JINETT

Multiple Award Schedule (MAS)

GSA Federal Supply Service (FSS)
Contract No. GS-35F-506GA

AUTHORIZED MULTIPLE AWARD SCHEDULE PRICE LIST

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY SOFTWARE & PROFESSIONAL SERVICES

- **Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.
- **Note 2:** Offerers and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.
- **Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Contract Number	GS-35F-506GA
CAGE	76NV6
Period Covered by Contract	June 14, 2017 through June 13, 2022
Business Size	Small
Contractor	JINETT Inc.
Address	800 Corporate Dr. Ste 301, Stafford, VA 22554
Telephone	(571) 210-4300
Facsimile	(571) 210-4400
E-Mail	info@jinett.com
Web	www.jinett.com
Contract Administrator	Cindy Woodfork

Price list current through Modification PS0008 dated 5/5/2020.
Products and ordering information in this Authorized Multiple Award Schedule Price list are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

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CUSTOMER INFORMATION

1. Awarded Special Item Number(s):

SIN	Description
54151S	Information Technology Professional Services
512110	Video/Film Production
518210DC	Document Conversion Services
518210ERM	Electronics Records Management Solutions
541430	Graphic Design Services
541511	Web Based Marketing
561450	Business Information Services (BIS)

   a. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See Page 9.
   b. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on Page 11

2. Maximum Order:

SIN	Maximum Order
54151S	$500,000
512110	$1,000,000
518210DC	$1,000,000
518210ERM	$1,000,000
541430	$1,000,000
541511	$1,000,000
561450	$1,000,000

3. Minimum Order: $100
4. Geographic Coverage: Domestic and Overseas
5. Point of Production: N/A
6. Prices Shown Herein are Net (discount deducted)
7. Quantity Discount: None
8. Prompt Payment Terms: Net 30
9. Government Purchase Cards are accepted above the micro-purchase threshold.
10. Foreign Items: None
11. Time of Delivery: JINETT shall deliver or perform services in accordance with the terms negotiated in an agency's order.
    a. Expedited Delivery: Consult with Contractor
    b. Overnight/2-Day Delivery: Consult with Contractor
    c. Urgent Requirements: Consult with Contractor

12. FOB Point: Destination
13. Ordering Address:

    JINETT
    Attn: Accounting Department
    800 Corporate Drive Ste 301
    Stafford, VA 22554

14. Payment Address:

    JINETT Accounting Department
    800 Corporate Drive Ste 301
    Stafford, VA 22554

15. Warranty Provisions: Contractor's Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact JINETT for terms and conditions of Government Purchase Card acceptance.
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: Not applicable
21. Terms and conditions for any other services: Not applicable
22. List of service and distribution points: Not applicable
23. List of participating dealers: Not applicable
24. Preventive maintenance: Not applicable
    - 24.a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable
    - 24.b. Section 508: Contact JINETT for compliance information. The EIT standards can be found at: http://www.section508.gov
25. DUNS Number: 079362990
26. JINETT is registered in the System for Award Management (SAM) database: CAGE 76NV6.

TERMS AND CONDITIONS

APPLICABLE TO MAS (SPECIAL ITEM NUMBER 54151S, 512110, 518210DC, 518210ERM, 541430, 541511, 561450)

1. **SCOPE**
   a. The prices, terms and conditions stated apply exclusively to JINETT (hereafter referred to as the "Contractor"), services within the scope of this Multiple Award Schedule (MAS).
   b. The Contractor will provide services at Contractor's facility and/or at the ordering activity location, as agreed to by the contract terms and conditions.
2. **PERFORMANCE INCENTIVES**
   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 in accordance with this clause.
   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

The Inspection of Services–Fixed Price (AUG 1996) (Deviation –May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation –May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour 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 (Deviation –May 2003) 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 Services.

9. INDEPENDENT CONTRACTOR

All 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.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

10.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.

10.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 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:

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

12.b. The offerer must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offerer must specify whether the fixed hourly rate for each labor category applies to labor performed by—(1) The offerer; (2) Subcontractors; and/or (3) Divisions, subsidiaries, or affiliates of the offerer 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. Labor Categories and Descriptions are provided on the following page.

SCHEDULE PRICE LIST

SIN: 54151S Hourly Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Data Analyst	$96.73	$98.66	$100.64	$102.65	$104.70
Data Analyst Senior	$106.40	$108.53	$110.70	$112.91	$115.17
Database Administrator	$96.73	$98.66	$100.64	$102.65	$104.70
Database Administrator Senior	$116.07	$118.39	$120.76	$123.17	$125.64
Database Developer	$96.73	$98.66	$100.64	$102.65	$104.70
Database Developer Senior	$125.74	$128.25	$130.82	$133.44	$136.11
Project Manager	$125.74	$128.25	$130.82	$133.44	$136.11
Quality Assurance Manager	$106.40	$108.53	$110.70	$112.91	$115.17
Quality Assurance Specialist	$96.73	$98.66	$100.64	$102.65	$104.70
Software Engineer	$116.07	$118.39	$120.76	$123.17	$125.64
Software Engineer Senior	$135.42	$138.13	$140.89	$143.71	$146.58
Solutions Architect	$164.43	$167.72	$171.07	$174.49	$177.98
Subject Matter Expert	$183.78	$187.46	$191.20	$195.03	$198.93
Systems Analyst	$96.73	$98.66	$100.64	$102.65	$104.70
Systems Engineer Senior	$135.42	$138.13	$140.89	$143.71	$146.58
Technical Writer	$96.73	$98.66	$100.64	$102.65	$104.70
Test Engineer	$106.40	$108.53	$110.70	$112.91	$115.17
Web Developer	$67.71	$69.06	$70.45	$71.85	$73.29
Web Developer Senior	$96.73	$98.66	$100.64	$102.65	$104.70

SIN: 541430 Hourly Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Project Manager	$82.22	$84.28	$86.38	$88.54	$90.76
Creative Designer	$72.54	$74.35	$76.21	$78.12	$80.07
Content Editor	$53.20	$54.53	$55.89	$57.29	$58.72
Graphic Designer	$62.87	$64.44	$66.05	$67.70	$69.40

SIN: 512110 Hourly Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Project Manager	$82.22	$84.28	$86.38	$88.54	$90.76
Multimedia Artist	$67.71	$69.40	$71.14	$72.92	$74.74
Creative Director	$77.38	$79.31	$81.30	$83.33	$85.41
Video Editor	$72.54	$74.35	$76.21	$78.12	$80.07

SCHEDULE PRICE LIST

SIN: 518210ERM Hourly Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Project Manager	$82.22	$84.28	$86.38	$88.54	$90.76
Records Management Specialist	$62.87	$64.44	$66.05	$67.70	$69.40
Quality Assurance Specialists	$67.71	$69.40	$71.14	$72.92	$74.74
Technical Writer	$62.87	$64.44	$66.05	$67.70	$69.40
Data Entry Specialist	$38.69	$39.66	$40.65	$41.66	$42.71

SIN: 518210DC Hourly Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Project Manager	$82.22	$84.28	$86.38	$88.54	$90.76
Data Entry Specialist	$38.69	$39.66	$40.65	$41.66	$42.71
Document Management Specialist	$43.53	$44.62	$45.73	$46.88	$48.05
Document Conversion Specialists	$25.15	$25.78	$26.42	$27.08	$27.76

SIN: 541511 Hourly Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Project Manager	$82.22	$84.28	$86.38	$88.54	$90.76
Web Analytics Specialists	$72.54	$74.35	$76.21	$78.12	$80.07
Marketing Specialists	$67.71	$69.40	$71.14	$72.92	$74.74
Social Media Manager	$67.71	$69.40	$71.14	$72.92	$74.74
Digital Media Specialist	$72.54	$74.35	$76.21	$78.12	$80.07

SIN: 561450 Hourly Rates					
Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Project Manager	$82.22	$84.28	$86.38	$88.54	$90.76
Business Analyst	$62.87	$64.44	$66.05	$67.70	$69.40
Enterprise Architect	$77.38	$79.31	$81.30	$83.33	$85.41
Technical Writer	$62.87	$64.44	$66.05	$67.70	$69.40
Quality Assurance Specialists	$67.71	$69.40	$71.14	$72.92	$74.74
Systems Analyst	$72.54	$74.35	$76.21	$78.12	$80.07

LABOR CATEGORY DESCRIPTIONS

Business Analyst

Analyzes an organization or business domain and documents its business or processes or systems, assessing the business model or its integration with technology. Guide businesses in improving processes, products, services and software through data analysis. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Content Editor

Responsible for all aspects of content, which includes development, design, production, presentation, evaluation and analysis. Use data and feedback from users to help evaluate and enhance the value of a set of written materials and websites or in marketing materials. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Creative Designer

Lead communication design, interactive design, and concept forward in work assigned. Guide team in graphic design, fine arts, motion graphics, and other creative projects. Provide expertise in visual layouts, brainstorming, and copy-writing. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Creative Director

Lead communication design, interactive design, and concept forward in work assigned. Guide team in graphic design, fine arts, motion graphics, and other creative projects. Provide expertise in visual layouts, brainstorming, and copy-writing. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Data Analyst

Interprets data and analyzes results. Provides ongoing reports, develops and implement databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality standards. Acquires data to update and maintain databases. Identifies, analyzes, and interprets trends or patterns in complex data sets. Filters and cleans data and performance indicators to locate and correct code problems. Works with management team to prioritize business and information needs. Locates and defines new process improvement opportunities, when necessary, to meet project goals. *Minimum Experience: 4 years. Minimum Education: Bachelor's.*

Data Analyst Senior

Directs, supervises, and manages the Data Analyst team. Oversees Quality Control (QC) standards for analyst performance to interpret data and analyze results. Manages process for ongoing reports, development, implementation of databases, data collection systems, data analytics, and other strategies that optimize statistical efficiency and quality standards. Works with the management team to prioritize business and information needs. Locates and defines new process improvement opportunities, when necessary, to meet project goals. *Minimum Experience: 8 years. Minimum Education: Bachelor's.*

Data Entry Specialist

Responsible for taking information from different locations that is written down, such as cancel checks, bills, reports, or other information, and enter it into an electronic data system for storage and analysis. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Database Administrator

Responsible for creating and maintaining database servers. Ensures accountable and consistent data integrity. Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in the information systems function. *Minimum Experience: 4 years. Minimum Education: Bachelor's.*

Database Administrator Senior

Directs, supervises and manages the Data Administration team. Responsible for creating and maintaining database servers. Ensures accountable and consistent data integrity. Provides all activities related to the administration of computerized databases. Projects long-range requirements for database administration and design in conjunction with other managers in

the information systems function. *Minimum Experience:8 years. Minimum Education: Bachelor's.*

Database Developer

Designs, implements, and maintains complex databases with respect to JCL; access methods; access time; device allocation; validation checks; organization; protection and security; documentation; and statistical methods. Performs regular maintenance of database dictionaries, overall monitoring of standards and procedures, and integration of systems through database design. *Minimum Experience: 4 years. Minimum Education: Bachelor's.*

Database Developer Senior

Directs, supervises and manages the Database Developer team. Oversees QC standards for database developer performance and efficiency. Defines database functionality, creates concepts, and evaluates technical issues, and reviews scripts and schema for execution. Oversees development, management, coding, and debugging of databases to maintain data integrity. Educates the development team on database structures to develop efficient query code. Enforces privacy and security guidelines, and establishes rules for different levels of security and encryption to carry out goals of the project. Meets with stakeholders for development, QC, and performance concerns before, during, and after deployment. *Minimum Experience: 8 years. Minimum Education: Bachelor's.*

Digital Media Specialist

Responsible for assisting digital media teams in designing and implementing company's digital media plans and strategies and achieving digital marketing goals and objectives. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Document Conversion Specialists

Operates document imaging equipment to create electronic files or archives. Prepares documents for scanning, scans documents, and verifies quality of digital images. Indexes and stores images according to organization guidelines. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Document Management Specialist

Responsible for creating effective and efficient electronic document management systems that are user-friendly and suit the needs of their company. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Enterprise Architect

Sets the direction and establishes the approach of an organization's operations, improves the IT infrastructure, and optimizes their business operations. The Enterprise Architect works to integrate the organization's information applications and programs. *Minimum Experience: 5 years. Minimum Education: Bachelor's.*

Graphic Designer

Assembles together images, typography, or motion graphics to create a piece of design. Creates graphics primarily for published, printed or electronic media, such as brochures and advertising. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Marketing Specialists

Develop marketing programs and deliver materials to reach customers through various communication methods including email, website, webinar, digital ad, social media and traditional print formats. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Multimedia Artist

As a multimedia artists, create special effects, animation or other visual images using computers or other electronic tools for products or creations. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Project Manager

Directs, supervises, manages, and executes complex project planning and risk assessment to meet or exceed requirements. Acts as a team lead, responsible for organizing and accomplishing project goals. Analyzes new and complex project related problems and creates innovative solutions involving creative design, scheduling, technology, methodology, tools, and solution components. Attends stakeholder meetings for updates, performance feedback, and project risk assessment. *Minimum Experience: 7 years. Minimum Education: Bachelor's.*

Quality Assurance Manager

Directs, supervises and manages the Quality Assurance (QA) team. Provides development of each project's Software Quality Assurance Plan (SQAP) and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommend methods to optimize processes. *Minimum Experience: 8 years. Minimum Education: Bachelor's.*

Quality Assurance Specialists

Provides development of each project's QCP and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's ERM process is being implemented, relative to the defined process, and recommends methods to optimize processes. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Records Management Specialist

Responsible for storing, tracking, and managing records through scanning, organizing, and maintaining documents according to a predetermined retention schedule. *Minimum Experience: 3 years. Minimum Education: Bachelor's .*

Social Media Manager

Responsible for planning, implementing, managing and monitoring Social Media strategy in order to increase brand awareness, improve Marketing efforts and increase sales. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Software Engineer

Formulates and defines specifications for complex operating software programming applications. Modifies and maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents software programs. Provides overall operating system, files maintenance routines, large telecommunication networks, computer accounting, and advanced, mathematical, and scientific software packages. Assists all phases of software system programming applications. Evaluates new and existing software products for implementation. *Minimum Experience: 4 years. Minimum Education: Bachelor's.*

Software Engineer Senior

Directs, supervises and manages the Software Engineer team. Formulates and defines specifications for complex operating software programming applications. Modifies and maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents software programs. Provides overall operating system, files maintenance routines, large telecommunication networks, computer accounting, and advanced, mathematical, and scientific software packages. Assists all phases of software system programming applications. Evaluates new and existing software products for implementation. *Minimum Experience: 8 years. Minimum Education: Bachelor's.*

Solutions Architect

Has demonstrated, advanced programming skills with SQL and Oracle. Expert in systems analysis, subversion, code versioning, and change management concepts. Proficient with full life-cycle software applications development (i.e., design, construction, testing, and implementation). Able to analyze functional requirements in Sprints to write component detailed design technical documents. Able to design and build integrated systems. Expert in the use of computer languages and utilities necessary to support application development. Expert in completing system life cycles using the Agile Scrum Methodology phases from project initiation, analysis and requirements, design, coding, testing, and implementation. Holds a proficient understanding of client development standards and the ability to communicate IT strategies to a wide variety of audiences, both business and technical. *Minimum Experience: 10 years. Minimum Education: Bachelor's.*

Subject Matter Expert

Directs, supervises, and manages the Database Team. Applies subject matter knowledge to high-level analysis; collection; assessment; design; development; modeling; simulation; integration; installation; documentation; and implementation of technical processes. Resolves problems, which necessitates an intimate knowledge of the related technical subject matter. *Minimum Experience: 10 years. Minimum Education: Bachelor's.*

Systems Analyst

Analyze new software releases and system upgrades, evaluates and installs patches, and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Maintains business information service applications and operating systems per business needs. *Minimum Experience: 3 years. Minimum Education: Bachelor's*

Systems Engineer Senior

Directs, supervises and manages the Systems Analyst team. Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design; integration; and implementation to include personnel; hardware; software; budgetary; and support facilities and/or equipment. Provides QA review and valuation of new and existing software products. *Minimum Experience: 8 years. Minimum Education: Bachelor's*

Technical Writer

Writes and edits technical documents, articles, reports, brochures, and manuals for processes and project requirements. Organizes and reviews documents, compiles feedback, makes corrections, resolves incompatible comments, and provides final publishable documentation. Meets with stakeholders to communicate technical instructions, procedures, manuals, and guidelines to comply with QC standards. *Minimum Experience: 3 years. Minimum Education: Bachelor's*

Test Engineer

Subject Matter Expert (SME) with testing analytical skills to define and support user requirements of complex to highly complex software and hardware applications. Directs and participates in all phases of risk management assessment planning, and implementation of software, and hardware development, with emphasis on analysis of user requirements, test design, and test tools selection. *Minimum Experience: 4 years. Minimum Education: Bachelor's.*

Video Editor

Responsible for editing stories, work closely with Directors and Supervising Producers to craft compelling and inspiring videos that are released across social platforms and shown at large-scale summits for hundreds of business leaders. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Web Analytics Specialists

Develop, manage and implement SEO strategies on our client's web-pages. Partner with developers and content specialists to promote SEO best practices. Monitor, analyze, and evaluate web analytics dashboards and reports in order to develop and recommend SEO strategies. *Minimum Experience: 3 years. Minimum Education: Bachelor's.*

Web Developer

Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and JavaScript) for a component of the website. Develops graphic designs for website images and text. Defines requirements for site concept, interface design, and architecture of the website. Deploys web-based transaction systems using application servers. Researches, tests, builds and coordinates the integration of new web products per production and client requirements. *Minimum Experience: 4 years. Minimum Education: Bachelor's.*

Web Developer Senior

Directs, supervises and manages the Web Development team. Acts as Web Administrator and manager of web design, development, problem resolution, debugging, and implementation of software code (such as HTML, CGI, and JavaScript) for components of the website. Manages members of the website project team to develop the site concept, interface design, and architecture of the website. Directs deployment of large web-based transaction systems using application servers. Researches, tests, builds, and coordinates the integration of new products per production and stakeholder requirements. *Minimum Experience: 8 years. Minimum Education: Bachelor's.*

EXPERIENCE & DEGREE SUBSTITUTION EQUIVALENCIES

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience:

- **Associate Degree**: 2 years relevant experience.
- **Bachelor's**: Associate Degree + 2 years relevant experience or 4 years relevant experience.
- **Master's:** Bachelor's plus 2 years relevant experience or Associate Degree + 4 years relevant experience or 6 years relevant experience.
- **PhD Master's:** + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate Degree + 6 years relevant experience or 8 years relevant experience.

PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

USA COMMITMENT

PREAMBLE

JINETT provides commercial products and services to ordering activities. We are committed to promoting participation of 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 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, 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, 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, disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact:

JINETT Inc.
DUNS # 079362990, CAGE 76NV6
800 Corporate Dr. Ste 301
Stafford, VA 22554
(Phone) 571-210-4300
(Fax) 571-210-4400
info@jinett.com

BEST VALUE BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and **JINETT, Inc.,** 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	JINETT	Date

BLANKET PURCHASE AGREEMENT

(CUSTOMER NAME)

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:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE

2. Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES

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:

OFFICE	POINT OF CONTACT

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.

CONTRACTOR TEAM ARRANGEMENTS

BASIC GUIDELINES FOR USING

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