GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List
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 GSA Advantage! is: GSAAdvantage.gov.

General Purpose Commercial Information
Technology Equipment, Software and Services

MULTIPLE AWARD SCHEDULE

Contract number: GS-35F-443DA

For more information on ordering from Federal Supply Schedules go to https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules

Contract period: August 8, 2016 to August 7, 2026

Virtual Workgroup Technologies Corporation
1 Research Court, Suite 450
Rockville, MD 20850
DUNS: 836134833 CAGE Code: 1K7C8
Voice: 301-970-9771 Fax: 301-970-9771
Contact: Brian R Siever Email: bsiever@vworkgroup.com

Contractor’s internet address/web site where schedule information can be found: www.vworkgroup.com

Business size: Small

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN 54151S

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>GSA RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Technical Manager</td>
<td>$172.29</td>
</tr>
<tr>
<td>IT SME II</td>
<td>$148.36</td>
</tr>
<tr>
<td>IT SME I</td>
<td>$128.26</td>
</tr>
<tr>
<td>IT Consultant III</td>
<td>$125.58</td>
</tr>
<tr>
<td>IT Consultant II</td>
<td>$119.65</td>
</tr>
<tr>
<td>IT Consultant I</td>
<td>$114.64</td>
</tr>
<tr>
<td>IT Analyst III</td>
<td>$100.50</td>
</tr>
<tr>
<td>IT Analyst II</td>
<td>$90.93</td>
</tr>
<tr>
<td>IT Analyst I</td>
<td>$81.36</td>
</tr>
</tbody>
</table>

SIN ANCILLARY

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>GSA RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Technology Consultant</td>
<td>$205.79</td>
</tr>
<tr>
<td>Technology Policy Advisor</td>
<td>$186.65</td>
</tr>
<tr>
<td>IT Associate Analyst II</td>
<td>$71.79</td>
</tr>
<tr>
<td>IT Associate Analyst I</td>
<td>$52.64</td>
</tr>
</tbody>
</table>

1b. N/A.
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Technology Consultant</td>
<td>The Principal Management Executive has over 12 years of professional experience and holds an advanced degree (MBA, MIS, MS, PHD). Responsible for management, performance and completion of projects such as systems development for complex enterprise-wide solutions. Evaluates and recommends technical solutions and participates in strategic planning. Evaluates problems of work flows, organization, and technology and develops appropriate corrective action. Plans, organizes, and controls the overall activities of the project and ensures that all activities conform to the Terms and Conditions of the contract and task order procedures and that the client is completely satisfied with rendered services and products. Ability to interact with executive leadership at the customer/client.</td>
</tr>
<tr>
<td>Technology Policy Advisor</td>
<td>The Government Policy Advisor has over 10 years of professional experience and has a BA/BS degree. Their experience is highly concentrated into a specific policy area of expertise that they have spent several years researching and developing consulting techniques that facilitate client understanding. They are considered a subject matter expert and can be relied on as a source for the client’s understanding of government policy requirements and how to effectively respond to these requirements.</td>
</tr>
<tr>
<td>IT Technical Manager</td>
<td>The Technical Manager has more than 7 years of professional experience and has a BA/BS degree. They are responsible for the day-to-day management of a consulting project and for assuring that all aspects of the scope of work are completed within budget and on time. They are the first-line supervisor for the project consulting team and are responsible for assigning work tasks that are consistent with the statement of work in the contract.</td>
</tr>
<tr>
<td>IT SME II</td>
<td>The IT Subject Mater Expert II has more than 6 years of professional experience and has a BA/BS degree. 5 years of their experience is highly concentrated into a specific technology. They have advanced technical and/or industry skills in a specific subject matter. They can manage multiple teams through all lifecycle stages or can work independently on smaller engagements.</td>
</tr>
<tr>
<td>IT SME I</td>
<td>The IT Subject Mater Expert I has more than 6 years of professional experience and has a BA/BS degree. 3 years of their experience is highly concentrated into a specific technology. They have advanced technical and/or industry skills in a specific subject matter. They can manage multiple teams through all lifecycle stages or can work independently on smaller engagements.</td>
</tr>
<tr>
<td>IT Consultant III</td>
<td>The IT Consultant III has more than 6 years of professional experience and has a BA/BS degree. They have advanced technical and/or industry skills and can manage multiple teams through all lifecycle stages. They can independently manage smaller engagements.</td>
</tr>
<tr>
<td>IT Consultant II</td>
<td>The IT Consultant II has more than 5 years of professional experience and has a BA/BS degree. They can manage teams in completing engagement deliverables across all phases of the systems development life cycle. The IT Consultant II is a specialist in specific technologies, methodologies or platforms required for the technical aspects of a client engagement.</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Description</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>IT Consultant I</td>
<td>The IT Consultant I has more than 4 years of professional experience and has a BA/BS degree. They have advanced training and/or experience in specific technologies, methodologies, or platforms required for the technical aspects of a client engagement. The IT Consultant I can lead groups in completing discrete tasks such as system design sessions or a requirements document, and can lead and review technical design efforts. They can monitor a team’s technical work, trouble shoot technical issues, and oversee the work of individuals during specific phases of the lifecycle.</td>
</tr>
<tr>
<td>IT Analyst III</td>
<td>The Analyst III has more than 3 years of professional experience and has a BA/BS degree. They have training and/or experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The IT Analyst III works independently or can lead a small team to complete technical assignments and to provide support to the project team by managing technical tasks, problem solving, data gathering and solution testing.</td>
</tr>
<tr>
<td>IT Analyst II</td>
<td>The IT Analyst II has more than 2 years of professional experience and has a BA/BS degree. They have training and/or experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The IT Analyst II works independently to complete technical assignments and to provide support to the project team by managing technical tasks, problem solving, data gathering and solution testing.</td>
</tr>
<tr>
<td>IT Analyst I</td>
<td>The IT Analyst I has 1 year of professional experience and has a BA/BS degree. They have training and/or experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. The IT Analyst I works independently to complete technical assignments and to provide support to the project team by managing technical tasks, problem solving, data gathering and solution testing.</td>
</tr>
<tr>
<td>IT Associate Analyst II</td>
<td>The IT Associate Analyst II has more than 0 years of professional experience and has a BA/BS degree. They work under direct supervision to support senior technical staff in related areas required to achieve contractual requirements. They have training and/or experience in specific technologies, methodologies or platforms required for the technical aspects of a client engagement. Requires familiarity with a variety of standard technical tools, equipment, software, and methods related to area of expertise.</td>
</tr>
<tr>
<td>IT Associate Analyst I</td>
<td>The IT Associate Analyst I has more than 0 years of professional experience and has a high school diploma or equivalent. They work under direct supervision to support senior technical staff in related areas required to achieve contractual requirements. Requires familiarity with a variety of standard technical tools, equipment, software, and methods related to area of expertise.</td>
</tr>
</tbody>
</table>

**EXPERIENCE & DEGREE SUBSTITUTION**

The above describes the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category. Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional credentials, and vocational technical training may be substituted for experience or education. Degree/Experience Equivalency*

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence</th>
<th>Other Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>Associate degree + 2 years relevant experience, or 4 years relevant experience</td>
<td>Professional certification and vocational technical training</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors + 2 years relevant experience, or Associate</td>
<td>Professional credentials</td>
</tr>
<tr>
<td>+ 4 years relevant experience</td>
<td>Professional credentials</td>
<td></td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td>Masters + 4 years relevant experience, Bachelors + 6 years relevant experience</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Certifications, Training, and Credentials</strong></th>
<th><strong>Experience Equivalence</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional exams</td>
<td>1 year experience for every two exams passed</td>
</tr>
<tr>
<td>Professional certification and vocational technical training</td>
<td>3 years experience</td>
</tr>
<tr>
<td>Professional credentials</td>
<td>6 years experience</td>
</tr>
</tbody>
</table>

* Successful completion of higher education which has not yet resulted in a degree may be counted as 1 year of experience for each year of college completed.

2. Maximum order. $500,000

3. Minimum order. $100.00

4. Geographic coverage (delivery area). 50 United States; District of Columbia; Puerto Rico

5. Point(s) of production (city, county, and State or foreign country). Not Applicable


7. Quantity discounts. None.

8. Prompt payment terms. None.

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). None.

11a. Time of delivery. (Contractor insert number of days.) As negotiated with ordering agency.

11b. Expedited Delivery. Contact the Contractor.

11c. Overnight and 2-day delivery. Contact the Contractor.

11d. Urgent Requirements. Contact the Contractor.

12. F.O.B. point(s). Destination.

13a. Ordering address. Set forth above.

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

14. Payment address. Set forth above.

15. Warranty provision. None.

16. Export packing charges, if applicable. Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None.

18. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
19. Terms and conditions of installation (if applicable). Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable

20a. Terms and conditions for any other services (if applicable). Not Applicable

21. List of service and distribution points (if applicable). Not Applicable

22. List of participating dealers (if applicable). Not Applicable

23. Preventive maintenance (if applicable). 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. 836134833

26. Contractor is registered in the SAM database.
TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)

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.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)
   a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
   b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
   c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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)
   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) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract.


(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.

See the labor categories and pricing, set forth above.