GENERAL SERVICES ADMINISTRATION
Federal Supply Schedule
Final 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

1800ADMIN, LLC

GENERAL PURPOSE INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

- Special Item No. 54151S Information Technology Professional Services
  FPDS Code D301- IT AND TELECOM-FACILITY OPERATION AND MAINTENANCE
  FPDS Code D303- IT AND TELECOM-DATA ENTRY
  FPDS Code D304- IT AND TELECOM-TELECOMMUNICATIONS AND TRANSMISSION
  FPDS Code D305- IT AND TELECOM-TELEPROCESSING, TIMESHARE, AND CLOUD COMPUTING
  FPDS Code D306- IT AND TELECOM-SYSTEMS ANALYSIS
  FPDS Code D307- IT AND TELECOM-IT STRATEGY AND ARCHITECTURE
  FPDS Code D308- IT AND TELECOM-PROGRAMMING
  FPDS Code D309- IT AND TELECOM-INFORMATION AND DATA BROADCASTING OR DATA DISTRIBUTION
  FPDS Code D310- IT AND TELECOM-CYBER SECURITY AND DATA BACKUP
  FPDS Code D311- IT AND TELECOM-DATA CONVERSION
  FPDS Code D316- IT AND TELECOM-TELECOMMUNICATIONS NETWORK MANAGEMENT
  FPDS Code D317- IT AND TELECOM-WEB-BASED SUBSCRIPTION
  FPDS Code D318- IT AND TELECOM-INTEGRATED HARDWARE/SOFTWARE/SERVICES SOLUTIONS, PREDOMINANTLY SERVICES
  FPDS Code D319- IT AND TELECOM-ANNUAL SOFTWARE MAINTENANCE SERVICE PLANS
  FPDS Code D322- IT AND TELECOM-INTERNET

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

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<th>Contract Number:</th>
<th>GS-35F-333DA</th>
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<td>Period Covered by Contract:</td>
<td>June 2, 2016 – June 1, 2021</td>
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1800ADMIN, LLC
22522 Welborne Manor Square,
Ashburn, VA 20148
Attn: Samy Ponnusamy
Tel: 703.989-0598
sammy@1800admin.com
www.1800ADMIN.com
CONTRACTOR INFORMATION

1800ADMIN, a small SBA 8(a) certified business, is a provider of strategic technology and business solutions expertise to the Federal Government. 1800ADMIN is committed to supporting mission objectives and delivery with excellence from both a strategic and tactical perspective. We provide IT thought leadership, understanding of the business, proactively defining IT opportunities, and helping deliver IT results in a timely and cost-effective manner. We collaborate with clients to enable implementation strategies and enhance solution benefits. We deliver quality information technology solutions with measurable results at significant time and cost savings.

*Prices Shown Herein are Net (discount deducted)*
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<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
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1b. LOWEST PRICED ITEM. Application Programmer - $110.00

1c. HOURLY RATES: SIN 54151S (including IFF) See attachment for experience, functional responsibility and education

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Programmer</td>
<td>$109.72</td>
</tr>
<tr>
<td>Database Administrator</td>
<td>$109.72</td>
</tr>
<tr>
<td>Database Analyst/Programmer</td>
<td>$109.72</td>
</tr>
<tr>
<td>ERP Analyst</td>
<td>$109.72</td>
</tr>
<tr>
<td>IT Subject Matter Expert</td>
<td>$109.72</td>
</tr>
<tr>
<td>System Administrator</td>
<td>$118.80</td>
</tr>
<tr>
<td>Technical Systems and Solutions Specialist</td>
<td>$109.72</td>
</tr>
<tr>
<td>Web Software Developer</td>
<td>$109.72</td>
</tr>
<tr>
<td>Monthly Database maintenance and support</td>
<td>$3960/month</td>
</tr>
<tr>
<td>System Maintenance, Backup check and Rebuild indexes</td>
<td>$3168/month</td>
</tr>
</tbody>
</table>

2. MAXIMUM ORDER GUIDELINE.
Special Item Number 54151S – IT Professional Services - $500,000 per order

3. MINIMUM ORDER.
Special Item Number 54151S – IT Professional Services - $100 per order

4. GEOGRAPHIC COVERAGE. Domestic only.

5. PRODUCTION POINT. United States (Services)
6. **DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE.**
Prices are net prices; discounts have been deducted

7. **QUANTITY DISCOUNTS.** 1.5% for orders greater than $150,000

8. **PROMPT PAYMENT TERMS.** Net 30.

9a. **GOVERNMENT PURCHASE CARDS.**
Accepted at or below the micro-purchase threshold

9b. **GOVERNMENT PURCHASE CARDS.**
Not accepted above the micro-purchase threshold

10. **FOREIGN ITEMS.** None

11a. **TIME OF DELIVERY.** As mutually agreed on between the vendor and ordering activity.

11b. **EXPEDITED DELIVERY.** As mutually agreed on between the vendor and ordering activity.

11c. **OVERNIGHT AND 2-DAY DELIVERY.** As mutually agreed on between the vendor and ordering activity.

11d. **URGENT REQUIREMENTS.** As mutually agreed on between the vendor and ordering activity.

12. **FOB POINT.** Destination

13a. **ORDERING ADDRESS.** 22522 Welborne Manor Square, Ashburn, VA 20148

13b. **ORDERING PROCEDURES.**
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.  22522 Welborne Manor Square, Ashburn, VA 20148

15. WARRANTY PROVISION.  Not applicable

16. EXPORT PACKING CHARGES.  Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE.  Not applicable

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR.  Not applicable

19. TERMS AND CONDITIONS OF INSTALLATION.  Not applicable

20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES.  Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS.  Not applicable

22. LIST OF PARTICIPATING DEALERS.  Not applicable

23. PREVENTIVE MAINTENANCE.  Not applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES.  Not applicable

24b. INDICATE SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY SUPPLIES AND SERVICES.  www.1800admin.com

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER.  078869686
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM), PREVIOUSLY CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE.** Registration valid

**Labor Category Descriptions**

<table>
<thead>
<tr>
<th><strong>Application Programmer</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
<td>A Bachelor’s Degree from an accredited college or university with a major in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline</td>
</tr>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
<td>At least three (3) years of experience as an application programmer on large-scale DBMS, knowledge of computer equipment, and ability to develop complex software to satisfy design objectives</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td></td>
</tr>
<tr>
<td>• Analyzes functional business applications and design specifications for functional areas such as finance, accounting, personnel, manpower, logistics, and Contracts.</td>
<td></td>
</tr>
<tr>
<td>• Develops block diagrams and logic flowcharts.</td>
<td></td>
</tr>
<tr>
<td>• Translates detailed design into computer software.</td>
<td></td>
</tr>
<tr>
<td>• Tests, debugs, and refines the computer software to produce the required product.</td>
<td></td>
</tr>
<tr>
<td>• Prepares required documentation, including both program-level and user-level documentation.</td>
<td></td>
</tr>
<tr>
<td>• Enhances software to reduce operating time or improve efficiency.</td>
<td></td>
</tr>
<tr>
<td>• Provides technical direction to programmers as required to ensure program deadlines are met.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Database Administrator</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
<td>3 years of experience, of which at least one year must be specialized experience in administering databases and data base operations.</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td></td>
</tr>
<tr>
<td>• Ensures efficient operation of a multicomputer site that supports database administration analysis, and report production.</td>
<td></td>
</tr>
<tr>
<td>• Data dictionary administration and system development.</td>
<td></td>
</tr>
<tr>
<td>• Performs database administration backups, and recoveries.</td>
<td></td>
</tr>
<tr>
<td>• Works with users to resolve database questions or problems.</td>
<td></td>
</tr>
</tbody>
</table>
- Coordinates systems resource availability with database analysts, system and application programmers, and other users.
- Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries.

### Database Analyst/Programmer

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>A bachelor’s degree in computer science, information systems, engineering, business, or other related discipline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Seven years’ experience, of which at least six years must be specialized. Specialized experience include: experience as an applications programmer on large-scale database management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives.</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Reviews, evaluates, designs, implements and maintains company databases.
- Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process.
- Writes codes for database access, modifications, and constructions including stored procedures.
- Analyzes functional business applications and design specifications for functional activities.
- Develops block diagrams and logic flow charts.
- Translates detailed design into computer software.
- Tests, debugs, and refines the computer software to produce the required product.
- Prepares required documentation, including both program level and user level documentation.
- Enhances software to reduce operating time or improve efficiency.
- Provides technical direction to programmers to ensure program deadlines are met.

### ERP Analyst

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree</th>
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</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>6 years of project related experience, with functional knowledge and technical knowledge in the area of ERP.</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Design, analyze and implement business and system requirements (specifications) into ERP.
- Use technical knowledge of ERP in an effort to configure and analyze business and system requirements that satisfy the request of the business users and system specifications.
- Tests ERP layout to ensure the system is meeting the businesses’ needs.
- Customizes and configures workflow to facilitate ERP integration with other applications.
- Install and Configure the systems

### IT Subject Matter Expert

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree</th>
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</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>10 years of experience in the IT field</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems.
- Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; life-cycle management; software development methodologies; and modeling and simulation.
- May also be asked to provide technical support and analysis of infrastructure projects and production environment; develop upgrade/improvement recommendation; monitor, plan, and measure impact of new products and services.
- Codes, test and debugs applications and programs.
- May participate in the application design of systems, including use of analytical techniques.
- Develops program specifications and detail design documents.
- Assists in testing, training, and preparation of operations.
- Works on systems business intelligence or decision support systems supporting client’s key operations.

### System Administrator

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>A Bachelor’s degree with major coursework in microcomputer software applications and/or computer science, business administration or a closely related field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Four or more years of directly related experience involving system service applications &amp; functions, in a large multi-faceted system domain.</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Requires specialized subject matter expertise in one or more computer systems utilized for business applications
- Interface between system software and other systems used; spreadsheet, database and word processing applications; hardware operating systems, computer hardware, mainframe access basics, and networks.
- Knowledge is applied to system administration and support activities
### Technical Systems and Solutions Specialist

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>3 year of related experience</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Works on client’s key operations and business solutions.
- Analyzes, designs, and develops client’s information systems and program specifications; involved in creation of specification/requirements, and maintenance/design/build/test phases of systems and applications.
- May also be asked to provide technical support and analysis of infrastructure projects and production environment; develop upgrade/improvement recommendation; monitor, plan, and measure impact of new products and services.
- Codes, test and debugs applications and programs.
- May participate in the application design of systems, including use of analytical techniques.
- Develops program specifications and detail design documents.
- Assists in testing, training, and preparation of operations.
- Works on systems business intelligence or decision support systems supporting client’s key operations.

### Web Software Developer

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s degree in computer science, engineering, or information technology.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Two years software development experience, including at least one year in Web based applications.</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Consults with clients and other project team members to design, build and manage Web sites.
- Strong skills in interface design, database access technology and Web application coding.
- Ability to work independently on modules, large subroutines, or small applications.
- Responsible for keeping abreast of current Web application development and database technology.
- Attends project meetings and contributes advice on the design of the application.
- Reports to the project leader on progress, obstacles encountered and solution alternatives.

**Experience Substitutions:**
- An Associate’s Degree may be substituted for 3 years of required relevant IT experience with a High School Diploma
- A Bachelor’s Degree may be substituted with Associate Degree + 1 years additional relevant IT experience
- A Bachelor’s Degree may be substituted for 4 years of required relevant IT experience with a High School Diploma
- A Master’s Degree may be substituted with Bachelor’s Degree + 2 years additional relevant IT experience
- A Master’s Degree may be substituted for 2 years of required relevant IT experience with a Bachelor’s Degree
- A Ph.D. may be substituted with Master’s Degree + 4 years additional relevant IT experience
- A Ph.D. may be substituted with 6 years relevant IT experience with a Bachelor’s Degree
Section III Terms and Conditions for all IT Contractors

1) 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

2) Services Performed

a) All 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.

b) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

c) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

3) Travel. Any Contractor travel required in the performance of services must comply with the Pub. L. 99-234 and FAR Part 31.205-46, as applicable, in effect on the date(s) the travel is performed.

Established Federal Government per diem rates will apply to all Contractor travel.

4) Warranty
a) Unless otherwise specified in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b) The Contractor's commercial guarantee/warranty shall be included in the Commercial Supplier Agreement to include Enterprise User License Agreements or Terms of Service (TOS) agreements, if applicable.

c) Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

<table>
<thead>
<tr>
<th>Regulation Number</th>
<th>Regulation Title/Comments</th>
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<tr>
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<td>EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)</td>
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<td>52.222-48</td>
<td>EXEMPTION FROM APPLICATION OF THE SERVICE CONTRACT LABOR STANDARDS TO CONTRACTS FOR MAINTENANCE, CALIBRATION, OR REPAIR OF CERTAIN EQUIPMENT CERTIFICATION (MAY 2014)</td>
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<tr>
<td>52.223-19</td>
<td>COMPLIANCE WITH ENVIRONMENTAL MANAGEMENT SYSTEMS (MAY 2011)</td>
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<td>52.223-2</td>
<td>AFFIRMATIVE PROCUREMENT OF BIOBASED PRODUCTS UNDER SERVICE AND CONSTRUCTION CONTRACTS (SEP 2013)</td>
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<td>52.229-1</td>
<td>STATE AND LOCAL TAXES (APR 1984)</td>
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<tr>
<td>52.222-62</td>
<td>PAID SICK LEAVE UNDER EXECUTIVE ORDER 13706 (JAN 2017)</td>
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<td>52.223-13</td>
<td>ACQUISITION OF EPEAT - REGISTERED IMAGING EQUIPMENT (JUN 2014)</td>
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<td>52.223-14</td>
<td>ACQUISITION OF EPEAT® - REGISTERED TELEVISIONS (JUN 2014)</td>
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<td>52.223-16</td>
<td>ACQUISITION OF EPEAT® - REGISTERED PERSONAL COMPUTER PRODUCTS (OCT 2015)</td>
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<tr>
<td>552.238-115</td>
<td>SPECIAL ORDERING PROCEDURES FOR THE ACQUISITION OF ORDER-LEVEL MATERIALS</td>
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<td>Code</td>
<td>Description</td>
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<tr>
<td>552.238-107</td>
<td>TRAFFIC RELEASE (SUPPLIES) (MAY 2019)</td>
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<td>IDENTIFICATION OF ELECTRONIC OFFICE EQUIPMENT PROVIDING ACCESSIBILITY FOR THE HANDICAPPED (MAY 2019)</td>
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<td>DELIVERY SCHEDULE (MAY 2019)</td>
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<td>DELIVERIES TO THE U.S. POSTAL SERVICE (MAY 2019)</td>
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<td>CHARACTERISTICS OF ELECTRIC CURRENT (MAY 2019)</td>
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<td>MARKING AND DOCUMENTATION REQUIREMENTS FOR SHIPPING (MAY 2019)</td>
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<td>552.238-92</td>
<td>VENDOR MANAGED INVENTORY (VMI) PROGRAM (MAY 2019)</td>
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<td>552.238-93</td>
<td>ORDER ACKNOWLEDGMENT (MAY 2019)</td>
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<tr>
<td>552.238-94</td>
<td>ACCELERATED DELIVERY REQUIREMENTS (MAY 2019)</td>
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