

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](http://GSAAdvantage.gov).

General Purpose Commercial Information  
Technology Equipment, Software and Services

FSC GROUP Class 70, STANDARD INDUSTRY GROUP: 70

FSC Product code: D399

Contract number: GS-35F-454DA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract period: August 10, 2016 to August 9, 2021

Hosted Records Inc.  
6551 Loisdale Court Suite 250  
Springfield, VA 22150-1802  
DUNS: 078458208 CAGE: 6CE50  
Adrian Bell; [abell@hostedrecords.net](mailto:abell@hostedrecords.net)  
V: 571-274-9800 F: 866-658-7763

Contractor's internet address/web site where schedule information can be found: <http://www.hostedrecords.com>

Business size: Small

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

SIN 132-51

LABOR CATEGORY	GSA RATE
Project Manager	\$107.51
Senior Programmer/Engineer	\$107.51
Programmer/Engineer	\$68.41
System Analyst	\$78.19
Senior Helpdesk Specialist	\$78.19
Helpdesk Specialist	\$58.64
Senior IT Security Engineer	\$107.51
IT Security Engineer	\$78.19
Senior Network Specialist	\$107.51
Network Specialist	\$68.41
Subject Matter Expert	\$190.58

1b.

Helpdesk Specialist	\$58.64
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1c.

#### PROGRAM MANAGER

Education: Bachelor's degree or equivalent.

Basic Experience: Five years of related experience.

Functional Responsibility: Interacts with external customers as well as top management for the purpose of communicating status of project throughout life cycle.

#### SYSTEMS ANALYST

Education: B.A. or B.S. degree or five years of equivalent experience in a related field.

Basic Experience: Must have four years of computer experience in information systems design and management. Must demonstrate an ability to work independently, or under only general direction, on requirements that are moderately complex to analyze, plan, program, and implement.

Specialized Experience: At least three years of experience in analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in DBMS, and use of programming languages. Knowledge of current storage and retrieval methods; one year of system analysis experience designing technical applications on computer systems; and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs.

Duties: Analyzes, designs, and develops computer software. Develops plans for IT systems from project inception to conclusion. Develop system requirements, use cases, business case, and program specifications. Designs, implements, and maintains moderately complex databases. Include maintenance of database dictionaries and integration of systems through database design. Work on most phases of database administration.

#### SENIOR NETWORK SPECIALIST

Education: B.A. or B.S. degree or seven years of equivalent experience in a related field.

Basic Experience: Must have five years of network design and management experience, particularly on complex applications involving all phases of network design, implementation, and analysis.

Specialized Experience: At least four years of experience in designing LAN/WAN data networks, wireless networks, and/or network management systems to support voice and data services.

Duties: Provides technical and administrative direction for personnel responsible for network design, implementation, and operations tasks, including the review of work products for correctness, adherence to the design concept and to user standards and progress in accordance with schedules. Make recommendations, if needed, for approval of major network installations. Prepare milestone status reports and deliveries/presentations on network progress to colleagues, subordinates, and end user representatives. Provide daily supervision and direction to support staff. Design and administer web servers, email servers, routers, and network monitoring solutions. Other experience includes applying change management initiatives, reengineering business processes to support technology, and identifying strategic synergies within project scope.

#### NETWORK SPECIALIST

Education: B.A. or B.S. degree or three years of equivalent experience in a related field.

**Basic Experience:** Must have 2 years of experience in network design, management, and desktop application support. Must demonstrate the ability to work independently, or under only general direction, on requirements that are moderately complex to analyze, plan, program, and implement.

**Specialized Experience:** At least 2 years of administering local area networks, supporting desktop computers, and wireless devices.

**Duties:** Support a wide range of capabilities, including voice, data, video, and/or wireless services. Develops designs and plans for installation and maintenance of telecommunications systems from project inception to conclusion. Analyze the problem and the characteristics of the information to be transported. Defines the problem and develops system requirements and network specifications. Closely coordinates with other information system professionals to ensure proper implementation of network services. In conjunction with functional users, develops alternative solutions and backup plans. Administer web servers, email servers, routers, and network monitoring solutions.

#### SENIOR PROGRAMMER/ENGINEER

**Education:** B.S. or B.A. in a computer-related/IT field or in Business, Engineering, Management, Social/Physical Science, Mathematics, or other discipline functionally related to the work assignment.

**Basic Experience:** Six years in the design, development and implementation of complex, large scale computer systems including system maintenance, modifications, and resolution of system errors.

**Functional Responsibility:** Responsible for programming functions dealing with complex subsystems and/or the overall system. Controls the design and access to the databases and develops standards, procedures and conventions for database access. Develops specifications for extremely complex programming activities. Works on all phases of programming with considerable freedom to make decisions on the techniques to be used. May evaluate and implement complex COTS solutions.

#### PROGRAMMER/ENGINEER

**Education:** Technical IT training certification

**Basic Experience:** Three years experience in the design, development and implementation of complex large scale systems, including maintenance, modification, & resolution of system errors.

**Functional Responsibility:** Develops and modifies software programs. Performs the design and access to the databases and develops standards, procedures and conventions for database access under supervision. Develops logic, codes, tests, modifies, and debugs software. Assists in the design, coding, testing, and implementation of modifications. Monitors systems and corrects errors and inconsistencies. May evaluate and implement COTS solutions.

#### SUBJECT MATTER EXPERT

**Education:** B.A. or B.S. degree or seven years of equivalent experience in a related field.

**Basic Experience:** Must have extensive computer and analytical experience working independently on complex application or business process problems involving all phases of analysis.

**Functional Responsibility:** Experience in the analysis and design of business applications for complex large-scale or mid-tier computer systems, or LAN-based systems, including experience in database management systems (DBMS), records management and use of programming languages, and IT security. Extensive knowledge of electronic management systems, enterprise architectures, and data analytics.

#### IT SECURITY ENGINEER

**Education:** Requires Bachelor's degree or equivalent

Basic Experience: Three years of related work experience.

Functional Responsibility: Analyzes and defines security requirements for information and network protection. Defines and develops security policies. Performs vulnerability and risk analyses of computer systems and application during all phases of the system development life cycle including analyzing sensitivity of information.

#### SENIOR IT SECURITY ENGINEER

Education: Requires Bachelor's degree or equivalent

Basic Experience: Eight years of related work experience.

Functional Responsibility: Analyzes and defines security requirements for information and network protection. Defines and develops security policies. Performs vulnerability and risk analyses of computer systems and application during all phases of the system development life cycle including analyzing sensitivity of information.

#### HELPDESK SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 5 years of experience.

Specialized Experience: At least 3 years of specialized experience, including knowledge of PC operating systems (e.g., DOS, Windows), and networking and mail standards, and work on a help desk. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Duties: Provides phone and in-person support to users in the areas of E-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as the initial point of contact for troubleshooting network applications and hardware and software PC and printer problems.

#### SENIOR HELPDESK SPECIALIST

Education: B.A. or B.S. degree or 3 years of equivalent experience in a related field.

Basic Experience: This position requires a minimum of 7 years of experience.

Specialized Experience: At least 5 years of specialized experience, including management of help desks in a multiserver environment; comprehensive knowledge of PC operating systems (e.g., DOS, Windows), networking, and mail standards; and supervision of help desk employees. General experience includes information system development and network and other work in the client/server field or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

Duties: Provides daily supervision and direction to staff who are responsible for phone and in-person support to users in the areas of E-mail, directories, standard Windows desktop applications, and other network services. Manages personnel who serve as the first point of contact for troubleshooting hardware and software PC and printer problems.

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).  
6551 Loisdale Court Suite 250  
Springfield, VA 22150-1802

6. Discount from list prices or statement of net price. Net prices set forth above.
7. Quantity discounts. 1% for a single order of 500 or more hours and an additional 3% for single order of 1,000 or more hours.
8. Prompt payment terms. 1% 20 days Net 30
- 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 and the contractor.
- 11b. Expedited Delivery. As negotiated with ordering agency and the contractor.
- 11c. Overnight and 2-day delivery. As negotiated with ordering agency and the contractor.
- 11d. Urgent Requirements. As negotiated with ordering agency and the contractor.
12. F.O.B. point(s). Destination.
- 13a. Ordering address.  
9720 Capital Ct Ste 301  
Manassas, VA 20110-2051
- 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.  
9720 Capital Ct Ste 301  
Manassas, VA 20110-2051
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/](http://www.Section508.gov/). [www.jpotechnology.com](http://www.jpotechnology.com)

25. Data Universal Number System (DUNS) number. 078458208

26. Contractor is registered in the SAM database. Valid until 06/29/2017.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**1. SCOPE**

a. The prices, terms and conditions stated under Special Item Number 132-51 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)

Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

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

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

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the

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

(1) Cancel the stop-work order; or

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

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

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

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

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

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

## 6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008)

(DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## 7. RESPONSIBILITIES OF THE CONTRACTOR

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

See the labor categories and pricing, set forth above on Page 2.