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AUTHORIZED FEDERAL ACQUISITION SERVICE
MAS – Multiple Award Schedule

SIN: 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
OLM – Order level Materials

FPDS Code D301 IT Facility Operation and Maintenance FPDS Code D302 IT
Systems Development Services FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D316 IT Network Management Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

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: Offerors 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.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address GSA *Advantage!*® is: GSAAdvantage.gov

Clarus Group, LLC.

9401 Indian Creek Pkway #500

Overland Park, KS 66210

(913) 599-5525

www.clarusgroup.com

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Business Size: Small Business
Contract Number: 47QTCA20D00BC
Contract Period: June 16, 2020 – June 15, 2025

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INFORMATION FOR ORDERING ACTIVITIES

APPLICABLE TO ALL SPECIAL ITEM NUMBERS SPECIAL NOTICE TO

AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service Schedule Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Acquisition Service, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!® on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!® and the Federal Acquisition Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

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1. GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas only.
- The Geographic Scope of Contract will be domestic only.

2. CONTRACTOR'S ORDERING ADDRESS and PAYMENT INFORMATION:

**Clarus Group, LLC.
9401 Indian Creek Pkway # 500
Overland Park, KS 66210**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

3. LIABILITY FOR INJURY OR DAMAGE:

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Acquisition Service Schedule

Block 16: Data Universal Numbering System (DUNS) **808544170**

Number:Block 30: Type of Contractor

Block 31:

Block 36: Contractor's Taxpayer Identification Number (TIN):

4a. CAGE Code:

4b. Contractor has registered with the Central Contractor Registration Database. YES

5. FOB: Destination

6. Delivery Schedule: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<u>a. Special Item Number</u>	<u>Delivery Time (ARO Days)</u>
54151S	30 Days
OLM	30 Days

b. URGENT REQUIREMENTS: When the Federal Acquisition Service Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 1% 20 Days, Net 30 Days
- b. Quantity: 1.5% order over \$300,000.00
- c. Dollar Value: None
- d. Other: None

8. TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING: 15 Days (aro)

10. SMALL REQUIREMENTS: \$100.00

11. MAXIMUM ORDER: SINS(S) - 54151S - \$500,000.00

12. ORDERING PROCEDURES FOR FEDERAL ACQUISITIONS SERVICE SCHEDULE CONTRACTS:

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work

13. Federal INFORMATION TECHNOLOGY/TELECOMMUNICATION

STANDARDS REQUIREMENTS: ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS

(FIPS PUBS): Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS),



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5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED- STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.



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(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent 14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

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arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product Categories

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Acquisition Service Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Acquisition Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Acquisition Service Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Acquisition Service Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Acquisition Service Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Acquisition Service Schedule; and
- (4) All clauses applicable to items not on the Federal Acquisition Service Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made



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in any literature, description, drawings and/or specifications furnished by the Contractor.

- b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None Applicable

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.clarusgroup.com The EIT standard can be found at: www.Section508.gov/.



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24. PRIME CONTRACTOR ORDERING FROM FEDERAL ACQUISITION SERVICE SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Acquisition Service Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Acquisition Service Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____.
In the event of any inconsistency between the terms and conditions of this order and those of your Federal Acquisition Service Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C.



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**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY
PROFESSIONAL SERVICES - SPECIAL ITEM NUMBER 54151S**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51, 132-51STLOC, and 132-51RC - Information Technology Professional Services apply exclusively to IT 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

- 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.



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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



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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

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.

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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/EC 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 52.232-7 (DEC 2002), (Alternate II - Feb 2002) (Deviation - May 2003) 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 52.232-7 (DEC 2002), (Alternate II - Feb 2002) (Deviation - May 2003)) applies to labor-hour orders placed under this contract.

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 SERVICES AND PRICING

SIN 54151S - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES



Innovation Delivered

LABOR CATEGORY DESCRIPTIONS SINS 54151S

Education Substitutions for Labor Categories:

Degree	Experience Equivalent
Bachelors	Associate degree plus two years' experience
Masters	Bachelor's degree plus two years of experience, or Associates degree plus four years' experience
PhD/Doctorate	Master's degree plus two years' experience or Bachelor's degree plus four years' experience or Associates degree plus six years' experience

The years of experience substituted may be used to satisfy education requirements.

Experience Substitutions for Labor Categories:

Degree	Equal-To Years of Experience
Bachelors	Two Years
Masters	Four Years

May be used to satisfy experience requirements when minimum Education requirements are

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
1	Program Director	Program Directors plan and manage information technology programs to control overall project scope, budgets and schedule for multi-purpose engagements. They are responsible for the administration and complete performance of all phases of a project within the specifications of the contract and in a manner that satisfies the client and fulfills the performance standards of the company. Plans, directs, and supervises all technical, fiscal, and administrative functions of a project, including coordinating the responsibilities and task assignments of key project personnel.	10	Bachelors
2	Project Manager	The Project Manager manages, plans and coordinates activities of projects. This individual performs day-to-day management of projects involving teams consisting of information technology or management professionals who are involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing IT systems. The Project Manager establishes work plans and coordinates staffing for each phase of the project and arranges for recruitment and/or assignment of project personnel. The Project manager identifies functional or cross-functional requirements and resources required for each task.	8	Bachelors
3	Task Manager	Task Managers apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations. The Task Manager monitors quality across multiple projects. This individual establishes and maintains technical and financial reports to show progress of projects to management and customers, organizes and assigns responsibilities to subordinates, and oversees the assigned tasks.	5	Bachelors
4	Subject Matter Expert III	The Subject Matter Expert III has industry experience in the relevant subject matter and/or customer's organization. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer requirements. The Subject Matter III is highly experienced in the industry regarding the stated information technology. The Subject Matter Expert III provides thought leadership related to current and future customer plans and future customer plans regarding stated information technology.	12	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
5	Subject Matter Expert II	The Subject Matter II has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specifications. The Subject Matter Expert II is highly experienced in the industry regarding information technology. The Subject Matter Expert II provides thought leadership related to current and future customer plans regarding the stated information technology.	10	Bachelors
6	Subject Matter Expert I	The Subject Matter Expert I have industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert I is highly experienced in the industry regarding information technology. The Subject Matter Expert I provide thought leadership related to current and future customer plans regarding the stated information technology.	8	Bachelors
7	Technical Architect II	The Technical Architect II provides thought leadership related to current and future customer plans regarding the stated information technology. The Technical Architect II possesses knowledge of the future direction and trends associated with information technology. The Technical Architect IIs have experience in designing and implementing information architecture solutions for information technology. The Technical Architect II designs architecture to include the software, hardware, and communications to support customer requirements as well as providing for present and future cross- functional requirements and interfaces.	10	Bachelors
8	Technical Architect I	The Technical Architect I provide thought leadership related to current and future customer plans regarding the stated information technology. The Technical Architect I possess knowledge of the future direction and trends associated with information technology. The Technical Architect I have experience in designing or implementing information architecture solutions for information technology. The Technical Architect I designs architecture to include the software, hardware, and communications to support customer requirements as well as providing for present and future cross-functional requirements and interfaces.	7	Bachelors
9	Salesforce Architect II	The Salesforce Architect II provides thought leadership related to large-scale application integration system planning. The Salesforce Architect demonstrates competence in the specification of application integration plans conforming the enterprise architecture, implementation and coordination of integration activities for complex information systems. The Salesforce Architect is responsible for architecture, strategy, solutions and delivery of applications that support the Salesforce.com. This application area includes Salesforce.com, mobile (custom and purchased solutions) and other sales and service channel technologies. This position partners with the business, IT and 3rd parties to design and develop applications which will be leveraged across the organization and integrated with others. Works closely	10	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
		with Project Managers, Senior Business Analyst and directly with business teams to meet client needs. Has ownership of the solution from end-to-end and responsible for architecting and documenting technical solution based on project requirements and industry best practices. Leads and mentors the development team on the project. Additionally, the Salesforce Technical Architect defines, documents and enforces sound development and governance practices and ensures the quality delivery of enterprise solutions.		
10	Salesforce Architect I	<p>The Salesforce Architect provides thought leadership related to large-scale application integration system planning. The Salesforce Architect demonstrates competence in the specification of application integration plans conforming the enterprise architecture, implementation and coordination of integration activities for complex information systems. The Salesforce Architect is responsible for architecture, strategy, solutions and delivery of applications that support the Salesforce.com. This application area includes Salesforce.com, mobile (custom and purchased solutions) and other sales and service channel technologies. This position partners with the business, IT and 3rd parties to design and develop applications which will be leveraged across the organization and integrated with others. Works closely with Project Managers, Senior Business Analyst and directly with business teams to meet client needs. Has ownership of the solution from end-to-end and responsible for architecting and documenting technical solution based on project requirements and industry best practices. Leads and mentors the development team on the project. Additionally, the Salesforce Technical Architect defines, documents and enforces sound development and governance practices and ensures the quality delivery of enterprise solutions.</p> <p>Level I Salesforce Architects have less autonomy than Level II Salesforce Architects.</p>	8	Bachelors
11	SF Administrator III	<p>Salesforce Administrator III supervises and manages the daily activities of configuration and operation of Salesforce based business systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Aids users in accessing and using business systems. Oversees the feature request/support backlog and works with the CEO and consulting partner to prioritize and execute on it. Evangelizes and drives user adoption across the organization to ensure a successful rollout. Implements enhancements and rolls out new features. Executes solution design activities such as data mapping, object modeling, page layout design and definition in the context of the Salesforce application. Creates training materials and user documentation and maintains such documentation as business needs evolve.</p> <p>Level III is competent in Salesforce based business systems and concepts and may lead staff assisting in the work.</p>	7	Bachelors
12	SF Administrator II	Salesforce Administrator II supervises and manages the daily activities of configuration and operation of Salesforce based business systems. Optimizes system operation and resource	5	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
		<p>utilization and performs system capacity analysis and planning. Aids users in accessing and using business systems. Oversees the feature request/support backlog and works with the CEO and consulting partner to prioritize and execute on it. Evangelizes and drives user adoption across the organization to ensure a successful rollout. Implements enhancements and rolls out new features. Executes solution design activities such as data mapping, object modeling, page layout design and definition in the context of the Salesforce application. Creates training materials and user documentation and maintains such documentation as business needs evolve.</p> <p>Level II SF Administrators perform more varied and difficult tasks compared to Level I SF Administrators yet has less autonomy than Level III SF Administrators.</p>		
13	SF Administrator I	<p>Salesforce Administrator performs the daily activities of configuration and operation of Salesforce based business systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Aids users in accessing and using business systems. Performs the feature request/support backlog and works with the project team and stakeholders to execute on it. Drives user adoption across the organization to ensure a successful rollout. Implements enhancements and rolls out new features. Assists in solution design activities such as data mapping, object modeling, page layout design in the context of the Salesforce application. Creates training materials and user documentation and maintains such documentation as business needs evolve.</p> <p>Level I SF Administrators perform more routine aspects of the position and is supervised by higher levels.</p>	2	Associates
14	Consultant III	<p>Consultant III apply their skills in such areas as system development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Consultants may perform tasks such as:</p> <ul style="list-style-type: none"> -Develop functional and technical information designs; -Supervise analysts and others in the development of system designs, software development, system testing, or training curricula; -Lead business process redesign teams in development of new business processes and/or architectures; -Design training programs for stakeholders and users; -Participate in quality reviews to ensure work complies with specified standards; -Develop teamwork plans; -Perform workflow analyses; -Design and manage data and databases; -Define information systems requirements. <p>Level III is competent is subject matter and concepts and may lead individuals assisting in the work.</p>	8	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
15	Consultant II	<p>Consultant II applies their skills in such areas as systems development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Consultants may perform tasks such as:</p> <ul style="list-style-type: none"> -Develop functional and technical information designs; -Supervise analysts and others in the development of system designs, software development, system testing, or training curricula; -Lead business process redesign teams in development of new business processes and/or architectures; -Design training programs for stakeholders and users; -Participate in quality reviews to ensure work complies with specified standards; -Develop teamwork plans; -Perform workflow analyses; -Design and manage data and databases; -Define information systems requirements. <p>Level II Consultants performs more varied and difficult tasks compared to Level I Consultants yet has less autonomy than Level III Consultants.</p>	5	Bachelors
16	Consultant I	<p>Consultant I apply their skills in such areas as system development, knowledge of business processes, technical background or supervisory capacity to implement business solutions. For example, Consultants may perform tasks such as:</p> <ul style="list-style-type: none"> -Develop functional and technical information designs; -Supervise analysts and others in the development of system designs, software development, system testing, or training curricula; -Lead business process redesign teams in development of new business processes and/or architectures; -Design training programs for stakeholders and users; -Participate in quality reviews to ensure work complies with specified standards; -Develop teamwork plans; -Perform workflow analyses; -Design and manage data and databases; -Define information systems requirements. <p>Level I Consultants perform more routine aspects of the position and are supervised by higher levels.</p>	3	Bachelors
17	Technical Writer	<p>The Technical Writer reviews, analyzes, and edits technical and functional documents. These documents include strategic plans, system specifications, system requirements, user manuals, and training manuals. Technical Writer responsibilities may include:</p> <ul style="list-style-type: none"> • Supporting the development of executive summaries of documents; • Performing research and analysis; • Preparing documentation for user interviews; • Supporting the requirements gathering sessions by performing scribe functions. • Determine the needs of end users of technical documentation. • Producing high-quality documentation that is appropriate for its intended audience. 	2	Bachelors

18	Release Train Engineer	<p>The Release Training Engineer (RTE) performs as a servant leader and coach for Agile Release Trains (ART) in aligning teams to a common business and technology mission. These cross-functional teams have all the capabilities – software, hardware, firmware, and others needed to define, implement, test, deploy, release and where applicable, operations solutions. RTEs communicate with stakeholders, escalate impediments, help manage risk, and drive improvements. Additionally, RTE participates in the Lean-Agile transformation, coaching leaders, teams, and Scrum Masters on processes and mindsets. RTEs may perform tasks such as:</p> <ul style="list-style-type: none"> • Manage and optimize the flow of value through the ART and Solution Train using various tools, such as the Program and Solution Kanbans and other information radiators • Establish and communicate the annual calendars for Iterations and Program Increments (PIs) • Facilitate PI Planning readiness by fostering a Continuous Exploration process which drives the synthesis of a Vision, a Roadmap, and Backlogs, and through Pre- and Post-PI Planning meetings Facilitate the PI planning event • Summarize Team PI Objectives into Program PI Objectives (the RTE) and publish them for visibility and transparency • Summarize program PI objectives into Solution PI Objectives (the STE) and publish them for visibility and transparency • Assist tracking the execution of features and capabilities • Facilitate periodic synchronization meetings, including the ART sync at the Essential Level and the value stream sync for Solution Trains • Assist with economic decision-making by facilitating feature and capability estimation by teams and the roll-up to Epics, where necessary • Coach leaders, teams, and Scrum Masters in Lean-Agile practices and mindsets • Help manage risks and dependencies • Escalate and track impediments • Provide input on resourcing to address critical bottlenecks • Encourage collaboration between teams and System and Solution Architects / Engineering • Work with Product and Solution Management, Product Owners, and other stakeholders to help ensure strategy and execution alignment • Improve the flow of value through value streams by improving and assessing the practices associated with DevOps and Release on Demand in the Continuous Delivery Pipeline • Help drive the Lean User Experience (UX) innovation cycle • Work with the Agile Program Management Office (APMO) on program execution and operational excellence (see Lean Portfolio Management) • Understand and operate within Lean Budgets and ensure adherence to Guardrails • Facilitate System Demos and Solution Demos • Drive relentless improvement via Inspect and Adapt workshops; assess the agility level of the ART and Solution Train and help them improve • Foster Communities of Practice and the use of engineering and Built-In Quality practices 	8	Bachelors

19	Agile Coach	<p>The Agile Coach may assist or lead teams to apply Agile thinking and methodologies to the specific environment and impediments they face. The Coach works as an advisor and helps the team(s) adapt the methodology to their environment, culture, and organization. Coaches are change agents who combine technical knowledge of Agile with an intrinsic motivation to improve the client’s software and systems development processes. Agile Coaches may perform tasks as:</p> <ul style="list-style-type: none"> • Communicate the business need, urgency, and vision for change. • Training executives, managers, and leaders by socializing new concepts and provide orientation and overview training. • Teach Agile to leaders, managers, and stakeholders. • Establishing a Lean-Agile Center of Excellence and assist with building and executing the transformation backlog. • Identifying Value Streams and Agile Release Trains (ARTs) – Working with stakeholders to understand the flow of value, identify value streams and ARTs to find those that are the most opportunistic for launch. • Creating the implementation plan for the rollout, communicate upcoming changes, and establish metrics. • Coach leadership and help facilitate the creation of new Agile Teams. They also train or source training of executives, leaders, development teams, and specialty roles—such as Product Owner, Product Manager, Scrum Master, and Release Train Engineer (RTE). • Assess and evolve launch and backlog readiness. • Coach leaders and stakeholders to build and maintain the Vision, Roadmap, and Program Backlogs. • Coach teams, Product Owners, Product Managers, Architects, and RTEs. • Guide the shift from project-to-product with a focus on Customer Centricity and Design Thinking as part of Agile Product 	8	Bachelors
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ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
19	Agile Coach	<p>The Agile Coach may assist or lead teams to apply Agile thinking and methodologies to the specific environment and impediments they face. The Coach works as an advisor and helps the team(s) adapt the methodology to their environment, culture, and organization. Coaches are change agents who combine technical knowledge of Agile with an intrinsic motivation to improve the client's software and systems development processes. Agile Coaches may perform tasks as:</p> <ul style="list-style-type: none"> • Communicate the business need, urgency, and vision for change. • Training executives, managers, and leaders by socializing new concepts and provide orientation and overview training. • Teach Agile to leaders, managers, and stakeholders. • Establishing a Lean-Agile Center of Excellence and assist with building and executing the transformation backlog. • Identifying Value Streams and Agile Release Trains (ARTs) – Working with stakeholders to understand the flow of value, identify value streams and ARTs to find those that are the most opportunistic for launch. • Creating the implementation plan for the rollout, communicate upcoming changes, and establish metrics. • Coach leadership and help facilitate the creation of new Agile Teams. They also train or source training of executives, leaders, development teams, and specialty roles—such as Product Owner, Product Manager, Scrum Master, and Release Train Engineer (RTE). • Assess and evolve launch and backlog readiness. • Coach leaders and stakeholders to build and maintain the Vision, Roadmap, and Program Backlogs. • Coach teams, Product Owners, Product Managers, Architects, and RTEs. • Guide the shift from project-to-product with a focus on Customer Centricity and Design Thinking as part of Agile Product 	8	Bachelors

20	Scrum Master	<p>The Scrum Master may facilitate or guide a software development product owner, team, and organization on how to use Agile/Scrum concepts, values, practices, and principles focusing on improving team effectiveness. Scrum Masters are servant leaders and coaches for an Agile Team. They help educate the team in Scrum, Extreme Programming (XP), Kanban, ensuring that the agreed Agile process is being followed. They also help remove impediments and foster an environment for high-performing team dynamics, continuous flow, and relentless improvement. Scrum Masters may perform tasks such as:</p> <ul style="list-style-type: none"> • Supports the team rules – Scrum Master is responsible for reinforcing them. May include the rules of Scrum, Built-In Quality practices from Extreme Programming (XP), Work in Process (WIP) limits from Kanban, and any other process rules the team has agreed. • Facilitates the team’s progress toward team goals • Leads team efforts in relentless improvement – Helps the team improve and take responsibility for their actions; facilitates the team retrospective. Teaches problem-solving techniques and helps the team become better problem-solvers for themselves. • Facilitates meetings – Facilitates team meetings, including (where applicable) the Daily Stand-up, Iteration Planning, Iteration Review, and Iteration Retrospective. • Supports the Product Owner – The Scrum Master helps the Product Owner in their efforts to manage the backlog and guide the team while facilitating a healthy team dynamic with respect to priorities and scope. • Eliminates impediments – Many blocking issues will be beyond the team’s authority or may require support from other teams. The Scrum Master supports the team in addressing and eliminating these issues to improve the likelihood of achieving the objectives of the Iteration. • Builds a high-performing team – Focuses on ever-improving team dynamics and performance. Helps the team manage interpersonal conflicts, challenges, and opportunities for growth. Escalates people problems to management where necessary, but only after internal team processes have failed to resolve the issue; helps individuals and teams through personnel changes. • Coordinates with other teams – The Scrum Master supports the team’s efforts to continuously improve communications and relationships with other teams. They frequently represent the team in the Scrum of Scrums (SoS), helping the team remain aware of opportunities to engage and improve program effectiveness. They also often help the team build effective relationships with the System Team, User Experience, Architecture, and Shared Services. • Enables organizational effectiveness – The Scrum Master works with other Scrum Masters and stakeholders to help the team contribute towards improving the overall development Value Stream. <p>Supports estimating – Guides the team in establishing normalized estimates and helps the team understand how to estimate Features and Capabilities.</p>	6	Bachelors
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21	Business Analyst III	<p>The Business Analyst III provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements or user stories. The Business Analyst uses available computer systems, tools, and personnel to carry out analysis to support stakeholder's quest for performance improvement in determining the most useful business solution. In addition, the Business Analyst may:</p> <ul style="list-style-type: none"> -Implement a detailed management plan for each project and facilitate regular stakeholder meetings in keeping all parties updated on project progress; -Determine and document user requirements for business processes; -Review and analyze information, forecasts, data, methods, processes, schedules, systems, resources, and procedures; -Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Change Management, Lean, Business Analysis and Technical Analysis. <p>Level III is competent in the subject matter and concepts and may lead staff assisting in the work.</p>	7	Bachelors
22	Business Analyst II	<p>The Business Analyst II provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements or user stories. The Business Analyst uses available computer systems, tools, and personnel to carry out analysis to support stakeholder's quest for performance improvement in determining the most useful business solution. In addition, the Business Analyst may:</p> <ul style="list-style-type: none"> -Implement a detailed management plan for each project and facilitate regular stakeholder meetings in keeping all parties updated on project progress; -Determine and document user requirements for business processes; -Review and analyze information, forecasts, data, methods, processes, schedules, systems, resources, and procedures; -Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Change Management, Lean, Business Analysis and Technical Analysis. <p>Level II Business Analysts perform more varied and difficult tasks compared to Level I Business Analysts yet has less autonomy than Level III Business Analysts.</p>	3	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
23	Business Analyst I	<p>The Business Analyst I provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements or user stories. The Business Analyst uses available computer systems, tools, and personnel to carry out analysis to support stakeholder's quest for performance improvement in determining the most useful business solution. In addition, the Business Analyst may:</p> <ul style="list-style-type: none"> -Implement a detailed management plan for each project and facilitate regular stakeholder meetings in keeping all parties updated on project progress; -Determine and document user requirements for business processes; -Review and analyze information, forecasts, data, methods, processes, schedules, systems, resources, and procedures; -Provides expertise in, but not limited to, Configuration Management, Strategic Planning, Knowledge Management, Change Management, Lean, Business Analysis and Technical Analysis. <p>Level I Business Analysts performs more routine aspects of the position and is supervised by higher levels</p>	1	Bachelors
24	Quality Assurance Specialist	<p>The Quality Assurance Specialist may improve reliability of new product development processes, maintain customer/company quality standards, or review products, processes and systems on an ongoing basis to determine where improvements can be made. The Quality Assurance Specialist may:</p> <ul style="list-style-type: none"> -Develop and implement quality control methodologies to ensure compliance with quality assurance standards, guidelines, and procedures; -Develop and define major and minor characteristics of quality including quality metrics and scoring parameters and determines requisite quality control resources for work assignments; -Establish and maintain a process for evaluating hardware, software, and associated documentation and/or assist in evaluation; <p>Conduct and/or participate in formal and informal reviews at pre-determined points throughout the development life-cycle.</p>	3	Bachelors
25	Training Specialist	<p>The Training Specialist develops teaching outlines and determines instructional methods, using knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, or workshops. This individual prepares, organizes and leads training sessions covering standard, specialized, tailored training or counseling in designated areas.</p>	2	Bachelors
26	Functional Specialist III	<p>The Functional Specialist III provides knowledge in industry, process or technology areas. The Functional Specialist III responsibilities may include:</p> <ul style="list-style-type: none"> -Plan and manage the work of information system's project teams; 	8	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
		<ul style="list-style-type: none"> -Design and implement new organizational structures, streamline processes, conceptual designs and development of training curricula; -Assist organizations to translate its vision and strategy into core business process in better supporting the organization; -Lead customers through streamlining, reengineering and transforming business processes; -Develop and execute project budgets. <p>Level III Functional Specialists are competent in the subject matter and concepts and may lead individuals assisting in the work.</p>		
27	Functional Specialist II	<p>The Functional Specialist II provides knowledge in industry, process or technology areas. The Functional Specialist II responsibilities may include:</p> <ul style="list-style-type: none"> -Plan and manage the work of information system's project teams; -Design and implement new organizational structures, streamline processes, conceptual design and development of training curricula; -Assist organizations to translate its vision and strategy into core business process in better supporting the organization; -Lead customers through streamlining, reengineering and transforming business processes; -Develop and execute project budgets. <p>Level II Functional Specialists performs more varied and difficult tasks compared to Level I Functional Specialists yet has less autonomy than Level III Functional Specialists.</p>	5	Bachelors
28	Functional Specialist I	<p>The Functional Specialist I provide knowledge in industry, process, or technology areas. The Functional Specialist I responsibilities may include:</p> <ul style="list-style-type: none"> -Plan and manage the work of information systems project teams; -Design and implement new organizational structures, streamline processes, conceptual design and development of training curricula; -Assist organizations to translate its vision and strategy into core business process in better supporting the organization; -Lead customers through streamlining, reengineering and transforming business processes; -Develop and execute project budgets. <p>Level I Functional Specialist performs more routine aspects of the position and is supervised by higher levels.</p>	3	Bachelors



Innovation Delivered

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
28	Developer Consultant III	<p>The Developer Consultant I develops complex solutions to both business and technical problems through detailed analysis, negotiation and coordination with stakeholders. The Developer Consultant I responsibilities may include:</p> <ul style="list-style-type: none">-Utilize innovation, experience and judgment to take decisions on basis of partial information;-Identify new products as well as processes to attain strategic business objectives;-Ensures to make strategic decisions in best aligning to long- term business and financial performance;-Manages resources and forecasts resource utilization;-Prepare systems diagrams and flow charts to support problem analysis;-Lead the preparation of design documentation.-Design, code, debug, test and record software as per organization's systems standards, policies, procedures and security requirements;	8	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
		<ul style="list-style-type: none"> -Prepare test data for string, unit and parallel testing; -Evaluate business needs and develop software solutions inclusive of custom developed as well as off shelf software; -Interact with IT, vendors, business users and clients to define existing and future application needs; -Contribute to strategic decisions having impact on discipline. -Comply with established procedures for project maintenance tasks. <p>Level III Developer Consultants are competent in the subject matter and concepts and may lead individuals assisting in the work.</p>		
29	Developer Consultant II	<p>The Developer Consultant I develops complex solutions to both business and technical problems through detailed analysis, negotiation and coordination with stakeholders. The Developer Consultant I responsibilities may include:</p> <ul style="list-style-type: none"> -Utilize innovation, experience and judgment to take decisions on basis of partial information; -Identify new products as well as processes to attain strategic business objectives; -Ensures to make strategic decisions in best aligning to long- term business and financial performance; -Manages resources and forecasts resource utilization; -Prepare systems diagrams and flow charts to support problem analysis; -Lead the preparation of design documentation. -Design, code, debug, test and record software as per organization's systems standards, policies, procedures and security requirements; -Prepare test data for string, unit and parallel testing; -Evaluate business needs and develop software solutions inclusive of custom developed as well as off shelf software; -Interact with IT, vendors, business users and clients to define existing and future application needs; -Contribute to strategic decisions having impact on discipline. -Comply with established procedures for project maintenance tasks. <p>Level II Developer Consultants performs more varied and difficult tasks compared to Level I Developer Consultants yet has less autonomy then Level III Developer Consultants.</p>	5	Bachelors
30	Developer Consultant I	<p>The Developer Consultant I develops complex solutions to both business and technical problems through detailed analysis, negotiation and coordination with stakeholders. The Developer Consultant I responsibilities may include:</p> <ul style="list-style-type: none"> -Utilize innovation, experience and judgment to take decisions on basis of partial information; -Identify new products as well as processes to attain strategic business objectives; -Ensures to make strategic decisions in best aligning to long- term business and financial performance; -Manages resources and forecasts resource utilization; -Prepare systems diagrams and flow charts to support problem analysis; -Lead the preparation of design documentation. 	3	Bachelors

ID	Labor Category	Labor Category Description	Min Yrs. Experience	Min Education
		<ul style="list-style-type: none"> - Design, code, debug, test and record software as per organization's systems standards, policies, procedures and security requirements; -Prepare test data for string, unit and parallel testing; -Evaluate business needs and develop software solutions inclusive of custom developed as well as off shelf software; -Interact with IT, vendors, business users and clients to define existing and future application needs; -Contribute to strategic decisions having impact on discipline. -Comply with established procedures for project maintenance tasks. <p>Level I Developer Consultants performs more routine aspects of the position and is supervised by higher levels.</p>		
31	Junior Salesforce Administrator	<p>Junior Salesforce Administrator works as part of a team in performing the daily activities of configuration and operation of Salesforce based business systems. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Aids users in accessing and using business systems. Performs the feature request/support backlog and works with the project team and stakeholders to execute on it. Drives user adoption across the organization to ensure a successful rollout. Implements enhancements and rolls out new features. Assists in solution design activities such as data mapping, object modeling, page layout design in the context of the Salesforce application. Creates training materials and user documentation and maintains such documentation as business needs evolve.</p> <p>Junior Salesforce Administrator performs basic aspects of the position and is supervised by higher levels.</p>	.5 - 2	Associates

GSA Price List Effective 06.15.2020						
SIN	Job Title	Year 1	Year 2	Year 3	Year 4	Year 5
54151S	Program Director	\$167.51	\$170.86	\$174.27	\$177.76	\$181.31
54151S	Project Manager	\$153.54	\$156.61	\$159.74	\$162.94	\$166.20
54151S	Task Manager	\$110.00	\$112.20	\$114.44	\$116.73	\$119.07
54151S	Subject Matter Expert III	\$201.01	\$205.03	\$209.13	\$213.31	\$217.58
54151S	Subject Matter Expert II	\$167.51	\$170.86	\$174.27	\$177.76	\$181.31
54151S	Subject Matter Expert I	\$143.58	\$146.45	\$149.38	\$152.36	\$155.41
54151S	Technical Architect II	\$191.44	\$195.26	\$199.17	\$203.15	\$207.22
54151S	Technical Architect I	\$167.51	\$170.86	\$174.27	\$177.76	\$181.31
54151S	Salesforce Architect II	\$191.44	\$195.26	\$199.17	\$203.15	\$207.22
54151S	Salesforce Architect I	\$167.51	\$170.86	\$174.27	\$177.76	\$181.31
54151S	SF Administrator III	\$191.44	\$195.26	\$199.17	\$203.15	\$207.22
54151S	SF Administrator II	\$167.51	\$170.86	\$174.27	\$177.76	\$181.31
54151S	SF Administrator I	\$143.58	\$146.45	\$149.38	\$152.36	\$155.41
54151S	Consultant III	\$114.86	\$117.16	\$119.50	\$121.89	\$124.33
54151S	Consultant II	\$94.04	\$95.92	\$97.84	\$99.80	\$101.79
54151S	Consultant I	\$70.09	\$71.50	\$72.93	\$74.38	\$75.87
54151S	Technical Writer	\$67.00	\$68.34	\$69.71	\$71.10	\$72.53
54151S	Release Train Engineer	\$175.99	\$179.51	\$183.10	\$186.76	\$190.49
54151S	Agile Coach	\$175.99	\$179.51	\$183.10	\$186.76	\$190.49
54151S	Scum Master	\$94.04	\$95.92	\$97.84	\$99.80	\$101.79
54151S	Business Analyst III	\$165.42	\$168.73	\$172.10	\$175.54	\$179.06
54151S	Business Analyst II	\$126.55	\$129.08	\$131.66	\$134.30	\$136.98
54151S	Business Analyst I	\$115.99	\$118.31	\$120.68	\$123.09	\$125.56
54151S	Quality Assurance Specialist	\$130.76	\$133.38	\$136.04	\$138.76	\$141.54
54151S	Training Specialist	\$86.15	\$87.87	\$89.63	\$91.42	\$93.25
54151S	Functional Specialist III	\$165.42	\$168.73	\$172.10	\$175.54	\$179.06
54151S	Functional Specialist II	\$130.09	\$132.69	\$135.34	\$138.05	\$140.81
54151S	Functional Specialist I	\$112.95	\$115.21	\$117.51	\$119.86	\$122.26
54151S	Developer Consultant III	\$152.67	\$155.72	\$158.84	\$162.01	\$165.25
54151S	Developer Consultant II	\$131.61	\$134.24	\$136.93	\$139.67	\$142.46
54151S	Developer Consultant I	\$110.55	\$112.77	\$115.02	\$117.32	\$119.67
54151S	Junior Salesforce Administrator	\$78.97	\$80.55	\$82.16	\$83.80	\$85.48