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

Multiple Award Schedule

Industrial Group: MAS

Special Item Number (SIN) 54151S Information Technology Professional Services.

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion, and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

FSC/PSC Class D301 IT and Telecom - Facility Management
FSC/PSC Class D302 IT and Telecom - Systems Development
FSC/PSC Class D306 IT and Telecom - Systems Analysis
FSC/PSC Class D307 IT and Telecom - IT Strategy and Architecture
FSC/PSC Class D308 IT and Telecom - Programming
FSC/PSC Class D310 IT and Telecom – Cyber Security and Data Backup
FSC/PSC Class D311 IT and Telecom - Data Conversion
FSC/PSC Class D313 IT and Telecom – Computer Aided Design/Manufacturing (CAD/CAM)
FSC/PSC Class D316 IT and Telecom - Telecommunications Management
FSC/PSC Class D317 IT and Telecom – Web-based Subscription.
FSC/PSC Class D399 IT and Telecom – Other IT and Telecommunications

Schedule Contract Number:
Contract Period: June 23, 2013 through June 22, 2023

For more information on ordering from this Federal Supply Schedule contract, please visit: www.gsa.gov/schedule

Contractor: Essential Data Corporation
4 Research Drive, Suite 402
Shelton CT 06484-6242
(800) 221-0093
sales@edc.us
www.essentialdata.com

Contact for Contract Administration: Thomas Walsh
Vice President
(866) 446-1976
twalsh@edc.us

Business Size: Small Business

Supplement: 0001, March 27, 2021

Prices shown Herein are Net (discount deducted).
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<th>Page</th>
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<td>11</td>
</tr>
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<td>13</td>
</tr>
</tbody>
</table>
Customer Information

1a. Table of awarded Special Item Numbers: Special Item Number 54151S

1b. Identification of lowest priced model number and corresponding price for each awarded Special Item Number:

<table>
<thead>
<tr>
<th>Special Item Number</th>
<th>Labor Category</th>
<th>GSA Price with IFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Technical Writer – Junior Level</td>
<td>$69.16</td>
</tr>
</tbody>
</table>

1c. Identification of Services and Hourly Rates: Reference sections ‘Approved Labor Category Descriptions’ and ‘Approved Hourly Rates’ on pages 11 through 13 of this schedule.

2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Point of Production: Shelton, Connecticut USA

6. Statement of Net Price: The GSA Net Prices published on the GSA Advantage website reflect the fully burdened price. The negotiated discount has been applied and the Industrial Funding Fee has been added.

7. Quantity Discount: None

8. Prompt Payment Terms: Net 30 Days

   Note: Prompt Payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Government Purchase Card: Government purchase cards are accepted for purchases at or below the micro purchase threshold.

   Government purchase cards are not accepted for purchases above the micro-purchase threshold.

10. Foreign Item: Not Applicable.

11a. Time of Delivery: As negotiated with the Ordering Activity.

11b. Expedited Delivery: As negotiated with the Ordering Activity.

11c. Overnight and 2-day Delivery: As negotiated with the Ordering Activity.
11d. Urgent Requirements: Ordering Activities can contact the Contractor’s Representative for the purpose of requesting accelerated delivery to meet urgent requirements.


13a. Ordering Address: Essential Data Corporation
Attn: Thomas Walsh
4 Research Drive, Suite 402
Shelton CT 06484-6242
866-446-1976
sales@edc.us

13b. Ordering Procedures: For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Essential Data Corporation
Attn: Thomas Walsh
4 Research Drive, Suite 402
Shelton CT 06484-6242
866-446-1976
twalsh@edc.us

15. Warranty Provision: Services shall be completed in a good and workmanlike manner.


17. Terms and conditions of Government purchase card acceptance: Government purchase cards are accepted for purchases at or below the micro purchase threshold.

Government purchase cards are not accepted for purchases above the micro-purchase threshold.

18. Terms and conditions of Rental, Maintenance, and Repair: Not Applicable.

19. Terms and conditions of Installation: Not Applicable.

20. Terms and conditions of Repair Parts indicating date of parts price lists and any discounts from list prices: Not Applicable.

20a. Terms and conditions for any other Service: For each labor category/professional service awarded, the minimum/general experience and functional responsibilities shall be included as a attachment to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (OCT 2016)).

22. **List of Participating Dealers**: Not Applicable.

23. **Preventative Maintenance**: Not Applicable.

24a. **Special Attributes such as Environmental Attributes (E.G., Recycled Content, Energy Efficiency, and/or Reduced Pollutants)**: Not Applicable.

24b. **Section 508 Compliance Information**: Section 508 compliance information for the services in this contract is available in Electronic and Information Technology (EIT). The EIT standard can be found at: [https://www.section508.gov/](https://www.section508.gov/)

25. **Data Universal Number System (DUNS) Number**: 363 650 110

26. **Notification regarding registration in System for Award Management (SAM) database**: Contractor has a current registration in the Systems for Award Management (SAM).
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 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.

   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. **ORDER**
   a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
   b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

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

1. Cancel the stop-work order; or

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

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

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

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

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

6. INSPECTION OF SERVICES


7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

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

12. PAYMENTS
For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVATION 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) (DEVATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general, and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
   (1) The offeror;
   (2) Subcontractors; and/or
   (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

14. INCIDENTAL SUPPORT COSTS
Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
Junior  A Junior level employee must have the minimum requirements of experience for the needed position. By the standards of Essential Data Corporation, they are required to have at least 3 years of experience and a technical degree or certificate to be considered for the position.

Mid-Level  A Mid-level employee must meet all requirements of experience for the needed position. By the standards of Essential Data Corporation, they are required to have at least 8 years of experience and a bachelor’s degree in an applicable field to be considered for the position.

Senior  A Senior level employee is required to exceed the expectations of experience for the needed position. They are considered to be an expert in the field of knowledge. By the standards of Essential Data Corporation, they are required to have 12 years of experience and a bachelor’s degree in an applicable field to be considered for the position.

Commercial Job Title: Business Systems Analyst

Minimum/General Experience: A business analyst is required to meet or exceed the expectations of experience for the needed position. Between 3 and 12 years of information systems development experience including systems analysis and design techniques for the implementation of large-scale computer systems, depending on whether the person falls under the senior, mid-level, or junior level.

Functional Responsibility: Applying analytical skills to business requests -- which may be high-level or lacking in detail -- and communicate these requests in a clear and unambiguous manner. Expertly proficient in interacting between business unit and systems development staff in order to properly create complex systems requirements document and technical specification. Provide expertise in the modeling/mapping of business processes, conduct as-is/to-be business processes, is instrumental in the business process re-engineering (BPR) and involved in the change management exercise. Must have a clear understanding of IT systems and their capabilities, both positive and negative. Must be able to communicate clearly and appropriately with clients to adequately provide solutions in conjunction with the analysis conducted. Should have some background knowledge of the subject to make the requirements gathering efficient, or at least have the skills to apply logical analytical thought to a business issue. The degree of prior knowledge required depends highly on the complexity of the project.

Minimum Education: Bachelor’s Degree in Computer Science, Engineering, Mathematics, or equivalent.

Commercial Job Title: Project Manager
Minimum/General Experience: A project manager is required to meet or exceed the expectations of experience for the needed position. Between 3 and 12 years of information systems development experience including systems analysis and design techniques for the implementation of large-scale computer systems, depending on whether the person falls under the senior, mid-level or junior level.

Functional Responsibility: Responsible for the overall successful planning and execution of an IT systems development project, software rollout or database level project. Able to recognize that risk directly impacts the likelihood of success and that this risk must be both formally and informally measured throughout the lifetime of the project. Must possess a combination of skills including an ability to ask penetrating questions, detect unstated assumptions and resolve interpersonal conflicts as well as more systematic management skills. Able to reduce risk significantly, often by adhering to a policy of open communication, ensuring that every significant participant has an opportunity to express opinions and concerns. Responsible for making decisions both small and large, in such a way that risk is controlled and uncertainty minimized. Every decision taken by the Project Manager should be taken in such a way that it directly benefits the project. Under stringent time frames, assembles and recruits personnel necessary to perform assigned projects and tasks. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Assigns, schedules, and reviews work of subordinates. Ensures conformance to task specifications and contract provisions. Interprets policies, purposes, and goals of the organization for subordinates. Must be capable of negotiating and making binding decisions for the company.

Minimum Education: Bachelor’s degree in a related field such as Business Administration, Information Systems Management, Engineering Management, or technical degree such as Computer Science or Engineering.

Commercial Job Title: Tech Writer/Documentation Specialist

Minimum/General Experience: A technical writer is required to meet or exceed the expectations of experience for the needed position. Between 3 and 12 years of information systems development experience including systems analysis and design techniques for the implementation of large-scale computer systems, depending on whether the person falls under the senior, mid-level, or junior level.

Functional Responsibility: Plans, manages and coordinates documentation of all aspects of the system engineering life cycle for projects. Writes, edits and rewrites material of a technical nature. Prepares manuals, user guides, and other technical documentation for presentations. Possesses excellent writing skills. Interprets technical documentation standards and prepares documentation accordingly.

Minimum Education: Associate degree in English or a computer-related field.
## APPROVED HOURLY RATES

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>APPROVED GSA PRICE WITH IFF</th>
<th>24 JUN 17 to 23 JUN 18</th>
<th>24 JUN 18 to 23 JUN 19</th>
<th>24 JUN 19 to 23 JUN 20</th>
<th>24 JUN 20 to 23 JUN 21</th>
<th>24 JUN 21 to 23 JUN 22</th>
<th>24 JUN 22 to 23 JUN 23</th>
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</thead>
<tbody>
<tr>
<td>Business Analyst - Senior Level</td>
<td>$ 103.24</td>
<td>$ 105.21</td>
<td>$ 107.22</td>
<td>$ 109.27</td>
<td>$ 111.35</td>
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<td>Project Manager - Junior Level</td>
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<td>Technical Writer - Mid Level</td>
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<td>Technical Writer - Junior Level</td>
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