



**GSA Schedule 70: GS-35F-288CA  
Altus Technical Solutions, LLC**

**1121 Annapolis Road, Suite #211  
Odenton, Maryland 21113  
Small Business -- Small Disadvantaged Business  
[www.AltusTS.com](http://www.AltusTS.com)**

**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE**



**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST FOR:  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**Period Covered by Contract:  
April 10, 2015 through April 9, 2020**

**Supplement #3: Pricelist Current Through  
Award of Mod PS-15 Effective April 6, 2018**

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](http://GSAAdvantage.gov).

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**GS-35F-288CA**  
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### **GENERAL SERVICES ADMINISTRATION**

Federal Supply Service

Authorized Federal Supply Schedule Price List

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General Purpose Commercial Information  
Technology Equipment, Software and Services

FSC GROUP Class 70, STANDARD INDUSTRY GROUP: 70

FSC Product code: D399

FSC/PSC Class D301 IT AND TELECOM- FACILITY OPERATION AND MAINTENANCE

- Facility Management

FSC/PSC Class D302 IT AND TELECOM- SYSTEMS DEVELOPMENT

- Systems Development Services

FSC/PSC Class D306 IT AND TELECOM- SYSTEMS ANALYSIS

- Systems Analysis Services

FSC/PSC Class D307 IT AND TELECOM- IT STRATEGY AND ARCHITECTURE

- Automated Information Systems Services

FSC/PSC Class D308 IT AND TELECOM- PROGRAMMING

- Programming Services

FSC/PSC Class D310 IT AND TELECOM- CYBER SECURITY AND DATA BACKUP

- Backup and Security Services

FSC/PSC Class D311 IT AND TELECOM- DATA CONVERSION

- Data Conversion Services

FSC/PSC Class D313 IT AND TELECOM- COMPUTER AIDED DESIGN/COMPUTER AIDED MANUFACTURING (CAD/CAM)

- Computer Aided Design Services
- Computer Aided Manufacturing Services

FSC/PSC Class D316 IT AND TELECOM- TELECOMMUNICATIONS NETWORK MANAGEMENT

- IT Network Management Services

FSC/PSC Class D317 IT AND TELECOM- WEB-BASED SUBSCRIPTION

- Creation/Retrieval of IT Related Data Services
- Creation/Retrieval of Other Information Services
- Creation/Retrieval of IT Related Automated News Services

FSC/PSC Class D399 IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

- Other Information Technology Services, Not Elsewhere Classified

## CUSTOMER INFORMATION

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

132-51

	Current Price (with IFF)	Current Price Good Through	Price 4/10/2018 - 4/9/2019 w IFF	Price 8/22/2018 - 4/9/2019	Price 4/10/2019 - 4/9/2020 w IFF
Project Manager	\$ 146.60	4/9/2018	\$ 150.41		\$ 154.32
Senior Subject Matter Expert	\$ 142.75	4/9/2018	\$ 146.47		\$ 150.28
Subject Matter Expert	\$ 135.35	4/9/2018	\$ 138.87		\$ 142.48
Senior IT Security Engineer	\$ 102.62	4/9/2018	\$ 105.29		\$ 108.03
IT Security Engineer	\$ 97.73	4/9/2018	\$ 100.27		\$ 102.88
Junior IT Security Engineer	\$ 72.95	4/9/2018	\$ 74.84		\$ 76.79
Program Manager	\$ 166.06	8/21/2018		\$ 168.94	\$ 173.33
IT Systems Engineer - Senior	\$ 106.30	8/21/2018		\$ 108.14	\$ 110.95
IT Systems Engineer - Intermediate	\$ 89.35	8/21/2018		\$ 90.90	\$ 93.26
IT Systems Engineer - Junior	\$ 81.42	8/21/2018		\$ 82.83	\$ 84.98
Information Assurance Manager	\$ 109.09	8/21/2018		\$ 110.98	\$ 113.87
Information Assurance Specialist - Senior	\$ 102.86	8/21/2018		\$ 104.64	\$ 107.36
Information Assurance Specialist - Junior	\$ 74.20	8/21/2018		\$ 75.49	\$ 77.45
IT Business Analyst III	\$ 103.41	8/21/2018		\$ 105.20	\$ 107.94
IT Business Analyst III	\$ 70.92	8/21/2018		\$ 72.15	\$ 74.03
IT QA Specialist	\$ 54.62	8/21/2018		\$ 55.57	\$ 57.01
Network Engineer III	\$ 136.35	8/21/2018		\$ 138.71	\$ 142.32
Senior Software Engineer	\$ 131.45	8/21/2018		\$ 133.73	\$ 137.21
Help Desk Manager	\$ 86.18	8/21/2018		\$ 87.67	\$ 89.95
Data Manager - IT Assets	\$ 86.18	8/21/2018		\$ 87.67	\$ 89.95

1b. N/A.

1c. Labor Category Descriptions

<b>Job Title:</b>	<b>Project Manager</b>
Minimum/General Experience:	Combination of four years of information technology experience, including one year of recent experience in a management or supervisory capacity, plus one year of experience in the functional area of the project to be managed.
Functional Responsibility:	Assists with the maintenance, planning and execution of project schedules as well as the preparation and delivery of status reports to the customer. Point of contact for the customer. Interacts with project staff and the customer to help coordinate activities. May serve as technical lead for the project.
Minimum Education:	Bachelor's degree in a relevant field.

<b>Job Title:</b>	<b>Senior Subject Matter Expert</b>
Minimum/General Experience:	Eight years of specialized experience in a functional area of expertise.
Functional Responsibility:	Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues. May supervise the activities of other subject matter experts or technical personnel.
Minimum Education:	Master's degree in a relevant functional area.

<b>Job Title:</b>	<b>Subject Matter Expert</b>
Minimum/General Experience:	Five years of specialized experience in a functional area of expertise.
Functional Responsibility:	Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.
Minimum Education:	Bachelor's degree in a relevant functional area.

<b>Job Title:</b>	<b>Senior IT Security Engineer</b>
Minimum/General Experience:	Five years of experience in developing, maintaining, and enforcing a cyber- security program covering information resources and activities.
Functional Responsibility:	Experience should include independent assessment overview of the implementation of the policy and procedures associated with the enterprise system software, security on Windows and UNIX/Linux servers, and the analysis of security vulnerabilities identifying recommendations for the remedy of the particular environment. Experience in developing and implementing policies, standards and guidelines covering data security, disaster recovery, continuity of operations, and contingency planning.
Minimum Education:	Bachelor's degree in Computer Science or a related field.

<b>Job Title:</b>	<b>IT Security Engineer</b>
Minimum/General Experience:	Three years of experience in developing, maintaining, and enforcing a cyber- security program covering information resources and activities.
Functional Responsibility:	Experience should include performing research on system vulnerabilities, assisting developers in the design of secure applications, conducting system penetration studies, acquiring and implementing computer security incident response tools, monitoring networks to detect intrusions, briefing management and security personnel on the incidents, and using automated tools to perform network monitoring, intrusion detection, and reaction to incidents. Experience should also include security hardware/software integration as well as a strong background in network security design or development.
Minimum Education:	Bachelor's degree in Computer Science or a related field.

<b>Job Title:</b>	<b>Junior IT Security Engineer</b>
Minimum/General Experience:	One year of experience in a cyber-security program covering information resources and activities.
Functional Responsibility:	General experience with network operations and security. Able to read and interpret logs from anti-virus software, intrusion detection software, and server operating system logs.
Minimum Education:	Bachelor's degree in Computer Science or a related field or High School Diploma/GED and technical training in information systems security.

<b>Job Title:</b>	<b>Program Manager</b>
Minimum/General Experience:	12 years of IT experience, including at least 8 years of IT management experience. At least 8 years direct supervision of IT software development, integration, maintenance projects, and/or telecommunications systems.
Functional Responsibility:	Provides overall management and administrative oversight for IT Programs Serves as primary interface and point of contact with government management personnel, the Contracting Officer's Technical Representative (COTR), the Contracting Officer (CO), customer representatives, and /or corporate management. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, and communicating policies, processes, and goals of the organization to subordinates. Must be capable of leading projects that involve the successful management of teams.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>IT Systems Engineer – Senior</b>
Minimum/General Experience:	A minimum of 1 year of IT security experience, including at least 1 year experience in one or more information, computer, or network security disciplines (e.g., penetration testing, intrusion detection and audit analysis, public key infrastructure, cryptography, assessment and authorization, or risk assessment and mitigation).
Functional Responsibility:	Designs and implements IT systems to meet business or technical needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. May lead or support business studies and/or feasibility studies.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>IT Systems Engineer – Intermediate</b>
Minimum/General Experience:	Five (5) years experience.
Functional Responsibility:	Designs and implements IT systems to meet business or technical needs. May develop code, test and implement computer programs and subsystems utilizing multiple programming languages. May lead subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. May lead or support business studies and/or feasibility studies.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>IT Systems Engineer – Junior</b>
Minimum/General Experience:	Two (2) years experience.
Functional Responsibility:	Assists with the design and implementation of IT systems to meet business or technical needs. May assist with the development of code, testing and implementing computer programs and subsystems utilizing multiple programming languages. May assist with the leadership role in subsystem design and participates in system design projects. May interface with customers to define system requirements and priorities. Analyzes, resolves or assists in resolving production problems. Assist with the support of business studies and/or feasibility studies.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>Information Assurance Manager</b>
Minimum/General Experience:	Five (5) years of experience installing, maintaining, administering, and troubleshooting networks serving a community of at least 1000 users composed of unclassified systems running Microsoft® Windows, Linux, and UNIX operating systems; five (5) years of experience with network security architecture to include, but not limited to; firewalls, intrusion detection/prevention systems, web proxies, and content filtering devices, encryption devices, and DoD Public Key Infrastructure.
Functional Responsibility:	Develops and implements IA/ Certification and Accreditation (C&A) policies, guidelines, and procedures. Provides coordination support to facilitate processing, tracking and approval of IA documentation. Provides IA support required for initial fielding of equipment as required to include IA scans. Provide support to facilitate formal IA reviews and project assessments.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>Information Assurance Specialist – Senior</b>
Minimum/General Experience:	Seven (7) years experience.
Functional Responsibility:	Identifies security threats and vulnerabilities in an information technology environment and establishes and satisfies complex system wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Works with customer organization to define and develop information system security programs, resources, and risks. Can provide guidance and direction to other professionals. Coordinates resolution of complex problems and tasks. Has a strong knowledge of computer security principles, including Operating System, kernel, and network security.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>Information Assurance Specialist – Junior</b>
Minimum/General Experience:	Three (3) years experience.
Functional Responsibility:	Assists in identifying security threats and vulnerabilities in an information technology environment and helps establish and satisfy complex system wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Works with customer organization to define and develop information system security programs, resources, and risks. Has a working knowledge of computer security principles, including Operating System, kernel, and network security.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>IT Business Analyst III</b>
Minimum/General Experience:	Six (6) years of intensive and progressive experience in IT project management, and business process automation.
Functional Responsibility:	For IT Programs, responsible for the complex systems process analysis, design, and simulation. Has high level of understanding of organization's business systems and industry requirements. The Business Analyst focus is on IT process analysis and re-engineering and providing guidance to agency heads, directors, and senior managers on IT quality improvement, business process reengineering, and strategic implementations.
Minimum Education:	Bachelor's Degree



<b>Job Title:</b>	<b>IT Business Analyst II</b>
Minimum/General Experience:	Three (3) years of intensive and progressive experience in IT project management, and business process automation.
Functional Responsibility:	For IT Programs, provides guidance to agency heads, directors, and senior managers on IT quality improvement, business process reengineering and strategic implementations. Assists with the designs and organization of executive level IT workshops, benchmarking, and surveys.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>IT QA Specialist</b>
Minimum/General Experience:	A minimum of five (5) years experience supporting IT tasks in a regulated (CLIA, CAP, GLP, ISO), environment and a minimum of two (2) years of quality assurance experience as applied to IT programs, projects and systems.
Functional Responsibility:	Manages/conducts regulatory audits/assessments to implement QA processes and procedures for the IT program. Uses Microsoft Office Suite software programs such as Excel, Word, PowerPoint, and Access to perform IT QA tasks. Applies SharePoint (or similar document repository) to control IT documents. Interfaces with program personnel to develop central repository of IT documents.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>Network Engineer III</b>
Minimum/General Experience:	Twelve (12) years experience.
Functional Responsibility:	Provides assistance in all aspects of network management from network design through implementation, maintenance, and upgrading of existing networks; Analyzes design, specifications, and related documents; Implements communication system requirements to support the distributed functionality of a software engineering environment; Analyzes network characteristics (e.g. traffic connect time, transmission speeds, packet sizes and throughput), troubleshoots problems and recommends procurement of and/or modifications to network components.
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>Senior Software Engineer</b>
Minimum/General Experience:	Minimum 10 years IT project management experience involving help desk services administration; experience managing IT teams of up to 10 personnel; Minimum five years Remedy Developer experience.
Functional Responsibility:	Develops and implements policies, guidelines, and procedures to ensure effective and economical management and technical support in providing Software Engineering/Configuration Management Support. Manages complex Remedy upgrade projects utilizing Remedy incident, asset, and change management applications as well as custom developed applications to ensure maximum end-user uptime and timely ticket resolution. Develops reports and managing metrics to realize cost reductions for end-user support functions and be well versed in identifying and implementing continual improvements to improve service levels.
Minimum Education:	Bachelor's Degree. Professional Certification: Remedy Skilled Professional designation or Remedy Accreditation or Certification. Advanced Microsoft Office 2010 capabilities, especially advanced Microsoft Excel capabilities.

<b>Job Title:</b>	<b>Help Desk Manager</b>
Minimum/General Experience:	Two (2) years experience.
Functional Responsibility:	Monitors the help desk ticket queue and assigns tickets, ensures that tickets are worked and resolved within service level targets. Collects metrics of systems/equipment status. Monitors service provider performance and resolutions. Manages and assumes responsibility for the overall ownership, monitoring, tracking and quality assurance for all corrective and preventive maintenance tickets. Acts as the local point of contact for customer and end user management communication and escalation of issue
Minimum Education:	Bachelor's Degree

<b>Job Title:</b>	<b>Data Manager – IT Assets</b>
Minimum/General Experience:	Two (2) years experience.
Functional Responsibility:	Performs Data Asset Manager tasks including the following: -performs asset inventories /audits -creates /updates IT system for tracking equipment -manages IT equipment changes to account for adds/deletes/upgrades etc. -manages IT software licenses
Minimum Education:	Bachelor's Degree

2. Maximum order  
\$500,000
3. Minimum order  
\$100.00
4. Geographic coverage (delivery area)  
50 United States; District of Columbia; Puerto Rico
5. Point(s) of production (city, county, and State or foreign country)  
Not Applicable
6. Discount from list prices or statement of net price.  
Net prices are set forth in paragraph 1 above.
7. Quantity discounts  
None
8. Prompt payment terms  
½% 20 days, Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Government purchase cards
  - a. Government Purchase cards are accepted at or below the micro-purchase threshold.
  - b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin)  
None
11. Delivery
  - a. Time of delivery: As negotiated with ordering agency.
  - b. Expedited Delivery: Contact the Contractor.
  - c. Overnight and 2-day delivery: Contact the Contractor.
  - d. Urgent Requirements: Contact the Contractor.
12. F.O.B. point(s)  
Destination

13. Ordering
  - a. Ordering address  
1121 Annapolis Road #211  
Odenton, Maryland 21113
  - b. 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  
1121 Annapolis Road #211  
Odenton, Maryland 21113
15. Warranty provision  
None.
16. Export packing charges, if applicable.  
Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)  
None.
18. Terms and conditions of rental, maintenance, and repair (if applicable)  
Not Applicable
19. Terms and conditions of installation (if applicable)  
Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)  
Not Applicable
- 20a. Terms and conditions for any other services (if applicable)  
Not Applicable
21. List of service and distribution points (if applicable)  
Not Applicable
22. List of participating dealers (if applicable)  
Not Applicable
23. Preventive maintenance (if applicable)  
Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)  
Not Applicable
- 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/](http://www.Section508.gov/).  
Not Applicable
25. Data Universal Number System (DUNS) number  
183610851
26. SAM  
Contractor is registered in the SAM database.

**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/IAM Service offered under Special Item Numbers 132-51 IT/IAM 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/IAM 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