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 GSAAAdvantage®, a menu-driven database system. The INTERNET address GSAAAdvantage® is: GSAAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Multiple Award Schedule
FSC/PSC Code: DA01
SIN: 54151S Information Technology Professional Services
NAICS: 541511, 541512, 541513, 541519

Contract number
GS-35F-489GA

Contract period
June 8, 2022 – June 7, 2027
Current through PO 0012

ZOVAYA CORPORATION
16701 Melford Blvd, Ste 400
Bowie, MD 20715-4411
Phone: 301-809-9482 / Fax: 301-576-5643
Web Site: www.zovaya.com

Contact for Contract Administration:
Malik Kazeem, CEO
Email for Contract Administration:
sales@zovaya.com

BUSINESS SIZE.

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
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<tbody>
<tr>
<td>54151S</td>
<td>Information Technology (IT) Professional Services</td>
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<tr>
<td>OLM</td>
<td>Order Level Material</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Price List Below

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See Pricing on page 7

2. Maximum order. $500,000

3. Minimum order. $100.00

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Prince George’s County, Maryland, USA


7. Quantity discounts. .5% for orders over $500k

8. Prompt payment terms. .5% Net 15
   "Information for ordering offices. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro purchase threshold. No

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

11a. Time of delivery. Negotiated at Time of Order

11b. Expedited Delivery. Negotiated at Time of Order

11c. Overnight and 2-day delivery. Specified at Task Order Level

11d. Urgent Requirements. Specified at Task Order Level

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

13a. Ordering address(es). Zovaya Corporation
16701 Melford Blvd, Ste 400
Bowie, MD 20715-4411
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(es). Zovaya Corporation
   16701 Melford Blvd, Ste 400
   Bowie, MD 20715-4411

15. Warranty provision. Not Applicable

16. Export packing charges, if applicable. Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not Applicable

18. Terms and conditions of rental, maintenance, and repair (if applicable). 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. None

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: 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.) TheEIT standards can be found at: www.Section508.gov/. Not Applicable

25. Data Universal Number System (DUNS) number/ SAM UEI. 104009647 / CBK2N8JJRWR1

26. Notification regarding registration in System Award Management (SAM) database. Zovaya Corp is Registered
1. **SCOPE**
   a. The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
   b. The Contractor shall provide services at the Contractor’s facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

4. **PERFORMANCE OF SERVICES**
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
   b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
   c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
   d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. **STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**
   (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
   1. Cancel the stop-work order; or
   2. Terminate the work covered by the order as provided in the Default, or the Termination for
Convenience of the Government, clause of this contract.

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

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

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

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

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

6. INSPECTION OF SERVICES

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

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

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST
a. Definitions.
“My Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“My 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 52.2 12-4 (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:
The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
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 The offeror; Subcontractors; and/or 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 next page
# Labor Category Descriptions

## IT Technical Analyst I

**Minimum Experience:** 1 year of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Assists with systems development lifecycle activities including analysis, requirements, design, development, testing, and implementation of vendor products, information systems, and business processes with appropriate technologies. Follows best practices and works closely with experienced analysts or project leaders to seek guidance and added instructions.

## IT Technical Analyst II

**Minimum Experience:** 4 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Performs systems development lifecycle activities including analysis, requirements, design, development, testing, and implementation of vendor products, information systems, and business processes in a variety of technical environments. Follows best practices and develops and improves upon procedures consistent with task requirement.

## IT Quality Assurance Analyst I

**Minimum Experience:** 4 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Performs analysis of documented user requirements and directs or assists in the design of test plans in support of user requirements for moderately complex to complex software/hardware applications. Reviews user application system requirements documentation; designs, defines and documents unit and application test plans; transforms test plans into test scripts and executes those scripts. May participate in all phases of risk management assessment and software/hardware development under the direction of a Senior Test Engineer. Responsible for ensuring proper execution of test scripts and documentation of test results in test logs or defect tracking systems. Responsible for ensuring that the test designs and documentation support all applicable client, agency or industry standards, time lines and budgets. Responsible for the development of test data to be used in performing the required tests. Responsible that testing conclusions and recommendations are fully supported by test results, and those project managers are fully informed or testing status and application deviations from documented user requirements. Responsible for/or assists in the analysis of test results, documents conclusions and makes recommendations as supported by such analysis.
**IT Quality Assurance Analyst II**

**Minimum Experience:** 8 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Subject matter expert providing testing expertise for support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection. Responsible for ensuring that the test design and documentation support all applicable clients, agency or industry standards time lines and budgets. Responsible for ensuring that testing conclusions and recommendations are fully supported by test results, and project managers are fully informed of testing status and application deviations from documented user requirements.

**IT Software Engineer I**

**Minimum Experience:** 6 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Provides specialized expertise within multiple systems, software disciplines, as well as general knowledge of related disciplines, applications implications, and customer areas. Responsible for performing in-depth analysis and technical support of systems software products, including complex problem resolution, design, development, testing, operational integration, and user support. Assist in the planning and conversion for new hardware/software products. Maintains currency, debugs and configures related software products. Provides operating systems planning and evaluation for performance analysis, capacity planning and hardware upgrades. Works from specifications to develop or modify operating systems applications. Assist with design, coding, benchmark testing, debugging and documentation of programs. Interface with other system support groups to resolve problems, setting standards and improving overall efficiency of the operating system. Design, code, test and implement tools for operations automation. Works on most phases of software systems programming applications, and may require instruction and guidance in other phases.

**IT Software Engineer II**

**Minimum Experience:** 10 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Responsible for top-level technical expertise, including performing in-depth and complex software systems programming and analysis. Designs architectures to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Determines and identifies high level functional and technical requirements based on interactions with the user community and knowledge of the enterprise architecture. Identifies, assesses, and presents options for meeting the functional and technical requirements including hardware and software updates or upgrades. Formulates and defines specifications for operating system applications or modifies and maintains existing applications using engineering releases and utilities from the manufacturer. Creates detailed design specifications for use by software development staff members. Interact with project management to plan project schedules and technical direction. Develop software design documents and technology white papers. Instructs, directs, and checks the work of other task personnel. Responsible for quality assurance review and the evaluation of existing and new software products.
IT System Engineer I

Minimum Experience: 4 years of relevant experience

Minimum Education: A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

Functional Responsibilities: Responsible for managing complex operations that involve two or more additional functions such as, but not limited to, network operations, systems security, systems software support, and production support activities. Provide assistance in all aspects of system management from network design through implementation and the maintenance of upgrading existing networks. Analyzes, designs, specifies, documents and implements system requirements to support the distributed functionality of a software engineering environment. Maintains a broad knowledge of network communications and local area network/wide area network (LAN/WAN) operations, and has a demonstrated ability to independently work on complex assignments.

IT System Engineer II

Minimum Experience: 10 years of relevant experience

Minimum Education: A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

Functional Responsibilities: Responsible for enterprise-wide or large-scale infrastructure. Designs architecture to include the software, hardware and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models. Evaluates and recommends technical solutions and participates in strategic planning. Evaluates problems of workflows, organization, and technology and develops appropriate corrective action. Assists project manager in providing daily supervision and direction to staff, as needed. Follows best practices and develops and improves upon procedures consistent with task requirements.

IT Information Engineer I

Minimum Experience: 4 years of relevant experience

Minimum Education: A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

Functional Responsibilities: Performs systems development lifecycle activities including analysis, requirements, design, development, testing, and implementation of vendor products, information systems, and business processes in a variety of technical environments. Evaluates and recommends technical solutions and participates in strategic planning. Design, develop, and maintain multiple enterprise-quality database applications. Work with software development, quality engineering (QE), and product management teams to design and implement features and capabilities to support quality and reliable information. Follows best practices and develops and improves upon procedures consistent with task requirements.
**IT Information Engineer II**

**Minimum Experience:** 8 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Responsible for enterprise wide information system development, functional and data requirement analysis; standards and documentation preparation. Performs activities to include: analyzing and developing complex database structures, stored procedures, triggers, indexes and replication within database environments. Understand database operations to sufficiently optimize and administer the database server. Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure. Approve, schedule, plan, and supervise the installation and testing of new products and improvements to computer systems such as the installation of new databases. Review procedures in database management system manuals for making changes to database. Develop standards and guidelines to guide the use and acquisition of software and to protect vulnerable information.

**Program Manager**

**Minimum Experience:** 10 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Serves as the contractor’s single TO manager and will be the contractor’s authorized interface with the Government CO, COR, and TPOC for the TO. The Program Manager will be responsible for overall TO performance. Perform day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Manage teams of contract support personnel with diverse IT skill sets at multiple locations. Maintain and manage client interface at senior levels across multiple client organizations. Meet with customer and staff to formulate and review task plans and deliverable items. Ensure conformance with program task schedules, costs and contract deliverables. Oversee and formulate project management support documents and plans, and assist federal managers, project managers, and/or project management support staff in coordinating formulation of such. Establish and maintain technical and financial reports to show progress of projects to management and customers, organize and assign responsibilities to subordinates, oversee the successful completion of all assigned tasks, and identify additional growth opportunities.

**Project Manager**

**Minimum Experience:** 8 years of relevant experience

**Minimum Education:** A bachelor’s degree or higher in Computer Science, Information System, Engineering, Business or other related discipline.

**Functional Responsibilities:** Responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Performs enterprise wide horizontal integration planning and interfaces to other functional systems. Perform day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and telecommunications systems. Demonstrate proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrate writing and oral communication skills.
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<th>Labor Category</th>
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