GENERAL SERVICES ADMINISTRATION (GSA)
MULTIPLE AWARD SCHEDULE (MAS)
PRICELIST

SIN 511210 - SOFTWARE LICENSES
SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
SIN 541219 – BUDGET AND FINANCIAL MANAGEMENT SERVICES
SIN 541611 – MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS
MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES
OLM – ORDER-LEVEL MATERIALS

Contractor: Savantage Financial Services, Inc. (dba Savantage Solutions)
2101 Gaither Road, Suite 350
Rockville, MD 20850
www.savantage.net

Contract Number: GS-35F-397GA
Contract Period: April 27, 2022 – April 26, 2027
Price List: Current through Mod PS0013 dated April 27, 2022, and PS-A842
Refresh 10 date April 15, 2022

Contact for Ordering and Contract Administration:
Kelly M. Barnes
2101 Gaither Road, Suite 350
Rockville, MD 20850
Phone: 301-258-5600
Fax: 301-917-3170
Email: gsacontract@savantage.net

Products and ordering information in this Authorized Multiple Award Schedule (MAS) Pricelist are also available on the GSAAAdvantage! System. Agencies can browse GSAAAdvantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.gsaadvantage.gov.
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**Note:**

Offerors and Agencies are advised that the Large Category – Information Technology is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS (SINS)

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. Geographic Scope of Contract:

   Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

   Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

   Offerors are requested to check one of the following boxes:

   [X] The Geographic Scope of Contract will be domestic and overseas delivery.
   [ ] The Geographic Scope of Contract will be overseas delivery only.
   [ ] The Geographic Scope of Contract will be domestic delivery only.

2. Contractor’s Ordering Address and Payment Information:

   Savantage Financial Services, Inc.
   2101 Gaither Road, Suite 350,
   Rockville, MD 20850

   Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR
552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: 301-258-5600, ask for GSA Contracts Manager.

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to the ordering activity’s property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

| Block 9: G. Order/Modification under Federal Schedule |
| Block 16: Data Universal Numbering System (DUNS) Number: 87-818-7012 |
| Block 30: Type of Contractor: B. Small Business |
| Block 31: Women-Owned Small Business: Yes |
| Block 36: Contractor’s Taxpayer Identification Number (TIN): On File with GSA |
| 4a. CAGE Code: LHNE1 |
| 4b. Contractor has registered with the Central Contractor Registration Database. |

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<table>
<thead>
<tr>
<th>SPECIAL ITEM NUMBER</th>
<th>DELIVERY TIME (Days ARO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>511210</td>
<td>30 Days (or as awarded in the order)</td>
</tr>
<tr>
<td>54151S, 541219, 541611</td>
<td>Date of award to completion</td>
</tr>
</tbody>
</table>

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: PRICES SHOWN ARE NET PRICES; BASIC DISCOUNTS HAVE BEEN DEDUCTED.

a. Prompt Payment: none
b. Quantity: Quantity discounts are offered on a case-by-case basis
c. Dollar Volume: Volume discounts are offered on a case-by-case basis
d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers.
e. Other: none

8. TRADE AGREEMENTS ACT OF 1979, AS AMENDED:
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **Statement Concerning Availability of Export Packing:** Savantage Financial Services can support government installations overseas.

10. **Small Requirements:** The minimum dollar value of orders to be issued is $500.

11. **Maximum Order** *(All dollar amounts are exclusive of any discount for prompt payment.)*

The Maximum Order value for all Special Item Numbers (SINs) is $500,000:

12. **Ordering Procedures for Federal Supply Schedule Contracts**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. **Federal Information Technology/Telecommunication Standards Requirements**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDs), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 **Federal Information Processing Standards Publications (FIPS PUBS)**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable “FIPS Publication.” Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 **Federal Telecommunication Standards (FED-STDs)**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L’Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or
14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

a. Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

b. Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

c. Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

d. Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

e. Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

f. Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

g. Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order.

h. Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

i. Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials, or resources as necessary.

j. Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

k. Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service
Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15. **CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity’s convenience, and (m) Termination for Cause (See 52.212-4).

16. **GSA Advantage!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors’ schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

(1) Manufacturer;
(2) Manufacturer’s Part Number; and
(3) Product categories.

Agencies can browse GSA Advantage! by accessing http://www.gsaadvantage.gov.

17. **PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. **CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;
(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance, and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

N/A

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis and will only be provided to the Contractor’s technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee, and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration, or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.savantage.net

The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order—

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated ______. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government’s interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors’ proofs of required insurance and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item’s interface may be identified as interoperable on the basis of participation in a government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27. ADVANCE PAYMENTS
A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)
TERMS AND CONDITIONS APPLICABLE TO SOFTWARE LICENSES (SPECIAL ITEM NUMBER 511210) OF GENERAL-PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE

1. INSPECTION/ACCEPTANCE

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

2. GUARANTEE/WARRANTY

a. Unless specified otherwise in this contract, the Contractor’s standard commercial guarantee/warranty as stated in the contract’s commercial pricelist will apply to this contract. See guarantee/warranty and embedded product information in the product sales guides.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. 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.

3. TECHNICAL SERVICES

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 301-258-5600 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 9:00 am to 5:00 pm, Eastern Time.

4. SOFTWARE MAINTENANCE

a. Software maintenance service shall include the following:

1. Software Maintenance as a Product (SIN 511210)

   Software maintenance as a product includes the publishing of bug/defect fixes via patches and updates/upgrades in function and technology to maintain the operability and usability of the software product. It may also include other no charge support that are included in the purchase price of the product in the commercial marketplace. No charge support includes items such as user blogs, discussion forums, on-line help libraries and FAQs (Frequently Asked Questions), hosted chat rooms, and limited telephone, email and/or web-based general technical support for user’s self-diagnostics.

   Software maintenance as a product does NOT include the creation, design, implementation, integration, etc. of a software package. These examples are considered software maintenance as a service.

   b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

Effective Date: April 27, 2022

Contract No. GS-35F-397GA
Maintenance Rate Chart

Software Maintenance is 20% of the base system license cost.

6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

Savantage does not offer conversion from a term license to a perpetual license for its software.

7. TERM LICENSE CESSATION

Savantage does not offer conversion from a term license to a perpetual license for its software.

8. UTILIZATION LIMITATIONS - (SIN 511210)

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

Source code will not be delivered for products on this schedule unless otherwise negotiated. The ordering activity shall not extract ideas, algorithms, procedures, object definitions, methods, class definitions, templates, or hierarchies from the software or related documentation for the purpose of creating any works that are intended to be used as a substitute for the software or documentation or any material part thereof.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze, and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

Notwithstanding what is recited in paragraph 8.b.(2) directly above, the executed Software License Agreement agreed upon and approved by GSA will control usage of the licensed software and documentation. Moreover, joint use must have been intended at the time of license purchase.

Limitation of Liability. If the ordering activity should become entitled to claim damages from Contractor for any reason (including without limitation, for breach of contract, breach of warranty, negligence, or other tort claim), Contractor will be liable only for the amount of ordering activity's actual direct damages up to the amount that ordering activity paid Contractor for the items or services that are the subject of the claim. In no event, however, will Contractor be liable to ordering activity (in the aggregate for all claims made with respect to an
order for more than the amount paid by ordering activity to Contractor under the applicable order. In addition, in no event will Contractor’s aggregate liability for all claims arising under or relating to the order exceed the total amount paid to Contractor by ordering activity under the order. These limits also apply to Contractor’s subcontractors. They are the maximum liability for which Contractor and its subcontractors are collectively responsible.

In no event will Contractor or any person or entity involved in the creation, manufacture or distribution of any software, services or other materials provided by Contractor under the order be liable for: (i) any damages arising out of or related to the failure of ordering activity or its Affiliates or suppliers to perform their responsibilities; (ii) any claims or demands of third parties; or (iii) any lost profits, loss of business, loss of data, loss of use, lost savings or other consequential, special, incidental, indirect, exemplary or punitive damages, even if Contractor has been advised of the possibility of such damages. Contractor will not be held responsible, or to have failed to meet its obligations under the order, if it either delays performance or fails to perform as a result of any cause beyond its reasonable control.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity’s permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

Notwithstanding what is recited in paragraph 8.b.(3) directly above, the executed Software License Agreement agreed upon and approved by GSA will control access to the licensed software and documentation.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of Disaster Recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

Notwithstanding what is recited in paragraph 8.b.(4) directly above, the executed Software License Agreement agreed upon and approved by GSA will control using, copying, transferring, renting, leasing, modifying, reverse engineering, decompiling, disassembling, and creating derivative works for the licensed software and documentation.

(5) "Commercial Computer Software" may be marked with the Contractor’s standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take...
precedence and supersed any different or additional terms and conditions included in the standard commercial legend.

Notwithstanding what is recited in paragraph 8.b.(5) directly above, the executed Software License Agreement agreed upon and approved by GSA shall take precedence and supersed any different or additional terms and conditions included in the standard commercial legend and also take precedence over the terms and conditions in the schedule contract and schedule pricelist.

9. SOFTWARE CONVERSIONS - (SIN 511210)

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (511210), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license, conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY

The Contractor shall include, in the schedule pricelist, a complete description of each software product and a list of equipment on which the software can be used. Also, included shall be a brief, introductory explanation of the modules and documentation which are offered.

11. RIGHT-TO-COPY PRICING

Savantage does not offer right-to-copy licenses.
GSA Price List for SIN 511210

SFS’s Altimate software is a full Suite of Applications designed to be a Federal ERP Solution.

### Core Financial Applications

Altimate™ (formerly called FFMS)  $1,200,067.51 (*)/**)

Includes:

- Database Administration Management
- General Ledger Management
- Funds Management
- Payment Management
- Receipts Management
- Costs Accumulation Management
- Workflow Management

### Other Applications (*)(**):

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paytuit (formerly called INRESPONSE™)</td>
<td>$240,013.10</td>
</tr>
<tr>
<td>Travel Advance and Expense Reporting</td>
<td>$ 40,952.14</td>
</tr>
<tr>
<td>Real and Personal Property</td>
<td>$ 30,501.76</td>
</tr>
<tr>
<td>Online Time Reporting and Labor Distribution</td>
<td>$ 30,501.76</td>
</tr>
</tbody>
</table>

### Other New Electronic Commerce Services

Application Service Provider Services are available through the Technical Support Service Labor Categories and Pricing (SIN 54151S)

### Documentation

SFS offers two sets of standard documentation to ordering agencies for guidance on the use of purchased software products. Any additional sets of documentation will be available at the cost of reproduction.

SFS also offers customized documentation which is done through our Technical Support Service Labor Categories and Pricing (SIN 54151S)

### Maintenance Pricing

SFS offers ninety (90) days’ maintenance on our baseline product with the cost of the software license. After the initial ninety (90) days’ maintenance on our baseline product, maintenance is priced at an annual 20% of the software license fee or $240,013.50.

### Training Pricing

SFS also develops and delivers custom training based on those unique requirements for those agencies that have training requirements that are not met by the standard course offerings. The technical support services associated with preparing and delivering custom training are priced on a time-and-material basis as Technical Support (SIN 54151S). See item 15 – Description of IT Services and Pricing.

(*) Priced for perpetual licenses with unlimited number of named/concurrent users and sites.

(**) Subject to discounts when purchased with technical support services.

This pricing does not extend to cross service licensing. Any agency that falls under a department, such as the Army and Navy under the Department of Defense, are subject to the cross-service rules.
TERMS AND CONDITIONS APPLICABLE TO PROFESSIONAL SERVICES
(SINS 54151S, 541219, 541611)

1. SCOPE
   a. The prices, terms and conditions apply to all Professional Services SINs within the scope of
      this Multiple Award Schedule (MAS).
   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
   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 in
      accordance with this clause.
   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 incidence 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**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour 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 (Deviation – May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

All IT 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” refer 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 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 and labor-hour orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2018) (DEVIATION – FEB 2018) (ALTERNATE I – JAN 2017) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract.

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 PROFESSIONAL SERVICES AND PRICING
SFS offers the following IT Professional Labor categories to support implementation of the Altimate System (formerly FFMS), other software products and technical services.

In addition, SFS is available to support Application Service Provider (ASP) with electronic commerce services. In today’s rapidly changing business environment, agencies are interested in supporting Federal Financial Management Systems through an on-line, monthly subscription method. This new electronic commerce service is being widely requested by agencies. Should agencies require customized support to enable ASP, the following labor categories will apply.
GSA LABOR CATEGORY DESCRIPTIONS AND RATES

Labor Category Descriptions – IT Professional Services (SIN 54151S)

Commercial Job Title: Vice President, IT Systems
Minimum/General Experience: Twenty (20) or more years general experience; twelve (12) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering; ten (10) or more years in a management or advisory role.

Functional Responsibility: Serves as senior executive information technology resource with commercial, government, and Defense experience with enterprise technology implementation and strategy. Well versed in latest IT methodologies, system development, and integration and possesses in depth experience leading multiple projects of high complexity. Proactive in identifying new opportunities for technology infusion. Responsible for project oversight, strategic, planning and quality assurance. Interacts with management personnel assigned to the engagement, approves engagement planning and is responsible for project delivery. Provides senior-level subject matter expertise.

Minimum Education: Possession of an advanced degree in a management/business/engineering or related IT discipline. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CGFM, CPA, PMP) may be substituted for one year experience.

Commercial Job Title: IT Project Manager
Minimum/General Experience: Twelve (12) or more years experience in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering; eight (8) or more years in a management or advisory role.

Functional Responsibility: Leads large-scale, complex projects that involve the successful management of teams composed of system development and integration, ERP transformation, business process reengineering, and other information management professionals who have been involved in analysis, design, integration, testing, documenting, converting, transforming, and implementing automated information and/or business systems. Responsible for overall project oversight and contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates superior written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. May serve as executive oversight on multiple programs.

Minimum Education: Possession of an advanced degree in a management/business/engineering or related IT discipline. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CGFM, CPA, PMP) may be substituted for one year experience.

Commercial Job Title: Financial Accounting Systems Team Lead
Minimum/General Experience: Ten (10) or more general years experience; eight (8) or more years in IT related projects, ERP system development and integration, financial management, or business process reengineering directly related to the work to be performed.
Functional Responsibility: Performs as a primary professional providing experience in complex ERP system design and integration. Recognized for business and/or architectural expertise with regard to effectively adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution standards. Designs ERP application interfaces and the solution infrastructure baseline across the functional areas of interest. Manages ERP development, implementation, integration, testing and follow-on support. Duties could include the following: works with senior managers to identify and solve complex functional area issues, design business area solutions, develop conceptual business models, translate complex functional area business requirements into technical requirements, and support the design and implementation of enterprise-wide application solutions.

Minimum Education: Possession of a four (4) degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g. CGFM, CPA, PMP) may be substituted for one year experience.

**Commercial Job Title:** Senior Financial Accounting Systems Expert

Minimum/General Experience: Six (6) or more years of experience in IT related projects, ERP system development and integration, financial management, or business process reengineering directly related to the work to be performed.

Functional Responsibility: Performs as a primary professional providing experience in ERP system design and integration. Provides business and/or architectural expertise with regard to effectively adapting functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution standards. Designs ERP application interfaces and the solution infrastructure baseline across the functional areas of interest. Participates in ERP development, implementation, integration, testing, and follow-on support. Duties could include the following: works with managers to identify and solve complex functional area issues, design business area solutions, develop conceptual business models, translate functional area business requirements into technical requirements, and support the design and implementation of enterprise-wide application solutions.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CGFM, CPA, PMP) may be substituted for one year experience.

**Commercial Job Title:** Financial Accounting Systems Expert

Minimum/General Experience: Five (5) or more years of experience in IT related projects, ERP system development and integration, financial management, or business process reengineering directly related to the work to be performed.

Functional Responsibility: Provides functional area expertise in ERP development, implementation, integration, testing and follow-on support. Assists in the preparation of requirements analyses and system design related to agency accounting functions. Analyzes agency financial management systems, plans, procedures, and requirements relating to implementation of ERP systems.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CGFM, CPA, PMP) may be substituted for one year experience.

**Commercial Job Title:** Financial Systems Team Lead

Minimum/General Experience: Eight (8) or more years in IT related projects, financial system development and integration, financial management, or business process reengineering.
Functional Responsibility: Performs as a primary professional in a complex function area. Provides specialized functional area expertise in system design, functional requirements, organizational management or federal accounting policies and best practices. Leads a team of professionals in the functional design of complex financial systems and / or business process reengineering. Generates and documents functional area strategies for enhanced operations throughout the organization.

Minimum Education: Possession of a four-year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CGFM, CPA, PMP) may be substituted for one year experience.

Commercial Job Title: Senior Financial Systems Expert

Minimum/General Experience: Six (6) or more years in IT related projects, financial system development and integration, financial management, or business process reengineering.

Functional Responsibility: Performs as an experienced professional in a complex functional area. Provides functional area expertise in system design, functional requirements, organizational management or federal accounting policies and best practices. Works with user groups to solve complex organizational challenges through the functional design of financial systems and / or business process reengineering. Generates and documents functional area strategies for enhanced financial and management operations throughout the organization.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CGFM, CPA, PMP) may be substituted for one year experience.

Commercial Job Title: Financial Systems Expert

Minimum/General Experience: Four (4) or more years experience in IT related projects, financial system development and integration, financial management, or business process reengineering.

Functional Responsibility: Provides functional area expertise in system design, functional requirements, organizational management or federal accounting policies and best practices. Under minimal supervision, works with user groups to solve organizational challenges through the functional design of financial systems and / or business process reengineering. Documents functional area and system strategies for enhanced financial and management operations throughout the organization. Prepares papers, briefings and presentations for client.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CGFM, CPA, PMP) may be substituted for one year experience.

Commercial Job Title: Systems Development Manager

Minimum/General Experience: Ten (10) or more years experience in IT related projects, system development and integration experience or ERP Transformation; four (4) or more years in a supervisory capacity.

Functional Responsibility: Supervise and direct staff on complex system development and integration, ERP, or technical projects. Transform client needs into project design, provide oversight and direction on system releases, and manage delivery of development and integration projects. Directs all phases of system development and integration with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases.

Minimum Education: Possession of an advanced degree in engineering, mathematical, or related IT discipline. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.
Commercial Job Title: Senior Systems Development Expert

Minimum/General Experience: Six (6) more years experience in IT related projects, system development and integration experience or ERP Transformation.

Functional Responsibility: Performs as an experienced professional on medium complexity development, ERP, integration, or other technical project. Performs system analysis and system development tasks. Analyzes functional business applications and transforms them into detailed system design documents. Develops detailed software programs, tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program level and user level documentation.

Minimum Education: Possession of a four (4) year degree in engineering, mathematical or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

Commercial Job Title: Systems Development Expert

Minimum/General Experience: Four (4) or more years experience in IT related projects, system development and integration experience or ERP Transformation.

Functional Responsibility: Performs system analysis and system development tasks on IT and ERP systems. Under minimal supervision, analyzes functional business applications and transforms them into detailed system design documents. Develops detailed software programs, tests, debugs and refines the computer software to produce the required product. Prepares required documentation, including both program level and user level documentation.

Minimum Education: Possession of a four (4) year degree in engineering, mathematical or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

Commercial Job Title: IT Systems Technical Advisor

Minimum/General Experience: Fifteen (15) or more general years experience; ten (10) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Performs as a senior professional in a highly complex technical area. Provides in-depth knowledge of advanced technologies, enterprise applications, such as ERP products, or advanced technology concepts. Possesses advanced technical knowledge and analysis in environment, high-level technical analysis, system design, integration, and/or implementation advice on complex problems which require a high-level knowledge of the subject matter for effective implementation. Works with information technology professionals to provide insight and advice to senior managers and executives, concerning the strategic direction and applicability of enterprise-based products.

Minimum Education: Possession of an advanced degree in engineering, mathematical, or related IT discipline. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CISSP, ITIL) may be substituted for one year experience.

Commercial Job Title: IT Systems Technical Team Lead

Minimum/General Experience: Eight (8) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Performs as a primary professional in a complex technical area. Provides technical analysis and recommendations regarding the design, integration, and/or implementation of hardware, software systems or network systems. Leads a technical team
and/or works directly with user groups to solve highly complex business problems with available technology including hardware, software, database, and peripherals. Experienced in full SDLC processes.

Minimum Education: Possession of a four-year degree in engineering, mathematical, or related IT discipline. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., CISSP, ITIL) may be substituted for one year experience.

Commercial Job Title: IT Systems Senior Technical Expert

Minimum/General Experience: Five (5) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Performs as an experienced professional in a complex technical area. Provides specific expertise and analysis in the design, integration, and/or implementation of hardware, software systems or network systems. Works directly with user groups to solve complex business problems with available technology including hardware, software, database, and peripherals. Experienced in full SDLC processes.

Commercial Job Title: IT Systems Technical Expert

Minimum/General Experience: Three (3) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Provides expertise in the design, integration, and/or implementation of hardware, software systems or network systems. Under minimal direction, works to solve business problems with available technology including hardware, software, database, and peripherals. Performs routine maintenance and analysis of technical problems, database management and/or telecommunication issues. Experienced with some or all SDLC processes.

Commercial Job Title: IT Quality Assurance Team Lead

Minimum/General Experience: Eight (8) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Performs as a primary professional in the planning and execution of QA activities on complex system development efforts. Prepares and reviews QA test plans. Establishes and maintains a process for evaluating software and associated documentation. Monitors and ensures highest level of quality throughout the software life cycle. Conducts formal and informal reviews at predetermined points throughout the development life cycle. Supervises and directs QA staff.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

Commercial Job Title: Senior IT Quality Assurance Expert
Minimum/General Experience: Five (5) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Performs as an experienced professional in the execution of quality assurance testing and support. Assists with formal and informal reviews at predetermined points throughout the development life cycle. Evaluates test activities and results in order to identify technical and system deficiencies. Using testing software, develops test models and makes recommendations on certification and acceptance. Performs performance /load testing.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

**Commercial Job Title:** IT Quality Assurance Expert

Minimum/General Experience: Three (3) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Provides quality assurance testing and support for system software and integration. Under minimal supervision, assists with formal and informal reviews at predetermined points throughout the development life cycle. Utilizing test software, conducts test activities and documents results in order to identify technical and system deficiencies. Assist with the development of test models and certification and acceptance criteria. Performs performance /load testing.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

**Commercial Job Title:** Senior Systems Documentation Expert

Minimum/General Experience: Five (5) or more years of IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Performs as an experienced professional in all phases of system and technical documentation production. Responsible for translating complex technical information into clear, readable documents that incorporates required information. Edits and prepares reports, studies, and presentation material, including graphics support, for technical and non-technical users. Ensures documentation adheres to user requirements and quality standards.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

**Commercial Job Title:** Systems Documentation Expert

Minimum/General Experience: Three (3) or more years IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Prepares system and other technical documentation. Under minimal supervision, responsible for translating complex technical information into clear, readable documents that incorporates required information. Edits and prepares reports, studies, and presentation material, including graphics support, for technical and non-technical users. Ensures documentation adheres to user requirements and quality standards.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.
**Commercial Job Title: IT Training Team Lead**

Minimum/General Experience: Eight (8) or more years experience in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Supervises and directly manages all phases of system and technical training. Manages development of instructor materials (course outline, background material, and training aids) and student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and CBT using latest technology and methodologies. Incorporates training needs into the SDLC.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

**Commercial Job Title: Senior IT Training Expert**

Minimum/General Experience: Six (6) or more years experience in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Performs as an experienced professional in all phases of system and technical training. Designs, develops, documents, and delivers training courses and materials. Employs various training techniques including lectures, seminars, CBT, and web-based training utilizing latest technology and methodologies. Provides professional guidance in the use of software systems including desk-side instruction and job aides. Incorporates training needs into the SDLC.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

**Commercial Job Title: IT Training Expert**

Minimum/General Experience: Three (3) or more years in IT related projects, system development and integration, ERP transformation, financial management, or business process reengineering.

Functional Responsibility: Assists in all phases of system and technical training. Under minimal supervision, designs, develops, documents, and delivers training courses and materials. Employs various training techniques including lectures, seminars, CBT, and web-based training utilizing latest technology and methodologies. Provides guidance in the use of software systems including desk-side instruction and job aides.

Minimum Education: Possession of a four (4) year degree in management/business/engineering or related IT field. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

**Commercial Job Title: Senior IT Systems Research Expert**

Minimum/General Experience: Three (3) or more years of IT project related experience.

Functional Responsibility: Performs as an experienced professional supporting project administrative and control task. Assist with data collection, analysis, project reporting, and deliverable preparation. Conducts project related research and prepares management reports. Assists with project financials and operations.
Minimum Education: Possession of a two (2) year degree. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one year experience.

Commercial Job Title: IT Systems Research Expert

Minimum/General Experience: Two (2) or more years of IT related project related experience.

Functional Responsibility: Performs as an experienced professional, supporting project administrative and control tasks. Assist with data collection, analysis, project reporting, and deliverable preparation. Conducts project related research and prepares management reports. Assists with project financials and operations.

Minimum Education: Possession of a two (2) year degree. Experience may be substituted for education on a one-for-one basis. Possession of a professional certification (e.g., ITIL, PMP, CISSP) may be substituted for one-year experience.

GSA Rates for Information Technology (IT) Professional Services (SIN 54151S)

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate (includes IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President, IT Systems</td>
<td>$354.34</td>
</tr>
<tr>
<td>IT Project Manager</td>
<td>$289.37</td>
</tr>
<tr>
<td>Financial Accounting Systems Team Lead</td>
<td>$236.24</td>
</tr>
<tr>
<td>Senior Financial Accounting Systems Expert</td>
<td>$224.47</td>
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<tr>
<td>Financial Accounting Systems Expert</td>
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<td>Financial Systems Team Lead</td>
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<tr>
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<td>Financial Systems Expert</td>
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<tr>
<td>Systems Development Manager</td>
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<tr>
<td>Senior Systems Development Expert</td>
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<tr>
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<td>$155.88</td>
</tr>
<tr>
<td>IT Systems Technical Advisor</td>
<td>$262.21</td>
</tr>
<tr>
<td>IT Systems Technical Team Lead</td>
<td>$233.89</td>
</tr>
<tr>
<td>IT Systems Senior Technical Expert</td>
<td>$177.18</td>
</tr>
<tr>
<td>IT Systems Technical Expert</td>
<td>$152.40</td>
</tr>
<tr>
<td>IT Quality Assurance Team Lead</td>
<td>$206.77</td>
</tr>
<tr>
<td>Senior IT Quality Assurance Expert</td>
<td>$171.24</td>
</tr>
<tr>
<td>IT Quality Assurance Expert</td>
<td>$141.74</td>
</tr>
<tr>
<td>Senior Systems Documentation Expert</td>
<td>$153.52</td>
</tr>
<tr>
<td>Systems Documentation Expert</td>
<td>$135.83</td>
</tr>
<tr>
<td>IT Training Team Lead</td>
<td>$223.24</td>
</tr>
<tr>
<td>Senior IT Training Expert</td>
<td>$188.94</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Hourly Rate (includes IFF)</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>IT Training Expert</td>
<td>$155.88</td>
</tr>
<tr>
<td>Senior IT Systems Research Expert</td>
<td>$88.64</td>
</tr>
<tr>
<td>IT Systems Research Expert</td>
<td>$76.76</td>
</tr>
</tbody>
</table>
Labor Category Descriptions – Management and Business Consulting Services  
(SINs: 541219, 541611)

Commercial Job Title: Vice President
Minimum/General Experience: Twenty (20) or more years general experience in Government service or commercial corporate management experience; twelve (12) or more years in consulting in an appropriate area and, typically, eight (8) years of experience consulting at the senior executive level.

Functional Responsibility: Senior corporate principal responsible for overall direction, coordination, and evaluation of major business units. Provides high-level expert guidance and expertise to single or multiple projects. Serves as corporate point of contact for projects. Responsible for project oversight, strategic planning, and quality assurance. Interacts with management personnel assigned to the engagement, approves the engagement planning and is responsible for the timeliness and quality of services. Provides subject matter expertise.

Minimum Education: Possession of a graduate degree or equivalent experience; additional professional certifications preferred.

Commercial Job Title: Executive Advisor
Minimum/General Experience: Ten (10) or more years general experience, typically, three (3) years of experience consulting at the senior executive level, and a minimum of five (5) years of consulting in an appropriate functional area.

Functional Responsibility: Corporate executive responsible for providing expert guidance and expertise to a project. Serves as an advisor and corporate point of contact for the project. Responsible for project oversight, strategic planning, and quality assurance. Interacts with management personnel assigned to the engagement, approves the engagement planning and is responsible for the timeliness and quality of services. Provides subject matter expertise.

Minimum Education: Possession of a graduate degree or equivalent experience; additional professional certifications preferred.

Commercial Job Title: Senior Subject Matter Expert
Minimum/General Experience: Fourteen (14) years of general experience, seven (7) of which should be directly related to the task effort.

Functional Responsibility: Provides expert support, analysis and research into exceptionally complex problems and processes relating to the subject matter. Serves as functional or technical expert on executive-level project teams providing direction, interpretation, and alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. Applies advanced technical or functional principles, theories, and concepts. Contributes to the development of new principles and concepts. Prepares papers, briefings, and presentations to senior level management for information or decision; prepares reports, to include evaluations and recommendations relating to ongoing programs; compiles data and coordinates resources that will be needed for project completion; develops benchmarks; coordinates with the project manager and senior client stakeholders to ensure client requirements are satisfied.

Minimum Education: Possession of a Bachelor’s degree in related field or equivalent experience.
Commercial Job Title: Subject Matter Expert

Minimum/General Experience: Ten (10) year of general experience, with at least three (3) years specialized experience in subject matter.

Functional Responsibility: Provides expert support, analysis and research into complex problems and processes relating to the subject matter. Serves as functional or technical expert on project teams providing direction, interpretation, and alternatives. Thinks independently and demonstrates exceptional written and oral communications skills. Applies advanced technical or functional principles, theories, and concepts. Contributes to the development of new principles and concepts. Prepares papers, briefings and presentations to management for information or decision; prepares reports, to include evaluations and recommendations relating to ongoing programs; compiles data and coordinates resources that will be needed for project completion; develops benchmarks; coordinates with the project manager and client to ensure client requirements are satisfied.

Minimum Education: Possession of a Bachelor’s degree in related field or equivalent experience.

Commercial Job Title: Program Manager

Minimum/General Experience: Eight (8) years of general experience with at least 3 in a management role.

Functional Responsibility: Leads projects that involve the successful management of teams. Organizes, directs, and coordinates the planning and production of all contract support activities. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Responsible for contract compliance and overall quality control. Reviews major deliverables on an as required basis. Responds to the Contracting Officer's and Contracting Officer’s Representative’s questions and requests. Reviews contract execution to identify problems and ensure that the government is provided timely notification of funding or execution related issues.

Minimum Education: Possession of a graduate degree or related experience.

Commercial Job Title: Project Manager

Minimum/General Experience: Five (5) years of general experience with at least 2 in a supervisory role.

Functional Responsibility: Leads project team. Oversees all aspects of the tasks within the PWS, including planning, organizing, staffing, directing, integrating, and controlling activities necessary for all tasks to meet schedule, and performance requirements. Manages all day-to-day operations. Responsible for the duties, tasks, and activities required to make the program/project successful. Performs functional area analyses; prepares papers, briefings and presentations for information or decision; prepares reports, to include evaluations and recommendations relating to ongoing programs; compiles data and coordinates resources that will be needed for project completion; develops benchmarks; coordinates with the project manager and Government Technical Representative to ensure client requirements are satisfied. Assures compliance with corporate policies relating to contract performance.

Minimum Education: Possession of a Bachelor’s degree or related experience.

Commercial Job Title: Task Manager

Minimum/General Experience: Four (4) years of general experience with one year in supervisory role.
Functional Responsibility: Oversees task order or team. Performs functional area analyses; prepares papers, briefings and presentations for information or decision; prepares reports, to include evaluations and recommendations relating to ongoing programs; compiles data and coordinates resources that will be needed for project completion; develops benchmarks; coordinates with the project manager and Government Technical Representative to ensure client requirements are satisfied. Supervises contractor employees providing on-site services under a single delivery order. Assures compliance with corporate policies relating to contract performance. Advises subordinates on government staff procedures and formats. Advises the project manager on the task order or area status.

Minimum Education: Possession of a Bachelor’s degree or related experience.

**Commercial Job Title:** Senior Manager

Minimum/General Experience: Twelve (12) years of general experience, and typically, seven (7) years of experience providing expert consulting or analytical services in finance, financial systems, budgeting, cost analysis, audit, accounting, acquisition, logistics or related program management services.

Functional Responsibility: Performs as an experienced professional in a complex functional or technical area. Provides specific technical and/or functional area analysis and recommendations reflecting detailed, expert knowledge of a specific subject area or function. Develops benchmarks. Performs elaborate analyses and studies. Develops reports and makes presentations to contractor management and senior client representatives. Oversees tasks within the PWS, including planning, organizing, staffing, directing, integrating, and controlling activities necessary for all tasks to meet schedule, and performance requirements. Manages all day-to-day operations. Resolves project issues.

Minimum Education: Possession of a Bachelor’s degree in related field or equivalent experience.

**Commercial Job Title:** Manager

Minimum/General Experience: Eight (8) years general experience, and typically, five (5) years of experience providing expert consulting or analytical services in finance, financial systems, budgeting, cost analysis, audit, accounting, acquisition, logistics or related program management services.

Functional Responsibility: Performs as a primary professional in a complex functional or technical area. Provides specific technical and/or functional area analysis and recommendations. Manages day to day operations and project staff. Resolves project issues. Provides specific technical and/or functional area analysis and recommendations reflecting detailed, expert knowledge of a specific subject area or function. Develops benchmarks. Performs elaborate analyses and studies. Develops reports and makes presentations to contractor management and senior client representatives. Manages day to day operations and project staff. Resolves project issues.

Minimum Education: Possession of a Bachelor’s degree in related field or equivalent experience.

**Commercial Job Title:** Senior Specialist

Minimum/General Experience: Six (6) years general experience, and typically four (4) years of finance, financial systems, budgeting, cost analysis, audit, accounting, acquisition, logistics or related program management services experience.

Functional Responsibility: Performs functional area analyses; prepares papers, briefings and presentations for information or decision; prepares reports, to include evaluations and recommendations relating to ongoing programs; compiles data and coordinates resources that
will be needed for project completion; develops benchmarks; coordinates with the project manager and client to ensure client requirements are satisfied.

Minimum Education: Possession of a Bachelor’s degree in related field or equivalent experience required.

**Commercial Job Title:** Specialist

Minimum/General Experience: Four (4) years general experience, and typically two (2) years of finance, financial systems, budgeting, cost analysis, audit, accounting, acquisition logistics or related program management services experience.

Functional Responsibility: Performs functional area analyses; prepares papers, briefings and presentations for information or decision; prepares reports, to include evaluations and recommendations relating to ongoing programs; compiles data and coordinates resources that will be needed for project completion; develops benchmarks; coordinates with the project manager and client to ensure client requirements are satisfied.

Minimum Education: Possession of a Bachelor’s degree in related field or equivalent experience.

**Commercial Job Title:** Senior Accountant

Minimum/General Experience: Eight (8) years general experience, and four (4) years experience in Federal government accounting.

Functional Responsibility: Assists in planning, developing and implementing agency-wide procedures, policies and guidelines; helps to coordinate and review items required during the financial statement audit process and assists in developing and implementing corrective action strategies to address financial statement audit findings; provides on-going and continuous analysis to ensure financial statements remain accurately reflected; assists in the preparation and validation of the annual Performance and Accountability Report; ensures adherence to Property, Plant and Equipment procedures and assists with timely analysis and reconciliation; and proposes needed adjustments to financial management systems.

Minimum Education: Possession of a Bachelor’s degree in accounting, CPA, CGFM or equivalent experience.

**Commercial Job Title:** Accountant

Minimum/General Experience: Three (3) years general experience, and typically up to two (2) years experience in accounting.

Functional Responsibility: Performs assignments as directed using professional knowledge of accounting practices, methods and techniques that are conventional and apply to most situations encountered; performs analysis and reconciliation of day-to day accounts; participates in various reconciliation activities; performs continuous analyses and reconciliation of transactions; validates data; investigates and corrects out-of-line and out-of-balance conditions; analyzes accounting data and reconciles source documents to determine accuracy of all transactions; and participates in maintaining an accurate standard general ledger and accurate trial balances for each fund type.

Minimum Education: Possession of a Bachelor’s degree in accounting or related field, such as business administration, public administration or finance that includes or was supplemented by 24 semester hours in accounting, or equivalent experience.
Commercial Job Title: Senior Analyst

Minimum/General Experience: Four (4) years general experience, two (2) years of experience providing analytical, operational, or logistical support services to support operational or technical requirements.

Functional Responsibility: Assists in planning, executing, and/or tracking ongoing operations. Attends meetings, prepares forms and papers and confers with more senior contractor employees about format, distribution, and purpose, and to identify problems and improvements. Collects, maintains, and processes data. Assists in the preparation of reports and summaries for use by managers.

Minimum Education: Possession of a Bachelor’s degree or equivalent experience, and thorough knowledge of Microsoft Office Professional software required.

Commercial Job Title: Experience Analyst

Minimum/General Experience: Three (3) years general experience, typically two (2) years providing analytical, operational, or logistical support services to support operational or technical requirements.

Functional Responsibility: Assists in planning, executing, and tracking ongoing operations. Attends meetings, prepares forms and papers and confers with more senior contractor employees about format, distribution, and purpose, and to identify problems and improvements. Collects, maintains, and processes data. Assists in the preparation of reports and summaries for use by managers.

Minimum Education: Possession of an Associate’s degree or equivalent experience and basic knowledge of Microsoft Office Professional software required.

Commercial Job Title: Analyst

Minimum/General Experience: Two (2) years general experience, and basic knowledge of Microsoft Office Professional software.

Functional Responsibility: Assists in planning, executing, and tracking ongoing operations. Attends meetings, prepares forms and papers and confers with more senior contractor employees about format, distribution, and purpose, and to identify problems and improvements. Collects, maintains, and processes data. Assists in the preparation of reports and summaries for use by managers.

Minimum Education: Possession of an Associate’s degree or equivalent experience.

GSA Rates for Management and Business Consulting Services (SIN 541219, 541611)

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate (Includes IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>$354.34</td>
</tr>
<tr>
<td>Executive Advisor</td>
<td>$262.21</td>
</tr>
<tr>
<td>Senior Subject Matter Expert</td>
<td>$347.53</td>
</tr>
</tbody>
</table>
### Labor Category Table

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate (Includes IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert</td>
<td>$241.86</td>
</tr>
<tr>
<td>Program Manager</td>
<td>$288.09</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$177.18</td>
</tr>
<tr>
<td>Task Manager</td>
<td>$155.77</td>
</tr>
<tr>
<td>Senior Manager</td>
<td>$258.95</td>
</tr>
<tr>
<td>Manager</td>
<td>$233.89</td>
</tr>
<tr>
<td>Senior Specialist</td>
<td>$177.18</td>
</tr>
<tr>
<td>Specialist</td>
<td>$152.40</td>
</tr>
<tr>
<td>Senior Accountant</td>
<td>$204.96</td>
</tr>
<tr>
<td>Accountant</td>
<td>$140.19</td>
</tr>
<tr>
<td>Senior Analyst</td>
<td>$102.12</td>
</tr>
<tr>
<td>Experienced Analyst</td>
<td>$88.64</td>
</tr>
<tr>
<td>Analyst</td>
<td>$76.76</td>
</tr>
</tbody>
</table>

"The Service Contract Act (SCA) is applicable to this contract as it applies to all nonprofessional services to be provided under this schedule. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide)."

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 CFR 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 applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

### SCA Matrix

<table>
<thead>
<tr>
<th>SCA Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note 1:** If long-distance travel is required during the performance of any services provided under this contract, SFS will agree to invoice all long-distance travel costs in accordance with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR).

**Note 2:** The hourly rates provided are for both On-site and Off-site activities.

**Note 3:** The hourly rates listed above are inclusive of GSA’s .075% Industrial Funding Fee (IFF).
Note 4: Any non-professional services proposed must be incidental to and in direct support of the proposed professional services.

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE
Savantage Financial Services Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT
To actively seek and partner with small businesses.
To identify, qualify, mentor, and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Kelly M. Barnes, Chief Financial Officer, 301-258-5600, gsacontract@savantage.net.
BLANKET PURCHASE AGREEMENT

FEDERAL ACQUISITION MULTIPLE AWARD SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and Savantage Financial Services, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS-35F-397GA.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations, and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

<table>
<thead>
<tr>
<th>Ordering Activity</th>
<th>Date</th>
<th>Contractor</th>
<th>Date</th>
</tr>
</thead>
</table>

Effective Date: April 27, 2022
### BPA NUMBER____________

**Blanket Purchase Agreement**

Pursuant to GSA Federal Supply Schedule Contract Number GS-35F-397GA Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

1. The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be ________________________.

4. This BPA does not obligate any funds.

5. This BPA expires on _______________ or at the end of the contract period, whichever is earlier.

6. The following office(s) is hereby authorized to place orders under this BPA:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

8. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
   a) Name of Contractor,
   b) Contract Number,
c) BPA Number,
d) Model Number or National Stock Number (NSN),
e) Purchase Order Number,
f) Date of Purchase,
g) Quantity, Unit Price, and Extension of Each Item (unit prices and extension need not be shown when incompatible with the use of automated systems; provided that the invoice is itemized to show the information); and
h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provision of this BPA and the Contractor’s invoice, the provision of this BPA will take precedence.
CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirement.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers’ needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.