scientific or technical discipline

Commercial Job Title: Sr. Business Analyst

Minimum/General Experience: The Senior Business Analyst must have experience in leading business process re-engineering efforts for at least one medium-to-large software project. The Senior Business Analyst must have a minimum of 3 years of project management experiences, i.e. understanding the business need, defining a creative and useful software solution, and promoting the product to the user community and management. The Senior Business Analyst should have an understanding of business strategy development techniques.

Functional Responsibility: The Senior Business Analyst is to have strong skills in building and maintaining successful networks and relationships with key leaders across a single functional area to ensure IT projects are supported and successfully delivered.

- The Senior Business Analyst is to organize and present ideas in a convincing and compelling manner.
- The Senior Business Analyst is to persuade and influence others with effective verbal and written communication.
- The Senior Business Analyst is to understand the value of process-centric approach to business analysis and capability development.
- The Senior Business Analyst is to command of project management techniques and tools.
- The Senior Business Analyst is to develop or modify moderately complex information systems documentation and conveys this information to technical team for translation into programming languages or implements into COTS technologies.
- The Senior Business Analyst is to identify process, technology and organizational role changes necessary to support business goals and objectives.

Minimum Education: BA or MA, ideally in Computer Science, Business or related field.

Commercial Job Title: Mid-Level Business Analyst

Minimum/General Experience:

- 6-8 years of BA experience in the IT industry
- 3 years of experience with ability to develop high quality Use Cases
- 3 years of experience with ability to research
- Solid understanding of mainstream IT technologies (web services, XML, open source technology products preferred)
- Ability to resolve issues and overcome sprint roadblocks
- Excellent interpersonal skills and highly experienced at dealing with clients/users at all levels, singly and in groups
- Proven ability to communicate, both orally and in writing, and to present ideas clearly

Functional Responsibility:

- Solves organizational information problems, and documents/vets requirements by analyzing business and technical functions

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- Supports software architects and developers by answering business questions and complete requirements
 - Assist in translating business needs into technical specifications
 - Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
 - Supports design of new computer programs by analyzing requirements; constructing workflow charts and diagrams.
 - Improves systems by studying current practices; designing modifications.
 - Recommends controls by identifying problems; writing improved procedures.
 - Defines project requirements by identifying project milestones, phases, and elements; forming project team; establishing project budget.
 - Monitors project progress by tracking activity; resolving problems; publishing progress reports; recommending actions.
 - Maintains system protocols by writing and updating procedures.
 - Provides references for users by writing and maintaining user documentation; providing help desk support; training users.
 - Maintains user confidence and protects operations by keeping information confidential.
 - Prepares technical reports by collecting, analyzing, and summarizing information and trends.
 - Contributes to team effort by accomplishing related results as needed.

Minimum Education: BA ideally in Computer Science, Business or related field

Commercial Job Title: Process Engineer

Minimum/General Experience: Experience in a software development organization. Exceptional communication skills including clear and concise writing, an engaging presentation style and strong group facilitation skills. Strong leadership and teamwork skills. Demonstrated ability to collaborate across teams and roles to get results and build strong relationships. Ability to balance needs of a large number of concurrent projects.

Functional Responsibility:

- Develop a deep understanding of software development concepts, practices and tools used within the industry.
- Work with senior leaders to identify issues and opportunities related to supporting junior software development team members. Develop clear, well-scoped problem statements and drive related projects to completion.
- Facilitate organizational adoption of new content, processes and standards through thoughtful change management strategies. Plan and conduct rollouts, and help staff members successfully adopt new practices. Report out to senior staff on progress against business drivers.
- Identify internal experts and ensure key knowledge is captured and shared. Continuously review, catalog and promote user-created documentation and resources. Facilitate and grow internal communities of practice.

Minimum Education: BA or MA, ideally in Computer Science, Electrical Engineering or related field.

Commercial Job Title: Sr. Level Software Engineer

Minimum/General Experience:

- Senior engineers must have extensive software-development experience.
- 4+ years of VB.NET, ASP.NET and ADO.NET, including exposure to .NET Remoting and XML Web Services.
- 2-4 years of advanced .NET programming including object composition and parallel processing.
- 2+ years of Distributed system/n-tier development experience with a focus on scalable middle-tier and server-side development (DCOM/COM+/MSMQ).

Functional Responsibility:

- Senior software engineers must have expert knowledge of computer languages, computer logic and flow-charting techniques.
- Must be familiar with software design methods and techniques, and have the skills to write, edit and de-bug computer programs to achieve design objectives.
- They must have expertise in programming languages, such as C or C++, and an in-depth technical knowledge of hardware, networks and operating systems.
- Depending on the type of software they are developing, these engineers might need detailed technical knowledge of specific operating systems, such as Windows, Linux or Mac OS. They must also have expert knowledge of software development tools and the software development life cycle.

Minimum Education: Bachelor's degree in computer science, software engineering or mathematics.

Commercial Job Title: Mid Level Software Engineer

Minimum/General Experience: Ability to design using OOP, using static and dynamic models, sequence diagrams, etc. is preferred. Analysis and interpretation of business requirements, flow charting, and functional decomposition are essential skills for this position. The team lead and mentoring aspects also require good organizational, communication and interpersonal skills.

Functional Responsibility:

- C#/VB .NET Development (Look for .net if you find C# that's fine or vb.net which could be harder to find)
- ADO.NET Development
- ASP.NET Development (Web Forms)
- JavaScript/JQuery Development
- Windows Forms Development
- Microsoft User Interface Application Blocks (2.0)
- Microsoft Enterprise Library (e.g. Microsoft Data Blocks)
- UI Control Development (User/Server/Custom, VB etc.)
- Database Development (MSSQL Server 2005/2008/2012)
- Distributed computing development
- WCF Services
- .NET Remoting

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- COM+/Enterprise Services
 - XML Web Services
 - XSLT

Minimum Education: Bachelor's degree (B. A. / B. S.) in Computer Science or four years related experience and/or training; or equivalent combination of education and experience

Commercial Job Title: Software Engineer / DBA

Minimum/General Experience:

- Minimum 2 years of software development experience in C#
- Minimum 2 years of experience with ASP.NET, MVC 4.0 & APS.NET 4.0 web forms

Functional Responsibility:

- Jaspersoft: ETL (such as Microsoft SSRS and SSIS etc); Java, SQL & ability to learn new technology. System admin skills (security). Data modeling and report design. Data warehousing techniques.
- ASP.NET C# MVC 4/JQuery/SQL Server 2008/D3.js
- Database design.
- SQL skills (stored procedure, complex joins, T-SQL)
- Enthusiasm & ability to learn new things and educate yourself.

Software Development:

- ASP.NET C# MVC4/JQuery/SQL Server 2008. Develop custom JQuery widgets (JQuery UI widget factory).
- Web Development architecture design (front end through to back end technologies). IIS7 web deployment.
- DatStat/Survey Center: Experience in consuming REST APIs (DatStat).
- Enthusiasm & ability to learn new things and educate yourself.
- Architecture design & build: ability to design web applications from scratch (front end, middle tier and database).
- Knowledge of software development tools (Visual Studio 2012, SSMS, familiarity of source control such TFS, SVN, bit locker etc.)\

Minimum Education: Bachelor's degree (B. A. / B. S.) in Computer Science or four years related experience and/or training; or equivalent combination of education and experience

Commercial Job Title: Quality Assurance Engineer

Minimum/General Experience: 3+ years experience in application quality assurance and 3+ years experience with the administration of a quality assurance program

Technical Skills:

- Experience with Test Complete or other automated testing toolset. SQL
- Server or Oracle 2 years of scripting or programming experiences

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- Strong knowledge of structured query language
 - Excellent customer service skills

Knowledge, Skills, and Abilities:

- Strong Communication skills both written and verbal
- Ability to work independently and within a team environment
- Critical listening and thinking
- Decision making and problem solving

Functional Responsibility:

- Complete business analysis by manage the requirements gathering process and obtaining and documenting business and system requirements
- Document workflows: Provide requirements to development teams and participate in collaborative design sessions
- Create and document test cases for all documented requirements
- Manage and execute testing for all test cases: types include integration, certification, user acceptance, system, regression, and load tests.
- Monitor, measure, and report metrics based on the results of all tests
- Measure, Evaluate and test new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to established guidelines
- Write, revise, and verify quality standards and test procedures for program design and product evaluation in order to economically and efficiently attain a high quality of software Follow established quality assurance practices
- Execute regression tests, functional tests and data tests
- Conduct tests on computer software programs to make sure the programs perform properly and are easy to use
- Complete tests to determine weaknesses in software code
- Conduct compatibility tests
- Conduct performance load testing

Minimum Education: Bachelor's Degree or equivalent work experience

Commercial Job Title: Enterprise Architect

Minimum/General Experience: 15 years of experience solving computer, business, scientific, engineering, policy/compliance or other discipline system/process problems.

Developed instructions, established guideline, set policy to perform the functions of previous efforts. Supervised others in the assignment of work assigned duties and responsibilities. Expertise with Government or industry processes, procedures, standards, methodologies, or tools as relative to the technical assignment.

Functional Responsibility: Performs complex software/system design activities integrating multiple technologies. Provides architectural guidelines for all software/system design activities to current and future technological environments. Maintains state-of-the-art knowledge of technologies, planning, design,

and analysis methodologies. Expert technical support and/or leadership for difficult assignment that center on complex processes, structural elements, electric/electronic components, equipment, applications, systems, software, networks, satellites, telecommunications, facilities, or machinery. Performs and/or leads project planning, scope, control, management, tracking, or review activities. May supervise or manage tasks/projects.

Minimum Education: Master's degree in Computer Science, Information Systems, Math, Physics, Engineering or other applicable discipline.

Commercial Job Title: Project Manager

Minimum/General Experience: Minimum 5 years of experience working on projects or programs with at least 2 years of successful task lead experience.

Functional Responsibility: Plan, coordinate, and manage the actions taken by an organization to acquire and execute a specific piece of business, either competitively or non-competitively.

Integrate all functions and activities necessary to perform the project/program to meet the client or customer requirements. Plan and implement actions by the program/project team to define and implement technical baseline and meet quality requirements for project/program products and services. Direct project team personnel, manage cost and schedule, ensure contract compliance, and serve as principal customer interface

Minimum Education: Bachelor's degree or higher in Computer Science, Engineering, Business or a Related Field

Commercial Job Title: Quality Assurance Analyst

Minimum/General Experience: Minimum 3 years of direct relevant experience

Functional Responsibility: Entry level software testing position. Works in a team environment to evaluate and test software programs to ensure programs are designed in accordance with user requirements. Communicates defects to senior level analysts for problem resolution.

Minimum Education: Bachelor's degree or higher in Computer Science, Engineering or Related Field

Commercial Job Title: Security Analyst

Minimum/General Experience: Minimum 10 years of demonstrated experience in DoD Compliance and C&A policy, procedures, and processes, including DIACAP and NIST 800-57,800-53. Experience DoD C&A processes, tools and policies (e.g. eMass, DIACAP, RMF, DoD 8500, CNSSI 1253, NIST 800 series)

Functional Responsibility: Manage and support the DoD Information Assurance Certification and Accreditation Process (DIACAP) process for all Information Systems (IS), enclaves, and application systems under the purview of the CIO per DoDI 8510.01. The accreditation process occurs as new systems are identified as a requirement to the Cybersecurity team or prior to current accredited system expirations. Further, as DoD migrates to the Federal Risk Management Framework (RMF), support the transition for the organization by updating policies, procedures, and processes as appropriate. Create and deliver DIACAP Implementation Plan and execute DIACAP implementation, conduct validation services, prepare POA&M, and compile validation results. Prepare a plan to migrate from the DIACAP to the DoD Risk Management Framework. Provide support to the Connection Approval Process (CAP), and IT Portfolio Registry (DITPR). Attend meetings and working groups as directed that are in support of compliance and C&A activities

Minimum Education: Bachelor's degree from an accredited college or university in Computer Science

Commercial Job Title: Systems Engineer

Minimum/General Experience: . Minimum 8 years of professional experience in the field of expertise

Functional Responsibility: Establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures as they apply to the implementation and specification of Information Management (IM) solution of the application platform, across the application program interface (API), and the external environment/software application. Evaluates analytically and then, develops appropriate corrective action. Provides daily supervision and direction to staff.

Minimum Education:

Bachelor's Degree (or equivalent) or certification for the subject matter from an accredited training institution

Commercial Job Title: Help Desk Specialist

Minimum/General Experience: Minimum 4 years of experience in help desk operations. Post-secondary training in a related discipline; or equivalent work experience

Functional Responsibility: Supervises and may serve as lead for help desk support operations. Establishes processes by which problems are controlled. Reports various statistical analyses of help desk operations to client management. Provides support for help desk operations. Responsible for receiving phone calls in a courteous and competent manner. Emphasizes high quality service in responding to user's requests. Ensures call closure.

Minimum Education: Associate's degree (A. A.) or equivalent from two-year college or technical school

Commercial Job Title: Technical Writer

Minimum/General Experience: Minimum of 3 years experience developing, editing, and producing technical and graphic documentation for information technology systems. Must have a basic understanding of computer processing, including commonly used information technology terminology and must possess strong organizational skills.

Functional Responsibility: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Prepares and edits documentation incorporating information provided by the user, specialist, analyst, programmer, and management personnel. Duties include writing, edition, and graphics presentation of technical information for both technical and non-technical personnel. Interprets technical documentation standards and prepares documentation accordingly.

Minimum Education: Bachelor's Degree in Accounting, Business, Engineering, Computer Science or Information Engineering

GSA PROPOSED PRICELIST

	Proposed Labor Categories	GSA
		Hourly Rate w/IFF
1	Program Manager	\$137.99
2	Program Manager Level II	\$145.32
3	Senior System Analyst	\$130.85
4	Junior System Analyst	\$109.86
5	Sr. Business Analyst	\$114.36
6	Mid-Level Business Analyst	\$108.44
7	Process Engineer	\$74.86
8	Sr. Level Software Engineer	\$94.57
9	Mid-Level Software Engineer	\$63.04
10	Software Engineer/DBA	\$51.22
11	Quality Assurance Engineer	\$82.74
12	Enterprise Architect	\$134.49
13	Project Manager	\$137.26
14	Quality Assurance Analyst	\$60.01
15	Security Analyst	\$103.52
16	Systems Engineer	\$93.09
17	Help Desk Specialist	\$58.28
18	Technical Writer	\$97.81

Final Pricing: SIN 132-51 W/IFF					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Program Manager	\$137.99	\$140.75	\$143.57	\$146.44	\$149.37
Program Manager Level II	\$145.32	\$148.22	\$151.19	\$154.21	\$157.30
Senior System Analyst	\$130.85	\$133.47	\$136.14	\$138.86	\$141.64
Junior System Analyst	\$109.86	\$112.06	\$114.30	\$116.59	\$118.92
Sr. Business Analyst	\$114.36	\$116.64	\$118.98	\$121.36	\$123.78
Mid-Level Business Analyst	\$108.44	\$110.61	\$112.82	\$115.08	\$117.38
Process Engineer	\$74.86	\$76.36	\$77.89	\$79.44	\$81.03
Sr. Level Software Engineer	\$94.57	\$96.46	\$98.39	\$100.36	\$102.36
Mid-Level Software Engineer	\$63.04	\$64.30	\$65.59	\$66.90	\$68.24
Software Engineer/DBA	\$51.22	\$52.25	\$53.29	\$54.36	\$55.45
Quality Assurance Engineer	\$82.74	\$84.40	\$86.08	\$87.80	\$89.56
Enterprise Architect	\$134.49	\$137.18	\$139.93	\$142.73	\$145.58
Project Manager	\$137.26	\$140.00	\$142.80	\$145.66	\$148.57
Quality Assurance Analyst	\$60.01	\$61.21	\$62.44	\$63.69	\$64.96
Security Analyst	\$103.52	\$105.59	\$107.70	\$109.86	\$112.05
Systems Engineer	\$93.09	\$94.95	\$96.85	\$98.79	\$100.77
Help Desk Specialist	\$58.28	\$59.44	\$60.63	\$61.84	\$63.08
Technical Writer	\$97.81	\$99.77	\$101.76	\$103.80	\$105.88

**BLANKET PURCHASE AGREEMENT (BPA)
BEST VALUE BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Ridgewood Technology Partners 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

Ordering Activity	Date	Contractor	Date
_____	_____	_____	_____



Points of Contact
IT Schedule 70

For general questions regarding MAS IT Schedule 70 Contracting:

Customer Service
Phone: 1-877-446-IT70 (4870)
Email: IT.Center@gsa.gov

For questions regarding eOffer submission or Certifications:

Vendor Support Center
visit www.gsa.gov/vsc.
Phone: 1-877-495-4849

For general questions regarding HSPD 12:
Email: hspd12@gsa.gov
Phone: 1-703-605-2727

For general questions regarding COMSATCOM:
Email: fasnetworkservice@gsa.gov
Phone: 1-877-387-2001