On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

SCHEDULE TITLE: Information Technology Category (ITC) Multiple Award Schedule

FSC Classes/Product Codes: N/A

CONTRACT NUMBER: GS-35F-349BA

CONTRACT PERIOD: June 01, 2014 to May 31, 2024.

Modification Number: Mod # A839 signed 12/23/2021

CONTRACTOR: Commonwealth Informatics, Inc.
307 Waverley Oaks Road
Suite 201
Waltham, MA 02452
Phone number: (781) 209-5015
Fax number: (781) 990-2219
E-Mail: info@commoninf.com
Website: https://commoninf.com/

CONTRACTOR’S ADMINISTRATION SOURCE: Casey Sydnor
307 Waverley Oaks Road, Suite 201
Waltham, MA 02452
Phone number: (410) 499-4733
Fax number: (781) 990-2219
E-Mail: csydnor@commoninf.com

BUSINESS SIZE: Other than Small Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SINs</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services – IT Professionals Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND UNIT PRICE FOR EACH SIN: N/A
1c. **HOURLY RATES (Services only): Commonwealth Prices:**

<table>
<thead>
<tr>
<th>Labor Categories</th>
<th>PRICE OFFERED TO GSA (including IFF) Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$148.11</td>
</tr>
<tr>
<td>Principal Project Manager</td>
<td>$226.70</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>$177.74</td>
</tr>
<tr>
<td>Senior Subject Matter Expert</td>
<td>$241.81</td>
</tr>
<tr>
<td>Principal Technical Writer</td>
<td>$193.45</td>
</tr>
<tr>
<td>IT Consultant</td>
<td>$138.23</td>
</tr>
<tr>
<td>Senior IT Consultant</td>
<td>$177.73</td>
</tr>
<tr>
<td>Principal IT Consultant</td>
<td>$241.81</td>
</tr>
<tr>
<td>Senior Quality Assurance Engineer</td>
<td>$159.23</td>
</tr>
</tbody>
</table>

2. **MAXIMUM ORDER**: $500,000 for SIN 54151S

   NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. **MINIMUM ORDER**: $100 minimum order

4. **GEOGRAPHIC COVERAGE**: N/A

5. **POINT(S) OF PRODUCTION**: N/A

6. **DISCOUNT FROM LIST PRICES**: N/A

7. **QUANTITY DISCOUNT(S)**: 1% for orders over $250,000; 2% for orders over $500,000

8. **PROMPT PAYMENT TERMS**: N/A

9. **FOREIGN ITEMS**: N/A

10a. **TIME OF DELIVERY**: N/A

10b. **EXPEDITED DELIVERY**: N/A
OVERNIGHT AND 2-DAY DELIVERY: N/A

URGENT REQUIREMENTS: N/A

FOB POINT: N/A

ORDERING ADDRESS: Same as Contractor

ORDERING PROCEDURES: Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

PAYMENT ADDRESS: Same as Contractor

WARRANTY PROVISION: Standard Commercial Warranty

EXPORT PACKING CHARGES: N/A

TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE): N/A

TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE): N/A

TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):
*Pricing Policy Exceptions: Commonwealth Informatics, Inc. may on occasion deviate from our standard pricing practices resulting in more favorable discounts than indicated on the Commercial Sales Practices Chart. Such deviations may include, but are not limited to: Goodwill discounts to charity or non-profit organizations, or for-profit universities; Compensating an otherwise disgruntled customer or resolving a dispute; Providing discounts to utilize excess personnel for immediately available engagements when personnel would be otherwise unused; Sales to strategic federal prime contractors as a subcontractor; Competitive situation – requires proof of competitive situation and reasons standard discounting is insufficient, must receive management approval.

LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A

LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A

PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A

SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A

Section 508 Compliance for Electronic and Information Technology (EIT): Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): https://commoninf.com/services/; The EIT standard can be found at: www.Section508.gov/.

DUNS NUMBER: 965525558 and CAGE CODE: 66WK0

NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE: Contractor has an Active Registration in the SAM database.
Category Specific Guidance and Addendums for your Price List

- Category F: Information Technology
  - F03. IT Services Subcategory (Only IT Professional Services or Labor Categories)

  **For each labor category/professional service awarded, the minimum/general experience and functional responsibility shall be included as an attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (OCT 2016)).
  - **SIN 54151S Information Technology Professional Services

<table>
<thead>
<tr>
<th>SIN</th>
<th>SERVICE PROPOSED (e.g. Job Title/Task)</th>
<th>MINIMUM EDUCATION/ CERTIFICATION LEVEL</th>
<th>MINIMUM YEARS OF EXPERIENCE</th>
<th>DESCRIPTION—FUNCTIONAL RESPONSIBILITY</th>
</tr>
</thead>
</table>
| 54151S  | Project Manager                       | Bachelor's                            | 2 years                    | • Organizes, directs, and coordinates planning and production of the project activities  
  
  • Interfaces with Client’s management officials and staff  
  
  • Must have demonstrated oral and written communication skills  
  
  • Assigns, schedules, and reviews work of subordinates |
| 54151S  | Principal Project Manager             | Master's                              | 10 years                   | Responsible for the overall management of the project including all facets of the life cycle:  
  
  **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 |
<p>|         |                                       |                                       |                           | Project communication |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Position Description</th>
<th>Education</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Uses sound judgment in all project communication and ensures that key stakeholders are included</td>
<td>Subject Matter Expert</td>
<td>Bachelor's</td>
</tr>
<tr>
<td>54151S</td>
<td>Provides highly technical and specialized knowledge and solutions for complex IT problems and requirements</td>
<td>Senior Subject Matter Expert</td>
<td>Master's</td>
</tr>
<tr>
<td>54151S</td>
<td>Leads major portions of IT projects of various size</td>
<td>Principal Technical Writer</td>
<td>Bachelor's</td>
</tr>
<tr>
<td>54151S</td>
<td>Reviews, analyzes, and modifies programming systems including coding, testing, debugging and installing to support an organization’s application systems</td>
<td>IT Consultant</td>
<td>Bachelor's</td>
</tr>
<tr>
<td>54151S</td>
<td>Senior IT Consultant</td>
<td>Bachelor's</td>
<td>2 years</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------</td>
<td>------------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| • 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  
• Works under general supervision; typically reports to a project leader or manager  
• A certain degree of creativity and latitude is required |

<table>
<thead>
<tr>
<th>54151S</th>
<th>Principal IT Consultant</th>
<th>Bachelor's</th>
<th>5 years</th>
</tr>
</thead>
</table>
| • 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 |
<table>
<thead>
<tr>
<th>54151S</th>
<th>Senior Quality Assurance Engineer</th>
<th>Bachelor's</th>
<th>4 years</th>
</tr>
</thead>
</table>
|        | • 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  
|        | • A wide degree of creativity and latitude is expected |