



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**SCHEDULE 70 – GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES**

Note: Contractor has been awarded all Special Item Numbers under the Cooperative Purchasing & Disaster Recovery programs.

Commonwealth Informatics, Inc.

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CONTRACT NUMBER: GS-35F-349BA

PERIOD COVERED BY CONTRACT:

June 1, 2014 through May 31, 2019

BUSINESS SIZE:

Small Business

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

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INFORMATION FOR ORDERING ACTIVITIES

1a. AUTHORIZED SPECIAL ITEM NUMBERS (SINs):

<u>SIN</u>	<u>DESCRIPTION</u>
132-51	Information Technology Professional Services

1b. Lowest Priced Model Number and Price for each SIN: See Price List

1c. SERVICES OFFERED: See Price List

2. MAXIMUM ORDER PER SIN:

<u>SIN</u>	<u>MAXIMUM ORDER</u>
132-51	\$500,000 per SIN/Order

This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.

3. MINIMUM ORDER LIMITATION: \$100

4. GEOGRAPHIC COVERAGE (DELIVERY AREA): The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories

5. POINT OF PRODUCTION: United States

6. BASIC DISCOUNT: Prices listed are net, discounts have been deducted and the industrial funding fee has been added

7. QUANTITY DISCOUNT: 1% for orders over \$250,000; 2% for orders over \$500,000

8. PROMPT PAYMENT TERMS: Net 30

9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD.

9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.

- 10. FOREIGN ITEMS:** None
- 11a. TIME OF DELIVERY:** Not Applicable to Services
- 11b. EXPEDITED DELIVERY:** Contact Contractor
- 11c. OVERNIGHT AND 2-DAY DELIVERY:** Contact Contractor
- 11d. URGENT REQUIREMENTS:** Contact Contractor
- 12. F.O.B. POINT:** Not Applicable to Services
- 13a. ORDERING ADDRESS:** Commonwealth Informatics, Inc.
260 Charles Street
Waltham, MA 02453
- 13b. ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. PAYMENT ADDRESS:** Same as Ordering Address
- 15. WARRANTY PROVISION:** Standard Commercial Warranty
- 16. EXPORT PACKING CHARGES:** Not Applicable
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
Will be accepted above the micro-purchase threshold
- 18. TERMS AND CONDITIONS OF RENTAL:** Not Applicable
- 19. TERMS AND CONDITIONS OF INSTALLATION:** Not Applicable
- 20. TERMS AND CONDITIONS OF REPAIR PARTS:** Not Applicable
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** 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:** Not Applicable
- 24b. **SECTION 508 COMPLIANCE INFORMATION:** Not Applicable
- 25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 965525558
- 26. **CONTRACTOR HAS REGISTERED IN THE SYSTEM FOR AWARD MANAGEMENT (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

Please refer to the labor category descriptions and pricing incorporated into this GSA Pricelist.

Project Manager

Functional Responsibilities: Provides assistance for information systems (IS) operations activities, including computer operations, data entry, data control, operations support and systems programming. Provides input to policy level discussions regarding standards and budget constraints. Assigns task personnel to projects and directs their activities; reviews and evaluates their work and prepares performance reports. Confers with and advises subordinates on administrative policies and procedures, technical problems, priorities and methods. Prepares activity and progress reports regarding information systems operations.

Experience Requirement: 2-6 years of progressive and intensive experience managing with at least two years of relevant experience in a position with duties commensurate to those defined in the task order requirement. Or five years of specialized experience in a position with duties commensurate to those defined in the task order requirement.

Minimum Education: Bachelor's degree from an accredited college or university in computer science, information systems, engineering or a mathematics-intensive discipline or major field of study which either provided substantial knowledge useful in managing large complex IS projects or is closely related to the work as described and required by the task. Eight years relevant experience may be substituted for education.

Principal Project Manager

Functional Responsibilities:

Internal project reporting and administration

- When appropriate, discusses project quality, client and team satisfaction, and project success metrics during regularly scheduled and ad hoc project review meetings.

Resource management

- Determines project roles of team members based on project requirements, timeframes, and budget.
- When necessary, works with external contractors in addition to internal resources.
- Defines skill sets (competencies) required for the project based on project specifications and requirements.
- Determines resource requirements (including staffing, software, hardware, and facilities) of projects, based on project specifications.

Client management

- Continually seeks opportunities to increase customer satisfaction and deepen client relationships.
- Manages day-to-day client interaction.
- Sets and manages client expectations.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions.

Project control

- Explains implications of changes to project scope and/or objectives to the client and to the project team.
- Manages scope creep through client change orders, internal change orders, phased delivery or other methods to ensure projects deliver on timeline, scope, within budget, and strategy expectations.
- Ensures project meets internal and client expectations with respect to quality, budget, delivery timelines, and strategy.

- Identifies, tracks, manages, and mitigates risks on specific client engagements. Escalates issues when necessary to ensure minimal impact to quality, budget, and timeline.

Project communication

- Uses sound judgment in all project communication and ensures that key stakeholders are included

Experience Requirement: Ten or more years of experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to information technology, information analysis, contracting, contract management, quality assurance, financial analysis, financial management, cost estimating/analysis, budgeting and performance measurement. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision-making. May include experience in financial analysis and management, cost estimating and analysis, budgeting and performance measurement.

Minimum Education: Master’s degree in mathematics, engineering, business or other disciplines or Bachelor’s degree and equivalent additional experience is required.

Subject Matter Expert

Functional Responsibilities:

- Provides highly technical and specialized knowledge and solutions for complex IT problems and requirements.
- Performs analyses and studies, and prepares reports.
- Gathers facts through research, interviews, surveys, and other fact finding techniques. Analyzes customer’s business, derives conclusions, prepares final reports, and makes presentations.
- Uses in-depth specialized IT skills and business knowledge to achieve desired business objectives.

Experience Requirement: 4-6 years experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to pharmacovigilance systems, pharmacoepidemiology systems, statistical analysis, information technology, information analysis, human factors and quality assurance. Experience in isolating, and resolving problems. Ability to explain issues to others in a manner that facilitates informed decision-making.

Minimum Education: Bachelor’s degree in mathematics, engineering, business or other disciplines or equivalent additional experience is required.

Senior Subject Matter Expert

Functional Responsibilities:

- Leads major portions of IT projects of various size.
- Responsible for highly complex technical/engineering areas.
- When required, applies expert knowledge and expertise in areas such as relational databases, data mining, systems design, application development, encryption, operating systems (e.g., Windows, Linux/ UNIX), infrastructure protocols, etc.), and other high demand IT areas of support.
- Provides highly technical and specialized knowledge and solutions for complex IT problems and requirements.
- Performs analyses and studies, and prepares reports.
- Gathers facts through research, interviews, surveys, and other fact finding techniques. Analyzes customer’s business, derives conclusions, prepares final reports, and makes presentations.
- Uses in-depth specialized IT skills and business knowledge to achieve desired business objectives.

Experience Requirement: 6-10 years experience in relevant discipline(s) or area(s) of expertise. Possible areas of expertise include but are not limited to pharmacovigilance systems, pharmacoepidemiology

systems, statistical analysis, information technology, information analysis, human factors and quality assurance. Ability to explain issues to others in a manner that facilitates informed decision-making.

Minimum Education: Master's degree in mathematics, engineering, business or other disciplines or Bachelor's degree and equivalent additional experience is required.

Principal Technical Writer

Functional Responsibilities:

- Under minimal supervision, assembles, analyzes, translates, interprets, and composes technical information into clear and readable documents for use by both technical and non-technical personnel.
- Composes technical documents including user manuals, training materials, installation guides, proposals, reports, briefings and presentations, guidelines, online help content and other project deliverables to meet contract requirements.
- Edits functional descriptions, system specifications, manuals, reports, or other customer deliverables and documents in accordance with established or required editorial standards.
- Conducts interviews and research to ensure technical accuracy. Ensures the proper use of accepted technical terminology. Develops documentation for use various media (video, web, audio, textual).
- Works with technical staff to develop documentation requirements.
- Develops outlines and drafts for review and approval by technical specialists and project management.
- Ensures that final documents meet applicable contract requirements and regulations.
- Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information and ensure technical accuracy.

Experience Requirement: Nine or more years of related experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other contract deliverables to meet contract requirements and respond to requests for information.

Minimum Education: Bachelor's Degree or equivalent training and/or experience.

IT Consultant

Functional Responsibilities:

- Reviews, analyzes, and modifies programming systems including coding, testing, debugging and installing to support an organization's application systems.
- Consults with users to identify current operating procedures and to clarify program objectives.
- 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 close supervision.
- Primary job functions do not typically require exercising independent judgment.
- Typically reports to a project leader or manager.

Experience Requirements: 1-2 year's relevant experience.

Minimum Education: 4 Year Degree in computer science.

Senior IT Consultant

Functional Responsibilities:

- Reviews, analyzes, and modifies programming systems including coding, testing, debugging and installing to support an organization's application systems.
- May be expected to write documentation to describe program development, logic, coding, and corrections.
- Writes manual for users to describe installation and operating procedures.
- Coordinates with affected groups and vendors to ensure that all necessary deliverables and activities are completed on schedule.
- Resolves architecture and systems related issues (both technical and design) and implements solutions.
- Guides the configuration management of work products, application software, and other system components.
- Guides the design, integration and implementation of interfaces to optimize performance and capacity.
- Coaches, leads, and manages other consultants in the project team.
- Familiar with relational databases and client-server concepts.
- Relies on limited experience and judgment to plan and accomplish goals.
- Performs a variety of tasks.
- Works under general supervision; typically reports to a project leader or manager.
- A certain degree of creativity and latitude is required.

Experience Requirements: 2-5 years relevant experience.

Minimum Educational: BA/BS Degree in computer science or related field.

Principal IT Consultant

Functional Responsibilities:

- Leads portions of a proposal effort when seeking to obtain additional business from existing clients/customers and business from potential new clients/customers.
- Prepares and presents written and oral reports both internally and to clients.
- Analyzes, diagnoses and recommends solutions to complex problems both internally and with clients.
- Interacts effectively with client/customer contacts to maintain business relationships.
- Maintains client/customer trust and maintains business opportunities with both existing and potential clients/customers.
- Designs and coordinates the implementation of the technical infrastructure and system architecture for a software development project.
- Reviews, analyzes, and modifies programming systems including coding, testing, debugging and installing to support an organization's application systems.
- Writes documentation to describe program development, logic, coding, and corrections.
- Writes manuals for users describing installation and operating procedures.
- Coordinates with affected groups and vendors to ensure that all necessary deliverables and activities are completed on schedule.
- Mitigates and manages architecture and infrastructure risks.
- Guides the configuration management of work products, application software, and other system components.
- Guides the design, integration and implementation of interfaces to optimize performance and capacity.
- Coaches and mentors less senior individuals in technical areas.
- Familiar with relational databases and client-server concepts.
- Relies on experience and judgment to plan and accomplish goals.
- Performs a variety of complicated tasks.
- May lead and direct the work of others.

- A wide degree of creativity and latitude is expected.

Experience Requirements: 5 or more years relevant experience.

Minimum Education: BA/BS in computer science or related field.

Senior Quality Assurance Engineer

Functional Responsibilities:

- Participates in the QA process from start to finish in the system development lifecycle.
- Enforces quality standards, develops and executes software test plans, analyzes test results, reviews documentation for accuracy and tracks defects.
- Applies software QA methodologies to systems throughout the product development lifecycle.
- Defines and documents test plans.
- Executes functionality of applications against design specifications and defined use cases.
- Provides second level support for customer reported problems, tracking and communicating through defect tracking system.

Experience Requirements: 4-8 years of experience with at least two years specialized experience including configuration management, verification and validation, and analysis of development and production limitations and standards.

Minimum Education: Bachelor's degree in a technical field such as Computer Science or Engineering.

Substitutions

Commonwealth Informatics reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

- One year of experience is the equivalent of one year of education.
- One year of education is the equivalent of one year of experience.
- Certification related to the technology is equivalent to two years of experience or education requirement.

GSA PRICELIST

LABOR CATEGORY	GSA PRICE
Project Manager	\$148.11
Principal Project Manager	\$226.70
Subject Matter Expert	\$177.73
Senior Subject Matter Expert	\$241.81
Principal Technical Writer	\$193.45
IT Consultant	\$138.24
Senior IT Consultant	\$177.73
Principal IT Consultant	\$241.81
Senior Quality Assurance Engineer	\$159.22