



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY 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 GSAAdvantage.gov

SCHEDULE TITLE: GSA Multiple Award Schedule (MAS) – Information Technology
Categories: IT and Professional Services

CONTRACT NUMBER: GS-35F-605GA

CONTRACT PERIOD: 08/09/2017 through 08/08/2022

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

CONTRACTOR:
Velosys, LLC
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Phone: 360-626-1358
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CONTRACTOR'S ADMINISTRATION SOURCE: Kori Larson
Phone: 360-626-1358 x-100
E-mail: kori.larson@velosys.com

BUSINESS SIZE: Small, Veteran Owned

CONTRACT INFORMATION:

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
541370GEO	Earth Observation Solutions
5415S	Information Technology Professional Services
OLM	Order Level Materials

2. MAXIMUM ORDER*: The maximum order is \$500,000 for SIN 541370GEO, 5415S.

*If the best value selection places your order over the Maximum Order identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A



delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Note that for products, domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. POINT(S) OF PRODUCTION: N/A – Services Only

6. DISCOUNT FROM LIST PRICES: Prices shown are GSA net prices

7. QUANTITY/VOLUME DISCOUNT: NONE

8. PROMPT PAYMENT TERMS: NONE

9a. Yes, Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b. Yes, Government Purchase Cards are accepted above the micro-purchase.

10. FOREIGN ITEMS: NONE

11a. TIME OF DELIVERY: 30 days ARO or as negotiated at the task order level

11b. EXPEDITED DELIVERY: Items available for expedited delivery are noted in this price list. All items over minimum are available for expedited delivery. Contact Contractor for more information.

11c. OVERNIGHT AND 2-DAY DELIVERY: Overnight and 2-day Delivery are also available. Contact Contractor for rates for overnight and 2-day delivery.

11d. URGENT REQUIREMENTS: In regard to the "Urgent Requirements" clause, agencies are advised to contact the contractor for Urgent delivery requirements.

12. FOB POINT: Destination

Note: All travel required in the performance of this contract and orders placed hereunder must comply with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), 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. The contractor shall not add the Industrial Funding Fee onto travel costs.

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 Federal Acquisition Regulation (FAR) 8.405-3.



14. PAYMENT ADDRESS: Velosys
PO Box 2142
Poulsbo, WA 98370
15. WARRANTY PROVISION: Standard Commercial Warranty. Customers should contact the contractor for a copy of the warranty.
16. EXPORT PACKING CHARGES: N/A
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE: Yes, Government Purchase Cards are 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
- 20a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A
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): NONE
- 24b. Section 508 Compliance for EIT: N/A
25. DUNS NUMBER: 011437111
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: Contractor is registered and valid in SAM until 2/19/2022, Cage Code = 6PG92



Appendix A

Velosys, LLC Labor Rates

541370GEO EARTH OBSERVATIONS SOLUTIONS

SIN	SERVICE	UOM	RATE
541370GEO	Geospatial Program Manager	Hour	178.55
541370GEO	Geospatial Project Coordinator	Hour	154.08
541370GEO	Geospatial Project Manager	Hour	134.66
541370GEO	Geospatial Project Manager II	Hour	143.87
541370GEO	Earth Observation Solutions Senior Architect	Hour	157.60
541370GEO	Earth Observation Solutions Junior Software Developer	Hour	94.76
541370GEO	Earth Observation Solutions Software Developer	Hour	118.89
541370GEO	Earth Observation Solutions Software Developer II	Hour	137.65
541370GEO	Earth Observation Solutions Senior Developer	Hour	147.61
541370GEO	Earth Observation Solutions iOS Developer	Hour	109.72
541370GEO	Earth Observation Solutions Graphic Designer	Hour	125.95
541370GEO	Earth Observation Solutions Graphic Designer UI / UX	Hour	114.71
541370GEO	Earth Observation Solutions GIS Developer	Hour	103.78
541370GEO	Earth Observation Solutions GIS Developer II	Hour	149.62
541370GEO	Earth Observation Solutions GIS Analyst II	Hour	66.27
541370GEO	Earth Observation Solutions GIS Analyst IV	Hour	82.79
541370GEO	Earth Observation Solutions Junior Software Test Engineer	Hour	84.15
541370GEO	Earth Observation Solutions Software Test Engineer	Hour	107.73
541370GEO	Earth Observation Solutions Business Analyst III	Hour	104.74
541370GEO	Earth Observation Solutions Business Analyst IV	Hour	129.67

132 51 IT PROFESSIONAL SERVICES

SIN	SERVICE	UOM	RATE
54151S	Program Manager	Hour	178.55
54151S	Project Coordinator	Hour	154.08
54151S	Project Manager	Hour	134.66
54151S	Project Manager II	Hour	143.87
54151S	Senior Architect	Hour	157.60



54151S	Junior Software Developer	Hour	94.76
54151S	Software Developer	Hour	118.89
54151S	Software Developer II	Hour	137.65
54151S	Senior Developer	Hour	147.61
54151S	iOS Developer	Hour	109.72
54151S	Graphic Designer	Hour	125.95
54151S	Graphic Designer UI / UX	Hour	114.71
54151S	GIS Developer	Hour	103.78
54151S	GIS Developer II	Hour	149.62
54151S	GIS Analyst II	Hour	66.27
54151S	GIS Analyst IV	Hour	82.79
54151S	Junior Software Test Engineer	Hour	84.15
54151S	Software Test Engineer	Hour	107.73
54151S	Business Analyst III	Hour	104.74
54151S	Business Analyst IV	Hour	129.67

Appendix B

Labor Category Descriptions

Velosys LLC offers the following Labor Category Descriptions to support the effort contemplated herein. For all labor categories listed, candidates not possessing a Bachelor's Degree would need 2 additional years of experience and candidates without a Master's Degree would need 4 additional years of experience.

Geospatial Program Manager

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 12 years' experience, of which a minimum of 8 years must be specialized in managing projects, contracts, funds, and resources at the division level. Experience managing geospatial technical projects required.

Functional Responsibilities Include:

- Provide oversight on existing programs in addition to team management and driving project completion, providing definition and facilitation of project deliverables. Oversee daily activities of the team and aid whenever needed.
- Work with management, financial, and IT teams to support business program execution.
- Work with management to analyze program proposals and program objectives. Develop program plan, budget, schedule, and scope.
- Work with staff and oversee operations of projects with a geospatial program component.



- Develop program management standards and methodologies to achieve program goals. Monitor and control expenses within allotted budgets.
- Perform resource allocation and workload assignments for timely deliveries. Perform business contract negotiations with clients as needed.
- Ensure that program deliverables meet quality standards and project requirements. Develop best practices to improve program performance.
- Develop and maintain program documentation.
- Assist in recruitment and employment activities.
- Organize job training and maintain training materials. Follow and enforce company policies and regulations.
- Mine and coordinate resource sharing between constituent projects to the overall benefit of the program. Utilize rigorous risk identification and mitigation process on an ongoing basis and convey effectively to internal management. May oversee junior program or departmental managers.

Geospatial Project Coordinator

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 10 years' experience of which a minimum of 6 years must be specialized in managing projects/departments. Experience coordinating geospatial technical projects required.

Functional Responsibilities Include:

- Coordinate project management activities, resources, equipment and information
- Break projects into attainable actions and set timeframes
- Assist in defining requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Work with staff and timelines for geospatial-based projects.
- Help prepare budgets and analyze risks
- Monitor project progress and manage any issues that arise
- Point of contact for communicating project status to all participants
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests

Geospatial Project Manager I

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 4 years' experience, of which a minimum of 1 year must be specialized in managing projects, contracts, funds, and resources at the division level. Experience working on geospatial projects required.

Functional Responsibilities Include:

- Create and initiate logistics to maintain projects onsite.
- Create, design and develop project management processes ensuring high-quality standards. Direct and support technical teams in designing, executing and implementing projects.
- Assess, review and resolve problems arising in the execution of projects.
- Work with staff and timelines for geospatial-based projects.
- Ensure completion of projects in a timely manner and within the budget limits.
- Manage official correspondence and interact with contractors and project executors.
- Manage resources, budgets and allocations for the project within the project parameters. Ensure completion of projects in a timely manner and within the budget limits.
- Evaluate, assess and improvise chain of command and protocol to ensure smooth execution of the project.



- Ensure compliance of the project with the established standards and procedures of the company. Maintain and update project-related databases in a timely manner.
- Maintain and manage inventories.
- Enforce work standards in compliance with the best practices, standards and procedures of the company.

Geospatial Project Manager II

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 6 years' experience, of which a minimum of 3 years must be specialized in managing projects, contracts, funds, and resources at the division level. Experience working on geospatial projects required.

Functional Responsibilities Include:

- Create and initiate logistics to maintain projects onsite.
- Create, design and develop project management processes ensuring high-quality standards.
- Direct and support technical teams in designing, executing and implementing projects. Assess, review and resolve problems arising in the execution of projects.
- Work with staff and timelines for geospatial-based projects.
- Manage resources, budgets and allocations for the project within the project parameters. Ensure completion of projects in a timely manner and within the budget limits.
- Manage official correspondence and interact with contractors and project executors. Evaluate, assess and improvise chain of command and protocol to ensure smooth execution of the project.
- Ensure compliance of the project with the established standards and procedures of the company. Maintain and update project-related databases in a timely manner.
- Maintain and manage inventories.
- Enforce work standards in compliance with the best practices, standards and procedures of the company. May oversee multiple projects and supervise junior project managers.

Earth Observation Solutions Senior Architect

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 10 years' experience and may be expected to have an advanced degree in the area of specialty and at least 7 years of experience in the field or a related area. Experience working on geospatial projects required.

Functional Responsibilities Include:

- Responsible for initial design and development of new software or extensive software revisions.
- Defines product requirements and creates high-level architectural specifications, ensuring feasibility, functionality, and integration with existing systems/platforms.
- Provides expertise of geospatial data management approaches.
- Demonstrates expertise in a variety of the field's concepts, practices, and procedures.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Provides consultation on complex projects and is the top-level contributor/specialist.
- May guide a team of developers through the project to completion.

Earth Observation Solutions Junior Software Developer

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 0-3 years of development experience. Cross-platform experience a plus. Geospatial software development experience a plus, but not required.

Functional Responsibilities Include:



- Assist in the design, modification, development and implementation of software programming applications under direct supervision.
- Support and installation of software applications/operating systems under direct supervision.
- Participate in the testing process under direct supervision.
- Documents and maintains software functionality under direct supervision.
- Assists with software testing, documentation, and general software development of geospatial applications.

Earth Observation Solutions Software Developer

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 3-6 years of development experience. Cross-platform experience a plus. Experience working on geospatial projects a plus.

Functional Responsibilities Include:

- Design, modification, development, and implementation of software programming applications.
- Develop geospatial software for desktop, web, cloud, database, or mobile solutions.
- Support and installation of software applications/operating systems.
- Participation in the testing process through test review and analysis.
- Documents and maintains software functionality.
- Familiar with a variety of the field's concepts, practices, and procedures.

Earth Observation Solutions Software Developer II

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 6-10 years of development experience. Cross-platform experience a plus. Geospatial software development experience required.

Functional Responsibilities Include:

- Design, code, test, debug and document software per the functional requirements.
- Develop geospatial software for desktop, web, cloud, database, or mobile solutions.
- Analyze, diagnose and resolve errors related to their applications.
- Investigate operational or systematic problems and user queries as required.
- Provide ad hoc reporting and analysis as required.
- Documents and maintains software functionality.
- Familiar with a variety of the field's concepts, practices, and procedures.

Earth Observation Solutions Senior Software Developer

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 10+ years of development experience, technical lead responsibilities. Geospatial software development experience required.

Functional Responsibilities Include:

- Lead and provide input to the technical team and internal users
- Develop geospatial software for desktop, web, cloud, database, or mobile solutions.
- Work with development teams and senior designers on complex projects to develop architectural requirements to ensure client satisfaction with the product.
- Provide technical expertise across multiple areas of application development.
- Design, code, test, debug and document software per the functional requirements
- Analyze, diagnose and resolve errors related to their applications.
- Investigate operational or systematic problems and user queries as required.
- Provide ad hoc reporting and analysis as required.



- Interact and communicate effectively with all levels of staff, senior management and customers.

Earth Observation Solutions GIS Analyst II

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management, or other related technical discipline is desired, however equivalent experience will be considered.

Minimum/General Experience: 2 years' experience, specialized in design, integration and operation of advanced computer systems or experience in design, operations, and integration of geospatial applications.

Functional Responsibilities Include:

- Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location.
- Extracts data from GIS software (aka geospatial software) and uses analysis methods to arrive at results.
- Recommends appropriate reactionary strategies in response to GIS analysis.
- Provides maps and data sets to clients to supplement analysis.
- Knowledgeable of GIS software and technology. May work in conjunction with CADD drafters and technicians.

Earth Observation Solutions GIS Analyst IV

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management, or other related technical discipline is desired, however equivalent experience will be considered.

Minimum/General Experience: 6 years' experience, of which a minimum of 3 years must be specialized in design, integration and operation of advanced computer systems or experience in design, operations, and integration of GIS applications.

Functional Responsibilities Include:

- Analyze and collect all information from geographical information systems from various resources.
- Prepare and maintain all relational databases, prepare appropriate documents and coordinate with digitizer to analyze same.
- Perform analysis on all geospatial data and monitor multiple sources to develop exceptional geospatial intelligence products effectively.
- Prepare and analyze all assessment reports and ensure accuracy and quality in all findings.
- Monitor and compile terrain data from various sources and administer multiple data sources for accurate information.
- Extracts data from GIS software (aka geospatial software) and uses analysis methods to arrive at results.
- Coordinate with both internal and external clients and provide an appropriate hardcopy for any commercial-related products.
- Provide expert knowledge on all issues related to terrains and provide a solution to resolve it efficiently.
- Prepare a design for the database and make required changes to all control procedures and ensure optimal accuracy.
- Coordinate with internal/external clients and establish all project requirements to develop various GIS software.
- Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. May require additional certification.

Earth Observation Solutions GIS Developer

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management or other related technical discipline is desired, however equivalent experience will be considered.

Minimum/General Experience: 3 years of experience. Geospatial software development experience required.

Functional Responsibilities Include:

- Plans, develops, tests, and documents client/server applications programs.



- Expert level understanding and experience in software development using Geospatial Applications such as Esri.
- Extensive experience in integrating web-based services.
- Experience in the integration of software components as part of a large enterprise system.
- Troubleshooting software configuration problems.
- Experience performing automated software builds.
- Development of web pages and portals.
- Extensive experience with web page layout and graphical design.
- Experience with client-side web development languages.

Earth Observation Solutions GIS Developer II

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management or other related technical disciplines.

Minimum/General Experience: 6 years of experience. Geospatial software development experience required.

Functional Responsibilities Include:

- Creates web-enabled and printable maps using ESRI mapping software. This includes producing ad hoc data analysis reports in multiple formats.
- Integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. This includes creating enhancements to existing GIS software and web-based applications.
- Coordinates and executes activities needed to design and build applications to support the Geographic Information System (GIS).
- Provides technical support to users by diagnosing and resolving software issues.
- Utilizes experience with GIS software and knowledge of data collection methods to design and develop complex GIS database models and templates.

Earth Observation Solutions Junior Software Test Engineer

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management, or other related technical disciplines.

Minimum/General Experience: 0-3 years of experience. Geospatial software development experience a plus.

Functional Responsibilities Include:

- Testing and validation of full-tier systems for web-based and desktop applications utilizing manual and automated testing procedures and software under supervision.
- Provide feedback to developers about testing strategies, design fixes and patches.
- Write end-to-end detailed and complete defects that allow non-technical staff to reproduce issues under supervision.
- Demonstrates issues discovered in testing and can show how to reach issues.

Earth Observation Solutions Software Test Engineer

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management, or other related technical disciplines.

Minimum/General Experience: 6 years of experience. Geospatial software development experience a plus.

Functional Responsibilities Include:

- Execute and complete full-tier system testing for web-based and desktop applications utilizing manual and automated testing procedures and software.
- Provide feedback to developers about testing strategies, design fixes and patches.
- Identify test requirements from specifications, map test case requirements and design test coverage plan.
- Write end-to-end detailed and complete defects that allow non-technical staff to reproduce issues.
- Creation and execution of system test plans.



- Demonstrates issues discovered in testing and can show how to reach the issue.

Earth Observation Solutions Business Analyst III

Education: Bachelor's degree in computer science, geography, earth sciences, engineering, business, management, finance or other related disciplines.

Minimum/General Experience: 4 years of experience. Geospatial project experience a plus.

Functional Responsibilities Include:

- Reviews, analyzes and evaluates user needs to create systems solutions that support overall business strategies.
- Documents and is a steward on the requirements of business systems, especially non-spatial systems and how they integrate with spatial systems.
- Defines scope and objectives, and creates system specifications that drive system development and implementation.
- Incumbents function as a liaison between IT and users and have both business and technical expertise. Contributes to moderately complex aspects of a project.
- Work is generally independent and collaborative in nature.

Earth Observation Solutions Business Analyst IV

Education: Bachelor's degree in computer science, geography, earth sciences, engineering, business, management, finance or other related disciplines.

Minimum/General Experience: 8 years of experience. Geospatial project experience a plus.

Functional Responsibilities Include:

- Reviews, analyzes and evaluates user needs to create systems solutions that support overall business strategies.
- Documents and is knowledgeable of the requirements of business systems, especially non-spatial systems and how they integrate with spatial systems.
- Creates system specifications that drive system development and implementation.
- May supervise and guide lower-level business systems analysis staff. Incumbents function as a liaison between IT and users and have both business and technical expertise.
- A specialist on complex technical and business matters.
- Work is highly independent however provides leadership for the work group.

Earth Observation Solutions Graphic Designer

Education: Bachelor's degree in graphics design, computer science, or other related disciplines.

Minimum/General Experience: 6 years of experience. Geospatial project experience a plus.

Functional Responsibilities Include:

- Create new and original design and web projects based on client specifications and needs.
- Use digital illustration, photo-editing software, and layout software.
- Create and maintain files for all creative assets and resources, such as software, art materials, and special fonts, which are needed for record-keeping and referencing on client projects.
- Evaluate and manage production resources to ensure work is delivered timely.
- Work with other members of the development team to maximize creativity and excellence in performance and delivery.
- Maintaining and enhancing websites by adding and improving design and interactive features.
- Supervise and mentor design staff on project execution and submit performance reports on assigned projects to clients and stakeholders.
- Supports graphic development for GIS projects.



Earth Observation Solutions Graphic Designer UI/UX

Education: Bachelor's degree in design, computer science or other related disciplines.

Minimum/General Experience: 3 years of experience. Geospatial project experience a plus.

Functional Responsibilities Include:

- Evaluating existing applications and their UX (user experience) effectiveness
- Measuring the human-computer interaction (HCI) element of a design
- Using online tools, such as screen readers to determine the effectiveness of media
- Conducting user testing of applications, software and websites
- Creating and implementing interaction models, user flows, and user interface specifications
- Communicating scenarios, end-to-end experiences, interaction models, and screen designs with other members of the team
- Developing and maintaining design wireframes and specifications of best practices to share with the design team as new projects begin.
- Supports graphic development for GIS projects.

Earth Observation Solutions iOS Developer

Education: Bachelor's degree in computer science, geography, geology, earth sciences, engineering, business or management or other related technical discipline is desired, but equivalent experience will be considered.

Minimum/General Experience: 2-4 years of development experience. Geospatial project experience a plus.

Functional Responsibilities Include:

- Design and build applications for the iOS platform
- Ensure the performance, quality, and responsiveness of applications
- Collaborate with the team to define, design, and deploy new features
- Identify and correct bottlenecks and fix bugs
- Help maintain code quality, organization, and automatization
- Can support mobile software development of iOS applications for geospatial projects.



Labor Category Descriptions – SIN 5415S (IT Professional Services)

Velosys, LLC offers the following Labor Category Descriptions to support the effort contemplated herein. For all labor categories listed, candidates not possessing a bachelor's degree would need 2 additional years of experience and candidates without a master's degree would need 4 additional years of experience.

Program Manager

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 12 years' experience, of which a minimum of 8 years must be specialized in managing projects, contracts, funds, and resources at the division level.

Functional Responsibilities Include:

- Provide oversight on existing programs in addition to team management and driving project completion, providing definition and facilitation of project deliverables. Oversee daily activities of the team and aids whenever needed.
- Work with management, financial, and IT teams to support business program execution.
- Work with management to analyze program proposals and program objectives. Develop program plan, budget, schedule, and scope.
- Develop program management standards and methodologies to achieve program goals. Monitor and control expenses within allotted budgets.
- Perform resource allocation and workload assignments for timely deliveries. Perform business contract negotiations with clients as needed.
- Ensure that program deliverables meet quality standards and project requirements. Develop best practices to improve program performance.
- Develop and maintain program documentation.
- Assist in recruitment and employment activities.
- Organize job training and maintain training materials. Follow and enforce company policies and regulations.
- Mine and coordinate resource sharing between constituent projects to overall benefit of program. Utilize rigorous risk identification and mitigation process on an ongoing basis and convey effectively to internal management. May oversee junior program or departmental managers.

Project Coordinator

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 10 years' experience of which a minimum of 6 years must be specialized in managing projects/departments.

Functional Responsibilities Include:

- Coordinate project management activities, resources, equipment and information
- Break projects into attainable actions and set timeframes
- Assist in defining requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Help prepare budgets and analyze risks
- Monitor project progress and manage any issues that arise
- Point of contact for communicating project status to all participants
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests



Project Manager I

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 4 years' experience, of which a minimum of 1 year must be specialized in managing projects, contracts, funds, and resources at the division level.

Functional Responsibilities Include:

- Create and initiate logistics to maintain projects onsite.
- Create, design and develop project management processes ensuring high-quality standards. Direct and support technical teams in designing, executing and implementing projects.
- Assess, review and resolve problems arising in the execution of projects.
- Ensure completion of projects in a timely manner and within the budget limits.
- Manage official correspondence and interact with contractors and project executors.
- Manage resources, budgets and allocations for the project within the project parameters. Ensure completion of projects in a timely manner and within the budget limits.
- Evaluate, assess and improvise chain of command and protocol to ensure smooth execution of the project.
- Ensure compliance of the project with the established standards and procedures of the company. Maintain and update project-related databases in a timely manner.
- Maintain and manage inventories.
- Enforce work standards in compliance with the best practices, standards and procedures of the company.

Project Manager II

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 6 years' experience, of which a minimum of 3 years must be specialized in managing projects, contracts, funds, and resources at the division level.

Functional Responsibilities Include:

- Create and initiate logistics to maintain projects onsite.
- Create, design and develop project management processes ensuring high-quality standards.
- Direct and support technical teams in designing, executing and implementing projects. Assess, review and resolve problems arising in the execution of projects.
- Manage resources, budgets and allocations for the project within the project parameters. Ensure completion of projects in a timely manner and within the budget limits.
- Manage official correspondence and interact with contractors and project executors. Evaluate, assess and improvise chain of command and protocol to ensure smooth execution of the project.
- Ensure compliance of the project with the established standards and procedures of the company. Maintain and update project-related databases in a timely manner.
- Maintain and manage inventories.
- Enforce work standards in compliance with the best practices, standards and procedures of the company. May oversee multiple projects and supervise junior project managers.

Senior Architect

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 10 years' experience and may be expected to have an advanced degree in the area of specialty and at least 7 years of experience in the field or a related area.

Functional Responsibilities Include:

- Responsible for initial design and development of new software or extensive software revisions.
- Defines product requirements and creates high-level architectural specifications, ensuring feasibility, functionality, and integration with existing systems/platforms.



- Demonstrates expertise in a variety of the field's concepts, practices, and procedures.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Provides consultation on complex projects and is the top-level contributor/specialist.
- May guide a team of developers through the project to completion.

Junior Developer

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 0-3 years of development experience. Cross-platform experience a plus.

Functional Responsibilities Include:

- Assist in the design, modification, development and implementation of software programming applications under direct supervision.
- Support and installation of software applications/operating systems under direct supervision.
- Participate in the testing process under direct supervision.
- Documents and maintains software functionality under direct supervision.

Software Developer

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 3-6 years of development experience. Cross-platform experience a plus.

Functional Responsibilities Include:

- Design, modification, development, and implementation of software programming applications.
- Support and installation of software applications/operating systems.
- Participation in the testing process through test review and analysis.
- Documents and maintains software functionality.
- Familiar with a variety of the field's concepts, practices, and procedures.

Software Developer II

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 6-10 years of development experience. Cross-platform experience a plus.

Functional Responsibilities Include:

- Design, code, test, debug and document software per the functional requirements.
- Analyze, diagnose and resolve errors related to their applications.
- Investigate operational or systematic problems and user queries as required.
- Provide ad hoc reporting and analysis as required.
- Documents and maintains software functionality.
- Familiar with a variety of the field's concepts, practices, and procedures.

Senior Software Developer

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 10+ years of development experience, technical lead responsibilities.

Functional Responsibilities Include:

- Lead and provide input to the technical team and internal users
- Work with development teams and senior designers on complex projects to develop architectural requirements to ensure client satisfaction with the product.
- Provide technical expertise across multiple areas of application development.



- Design, code, test, debug and document software per the functional requirements
- Analyze, diagnose and resolve errors related to their applications.
- Investigate operational or systematic problems and user queries as required.
- Provide ad hoc reporting and analysis as required.
- Interact and communicate effectively with all levels of staff, senior management and customers.

GIS Analyst II

Education: Bachelor's degree in computer science, engineering, geography, or other related technical discipline is desired, however equivalent experience will be considered.

Minimum/General Experience: 2 years' experience, specialized in design, integration and operation of advanced computer systems or experience in design, operations, and integration of GIS applications.

Functional Responsibilities Include:

- Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location.
- Extracts data from GIS software and uses varying analysis methods to arrive at results.
- Recommends appropriate reactionary strategies in response to GIS analysis.
- Provides maps and data sets to clients to supplement analysis.
- Knowledgeable of GIS software and technology. May work in conjunction with CADD drafters and technicians.

GIS Analyst IV

Education: Bachelor's degree in computer science, engineering, geography, or other related technical discipline is desired, however equivalent experience will be considered.

Minimum/General Experience: 6 years' experience, of which a minimum of 3 years must be specialized in design, integration and operation of advanced computer systems or experience in design, operations, and integration of GIS applications.

Functional Responsibilities Include:

- Analyze and collect all information from geographical information systems from various resources.
- Prepare and maintain all relational databases, prepare appropriate documents and coordinate with digitizer to analyze same.
- Perform analysis on all geospatial data and monitor multiple sources to develop exceptional geospatial intelligence products effectively.
- Prepare and analyze all assessment reports and ensure accuracy and quality in all findings.
- Monitor and compile all terrain data from various sources and administer multiple data sources for accurate information.
- Coordinate with both internal and external clients and provide an appropriate hardcopy for any commercial-related products.
- Provide expert knowledge on all issues related to terrains and provide a solution to resolve it efficiently.
- Prepare a design for the database and make required changes to all control procedures and ensure optimal accuracy.
- Coordinate with internal/external clients and establish all project requirements to develop various GIS software.
- Relies on extensive experience and judgment to plan and accomplish goals. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department. May require additional certification.



GIS Developer

Education: Bachelor's degree in computer science, engineering, geography or other related technical discipline is desired, however equivalent experience will be considered.

Minimum/General Experience: 3 years of experience.

Functional Responsibilities Include:

- Plans, develops, tests, and documents client/server applications programs.
- Expert level understanding and experience in software development using Geospatial Applications such as Esri.
- Extensive experience in integrating web-based services.
- Experience in the integration of software components as part of a large enterprise system.
- Troubleshooting software configuration problems.
- Experience performing automated software builds.
- Development of web pages and portals.
- Extensive experience with web page layout and graphical design.
- Experience with client-side web development languages.

GIS Developer II

Education: Bachelor's degree in computer science, engineering, geography, or other related technical disciplines.

Minimum/General Experience: 6 years of experience.

Functional Responsibilities Include:

- Creates web-enabled and printable maps using ESRI mapping software. This includes producing ad hoc data analysis reports in multiple formats.
- Integrates hardware, software, and data for capturing, managing, analyzing, and displaying all forms of geographically referenced information. This includes creating enhancements to existing GIS software and web-based applications.
- Coordinates and executes activities needed to design and build applications to support the Geographic Information System (GIS).
- Provides technical support to users by diagnosing and resolving software issues.
- Utilizes experience with GIS software and knowledge of data collection methods to design and develop complex GIS database models and templates.

Junior Software Test Engineer

Education: Bachelor's degree in computer science, engineering, mathematics, or other related technical disciplines.

Minimum/General Experience: 0-3 years of experience.

Functional Responsibilities Include:

- Testing and validation of full-tier systems for web-based and desktop applications utilizing manual and automated testing procedures and software under supervision.
- Provide feedback to developers about testing strategies, design fixes and patches.
- Write end-to-end detailed and complete defects that allow non-technical staff to reproduce issues under supervision.
- Demonstrates issues discovered in testing and can show how to reach issues.



Software Test Engineer

Education: Bachelor's degree in computer science, engineering, mathematics, or other related technical disciplines.

Minimum/General Experience: 6 years of experience.

Functional Responsibilities Include:

- Execute and complete full-tier system testing for web-based and desktop applications utilizing manual and automated testing procedures and software.
- Provide feedback to developers about testing strategies, design fixes and patches.
- Identify test requirements from specifications, map test case requirements and design test coverage plan.
- Write end-to-end detailed and complete defects that allow non-technical staff to reproduce issues.
- Creation and execution of system test plans.
- Demonstrates issues discovered in testing and can show how to reach the issue.

Business Analyst III

Education: Bachelor's degree in computer science, engineering, mathematics, finance or other related disciplines.

Minimum/General Experience: 4 years of experience.

Functional Responsibilities Include:

- Reviews, analyzes and evaluates user needs to create systems solutions that support overall business strategies.
- Documents system requirements, defines scope and objectives, and creates system specifications that drive system development and implementation.
- Incumbents function as a liaison between IT and users and have both business and technical expertise. Contributes to moderately complex aspects of a project.
- Work is generally independent and collaborative in nature.

Business Analyst IV

Education: Bachelor's degree in computer science, engineering, mathematics, finance or other related disciplines.

Minimum/General Experience: 8 years of experience.

Functional Responsibilities Include:

- Reviews, analyzes and evaluates user needs to create systems solutions that support overall business strategies.
- Documents system requirements, defines scope and objectives, and creates system specifications that drive system development and implementation.
- May supervise and guide lower-level business systems analysis staff. Incumbents function as a liaison between IT and users and have both business and technical expertise.
- A specialist on complex technical and business matters.
- Work is highly independent however provides leadership for the work group.

Graphic Designer

Education: Bachelor's degree in graphics design, or other related disciplines.

Minimum/General Experience: 6 years of experience.

Functional Responsibilities Include:

- Create new and original design and web projects based on client specifications and needs.
- Use digital illustration, photo-editing software, and layout software.
- Create and maintain files for all creative assets and resources, such as software, art materials, and special fonts, which are needed for record-keeping and referencing on client projects.
- Evaluate and manage production resources to ensure work is delivered timely.



- Work with other members of the development team to maximize creativity and excellence in performance and delivery.
- Maintaining and enhancing websites by adding and improving design and interactive features.
- Supervise and mentor design staff on project execution and submit performance reports on assigned projects to clients and stakeholders.

Graphic Designer UI/UX

Education: Bachelor's degree in design, computer science or other related disciplines.

Minimum/General Experience: 3 years of experience.

Functional Responsibilities Include:

- Evaluating existing applications and their UX (user experience) effectiveness
- Measuring the human-computer interaction (HCI) element of a design
- Using online tools, such as screen readers to determine the effectiveness of media
- Conducting user testing of applications, software and websites
- Creating and implementing interaction models, user flows, and user interface specifications
- Communicating scenarios, end-to-end experiences, interaction models, and screen designs with other members of the team
- Developing and maintaining design wireframes and specifications of best practices to share with the design team as new projects begin.

iOS Developer

Education: Bachelor's degree in computer science, engineering, mathematics, business or management is desired, but equivalent experience will be considered.

Minimum/General Experience: 2-4 years of development experience.

Functional Responsibilities Include:

- Design and build applications for the iOS platform
- Ensure the performance, quality, and responsiveness of applications
- Collaborate with the team to define, design, and deploy new features
- Identify and correct bottlenecks and fix bugs
- Help maintain code quality, organization, and automatization



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 541370GEO/5415S)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 541370GEO and 5415S Information Technology and Professional Services apply exclusively to IT Professional Services within the scope of this MAS 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, 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 SERVICE

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

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

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



- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refer to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.



b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 541370GEO and 5415S Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

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