AUTHORIZED FEDERAL SUPPLY SCHEDULE INFORMATION TECHNOLOGY
SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT,
SOFTWARE & SERVICES

SPECIAL ITEM NUMBERS 54151S, INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule 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.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

{RED CEDAR CONSULTANCY, LLC}

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Leesburg, VA 20176
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Fax: (703) 738-7290
www.redarconsultancy.com

Contract Number: GS-35F-412BA
Period Covered by Contract: June 24th 2014 through June 23rd 2024

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #1, dated June 23, 2019.

All IT Professional Services and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).
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1. CUSTOMER INFORMATION

1.1. Awarded Special Item Number(s):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Services</td>
</tr>
</tbody>
</table>

1.2. Lowest Prices Labor Category

Identification of the lowest priced labor category description, job title # and hourly rate awarded under the contract is:

<table>
<thead>
<tr>
<th>Job Title #</th>
<th>Labor Category</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td># 9</td>
<td>IT Specialist</td>
<td>$63.52</td>
</tr>
</tbody>
</table>

1.3. Labor Category Description

Labor Category Descriptions of all corresponding commercial job titles, experience, functional responsibility and education are outlined on Section 3 of this pricelist.

1.4. Maximum Order:

$500,000 per SIN

1.5. Minimum Order:

$100

1.6. Geographic Scope of Coverage:

Domestic and overseas

1.7. Quantity Discount:

None

1.8. Prompt Payment Terms:

Net 30 days

1.9. Government Purchase Cards:

Government Purchase Cards will be accepted however no additional discounts will apply under the contract.

1.10. Government Educational Institutional Discounts:

The Government Educational Institutions are offered the same types of discounts and concessions under this contract as all other Government customers.

1.11. Foreign Items:

No foreign items are awarded under this contract.

1.12. Normal Delivery Terms

As negotiated between RED CEDAR CONSULTANCY, LLC and the Ordering Activity
1.13. Expedited Delivery Terms:
As Negotiated between RED CEDAR CONSULTANCY, LLC and the Ordering Activity

1.14. Overnight/2-Day Delivery Terms:
As negotiated between RED CEDAR CONSULTANCY, LLC and the Ordering Activity

1.15. 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.

1.16. FOB Point:
Destination

1.17. Ordering Address:
Red Cedar Consultancy, LLC
161 Fort Evans Rd NE, Suite 200
Leesburg, VA 20176

1.18. Payment Address:
Red Cedar Consultancy, LLC.
161 Fort Evans Rd NE, Suite 200
Leesburg, VA 20176

1.19. Warranty/Guarantee Provisions:
All services performed under this contract will be guaranteed to completed in a satisfactory workmanlike manner as delineated with this Authorized FSS IT Schedule Pricelist.

1.20. Export Packing Charges:
Export Packing is not offered under this contract.

1.21. List of Participating Dealers:
RED CEDAR CONSULTANCY, LLC does not authorize any participating dealers under this contract.

1.22. Environmental Attributes:
Not Applicable

1.23. Section 508 Compliance:
Contact RED CEDAR CONSULTANCY, LLC for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov
1.24. **Liability For Injury or Damage:**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity 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.

1.25. **Business Information:**

- Data Universal Numbering System (DUNS) Number: **968368592**
- Taxpayer Identification Number (TIN): **45-1634437**
- Business Size: **Small Business Concern**
- CAGE Code: **6EDC0**
- Red Cedar Consultancy, LLC. is currently registered within the System for Award Management (SAM) database.

1.26. **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.

1.27. **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.

1.28. **Federal Information Technology Telecommunications 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.

1.29. **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.
1.30. **Federal Telecomunication Standards (FED-STDS):**

Telecommunication products under this Schedule that do not conform to Federal Telecomunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecomunication 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 B100, 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 calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

1.31. **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).

1.32. 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).

1.33. 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 the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.gsaadvantage.gov

1.34. Purchase of Open Market Items:

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 8.402(f).

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.

1.35. 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.

1.36. 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:

None

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.

1.37. 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).

1.38. 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.
1.39. **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 applies.

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 or 132-9.

1.40. **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.

1.41. **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.

1.42. 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.

1.43. 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)
2. TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBERS 54151S)

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

2.1. SCOPE

a. The prices, terms and conditions stated under Special Item Numbers 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2.2. PERFORMANCE INCENTIVES 1-FSS-60 Performance Incentives (April 2000)

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

2.3. 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.

2.4. 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 orJoint 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.

2.5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor
to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is
delivered to the Contractor, and for any further period to which the parties may agree. The order
shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the
order, the Contractor shall immediately comply with its terms and take all reasonable steps to
minimize the incurrence of costs allocable to the work covered by the order during the period of
work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within
any extension of that period to which the parties shall have agreed, the Contracting Officer shall
either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination
for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension
thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable
adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in
writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the
Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the
period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the
action, the Contracting Officer may receive and act upon the claim submitted at any time before
final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the
convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from
the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the
Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from
the stop-work order.

2.6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR
2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND
applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.
2.7. RESPONSIBILITIES OF THE CONTRACTOR
The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

2.8. RESPONSIBILITIES OF THE ORDERING ACTIVITY
Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

2.9. INDEPENDENT CONTRACTOR
All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

2.10. ORGANIZATIONAL CONFLICTS OF INTEREST
a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

2.11. INVOICES
The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

2.12. 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 may be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts
at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31 (Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

2.13. RESUMES
Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

2.14. 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.

2.15. 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.
3. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

3.1. IT PROFESSIONAL SERVICES RATES SINs 54151S

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Current GSA Contract Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Project Manager</td>
<td>$156.36</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$109.45</td>
</tr>
<tr>
<td>Sr. Software Architect</td>
<td>$111.55</td>
</tr>
<tr>
<td>Software Architect</td>
<td>$90.04</td>
</tr>
<tr>
<td>Configuration Engineer</td>
<td>$79.98</td>
</tr>
<tr>
<td>Sr. Server Administrator</td>
<td>$102.61</td>
</tr>
<tr>
<td>Sr. Database Administrator</td>
<td>$90.89</td>
</tr>
<tr>
<td>Sr. Business Intelligence Developer</td>
<td>$102.61</td>
</tr>
<tr>
<td>IT Specialist</td>
<td>$63.52</td>
</tr>
</tbody>
</table>

3.2. DESCRIPTION OF LABOR CATEGORIES

Title: Sr. Project Manager

Minimum/General Experience: A minimum of 10 years of experience in Project Management is required. 5 years of providing technical, administrative, and operational leadership to assigned projects and tasks.

Functional Responsibility: Manages and is responsible for the successful completion of all tasks in assigned program area including technical work, financial and business development activities. Supervises assigned technical and administrative staff, including subordinate managers, and performs personnel actions including hiring and performance evaluation. Directs program activities to meet client and organization work objectives and serves as a liaison with clients to coordinate activities, negotiate tasks, and solve problems. Assures quality of program products, services, and deliverables, including participating in reviews, audits, and site visits. Sr. Project Manager performs program financial management services, including financial analysis, budget and cost quote preparation, cost management, reconciliation, and profit enhancement. Coordinates and monitors sub-contractor activities and administers subcontractor deliverables and finances. Prepares and provides various reports and technical reviews to senior management as requested. Candidate ensures compliance with relevant corporate and government policies and standards. Participates in special projects as required. They are also required to provide technical, administrative, and operational management of assigned projects, including contract and subcontractor management. Sr. PMs develop technical project plans, proposals, reports, and task order and administrative reporting. Reviews future project requirements and develops strategies for future work.

Education Requirements: Bachelors Degree in a related business or technical discipline, or the equivalent combination of education, technical training.

Title: Project Manager

Minimum/General Experience: A minimum of 8 Years of Project Management Experience is required. 3 years of providing technical, administrative, and operational leadership to assigned project or tasks.
**Functional Responsibility:** At this level, the position is typically responsible for managing multiple tasks or a single large project and supervising up to 25 employees both exempt and non-exempt and may include one or more subordinate supervisors. Technical difficulty/complexity of assigned tasks/projects may also affect level selection. Project Manager provides technical, administrative, and operational management of assigned project or tasks, including contract and subcontractor management. Project Manager supervises assigned staff, including subordinate supervisors. Candidate participates in the development of technical project plans, proposals, reports, and task order and administrative reporting and may also perform high level technical services on assigned tasks. Conducts planning and provides recommendations to client on task workload. Attends customer meetings and may serve as primary client liaison. Project Manager interacts with vendors, other agencies, and other client staff on behalf of the client and Coordinates development of deliverables and products. Project Manager ensures quality assurance of project deliverables and maintains current knowledge of relevant technology as assigned. PM participates in special projects as required.

**Educational Requirements:** Bachelors Degree in a related business or technical discipline, or the equivalent combination of education, technical training.

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**Title:** Sr. Software Architect

**Minimum/General Experience:** A minimum of 12 years of software development and designing is required. At least 3 years of software architecting is required.

**Functional Responsibility:** Sr. Software Architect researches, designs, develops and/or modifies enterprise-wide systems and/or applications software. The architect leads the research and development of new software products and applications on the leading edge of established knowledge and standards. They conceive, design, prototype, and test new methods, algorithms, and models. Defines architecture requirements and performance standards to meet or exceed management and customer specifications. Identifies and directs resolution of complex hardware/software interface issues. Advises hardware engineers on machine characteristics that affect software systems, such as storage capacity, processing speed, and input/output requirements. Prepares reports on analyses, findings, and project progress, and presents results to management and/or customer personnel. Serves as the primary customer interface to resolve problems and ensure requirements are met on a timely basis. Provides guidance and work leadership to less-experienced software engineers, and may have supervisory responsibilities. Serves as a technical team or task leader. May provide expertise to multiple projects and tasks. Maintains current knowledge of relevant technology as assigned. Participates in special projects as required.

**Educational Requirements:** Masters Degree in Computer Science, Engineering or a related technical discipline, or the equivalent combination of education, technical training, or work/military experience.

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**Title:** Software Architect

**Minimum/General Experience:** A minimum of 8 years of software development and designing is required. At least 2 years of software architecting is required.

**Functional Responsibility:** Software Architect researches, designs, develops and/or modifies enterprise-wide systems and/or applications software. The architect leads the research and development of new software products and applications on the leading edge of established knowledge and standards. They conceive, design, prototype, and test new methods, algorithms, and models. Defines architecture requirements and performance standards to meet or exceed management and customer specifications. Identifies and directs resolution of complex hardware/software interface issues. Advises hardware
engineers on machine characteristics that affect software systems, such as storage capacity, processing speed, and input/output requirements. Prepares reports on analyses, findings, and project progress, and presents results to management and/or customer personnel. Serves as the primary customer interface to resolve problems and ensure requirements are met on a timely basis. Provides guidance and work leadership to less-experienced software engineers, and may have supervisory responsibilities. Serves as a technical team or task leader. May provide expertise to multiple projects and tasks. Maintains current knowledge of relevant technology as assigned. Participates in special projects as required.

**Educational Requirements:** Masters Degree in Computer Science, Engineering or a related technical discipline, or the equivalent combination of education, technical training, or work/military experience.

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**Title: Configuration Engineer/Test Engineer**

**Minimum/General Experience:** A minimum of 5 years of experiencing working with Change/Release/Build management of software applications is required.

**Functional Responsibility:** Administering maintaining, and troubleshooting source and change control repositories. Executing, verifying, and troubleshooting full software system builds. Verifying and documenting software build content. Perform Change/Release/Build management and administration. Developing tools and utilities to enhance and automate the build and deployment process. Identify, analyze and resolve issues. Promote and maintain a high quality, professional, service-oriented image among users. Documentation and set up of build environment. Candidate may assist in mentoring and/or training staff members. Defining, implementing, and documenting software deployment strategies and installation procedures. Contributing to continuing process improvement of all software configuration management activities and procedures.

**Education Requirements:** Bachelor’s or Equivalent relevant experience.

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**Title: Sr. Server Administrator**

**Minimum/General Experience:** A minimum 8 years of experience related to systems engineering to include Windows Server and Active Directory Engineering, SQL Server Design and Administration, SharePoint Engineering, MS Exchange Engineering and Administration. Experience with troubleshooting web based applications, NetApp/SAN Engineering and Administration, VMware/ESX Engineering and Administration, Desktop Virtualization Engineering and Implementation.

**Functional Responsibility:** Performs complex systems development and design work that may include logic design, I/O design, firmware development, model formulation, manufacturing and development cost projections, computer architecture analysis and design, and analog or digital systems engineering. Sr. System Engineer performs systems modeling, simulation, and analysis. Reviews completion and implementation of system additions and/or enhancements and makes recommendations to management and/or clients. Plans and directs upgrades of operating systems and designs systems enhancements. Develops documentation on new or existing systems. Develops and directs tests to ensure systems meet documented user requirements. Identifies, analyzes, and resolves system problems. Provides system/equipment/specialized training and technical guidance. Determines system specifications, input/output processes, and working parameters for hardware/software compatibility. Provides guidance and work leadership to less-experienced systems engineers and may have supervisory responsibilities. Serves as liaison with clients, participating in meetings to ensure client needs are met. Maintains current knowledge of relevant technology as assigned. Participates in special projects as required.
**Educational Requirements:** Bachelors Degree in Computer Science, Engineering or a related technical discipline, or the equivalent combination of education, technical training.

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**Title: Sr. Database Administrator**

**Minimum/General Experience:** A minimum of 10 years of IT experience of which at least 6 years of specialize database design and engineering is required.

**Functional Responsibility:** Designs and implements large, complex data dependent information technology systems. Experienced in advising senior executives on effective utilization of data, data sets, and databases to meet business objectives. Identifies enterprise requirements and develops data engineering solutions for IT systems; experience in hosting data in a Cloud desired. Provides technical support to users and assists in defining and solving complex data problems within well-defined areas of responsibility. Develops documentation for implemented products for other engineers and users. Assists in preparing user training materials and conducts training sessions.

**Educational Requirement:** Master’s degree in computer science/systems, information systems/technology, engineering, engineering technology, software engineering, programming, management, mathematics or business/finance preferred.

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**Title: Business Intelligence Developer**

**Minimum/General Experience:** A minimum of 5 years of experience developing and design business intelligence applications and reports is required.

**Functional Responsibility:** Responsible for leading the strategic design and maintenance of business intelligence applications. Identifies, researches, and resolves technical problems. Ensures that the use of business intelligence applications enhances business decision making capabilities. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to the head of a unit/department.

**Educational Requirement:** Bachelor's degree in computer science

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**Title: IT Specialist**

**Minimum/General Experience:** A minimum of 5 years of experience in planning, designing and installing new and existing personal computer systems, workstations, or servers.

**Functional Responsibility:** The Information Technology Specialist performs analytical, technical, and administrative work in the planning, design, and installation of new and existing personal computer systems, workstations, or servers; diagnoses and resolves problems in response to customer reported incidents; confers with end users to determine types of hardware and software required; installs new hardware and software and maintains existing components; trains end users in the use of equipment and software; performs general maintenance tasks; troubleshoots and resolves issues with computer systems and peripheral equipment located throughout the organization; prepares progress reports for all work performed; evaluates products for compatibility, expandability, and ease of use and support; recommends to management the support or nonsupport of evaluated products

**Educational Requirement:** Bachelor's degree in computer science
4. USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

Preamble
Red Cedar Consultancy, LLC provides IT Services. 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 insure 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 maybe 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 Red Cedar Consultancy, LLC, Sharad S. Gumaste, voice: 210-863-4281, sharad.gumaste@redcedarconsultancy.com.
5. SUGGESTED BLANKET PURCHASE AGREEMENT (BPA)

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name) In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) 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(s) __________________________.

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 end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Ordering Activity
Signature: Contractor
Name: Signature:
Title: Name:
Date: Title:

6. CONTRACTOR TEAM ARRANGEMENTS

BEST VALUE
BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

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

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.