Interactive Process Technology LLC
1500 District Avenue, Suite 1037
Burlington, MA 01803
781-271-0696
www.iptassociates.com

Contract Number: GS-35F-345DA

Period Covered by Contract: June 07, 2016 - June 06, 2021
Minimum Order: (0), maximum order (500,000)
DUNS #: 077479959
Business Size: Service-Disabled Veteran Owned Small Business

General Purpose Commercial Information Technology Equipment, Software, and Services (IT 70)

Professional Services Schedule (PSS) with SINs:

- 54151S: Information Technology Professional Services
  o (formerly 132-51: Information Technology Professional Services – Subject to Cooperative Purchasing)
- OLM: Order Level Materials
  o (formerly 03FAC 500)

General Service Administration Federal Acquisition Service

For our full price list click here.
About IPT Associates, LLC

IPT Associates LLC (IPT) is a dynamic Service-Disabled Veteran-Owned Business (SDVOB) providing Management Solutions, Information Solutions, Professional Services, and Organizational Transformation Services to the Department of Defense (DoD), United States Air Force (USAF), Department of Veterans Affairs (VA), other federal agencies, and commercial clients.

Core Capabilities

Management Solutions

IPT's decades of Program Management expertise provides innovative enterprise solutions for today's complex business environments. We excel at creating business intelligence opportunities for our customers that provide the decision-ready information necessary for program success. Services include:

- Agile Program Management
- Acquisition Support Services
- Strategic Planning & Management
- Business/Requirements Analysis
- Program Start-Up Services
- Schedule Management
- Road-Mapping Support
- Financial Management

Information Solutions

IPT provides system-based engineering services for large scale system acquisitions. Our experts are fluent in all aspects of software development, from requirements gathering to complex architecture design. We develop using our Agile Vi methodology which has been designed specifically to incorporate the innovation and rapid delivery of Agile while meeting all regulatory and compliance requirements.

- Service Oriented Architecture (SOA)
- Microsoft SharePoint Solutions
- Requirements Analysis
- Web Application Development
- Configuration Management
- Software Architecture and Engineering
- User Experience (UX) Focused Design
- Business Intelligence (BI) Architecture and Engineering

Professional Services

IPT's trusted and skilled staff provides a wide range of professional, technical, analytical as well as administrative support services to various Federal customers in the following areas:

- Business Analysis
- Administrative Support
- Executive Meeting Facilitation
- Office Management

Organizational Transformation

IPT provides the expert guidance and leadership Federal organizations require when pursuing
transformation to a more transparent and efficient operating culture focused on improved customer services. We assist our clients with aligning their vision, mission, strategy, and tactical operations to ensure successful, timely accomplishments and continuing process improvements in their service delivery.

**Points of Contact**

**Bill Williams**  
Chief Executive Officer  
E: bill.williams@iptassociates.com  
P: 781-222-5593

**Gary Davis**  
Director, Contracts  
E: contracts@iptassociates.com  
P: 781-222-5589

**Jess Crawford**  
Director, Business Development  
E: jess.crawford@iptassociates.com  
P: 781-271-0696

**Jon Katz**  
Chief Operations Officer  
E: jon.katz@iptassociates.com  
P: 781-271-0696
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Proposed GSA Schedule Rate (w / IFF) Year 1</th>
<th>Proposed GSA Schedule Rate (w / IFF) Year 2</th>
<th>Proposed GSA Schedule Rate (w / IFF) Year 3</th>
<th>Proposed GSA Schedule Rate (w / IFF) Year 4</th>
<th>Proposed GSA Schedule Rate (w / IFF) Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. PM Consultant III</td>
<td>$167.31$</td>
<td>$150.70$</td>
<td>$174.07$</td>
<td>$177.55$</td>
<td>$181.10$</td>
</tr>
<tr>
<td>Sr. PM Consultant II</td>
<td>$149.23$</td>
<td>$152.21$</td>
<td>$155.25$</td>
<td>$158.36$</td>
<td>$161.53$</td>
</tr>
<tr>
<td>Sr. PM Consultant I</td>
<td>$140.13$</td>
<td>$142.93$</td>
<td>$145.79$</td>
<td>$148.70$</td>
<td>$151.68$</td>
</tr>
<tr>
<td>SME III</td>
<td>$143.08$</td>
<td>$145.94$</td>
<td>$148.86$</td>
<td>$151.83$</td>
<td>$154.87$</td>
</tr>
<tr>
<td>SME II</td>
<td>$134.56$</td>
<td>$137.25$</td>
<td>$140.00$</td>
<td>$142.80$</td>
<td>$145.65$</td>
</tr>
<tr>
<td>SME I</td>
<td>$128.84$</td>
<td>$131.42$</td>
<td>$134.05$</td>
<td>$136.73$</td>
<td>$139.46$</td>
</tr>
<tr>
<td>Program Manager III</td>
<td>$167.31$</td>
<td>$150.70$</td>
<td>$174.07$</td>
<td>$177.55$</td>
<td>$181.10$</td>
</tr>
<tr>
<td>Program Manager II</td>
<td>$143.08$</td>
<td>$145.94$</td>
<td>$148.86$</td>
<td>$151.83$</td>
<td>$154.87$</td>
</tr>
<tr>
<td>Program Manager I</td>
<td>$131.79$</td>
<td>$134.42$</td>
<td>$137.11$</td>
<td>$139.85$</td>
<td>$142.65$</td>
</tr>
<tr>
<td>Proc. Mgmt Consultant III</td>
<td>$134.56$</td>
<td>$137.25$</td>
<td>$140.00$</td>
<td>$142.80$</td>
<td>$145.65$</td>
</tr>
<tr>
<td>Proc. Mgmt Consultant II</td>
<td>$108.80$</td>
<td>$110.98$</td>
<td>$113.20$</td>
<td>$115.46$</td>
<td>$117.77$</td>
</tr>
<tr>
<td>Proc. Mgmt Consultant I</td>
<td>$104.49$</td>
<td>$106.58$</td>
<td>$108.71$</td>
<td>$110.89$</td>
<td>$113.10$</td>
</tr>
<tr>
<td>Sr. Analyst/Specialist III</td>
<td>$149.23$</td>
<td>$152.21$</td>
<td>$155.25$</td>
<td>$158.36$</td>
<td>$161.53$</td>
</tr>
<tr>
<td>Sr. Analyst/Specialist II</td>
<td>$134.56$</td>
<td>$137.25$</td>
<td>$140.00$</td>
<td>$142.80$</td>
<td>$145.65$</td>
</tr>
<tr>
<td>Sr. Analyst/Specialist I</td>
<td>$119.78$</td>
<td>$122.17$</td>
<td>$124.61$</td>
<td>$127.11$</td>
<td>$129.65$</td>
</tr>
<tr>
<td>Analyst/Specialist III</td>
<td>$111.13$</td>
<td>$113.36$</td>
<td>$115.62$</td>
<td>$117.94$</td>
<td>$120.29$</td>
</tr>
<tr>
<td>Analyst/Specialist II</td>
<td>$96.18$</td>
<td>$98.10$</td>
<td>$100.06$</td>
<td>$102.06$</td>
<td>$104.11$</td>
</tr>
<tr>
<td>Analyst/Specialist I</td>
<td>$89.58$</td>
<td>$91.37$</td>
<td>$93.20$</td>
<td>$95.06$</td>
<td>$96.96$</td>
</tr>
<tr>
<td>Jr. Analyst/Specialist III</td>
<td>$100.07$</td>
<td>$102.07$</td>
<td>$104.11$</td>
<td>$106.20$</td>
<td>$108.32$</td>
</tr>
<tr>
<td>Jr. Analyst/Specialist II</td>
<td>$76.55$</td>
<td>$78.08$</td>
<td>$79.65$</td>
<td>$81.24$</td>
<td>$82.86$</td>
</tr>
<tr>
<td>Jr. Analyst/Specialist I</td>
<td>$74.97$</td>
<td>$76.47$</td>
<td>$78.00$</td>
<td>$79.56$</td>
<td>$81.15$</td>
</tr>
<tr>
<td>Admin. Support</td>
<td>$65.31$</td>
<td>$66.61$</td>
<td>$67.94$</td>
<td>$69.30$</td>
<td>$70.69$</td>
</tr>
</tbody>
</table>
Labor Categories and Descriptions

Education vs. Experience

IPTA provides skilled personnel who meet or exceed the minimum qualification requirements stated in the Labor Category descriptions provided herein. When applicable, IPTA allows experience to substitute for education requirements and education for experience. The criteria for substitution of educational degree or experience are as follows:

**Education substituted for Experience:** Formal education may substitute for experience. Each formal degree (i.e., Bachelors, Masters, and Ph.D.) may substitute for four (4) years of experience. Professional Certification related to the technology is equivalent to two (2) years of experience or the education requirement.

**Experience substituted for Education:** Specialized experience may substitute for formal education. Four (4) years of experience may substitute for a Bachelor’s degree. A Bachelor’s Degree plus two (2) years of additional general experience, and two (2) years of specific related experience with similar functional responsibilities may substitute for a Master’s Degree.

GSA and/or the ordering activities may have access to any IPTA employee resume (by request) before, during, or after assignment of any GSA order. If for an extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting person will have equal or great qualifications than the departing employee.
***Senior Program Management Consultant***

**Functional Responsibilities:** Provides strategic and tactical advice and counsel to senior program managers based on demonstrably vast and proven program management experience. Performs studies and analyses as required to resolve complex management issues. Able to resolve issues at the subject matter expert level. Expert knowledge of technical, business, and policy issues pertaining to subject areas for which support is being provided. Ability to interact effectively with technical and/or business officials involved in the task areas. Possess above average presentation and writing skills. Level 3 works independently. Level 2 works under the supervision of Level 3. Level 1 works under the supervision of Level 1.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Master's Degree</td>
<td>20+ years</td>
</tr>
<tr>
<td>Level 2</td>
<td>Master's Degree</td>
<td>15+ years</td>
</tr>
<tr>
<td>Level 1</td>
<td>Master's Degree</td>
<td>10+ years</td>
</tr>
</tbody>
</table>

***Subject Matter Expert***

**Functional Responsibilities:** Provides advice and counsel to senior program managers based on demonstrably proven program management experience or experience in a key functional area. Performs studies and analyses as required to resolve complex management issues. Able to resolve issues at the subject matter expert level. Ability to interact effectively with technical and/or business officials involved in the task areas. Possess above average oral presentation and writing skills. Level 3 works independently. Level 2 works under the supervision of Level 3. Level 1 works under the supervision of Level 1.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Master's &amp; Technical Certifications</td>
<td>10+ years</td>
</tr>
<tr>
<td>Level 2</td>
<td>Bachelor's Degree</td>
<td>6+ years</td>
</tr>
<tr>
<td>Level 1</td>
<td>Bachelor's Degree</td>
<td>3+ years</td>
</tr>
</tbody>
</table>

***Program Manager***

**Functional Responsibilities:** Organizes, directs, and manages the contract operation and support functions at a specific site where a substantial number of contractor support personnel are assigned. Must have demonstrated capability for oral and written communications with all levels of management. Has authority and responsibility to identify and direct resources to meet contract requirements. Meets with customer and contractor personnel to formulate and review task plans and deliverables. Level 3 works independently. Level 2 works under the supervision of Level 3. Level 1 works under the supervision of Level 1.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Master's Degree</td>
<td>10+ years</td>
</tr>
<tr>
<td>Level 2</td>
<td>Bachelor's Degree</td>
<td>6+ years</td>
</tr>
<tr>
<td>Level 1</td>
<td>Bachelor's Degree</td>
<td>3+ years</td>
</tr>
</tbody>
</table>
**Process Management Consultant**

**Functional Responsibilities:** Provide administrative support to program offices, to include improving business processes using new and emerging technology. Manages multiple process management teams as well as other administrative support staff. Understanding of business process engineering and expert knowledge of technical, business, and policy issues pertaining to subject areas within the administrative field. Ability to interact effectively with technical and/or business officials involved in the task areas. Possess above average oral presentation and writing skills. Level 3 works independently. Level 2 works under the supervision of Level 3. Level 1 works under the supervision of Level 1.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Master’s Degree &amp; Technical Certifications</td>
<td>8+ years</td>
</tr>
<tr>
<td>Level 2</td>
<td>Bachelor’s Degree</td>
<td>6+ years</td>
</tr>
<tr>
<td>Level 1</td>
<td>Bachelor’s Degree</td>
<td>3+ years</td>
</tr>
</tbody>
</table>

**Senior Analyst / Specialist**

**Functional Responsibilities:** Responsible for the management of a large, complex systems acquisition program/project or major functional areas (dependent on level.) Possesses demonstrated advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Plans, develops or supports programs/projects; establishes objectives and requirements; adapts and applies applicable technical, administrative, financial and business processes and procedures; develops budgets; develops program/project standards and schedules; monitors outside resources; coordinates and reviews work of assigned staff. Reviews/oversees preparation of all related documentation; conducts reviews, technical interchange meetings, etc. Works independently under general guidelines or objectives and directly participates and coordinates with the highest echelons and authority on all aspects pertinent to the successful implementation of the program or functional area.

Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Level 3 works independently. Level 2 works under the supervision of Level 3. Level 1 works under the supervision of Level 1.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Master’s Degree</td>
<td>15+ years</td>
</tr>
<tr>
<td>Level 2</td>
<td>Master’s Degree</td>
<td>10+ years</td>
</tr>
<tr>
<td>Level 1</td>
<td>Master’s Degree</td>
<td>7+ years</td>
</tr>
</tbody>
</table>
Analyst / Specialist

Functional Responsibilities: Performs routine assignments on a range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative aspects of the program or functional area. Uses information supplied to perform technical studies and analyses and prepare inputs to program documentation as it relates to that particular functional area; reviews final documents or data deliverables for completeness and conformity to requirements.

Maintains management files and other data deliverable files. Participates in meetings, design reviews, briefings, etc. relating to the particular support function; identifies and reports on issues or related problems and potential risks. Works under general guidelines set by supervisor; modifies and/or adapts techniques and standard approaches to solve moderately difficult problems encountered. Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Level 3 works independently. Level 2 works under the supervision of Level 3. Level 1 works under the supervision of Level 1.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Bachelor’s Degree</td>
<td>6+ years</td>
</tr>
<tr>
<td>Level 2</td>
<td>Bachelor’s Degree</td>
<td>4+ years</td>
</tr>
<tr>
<td>Level 1</td>
<td>Bachelor’s Degree</td>
<td>3 years</td>
</tr>
</tbody>
</table>

Junior Analyst / Specialist

Functional Responsibilities: Performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, prepares draft/inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness.

Applicable functional areas include systems engineering, acquisition management, business process reengineering, specialty engineering (e.g., systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Level 3 works independently. Level 2 works under the supervision of Level 3. Level 1 works under the supervision of Level 1.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td>Bachelor’s Degree</td>
<td>2+ years</td>
</tr>
<tr>
<td>Level 2</td>
<td>Bachelor’s Degree</td>
<td>1+ year</td>
</tr>
<tr>
<td>Level 1</td>
<td>Bachelor’s Degree</td>
<td>Entry Level</td>
</tr>
</tbody>
</table>
**Administrative Support**

**Functional Responsibilities:** Provides administrative support program offices on a variety of issues. Identifies, researches, and resolves technical problems. Responds to telephone calls, email and personnel requests for technical support. Documents, tracks and monitors the problem to ensure a timely resolution. May require a Bachelor’s degree in a related area and no previous experience in the field. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor who is a Level 2 or Level 3.

**Education:** Bachelor’s degree in a related field or equivalent experience/IT industry certifications.

**Minimum/General Experience:** Entry Level Position.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Educational Requirement</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Bachelor’s Degree</td>
<td>Entry Level</td>
</tr>
</tbody>
</table>

**Service Contract Act Statement**

The SCA is applicable to this contract as it applies to the entire IT 70 Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number.
Customer Information (I-FSS-600 CONTRACT PRICE LISTS)

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

IT 70 with SIN:
- 54151S: Information Technology Professional Services
  - (formerly 132-51: Information Technology Professional Services (IT 70))
- OLM: Order Level Materials
  - (formerly 03FAC 500)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See tables above.

2. Maximum order. 500,000

3. Minimum order. 0

4. Geographic coverage (delivery area). The geographic location for all labor categories is domestic delivery that includes 50 states, Washington D.C., and Puerto Rico

5. Point(s) of production (city, county, and State or foreign country). N/A

6. Discount from list prices or statement of net price. N/A

7. Quantity discounts: N/A


9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. N/A

10. Foreign items (list items by country of origin). N/A

11a. Time of delivery. (Contractor insert number of days.) N/A

11b. Expedited Delivery. N/A

11c. Overnight and 2-day delivery. N/A

11d. Urgent Requirements. N/A

12. F.O.B. point(s). N/A

13a. Ordering address(es). N/A

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. N/A

14. Payment address(es). 1500 District Avenue, Suite 1037, Burlington, MA 01803

15. Warranty provision. 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).

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

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.) N/A

25. Data Universal Number System (DUNS) number. 077479959

26. Notification regarding registration in Central Contractor Registration (CCR) database. Registration in SAM.gov is active through February 8, 2022
**The phrase, “Information Technology (IT) Professional Services/Identity Access Management (IAM) Professional Services” in the following paragraphs may need to be revised in order to be consistent with the Offeror’s proposal; e.g., if only IT Professional Services are offered, all references to IAM Services should be deleted.**

****NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.

1. **SCOPE**
   
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT/IAM 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.

   
   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/IAM 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:

   (1) 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:

   (2) Cancel the stop-work order; or

   (3) 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


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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM 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/IAM 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 Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-

(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/IAM PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 54151S: Information Technology 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