

**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>

**SCHEDULE TITLE:** Federal Supply Schedule 70 – GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES

**SPECIAL ITEM NUMBER:**

132 51 Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

**CONTRACT NUMBER: GS35F532GA**

**CONTRACT PERIOD: July 11, 2017 through July 10, 2022**

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at [www.gsa.gov](http://www.gsa.gov)

**CONTRACTOR:** **Info Gain Consulting**  
7360 Montcalm Dr  
Mclean, VA 22102  
**Phone:** 703-896-2508  
George@infogainconsulting.com

**CONTRACTOR'S ADMINISTRATION SOURCE:** George Mwangi  
Phone: 703-896-2508  
E-Mail: George@infogainconsulting.com

**BUSINESS SIZE:** Small Minority Owned, Disadvantaged Business

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b>SIN</b>	<b>Description</b>
<b>132 51</b>	Information Technology Professional Services - SUBJECT TO COOPERATIVE PURCHASING

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**  
(Government net price based on a unit of one)

<b>SIN</b>	<b>Model</b>	<b>Price</b>
<b>132 51</b>	Technical Coordinator	\$38.69

- 2. **MAXIMUM ORDER:** \$500,000
- 3. **MINIMUM ORDER:** \$100
- 4. **GEOGRAPHIC COVERAGE:** Worldwide
- 5. **POINT(S) OF PRODUCTION:** USA
- 6. **DISCOUNT FROM LIST PRICES:** All prices shown are net
- 7. **QUANTITY DISCOUNT(S):** 1% for single orders over \$1,000,000
- 8. **PROMPT PAYMENT TERMS:** 1.5% 10 days, Net 30 Days
- 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:** N/A
- 11a. **TIME OF DELIVERY:** Negotiated at Task Order Level
- 11b. **EXPEDITED DELIVERY:** Contact the Contractor for rates.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact the Contractor for rates.
- 11d. **URGENT REQUIRMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Same as Contractor's address.

- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:** Same as Contractor's address.
15. **WARRANTY PROVISION:** Standard Commercial
- 15a. **RETURN/RESTOCKING POLICY:** NA
16. **EXPORT PACKING CHARGES:** Not applicable.
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Accepted at, below and above the micro-purchase level
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A.
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** See Page 5
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for electronic and information technology (EIT):** "Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services can be found at: [www.Section508.gov/](http://www.Section508.gov/)
25. **DUNS NUMBER:** 080149921
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

**GSA PRICELIST**

<b>SIN</b>	<b>JOB TITLE</b>	<b>MINIMUM EDUCATION/ CERTIFICATION LEVEL</b>	<b>EXPERIENCE</b>	<b>GSA PRICE INCL IFF</b>
132 51	Engagement Leader	BS	10	\$280.50
132 51	IT Senior Manager	BS	7	\$251.49
132 51	IT Manager	BS	5	\$222.47
132 51	IT Senior Consultant	BS	4	\$174.11
132 51	IT Consultant	BS	2	\$145.09
132 51	IT Analyst	BS	0	\$116.07
132 51	Technical Director	BS	9	\$164.43
132 51	Technical Senior Manager	BS	7	\$135.42
132 51	Technical Manager	BS	5	\$111.23
132 51	Technical Senior Analyst	BS	3	\$87.05
132 51	Technical Analyst	BS	1	\$67.71
132 51	Technical Coordinator**	BS	0	\$38.69

<b>Experience Substitutions</b>		
H.S. Diploma + 4 years additional relevant IT experience	Equals	Bachelor's Degrees
Associate Degree + 1 years additional relevant IT experience	Equals	Bachelor's Degrees
Bachelor's Degree + 2 years additional relevant IT experience	Equals	Master's Degree
Master's Degree + 4 years additional relevant IT experience	Equals	Ph.D.
A Ph.D. may be substituted for 4 years of required relevant IT experience with a Master's Degree or 6 years relevant IT experience with a Bachelor's Degree		
A Master's Degree may be substituted for 2 years of required relevant IT experience with a Bachelor's Degree		
A Bachelor's Degree may be substituted for 4 years of required relevant IT experience with a High School Diploma		
An Associate's Degree may be substituted for 3 years of required relevant IT experience with a High School Diploma		

<b>Labor Category</b>	<b>Labor Category Description</b>	<b>Min Yrs. Experience</b>	<b>Min Education</b>
Engagement Leader	<b>Functional Responsibility:</b> Serves as the program manager and is responsible communicating with the client. Is the liaison and point of contact with the client, and is responsible for formulating work standards, creating strategic project objectives, and managing client issues and feedback. Is accountable for supervising designated resources and enforcing quality control practices for each project. Is responsible for project reviews and overall contract progress and performance	10	Bachelors (BS/BA) or equivalent
IT Senior Manager	<b>Functional Responsibility:</b> Manages program activities and is a key point of contact with client executives. Assumes responsibility for program delivery and oversight of key technical enablers on projects and identification of needs for new tools. Conducts regular interaction and communications with the client. Is responsible for managing technical solutions, delegating appropriate resources, and helping to ensure quality assurance principles are met across projects and deliverables.	7	Bachelors (BS/BA) or equivalent

Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
IT Manager	<p><b>Functional Responsibility:</b> Serves the role of project team leader and is responsible for instructing, directing, and monitoring the work of other team members. Also, serves the role of an experienced technical expert on the project. Conducts analysis of work plan completeness, prepares status reports, and supports quality control practices. Performs analyses of client issues, assesses appropriate alternatives, and recommends solutions. Communicates client expectations to project team, and escalates appropriate issues to senior level project staff.</p>	5	Bachelors (BS/BA) or equivalent
IT Senior Consultant	<p><b>Functional Responsibility:</b> Provides senior-level analytical and program support, and is focused on providing high performance work. Contributes to project work plan development and can lead less complex project tasks. Is the senior-level analytical correspondent within project team. Assumes responsibility for contributing to work plan development, reaching project milestones, and may lead specific project tasks.</p> <p>Applies business modeling, process modeling, and business design techniques. Conducts analysis of appropriate consulting tools to satisfy program requirements, and creates project deliverables. Formulates diagnoses through financial or statistical modeling, assesses appropriate alternatives, and offers conclusions to Project Manager. This position performs analyses and makes diagnoses, as well as defines symptoms and problems, and develops conclusions.</p>	4	Bachelors (BS/BA) or equivalent
IT Consultant	<p><b>Functional Responsibility:</b> Provides analytical and program support. Completes assigned project tasks within the project scope and budget, while meeting deliverable requirements. Serves as a key analytical resource on project team. Is responsible for conducting relevant research, distilling data, and creating reports. Actively engages consulting tools and methodologies to meet project objectives and complete program management activities. Is responsible for quality assurance practices and fostering completion and accuracy of system documentation.</p>	2	Bachelors (BS/BA) or equivalent

Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
IT Analyst	<p><b>Functional Responsibility:</b> Serves as an information technology resource on project team. Analyzes data and systems architecture, creates designs, and implements information systems solutions. Helps project team meet program objectives. Is responsible for process documentation and technical soundness.</p>	0	Bachelors (BS/BA) or equivalent
Technical Director	<p><b>Functional Responsibility:</b> Primarily responsible for client service delivery and operations execution on projects including; deliverable development, technology strategy, architecture and service management, IT security, systems integration, data analytics and visualization, application development and maintenance, help desk operations, infrastructure/network design and management, and cloud services. Has expertise in multiple IT technologies and business processes. Works independently to execute a portion of the project scope, and may perform as a project manager on IT projects of moderate size complexity, or lead one or multiple work streams on large projects. Leads deliverables and reviews the work of others for quality and accuracy. Trains the project team about the client environment and mission, and overall project scope. Communicates project delivery schedule and milestones while maintaining productive and professional relationships with client.</p>	9	Bachelors (BS/BA) or equivalent
Technical Senior Manager	<p><b>Functional Responsibility:</b> Responsible for improving IT operational systems, processes, and policies in support of the client’s mission through the management and guidance of multiple work streams, teams, and clients. Supports projects in deliverable development, technology strategy, architecture and service management, IT security, systems integration, data analytics and visualization, application development and maintenance, help desk operations, infrastructure/network design and management, and cloud services. Provides input to key deliverable structure and content, as well as facilitating buy-in of proposed solutions from top management levels.</p> <p>Directs timely delivery of quality work products for the client. Responsible for the professional development of junior staff performing the role of counselor and coach, as well as providing leadership and support.</p>	7	Bachelors (BS/BA) or equivalent

Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
Technical Manager	<p><b>Functional Responsibility:</b> Is responsible for performing analysis and diagnoses client issues and has a deep understanding IT Implementation best practices. Takes ownership of tasks and/or project work streams and leads the technical team. Leads and supports tasks, including deliverable development, technology strategy, architecture and service management, IT security, systems integration, data analytics and visualization, application development and maintenance, help desk operations, infrastructure/network design and management, and cloud services. Is the subject Matter Expert in the specific project area, and trains and coaches the rest of the technical team. Works independently to execute a portion of the project scope, and may perform as a work stream / team lead that directs the work of junior staff. Contributes to deliverables, reviews the work of others for quality and accuracy. Understands the client environment and overall project scope.</p>	5	Bachelors (BS/BA) or equivalent
Technical Senior Analyst	<p><b>Functional Responsibility:</b> Is responsible for performing analysis and diagnoses client issues and has a deep understanding IT Implementation best practices. Leads and supports tasks, including deliverable development, technology strategy, architecture and service management, IT security, systems integration, data analytics and visualization, application development and maintenance, help desk operations, infrastructure/network design and management, and cloud services. Creates project deliverables and coaches Technical Analysts in deliverable development. Able to perform tasks independently.</p>	3	Bachelors (BS/BA) or equivalent



Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
Technical Analyst	<p><b>Functional Responsibility:</b> Primary responsibilities are to have a fundamental understanding of IT Implementation and Operations Management best practices. Leads and supports tasks and portions of the project scope on IT projects related, but not limited to: technology strategy, architecture and service management; IT security; systems integration; data analytics and visualization; application development and maintenance; help desk operations; infrastructure/network design and management; and cloud (e.g., software, platform, infrastructure as a service). Executes a portion of the project scope under the guidance of the Technical Manager or other designated senior staff. Contributes to deliverables where work is reviewed by team members for quality and accuracy. Demonstrates an understanding of the client environment and overall project scope. Able to perform tasks independently subject to general guidance to execute a portion of the project scope.</p>	1	Bachelors (BS/BA) or equivalent
Technical Coordinator	<p><b>Functional Responsibility:</b> Primary responsibilities are to have a fundamental understanding of Implementation and Operations Management best practices; supports task and portions of the project scope on project related, but not limited, to technology strategy, architecture and service management; IT security; systems integration; data analytics and visualization; application development and maintenance; help desk operations; infrastructure/network design and management; and cloud (e.g. software, platform, infrastructure as a service). Performs analysis and diagnosis of client issues. Executes a portion of the project scope under direction of the Technical Manager or other designated senior staff. Contributes to deliverables with work reviewed by team members for quality and accuracy. Demonstrates a foundational understanding of the client environment and overall project scope.</p>	0	Bachelors (BS/BA) or equivalent

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

**\*\*\*NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.**

**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 workman like 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 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 PROFESSIONAL SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of Service offered under Special Item Numbers 132-51 Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science