GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

ZemiTek, LLC
3 Bethesda Metro Center, Suite 700
Bethesda, MD 20814
Phone: (240) 813-2523
Fax: (866) 296-9406
www.zemitek.com

Contract Administrator: Rosa Q. Caldas, President & CEO, rcaldas@zemitek.com

Contract Number: GS-35F-311GA
Period Covered by Contract: March 23, 2017 – March 22, 2022
Business Size: Woman-Owned Business, SBA certified 8(a) Small Disadvantaged Business

Schedule Title: Multiple Award Schedule
Federal Supply Group: Information Technology

Pricelist current through Modification #007, dated March 25, 2021.

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: GSAAAdvantage.gov.

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

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See pricing beginning on page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. **Maximum Order:** For SIN 54151S – $500,000  
For SIN OLM – $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** Not applicable

6. **Prices Shown Herein are Net (discount deducted)**

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. **Foreign Items:** Not applicable

10. **Time of Delivery:** Not applicable

10b. **Expedited Delivery:** Not applicable

10c. **Overnight/2-Day Delivery:** Not applicable

10d. **Urgent Requirements:** Not applicable

11. **FOB Point:** Not applicable

12a. **Ordering Address:**  
ZemiTek, LLC  
3 Bethesda Metro Center, Suite 700  
Bethesda, MD 20814

12b. **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.
13. **Payment Address:** ZemiTek, LLC  
   3 Bethesda Metro Center, Suite 700  
   Bethesda, MD 20814

14. **Warranty Provisions:** Contractor’s standard commercial warranty.

15. **Export Packing charges:** Not applicable

16. **Terms and conditions of rental, maintenance, and repair:** Not applicable

17. **Terms and conditions of installation:** Not applicable

18a. **Terms and conditions of repair parts:** Not applicable

18b. **Terms and conditions for any other services:** Not applicable

19. **List of service and distribution points:** Not applicable

20. **List of participating dealers:** Not applicable

21. **Preventive maintenance:** Not applicable

22a. **Environmental attributes,** e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. **Contact ZemiTek, LLC for Section 508 compliance information.** The EIT standards can be found at: [http://www.section508.gov](http://www.section508.gov).

23. **DUNS Number:** 809168102

24. ZemiTek, LLC is registered in the System for Award Management (SAM) database
# GSA Hourly Pricing for SIN 54151S

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Commercial Price (with IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Manager</td>
<td>$91.39</td>
</tr>
<tr>
<td>Business Systems Analyst</td>
<td>$80.98</td>
</tr>
<tr>
<td>IT Subject Matter Specialist</td>
<td>$133.30</td>
</tr>
<tr>
<td>Principal Systems Analyst/Programmer</td>
<td>$134.42</td>
</tr>
<tr>
<td>Program Analyst</td>
<td>$139.02</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>$51.82</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$140.25</td>
</tr>
<tr>
<td>Senior Knowledge Management Analysis/ Senior Training Specialist</td>
<td>$136.09</td>
</tr>
<tr>
<td>Testing Specialist</td>
<td>$85.61</td>
</tr>
</tbody>
</table>
Labor Category Descriptions for SIN 54151S

Administrative Manager

Minimum/General Experience: Four (4) years of experience in office management.

Functional Responsibilities: Directs and manages the staff, workflow and operations of the fiscal/administrative office. Works to ensure efficient communication and collaboration regarding processes, growth and strategic planning. Develops departmental policies and procedures as needed. Responsible for developing, scheduling and completing departmental reports and analyses as needed and appropriate. Plan, prepare and revise work schedules and assignments according to need. Review performance data (monthly, quarterly executive summaries) to monitor and measure productivity, goal progress and activity levels.

Minimum Education: Bachelor’s degree is required.

Business Systems Analyst

Minimum/General Experience: Minimum of 8 years of experience.

Functional Responsibilities: Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats. Designs new computer programs by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications. 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.

Minimum Education: Bachelor’s Degree in a Computer Science related field.

IT Subject Matter Specialist

Minimum/General Experience: Minimum of 10 years of experience.

Functional Responsibilities: Provides technical, functional, doctrinal, or acquisition expertise on state-of-the-art methods, theories, and techniques in the investigation and solution of complex computer science concepts including such areas as system modeling, system architecture, parallel processing, business intelligence, data analysis. Writes articles and white papers on leading-edge systems engineering concepts. Validates system design and IT strategies, as applicable to expertise. Analyzes actual and predictable interacting operational activities of a military, governmental, or business system to obtain a quantitative, rational basis for decision making through the application of logic and scientific or economic disciplines and techniques. Conducts research, experiments, or demonstrations in leading edge computer science/systems engineering activities. Possesses proven ability to develop innovative leading-edge technical and/or business solutions.

Minimum Education: Ph.D. computer science, engineering, management information systems (MIS) or a technical degree in any field, supplemented with computer courses and 10 years applicable experience or; Master's Degree computer science, engineering, management information systems (MIS), or a technical degree in any field, supplemented with computer courses and 12 years applicable experience.
**Principal Systems Analyst/Programmer**

**Minimum/General Experience:** At least four (4) years of experience in program management, with a focus on technical or business analysis.

**Functional Responsibilities:** Provide program management activities supporting areas such as the business process improvement and other designated programs. This support includes, but is not limited to, the development of plans of action and milestones, conducting studies and analyses of operational and business processes; creating business strategies; reviewing and improving programmatic financial information and reports; technical briefings and related materials regarding emerging business and IT areas and technologies within the functional areas as well as developing executive leadership briefings. Provide project management support which includes, but is not limited to, facilitation of meetings, scheduling of video teleconferences, project analysis, cause and effect analysis, budgeting support, preparation of briefing materials, creation of correspondence, team tasking, and data call support. Provide support of the development, integration and maintenance of technical information repositories, data warehousing, files and databases.

**Minimum Education:** Bachelor's degree required.

**Program Analyst**

**Minimum/General Experience:** At least four (4) years of experience in program management, with a focus on technical or business analysis.

**Functional Responsibilities:** Provide program management activities supporting areas such as the business process improvement and other designated programs. This support includes, but is not limited to, the development of plans of action and milestones, conducting studies and analyses of operational and business processes; creating business strategies; reviewing and improving programmatic financial information and reports; technical briefings and related materials regarding emerging business and IT areas and technologies within the functional areas as well as developing executive leadership briefings. Provide project management support which includes, but is not limited to, facilitation of meetings, scheduling of video teleconferences, project analysis, cause and effect analysis, budgeting support, preparation of briefing materials, creation of correspondence, team tasking, and data call support. Provide support of the development, integration and maintenance of technical information repositories, data warehousing, files and databases.

**Minimum Education:** Bachelor's degree is required.

**Program Assistant**

**Minimum/General Experience:** Four (4) years of experience working with finance and budgets in an office setting.

**Functional Responsibilities:** Program Assistant reports to the Program Manager. She is responsible for reviewing, preparing, and processing budgets and financial documents such as expense reports, and for reviewing and editing programmatic and financial reports, planning and facilitating partnership travel, and providing administrative support to program staff and field offices.

**Minimum Education:** Bachelor's degree is required.

**Program Manager**

**Minimum/General Experience:** At least 12 years of IT Program Management experience.
**Functional Responsibility:** Oversees all major functions, disciplines, or segments of a program/project relating to resources, database design, systems analysis and design, programming, implementation support and other computer related services. May direct the software/systems engineering function in developing, releasing, and maintaining systems according to business needs. Develops approaches/solutions for complex Information Technology problems. Provides Information Technology expertise to senior government and corporate officers. Possesses one or more functional or operational expertise related to government and commercial information technology applications. Formulates and manages capital and operating IT budgets. Provides oversight and support of network infrastructure, including hardware, software and end-user support; establishment of technical training programs; and supervision of technical staff.

**Minimum Education:** MS or MBA in relevant content fields as appropriate to the project.

**Senior Knowledge Management Analysis/ Senior Training Specialist**

**Minimum/General Experience:** Minimum of 10 years of experience.

**Functional Responsibility:** Brings technical expertise in order to establish and provide technical training program. Capable of writing and developing any and all lesson plans and technical training materials.

**Minimum Education:** Bachelor’s Degree in IT, Education or related field.

**Testing Specialist**

**Minimum/General Experience:** Minimum of 8 years of experience.

**Functional Responsibilities:** Designs and executes IT software testing and evaluates systems performance. Capable of preparing and executing test script, reviewing test results, and providing client with reports documenting results and evaluations.

**Minimum Education:** Bachelor’s Degree in a Computer Science related field.
### Experience Substitutions

<table>
<thead>
<tr>
<th>Degree</th>
<th>Or</th>
<th>Replacement Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.S. Diploma</td>
<td>Or</td>
<td>4 years of additional experience Equals Bachelor’s Degree</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Or</td>
<td>2 years of additional experience Equals Master’s Degree</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Or</td>
<td>3 years of additional experience Equals Ph.D.</td>
</tr>
</tbody>
</table>

### Education Substitutions

<table>
<thead>
<tr>
<th>Degree</th>
<th>Or</th>
<th>Replacement Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D.</td>
<td>Or</td>
<td>3 years of required experience with a master’s degree or 5 years with a bachelor’s degree</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>Or</td>
<td>2 years of required experience with a bachelor’s degree</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>Or</td>
<td>4 years of required experience with a H.S. diploma</td>
</tr>
</tbody>
</table>