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:  GSAAdvantage.gov.

General Purpose Commercial Information Technology Equipment, Software, and Services  
FSC Group Class 70

**SPECIAL ITEM NUMBER 54151S – INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**
- 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 D311 – IT AND TELECOM- DATA CONVERSION
- FSC/PSC CLASS D317 – IT AND TELECOM- WEB-BASED SUBSCRIPTION
- FSC/PSC CLASS D399 – IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

**SPECIAL ITEM NUMBER 54151HEAL – HEALTH INFORMATION TECHNOLOGY SERVICES**
- 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 D311 – IT AND TELECOM- DATA CONVERSION
- FSC/PSC CLASS D317 – IT AND TELECOM- WEB-BASED SUBSCRIPTION
- FSC/PSC CLASS D399 – IT AND TELECOM- OTHER IT AND TELECOMMUNICATIONS

**Contract Number: GS-35F-442GA**
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Period Covered by Contract: 05/16/2017 and ends 05/15/2022.

Geek Sources Inc.  
1900 South Monroe Street  
Tallahassee, Florida 32301  
Telephone: (202) 765-2391  
FAX: (202) 888-3525

http://www.geeksources.com  
www.geeksi.tech  
Contact for Contract Administration  
Jasmine Franck Camara  
jasmine.franc@geeksources.com

Small Business
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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
   54151S: Information Technology Professional Services
   54151HEAL: Health Information Technology Services

1b. Lowest Priced Model Number and Lowest Unit Price per SIN:
   Not Applicable

1c. Hourly Rates: See attached GSA Price List

2. Maximum Order for the following Special Item Numbers (SINs) is $500,000:
   54151S: Information Technology Professional Services
   54151HEAL: Health Information Technology Services

3. Minimum Order: $100


5. Points of Production: Not Applicable

6. Discount from List Prices or Statement of Net Price: Prices shown are Net Prices.

7. Quantity Discounts: None.


9a. Notification that Government purchase cards are accepted below the micro-purchase threshold: Government purchase cards will be accepted below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards will not be accepted above the micro-purchase threshold.

10. Foreign Items: Not Applicable.

11a. Time of Delivery: 30 Days ARO for SIN 54151S and 60 Days ARO for SIN 54151HEAL

11b. Expedited Delivery: None for SIN 54151S and 30 Days for SIN 54151HEAL

11c. Overnight and 2-day Delivery: Neither overnight nor 2-day delivery are available.

11d. Urgent Requirements: Under the provisions of the Urgent Requirements clause of this contract, agencies may contact Geek Sources Inc. to effect an expedited delivery.

12. FOB Point: Destination

13a. Ordering Address:
    Geek Sources Inc.
    1900 South Monroe Street
    Tallahassee, Florida 32301
    Telephone: (202) 765-2391
    FAX: (202) 888-3525
    Website: www.geeksources.com www.geeksi.tech

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address:
   Geek Sources Inc.
   Attention: Jasmine Franck Camara
   1900 South Monroe Street
   Tallahassee, Florida 32301
   Telephone: (202) 765-2391
   FAX: (202) 888-3525
   Email: jasmine.franck@geeksources.com


16. Export Packing Charges: Not applicable

17. Terms and Conditions of Government Credit Card Acceptance: Not applicable

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 services: Not applicable

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location). The EIT standards can be found at www.Section508.gov: Not applicable

25. Data Universal Number System (DUNs) number: 045779621

26. Notification regarding registration in System for Award Management (SAM) Database: Currently registered in 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 Professional 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) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

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

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

(1) The offeror;
(2) Subcontractors; and/or
(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

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

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

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
a. The Contractor shall provide a description of each type of IT Service offered under Special Item Number 54151S IT Professional Services. The description 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.

c. Labor Category Descriptions for SIN 54151S are found in the following section.
APPLICATION ANALYST
Minimum/ General Experience and Years of Experience:  5 Years Experience
Functional Responsibilities:  An Application Analyst must have experience in gathering data regarding performance, cost, and compatibility attributes of commercial off-the-shelf software and development applications. They must also have experience in the study of application and the consumption of system resources and be able to detect problems with software applications. They must be able to gather requirements and facilitate meetings, taking meeting minutes.
Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

APPLICATION ANALYST, SENIOR
Minimum/ General Experience and Years of Experience:  10 Years Experience
Functional Responsibilities:  A Senior Application Analyst must have experience in conducting analysis of various commercial off-the-shelf computer applications and internal applications and identify strengths and weaknesses for use in different environments. They must also have experience in the study of application and the consumption of system resources and be able to detect problems such as dead locks, run away jobs as well as security issues. A Senior Application Analyst must be able to direct and guide junior members of a project team and give feedback to developers. They must be able to gather requirements and facilitate meetings, taking meeting minutes.
Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

BUSINESS PROCESS ANALYST
Minimum/ General Experience and Years of Experience:  5 Years Experience
Functional Responsibilities:  A Business Process Analyst must have experience in the analysis of IT business and information environment, activities, and events. Must be able to document business processes and knowledgable in business process modeling notations. Must experience in finding trends, errors and reviewing data with report writing skills. They must be able to gather requirements and facilitate meetings, taking meeting minutes.
Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

BUSINESS REQUIREMENTS ANALYST
Minimum/ General Experience and Years of Experience:  5 Years Experience
Functional Responsibilities:  The Requirements Analyst has experience in coordinating with various individuals such as program and project leaders to identify strategies for addressing business and system requirements, risks, and issues. Is able to conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. They must be able to gather requirements and facilitate meetings, taking meeting minutes.
Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education
DEVELOPER
Minimum/ General Experience and Years of Experience:  5 Years Experience

Functional Responsibilities: A Developer must have experience in analyzing customer needs and developing overall concept and design objectives. The developer must be able to create software in a variety of programming and for a variety of IT software applications. Must have experience in debugging and correcting errors in computer programs.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

DEVELOPER, SENIOR
Minimum/ General Experience and Years of Experience:  8 Years Experience

Functional Responsibilities: A Senior Developer must be able to create logical and functional software code in a variety of languages. Must have experience in understanding and articulating the benefits and risks associated with different coding languages in different functional environments. Must have experience reacting to problems and correcting the program as necessary.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

DEVELOPER, EXPERT
Minimum/ General Experience and Years of Experience:  10 Years Experience

Functional Responsibilities: An Expert Developer must be able to create logical and functional software code in a variety of languages. Must be able to create frameworks and design architectures. Must have experience in understanding and articulating the benefits and risks associated with different coding languages in different functional environments. Must have experience reacting to problems and correcting the program as necessary.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  10 years of additional relevant experience may be substituted for education

ENGINEERING ANALYST, SENIOR
Minimum/ General Experience and Years of Experience:  10 Years Experience

Functional Responsibilities: The Senior Engineering Analyst has experience in coordinating with various individuals such as program and project leaders to analyze system and/or product architecture, design, coding, and performance. Is able to identify strategies for addressing requirements, risks, and issues. Is able to conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. Also has demonstrable skills in resolve problems as related to their field.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

INTEGRATED SCHEDULER
Minimum/ General Experience and Years of Experience:  0 Years Experience

Functional Responsibilities: The Integrated Scheduler has experience in coordinating with various program/project participants to gather schedule data, including individual discrete events, relationships (dependencies) among events and actual schedule progress. They must posses the ability to validate schedule logic following data input and have the ability to create standard report formats and ad hoc reports as directed by senior staff.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education
SOFTWARE ENGINEER
Minimum/ General Experience and Years of Experience: 0 Years Experience

Functional Responsibilities: A Software Engineer has experience in developing computer software code. Should have experience in a variety of software programming languages. Should have experience in a variety of business systems and applications. Also has experience in designing, testing, debugging and documenting software.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 5 years of additional relevant experience may be substituted for education

SOFTWARE ENGINEER, SENIOR
Minimum/ General Experience and Years of Experience: 5 Years Experience

Functional Responsibilities: A Senior Software Engineer has extensive experience and knowledge to design, code, test, debug and document software in a variety of programming languages. Has the knowledge of the latest programming languages and techniques. Has extensive experience in creating strategies for developing IT systems and applications. Has experience in evaluating alternative approaches and selecting optimal approaches.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

SOFTWARE ENGINEER, MID
Minimum/ General Experience and Years of Experience: 3 Years Experience

Functional Responsibilities: A Mid level Software Engineer has experience in developing computer software code. Should have experience in a variety of software programming languages. Should have experience in a variety of business systems and applications. Has experience with existing frameworks and recommends architecture changes based on non-functional requirements. Also has experience in designing, testing, debugging and documenting software and adhering to coding standards.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 4 years of additional relevant experience may be substituted for education

SOFTWARE/SYSTEM ARCHITECT, SENIOR
Minimum/ General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: A Senior Software/System Architect must have extensive experience in the coordination of program and project leaders to identify requirements for system architecture. Must be able to identify strategies for addressing requirements. Must have extensive experience with analysis of requirements against fiscal, schedule, and performance issues. Has extensive experience in taking program requirements and is able to create an architecture vision having experience in high volume and high availability networks and systems. Experience in creating and conveying to team members the architectural vision for a program or project. Is responsible for dictating design choices to software developers, including but not limited to: platforms, coding and technical levels. Experience in establishing and enforcing standards and practices. Overseeing the development team, he manages the full life cycle of the software development process. Has extensive software development experience and thorough knowledge of a variety of programming languages and logic.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 10 years of additional relevant experience may be substituted for education
PROJECT MANAGER
Minimum/ General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: A Project Manager must have experience managing Information Technology related projects. Must be well versed in life cycle and project management methodologies. Must have experience in tracking costs, schedule and performance progress. Must be able to identify and mitigate risks.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

TECHNICAL WRITER/EDITOR
Minimum/ General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: The Technical Editor must have experience in the edit of narrative and graphic products to identify and correct typographical and grammatical errors and to identify logical inconsistencies that will require author attention. Must have experience in gathering required data and inputs to create written narrative and graphic documents of a technical and business nature, ensuring grammatical, format, style, and logic while using a variety of word processing, spreadsheet, graphics, and scheduling tools. Must be able to edit highly technical documents involving IT software and hardware systems and networks.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

QUALITY ASSURANCE MANAGER
Minimum/ General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: The Quality Assurance Manager must have experience in creating and implementing a detailed plan to ensure overall quality of all IT products, services and systems. They must have experience in resolving all project or program release problems and take corrective action, escalating as needed, to resolve and achieve results. They must also have experience in assuring the viability, functionality and effectiveness of essential tools.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

TEST ENGINEER, SENIOR
Minimum/ General Experience and Years of Experience: 5 Years Experience

Functional Responsibilities: A Senior Test Engineer must have experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. Experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with configuring necessary hardware and operating environments as needed to complete assigned testing. Must have comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures. Must manage the defect database under the guidance of senior QA engineers.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

TEST ENGINEER
Minimum/ General Experience and Years of Experience: 0 Years Experience

Functional Responsibilities: A Test Engineer must have experience in the coordination and execution of test events in accordance with approved test plans, procedures and scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test IT hardware, software, systems and networks.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

TEST ENGINEER, MID
Minimum/General Experience and Years of Experience: 3 Years Experience

Functional Responsibilities:  A Mid Level Test Engineer must have experience in the coordination and execution of test events in accordance with approved test plans, procedures and scripts. Must be able to write test scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test IT hardware, software, systems and networks.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree

Substitution: 8 years of additional relevant experience may be substituted for education

TEST ENGINEER, EXPERT
Minimum/General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: An Expert Test Engineer must have experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. Experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with configuring necessary hardware and operating environments as needed to complete assigned testing. Must have comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures. Must manage the defect database under the guidance of senior QA engineers. Can write automation test scripts for regression testing and performance testing.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree

Substitution: 12 years of additional relevant experience may be substituted for education

TRAINER
Minimum/General Experience and Years of Experience: 3 Years Experience

Functional Responsibilities: A Trainer must have experience in conducting training programs, presenting training materials, and interacting directly with students. Must have experience in conducting training on IT software, hardware, systems and networks. Must be able to present training classes using a variety of different media and tools.

Educational Requirements: AA or 2 year technical school

Substitution: 4 years of additional relevant experience may be substituted for education

TRAINING DEVELOPER
Minimum/General Experience and Years of Experience: 5 Years Experience

Functional Responsibilities: A Training Developer has experience in developing, writing and creating training materials, training plans, and training programs for an IT organization, program or project. Must have experience in developing training materials for various presentation media, such as written, visual and web based classes.

Educational Requirements: Bachelor's Degree

Substitution: 8 years of additional relevant experience may be substituted for education
Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

1. SCOPE
   
a. The labor categories, prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.

b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).

c. This SIN provides ordering activities with access to Health IT services.

d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

e. 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. ORDER
   
a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES
   
a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.

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 Health 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. All travel will be agreed upon with the client prior to the Contractor’s travel.
4. **INSPECTION OF SERVICES**


5. **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.

6. **RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

7. **INDEPENDENT CONTRACTOR**

All Health 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.

8. **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.

9. **INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

10. **RESUMES**

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

11. **INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of 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.
12. 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.

13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING
a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Number 54151HEAL Health IT Services and it 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 Health IT 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.

c. Labor Category Descriptions for SIN 54151HEAL are found in the following section.
HEALTH IT APPLICATION ANALYST
Minimum/ General Experience and Years of Experience:  5 Years Experience

Functional Responsibilities: A Health Information Technology (HIT) Application Analyst must have experience in gathering data regarding performance, cost, and compatibility attributes of commercial off-the-shelf software and development health applications. They must be able to gather requirements and facilitate meetings, taking meeting minutes. Must understand health domain related terminology and standards such as HIPAA and HL7. They must also have experience in the study of application and the consumption of system resources and be able to detect problems with software applications.

Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

HEALTH IT APPLICATION ANALYST, SENIOR
Minimum/ General Experience and Years of Experience:  10 Years Experience

Functional Responsibilities: A HIT Senior Application Analyst must have experience in conducting analysis of various health commercial off-the-shelf computer applications and internal applications and identify strengths and weaknesses for use in different environments. They must be able to gather requirements and facilitate meetings, taking meeting minutes. Must understand health domain related terminology and standards such as HIPAA and HL7. They must also have experience in the study of application and the consumption of system resources and be able to detect problems such as dead locks, runaway jobs as well as security issues. A Senior Application Analyst must be able to direct and guide junior members of a project team and give feedback to developers.

Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

HEALTH IT BUSINESS PROCESS ANALYST
Minimum/ General Experience and Years of Experience:  5 Years Experience

Functional Responsibilities: A HIT Business Process Analyst must have experience in the analysis of Health IT business and information environment, activities, and events. Must understand health domain related terminology and standards such as HIPAA and HL7. They must be able to gather requirements and facilitate meetings, taking meeting minutes. Must experience in finding trends, errors and reviewing data with report writing skills.

Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

HEALTH IT BUSINESS REQUIREMENTS ANALYST
Minimum/ General Experience and Years of Experience:  5 Years Experience

Functional Responsibilities: The HIT Requirements Analyst has experience in coordinating with various individuals such as program and project leaders to identify strategies for addressing health requirements, risks, and issues. They must be able to gather requirements and facilitate meetings, taking meeting minutes. Is able to conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements:  Bachelor's Degree in CS, Business or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education
HEALTH IT DEVELOPER
Minimum/ General Experience and Years of Experience:  5 Years Experience

Functional Responsibilities:  A HIT Developer must have experience in analyzing customer needs and developing overall concept and design objectives. The developer must be able to create software in a variety of programming languages and for a variety of Health IT software applications. They must be able to gather requirements and facilitate meetings, taking meeting minutes. Must have experience in debugging and correcting errors in computer programs. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

HEALTH IT DEVELOPER, SENIOR
Minimum/ General Experience and Years of Experience:  8 Years Experience

Functional Responsibilities:  A HIT Senior Developer must be able to create logical and functional software code in a variety of languages. Must have experience in understanding and articulating the benefits and risks associated with different coding languages in different functional environments for health applications. Must have experience reacting to problems and correcting the program as necessary. Must understand and be able to code and design health domain related terminology, interfaces and standards such as HIPAA and HL7.

Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

HEALTH IT DEVELOPER, EXPERT
Minimum/ General Experience and Years of Experience:  10 Years Experience

Functional Responsibilities:  A HIT Expert Developer must be able to create logical and functional software code in a variety of languages. Must be able to create frameworks and design architectures for health interfaces. Must have experience in understanding and articulating the benefits and risks associated with different coding languages in different functional environments. Must have experience reacting to problems and correcting the program as necessary. Must understand, have experience, and be able to code, design, and architect health domain related terminology, interfaces and standards such as HIPAA and HL7.

Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  10 years of additional relevant experience may be substituted for education

HEALTH IT ENGINEERING ANALYST, SENIOR
Minimum/ General Experience and Years of Experience:  10 Years Experience

Functional Responsibilities:  The HIT Senior Engineering Analyst has experience in coordinating with various individuals such as program and project leaders to analyze system and/or product architecture, design, coding, and performance. Is able to identify strategies for addressing health requirements, risks, and issues. Is able to conduct trade-off analysis of requirements against fiscal, schedule, and performance issues. Also has demonstrable skills in resolve problems as related to their field. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements:  Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution:  8 years of additional relevant experience may be substituted for education

HEALTH IT INTEGRATED SCHEDULER
Minimum/ General Experience and Years of Experience:  0 Years Experience

Functional Responsibilities:  The HIT Integrated Scheduler has experience in coordinating with various health program/project participants to gather schedule data, including individual discrete events, relationships (dependencies)
among events and actual schedule progress. They must posses the ability to validate schedule logic following data input and have the ability to create standard report formats and ad hoc reports as directed by senior staff. Must have experience in the health domain and terminology. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT SOFTWARE ENGINEER

Minimum/General Experience and Years of Experience: 0 Years Experience

Functional Responsibilities: A HIT Software Engineer has experience in developing computer software code for Health IT. Should have experience in a variety of software programming languages. Should have experience in a variety of business systems and health applications. Also has experience in designing, testing, debugging and documenting health IT software. Must understand and have experience with health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 5 years of additional relevant experience may be substituted for education

HEALTH IT SOFTWARE ENGINEER, SENIOR

Minimum/General Experience and Years of Experience: 5 Years Experience

Functional Responsibilities: A HIT Senior Software Engineer has extensive experience and knowledge to integrate, design, code, test, debug and document software in a variety of programming languages for Health IT. Has the knowledge of the latest programming languages and techniques. Has extensive experience in creating strategies for developing Health IT systems and applications. Has experience in evaluating alternative approaches and selecting optimal approaches. Must understand and have experience with health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT SOFTWARE ENGINEER, MID

Minimum/General Experience and Years of Experience: 3 Years Experience

Functional Responsibilities: A HIT Mid level Software Engineer has experience in developing computer software code. Should have experience in a variety of software programming languages. Should have experience in a variety of health business systems and applications. Has experience with existing health frameworks and recommends architecture changes based on non-functional requirements. Also has experience in designing, testing, debugging and documenting software and adhering to coding standards. Must understand and have experience with health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 4 years of additional relevant experience may be substituted for education

HEALTH IT SOFTWARE/SYSTEM ARCHITECT, SENIOR

Minimum/General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: A HIT Senior Software/System Architect must have extensive experience in the coordination of program and project leaders to identify requirements for system architecture. Must be able to identify strategies for addressing requirements. Must have extensive experience with analysis of requirements against fiscal, schedule, and performance issues. Has extensive experience in taking health program requirements and is able to create an architecture vision having experience in high volume and high availability networks and systems. Experience in creating and conveying to team members the architectural vision for a program or project. Is responsible for dictating design choices to software developers, including but not limited to: platforms, coding and technical levels. Experience in establishing and enforcing standards and practices. Overseeing the development team, he/she manages the full life cycle of the software development
process. Has extensive software development experience and thorough knowledge of a variety of programming languages
and logic. Must understand and have experience with health domain related terminology and standards such as HIPAA and
HL7, and ability to integrate multiple systems enterprise wide.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 10 years of additional relevant experience may be substituted for education

HEALTH IT PROJECT MANAGER
Minimum/General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: A HIT Project Manager must have experience managing Information Technology related
projects. Must be well versed in life cycle and project management methodologies. Must have experience in tracking costs,
schedule and performance progress. Must be able to identify and mitigate risks. Must understand health domain related
terminology and standards such as HIPAA and HL7 and their dependencies.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT TECHNICAL WRITER/EDITOR
Minimum/General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: The HIT Technical Editor must have experience in the edit of narrative and graphic products to
identify and correct typographical and grammatical errors and to identify logical inconsistencies that will require author
attention. Must have experience in gathering required data and inputs to create written narrative and graphic documents of a
technical and business nature, ensuring grammatical, format, style, and logic while using a variety of word processing,
spreadsheet, graphics, and scheduling tools. Must be able to edit highly technical documents involving IT software and
hardware systems and networks. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT QUALITY ASSURANCE MANAGER
Minimum/General Experience and Years of Experience: 10 Years Experience

Functional Responsibilities: The HIT Quality Assurance Manager must have experience in creating and implementing a
detailed plan to ensure overall quality of all IT products, services and systems. They must have experience in resolving all
project or program release problems and take corrective action, escalating as needed, to resolve and achieve results. They
must also have experience in assuring the viability, functionality and effectiveness of essential tools. Must understand health
domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT TEST ENGINEER, SENIOR
Minimum/General Experience and Years of Experience: 5 Years Experience

Functional Responsibilities: A HIT Senior Test Engineer must have experience working with developers, end users and
organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events.
experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with
configuring necessary hardware and operating environments as needed to complete assigned testing. Must have
comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and
specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures.
Must manage the defect database under the guidance of senior QA engineers. Must understand health domain related
terminology and standards such as HIPAA and HL7.
Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT TEST ENGINEER
Minimum/ General Experience and Years of Experience: 0 Years Experience
Functional Responsibilities: A HIT Test Engineer must have experience in the coordination and execution of test events in accordance with approved test plans, procedures and scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test IT hardware, software, systems and networks. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT TEST ENGINEER, MID
Minimum/ General Experience and Years of Experience: 3 Years Experience
Functional Responsibilities: A HIT Mid Level Test Engineer must have experience in the coordination and execution of test events in accordance with approved test plans, procedures and scripts. Must be able to write test scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test Health IT hardware, software, systems and networks. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 8 years of additional relevant experience may be substituted for education

HEALTH IT TEST ENGINEER, EXPERT
Minimum/ General Experience and Years of Experience: 10 Years Experience
Functional Responsibilities: A HIT Expert Test Engineer must have experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. Experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with configuring necessary hardware and operating environments as needed to complete assigned testing. Must have comprehensive technical expertise on Health IT products, operating systems, software, hardware, systems and networks and specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures. Must manage the defect database under the guidance of senior QA engineers. Can write automation test scripts for regression testing and performance testing. Must understand and have experience testing health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree in CS, Engineering or other technical or science degree
Substitution: 12 years of additional relevant experience may be substituted for education

HEALTH IT TRAINER
Minimum/ General Experience and Years of Experience: 3 Years Experience
Functional Responsibilities: A HIT Trainer must have experience in conducting training programs, presenting training materials, and interacting directly with students. Must have experience in conducting training on Health IT software, hardware, systems and networks. Must be able to present training classes using a variety of different media and tools. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: AA or 2 year technical school
Substitution: 4 years of additional relevant experience may be substituted for education
HEALTH IT TRAINING DEVELOPER

Minimum/ General Experience and Years of Experience:  5 Years Experience

Functional Responsibilities: A HIT Training Developer has experience in developing, writing and creating training materials, training plans, and training programs for an Health IT organization, program or project. Must have experience in developing training materials for various presentation media, such as written, visual and web based classes. Must understand health domain related terminology and standards such as HIPAA and HL7.

Educational Requirements: Bachelor's Degree

Substitution: 8 years of additional relevant experience may be substituted for education
USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS

PREAMBLE

Geek Sources 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 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 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:

Mrs. Jasmine Franck Camara  
Geek Sources Inc.  
1900 South Monroe Street  
Tallahassee, Florida 32301  
Telephone: (202) 765-2391  
FAX: (202) 888-3525

jasmine.franck@geeksources.com
(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.

Signatures

_________________________________________  ________________________________
Ordering Activity        Date                        Contractor            Date
BPA NUMBER_____________

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) ____________, 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>
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<tr>
<td>________________________</td>
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</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>
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</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>
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<tr>
<td>________________</td>
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</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 extensions 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 provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.
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 a 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.

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.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Analyst</td>
<td>$80.10</td>
</tr>
<tr>
<td>Application Analyst, Senior</td>
<td>$105.19</td>
</tr>
<tr>
<td>Business Process Analyst</td>
<td>$77.11</td>
</tr>
<tr>
<td>Business Requirements Analyst</td>
<td>$91.94</td>
</tr>
<tr>
<td>Developer</td>
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</tr>
<tr>
<td>Developer, Senior</td>
<td>$99.24</td>
</tr>
<tr>
<td>Developer, Expert</td>
<td>$116.12</td>
</tr>
<tr>
<td>Engineering Analyst, Senior</td>
<td>$77.03</td>
</tr>
<tr>
<td>Integrated Scheduler</td>
<td>$63.65</td>
</tr>
<tr>
<td>Software Engineer</td>
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<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Technical Writer/Editor</td>
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</tr>
<tr>
<td>Quality Assurance Manager</td>
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</tr>
<tr>
<td>Test Engineer, Senior</td>
<td>$86.65</td>
</tr>
<tr>
<td>Test Engineer</td>
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</tr>
<tr>
<td>Test Engineer, Mid</td>
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<td>Trainer</td>
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<tr>
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## GEEK SOURCES LABOR CATEGORY PRICE LIST - (SIN 54151HEAL)

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