GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Information Technology Schedule Pricelist
General Purpose Commercial Information Technology
Equipment, Software And Services

132-51 Information Technology Professional Services
132-56 Health Information Technology Services

Contract Number: 47QTCA19D0014
Period Covered: October 24, 2018 through October 23, 2023

Effective Date: October 24, 2018

TOTAL SOLUTIONS, INC.
Small business, WOSB, SDB, EDWOSB

1626 County Line Road Madison, Alabama 35756
256-721-3987
256-464-7178 fax
www.totalsolutions-inc.com

DUNS Number: 93-803-5573
CAGE Code: 04DS9

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Information Technology Schedule Pricelist

General Purpose Commercial Information Technology
Equipment, Software And Services

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.

"Prices Shown Herein are Net 15 (discount deducted)".

Schedule Title: 70 - General Purpose Commercial Information Technology Equipment, Software and Services

Special Item Number 132-51 – Information Technology (IT) Professional Services
Subject to Cooperative Purchasing and Disaster Recovery

- FSC/PSC Class D301 - Facility Management
- FSC/PSC Class D302 - Systems Development Services
- FSC/PSC Class D306 - Systems Analysis Services
- FSC/PSC Class D307 - Automated Information Systems Services
- FSC/PSC Class D308 - Programming Services
- FSC/PSC Class D310 - Backup and Security Services
- FSC/PSC Class D311 - Data Conversion Services
- FSC/PSC Class D317 - Creation/Retrieval of IT Related Data Services
- FSC/PSC Class D317 - Creation/Retrieval of Other Information Services
- FSC/PSC Class D399 - Other Information Technology Services, Not Elsewhere Classified

Special Item Number 132-56 – Health Information Technology (IT) Services
Subject to Cooperative Purchasing and Disaster Recovery

- FSC/PSC Class D302 - Systems Development Services
- FSC/PSC Class D306 - Systems Analysis Services
- FSC/PSC Class D307 - Automated Information Systems Services
- FSC/PSC Class D308 - Programming Services
- FSC/PSC Class D310 - Backup and Security Services
- FSC/PSC Class D311 - Data Conversion Services
- FSC/PSC Class D317 - Creation/Retrieval of IT Related Data Services
- FSC/PSC Class D317 - Creation/Retrieval of Other Information Services
- FSC/PSC Class 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.

Contractor Name:	Total Solutions, Inc.
Address:	1626 County Line Road,
	Madison, Alabama 35756
Phone Number:	256-721-3987
Fax Number:	256-464-7178
Web site:	www.totalsolutions-inc.com
Contact for Contract Administration:	Virginia C. Moorefield
Business size:	Small business, WOSB, SDB, EDWOSB
Contract Number:	47QTCA19D0014
Period Covered by Contract:	October 24, 2018 through October 23, 2023

General Services Administration
Federal Acquisition Service

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

For more information on ordering from Federal Supply Schedules click on the FSS Schedules at https://www.gsa.gov/acquisition/purchasing-programs/gsa-schedules/for-federal-agency-customers-ordering-from-schedules.

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COMPANY OVERVIEW & OFFERED SERVICES

Total Solutions, Inc. (TSI) is an SBA certified Small Disadvantaged Business (SDB), National Women Business Owners Corporation (NWBOC) certified Woman Business Enterprise (WBE), and self-certified Economically Disadvantaged Woman Owned Small Business (EDWOSB).

Total Solutions has over 21 years of experience providing federal agencies administrative, management consulting, operational, professional, technical and technology support services. We are a mature company with a track record of providing responsive services as demonstrated through our successful completion of over 500 federal government contracts and task orders. Our staff, consultants and subject matter experts have provided a breadth of information technology and health information technology support services support in the proposed SIN codes for our clients including the Department of Health and Human Services (DHHS) - Centers for Disease Control and Prevention (CDC), CMS, DoE, NASA, US Air Force Academy (USAFA), US Army and USDA in which we developed a wide-range of transferrable qualifications, skillsets and expertise. This experience-coupled with our domain expertise and access to hundreds of pre-qualified technology and healthcare professionals will allow Total Solutions to provide our Federal clients with best-in-class services among small business federal contractors.
The commitment and dedication of our company and the services we provide to our government clients that build the foundation of our response to this source sought notice consist of:

- ✓ Cost-effective solutions, technology and tools
- ✓ Superior track record for maintaining a trained contractor team
- ✓ Practical management approach with clearly defined responsibilities for efficient performance and contract management
- ✓ Continuous improvement in processes, methodologies, communications and technologies ensuring TOTAL customer satisfaction

Total Solutions, our staff, consultants and subcontractor partners provide our clients:

- ✓ application and software development;
- ✓ bio, health and laboratory informatics;
- ✓ business process improvement;
- ✓ configuration management;
- ✓ database development and maintenance;
- ✓ demographic, economic and statistical analysis;
- ✓ educational IT support;
- ✓ full lifecycle development;
- ✓ helpdesk support;
- ✓ information/knowledge management; modeling and simulation;
- ✓ network design and installation;
- ✓ network/server administration;
- ✓ software engineering; software safety analysis;
- ✓ software testing;
- ✓ systems analysis and integration;
- ✓ system design, installation and maintenance;
- ✓ website development and management;
- ✓ 508 compliance;
- ✓ and a host of other technical support services.

INFORMATION FOR ORDERING ACTIVITIES

Applicable to all Special Item Numbers

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SPECIAL NOTICE TO AGENCIES: Small Business Participation
SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. 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 Supply Schedules, 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.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page (www.gsa.gov/fas) 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.

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:
[X]   The Geographic Scope of Contract will be domestic and overseas delivery.
[ ]   The Geographic Scope of Contract will be overseas delivery only.
[ ]   The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2.   CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

   Total Solutions, Inc.
   1626 County Line Road
   Madison AL 35756

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card).   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:

Phone Number: 256-705-0128

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

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: __938035573____
Block 30: Type of Contractor: A. Small Disadvantaged Business, B. Other Small Business
Copy the applicable letter and corresponding language from the following list
A.   Small Disadvantaged Business
B.   Other Small Business
C.   Large Business
G.   Other Nonprofit Organization
L.   Foreign Contractor
Block 31: Woman-Owned Small Business - __YES_____ **Yes or No**
Block 37: Contractor's Taxpayer Identification Number (TIN): ___63-1145292_____
Block 40: Veteran Owned Small Business (VOSB): ___No_____
Copy the applicable letter and corresponding language from the following list
        A: Service Disabled Veteran Owned Small Business
        B: Other Veteran Owned Small Business
4a.   CAGE Code: _04DS9____
4b.   Contractor has registered with the Central Contractor Registration Database.
Choose the appropriate language – has/has not – in the above sentence. (see 52.212-4).
CAGE Codes are assigned by the Defense Logistics Agency. If you do not currently have a CAGE Code, GSA will supply you with the form necessary to obtain a CAGE Code at a later date.

5.   FOB DESTINATION

6.   DELIVERY SCHEDULE

a.   TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-51_____	As negotiated with ordering Agency
132-56_____	As negotiated with ordering Agency

NOTE: The Time of Delivery stated should be identical to that shown in Blocks 19 and 20, Standard Form (1449). If Expedited Delivery and/or Overnight and 2-Day Delivery are offered under Clause F-FSS-202-G, provide information in this section of the pricelist.

b.   URGENT REQUIREMENTS: When the Federal Supply 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: _0__% - _0__ days from receipt of invoice or date of acceptance, whichever is later.

   b.   Quantity: 0%

   c.   Dollar Volume: $0.00

   d.   Other Special Discounts (i.e. Government Education Discounts, etc.): 0%

Provide complete information to explain all of the discounts offered. Copy the language in paragraphs "a" through "d" as applicable to your proposal.

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: None.

10.   Small Requirements: The minimum dollar of orders to be issued is $100.00.
See 52.216-19, ORDER LIMITATIONS, paragraph (a) Minimum Order.

11.   MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)

a.   The Maximum Order for the following Special Item Numbers (SINs) is $500,000:
Special Item Number 132-51 - Information Technology Professional Services
Special Item Number 132-56 - Information Technology Professional Services

12.   ORDERING PROCEDURES FOR FEDERAL SUPPLY 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), 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 2003)

(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. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(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.

(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 upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k)   Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

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 52.212-4)

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.gsaadvantage.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 Supply Schedule contract. 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 Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply 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 Supply 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 Supply Schedule is fair and reasonable;

(3)   The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4)   All clauses applicable to items not on the Federal Supply 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 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.

c.   The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

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:

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 or 132-9.

23.   SECTION 508 COMPLIANCE.
I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes _____X_____
No   _____

NOTE: Contractor should answer Yes or No

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.totalsolutions-inc.com.

NOTE: Contractor should insert the contractor's website or other location where full details can be found.

The EIT standard can be found at: www.Section508.gov/.

24.   PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.
Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply 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 Supply 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 Supply 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. 3324)

PRICE LIST – SPECIAL ITEM NUMBER 132-51

SIN Code	Labor Category	10/24/18 – 10/23/19	10/24/19 – 10/23/20	10/24/20 – 10/23/21	10/24/21 – 10/23/22	10/24/22 – 10/23/23
132-51	Analyst I	$ 51.16	$ 52.33	$ 53.54	$ 54.77	$ 56.03
132-51	Analyst II	$ 55.97	$ 57.25	$ 58.57	$ 59.92	$ 61.30
132-51	Analyst III	$ 62.67	$ 64.11	$ 65.59	$ 67.10	$ 68.64
132-51	Analyst IV	$ 82.04	$ 83.93	$ 85.86	$ 87.84	$ 89.86
132-51	Analyst V	$ 91.53	$ 93.64	$ 95.79	$ 97.99	$ 100.25
132-51	Computer Programmer I	$ 66.36	$ 67.89	$ 69.45	$ 71.05	$ 72.68
132-51	Computer Programmer II	$ 73.34	$ 75.03	$ 76.76	$ 78.52	$ 80.33
132-51	Computer Programmer III	$ 96.82	$ 99.05	$ 101.33	$ 103.66	$ 106.04
132-51	Computer Programmer IV	$ 106.51	$ 108.96	$ 111.47	$ 114.03	$ 116.65
132-51	Cost Analyst I	$ 104.13	$ 106.53	$ 108.98	$ 111.49	$ 114.05
132-51	Health Advisor I	$ 71.54	$ 73.18	$ 74.87	$ 76.59	$ 78.35
132-51	Health Advisor II	$ 81.04	$ 82.90	$ 84.81	$ 86.76	$ 88.75
132-51	Health Advisor III	$ 89.19	$ 91.24	$ 93.34	$ 95.49	$ 97.69
132-51	Health Advisor IV	$ 105.36	$ 107.78	$ 110.26	$ 112.79	$ 115.39
132-51	Health Advisor V	$ 117.19	$ 119.88	$ 122.64	$ 125.46	$ 128.34
132-51	Health Advisor VI	$ 140.67	$ 143.90	$ 147.21	$ 150.60	$ 154.06
132-51	Health Analyst I	$ 62.38	$ 63.81	$ 65.28	$ 66.78	$ 68.32
132-51	Health Analyst II	$ 100.85	$ 103.17	$ 105.54	$ 107.97	$ 110.45
132-51	Manager/Lead I	$ 110.59	$ 113.14	$ 115.74	$ 118.40	$ 121.12
132-51	Manager/Lead II	$ 125.48	$ 128.36	$ 131.32	$ 134.34	$ 137.43
132-51	Manager/Lead III	$ 152.08	$ 155.58	$ 159.16	$ 162.82	$ 166.56
132-51	Management Consultant I	$ 109.95	$ 112.48	$ 115.07	$ 117.72	$ 120.42
132-51	Management Consultant II	$ 120.41	$ 123.18	$ 126.01	$ 128.91	$ 131.87
132-51	Project Control Specialist I	$ 67.47	$ 69.02	$ 70.61	$ 72.23	$ 73.89
132-51	Project Lead I	$ 88.31	$ 90.34	$ 92.42	$ 94.54	$ 96.72
132-51	Quality Assurance Specialist I	$ 76.50	$ 78.26	$ 80.05	$ 81.90	$ 83.78
132-51	Quality Assurance Specialist II	$ 83.61	$ 85.54	$ 87.50	$ 89.52	$ 91.58
132-51	Senior Analyst I	$ 102.62	$ 104.98	$ 107.40	$ 109.87	$ 112.39
132-51	Senior Analyst II	$ 105.59	$ 108.02	$ 110.51	$ 113.05	$ 115.65
132-51	Senior Analyst III	$ 117.92	$ 120.63	$ 123.40	$ 126.24	$ 129.14
132-51	Senior Analyst IV	$ 125.06	$ 127.94	$ 130.88	$ 133.89	$ 136.97
132-51	Senior Analyst V	$ 131.60	$ 134.63	$ 137.72	$ 140.89	$ 144.13
132-51	Senior Analyst VI	$ 144.05	$ 147.37	$ 150.76	$ 154.22	$ 157.77
132-51	Subject Matter Expert I	$ 108.89	$ 111.40	$ 113.96	$ 116.58	$ 119.26
132-51	Subject Matter Expert II	$ 135.90	$ 139.03	$ 142.23	$ 145.50	$ 148.85
132-51	Subject Matter Expert III	$ 197.60	$ 202.15	$ 206.80	$ 211.55	$ 216.42
132-51	Subject Matter Expert IV	$ 223.41	$ 228.55	$ 233.80	$ 239.18	$ 244.68
132-51	Systems Administrator I	$ 81.33	$ 83.20	$ 85.11	$ 87.07	$ 89.07
132-51	Systems Analyst I	$ 65.03	$ 66.53	$ 68.06	$ 69.62	$ 71.23
132-51	Systems Analyst II	$ 83.58	$ 85.51	$ 87.47	$ 89.49	$ 91.54
132-51	Systems Analyst III	$ 96.82	$ 99.05	$ 101.33	$ 103.66	$ 106.04
132-51	Technical Writer/Editor I	$ 40.27	$ 41.19	$ 42.14	$ 43.11	$ 44.10
132-51	Technical Writer/Editor II	$ 60.11	$ 61.50	$ 62.91	$ 64.36	$ 65.84
132-51	Technical Writer/Editor III	$ 63.87	$ 65.33	$ 66.84	$ 68.37	$ 69.95

132-51	Technical Writer/Editor IV	$	69.92	$	71.53	$	73.17	$	74.85	$	76.58
132-51	Training Specialist/ Instructional Developer I	$	60.36	$	61.75	$	63.17	$	64.62	$	66.11
132-51	Training Specialist/ Instructional Developer II	$	68.06	$	69.63	$	71.23	$	72.87	$	74.54
132-51	Training Specialist/ Instructional Developer III	$	75.52	$	77.25	$	79.03	$	80.85	$	82.71
132-51	Training Specialist/ Instructional Developer IV	$	99.98	$	102.28	$	104.64	$	107.04	$	109.51
132-51	Training Specialist/ Instructional Developer V	$	126.56	$	129.47	$	132.44	$	135.49	$	138.61
132-51	Videographer/Multimedia Specialist I	$	69.34	$	70.93	$	72.56	$	74.23	$	75.94
132-51	Web Designer/Developer I	$	43.65	$	44.66	$	45.68	$	46.74	$	47.81
132-51	Web Designer/Developer II	$	52.07	$	53.26	$	54.49	$	55.74	$	57.02
132-51	Web Designer/Developer III	$	57.15	$	58.47	$	59.81	$	61.19	$	62.59
132-51	Web Designer/Developer IV	$	69.34	$	70.93	$	72.56	$	74.23	$	75.94
132-51	Web Designer/Developer V	$	79.77	$	81.61	$	83.48	$	85.40	$	87.37

LABOR CATEGORY DESCRIPTIONS: SPECIAL ITEM NUMBER 132-51

ANALYST
Functional Responsibilities:

Perform business process analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Identify opportunities to re-engineer business processes, improve efficiencies, and reduce costs. Provides comprehensive assessments and recommendations for existing and potential client programs and projects. Enhances the administrative operations of agency/client programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages program activities including staffing, coordinating meetings and committees, budgeting, and implementation of special projects. Establishes standard operating procedures. Develops, conducts and facilitates training. Evaluates program activities. Coordinates cooperation across government agencies/client organizations. Develops partnerships with government agencies, nonprofit organizations, and private sector.

Minimum Education and Experience:

All levels require bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field and an ability to maintain high degree of accuracy and precision is essential.

Level I – BS/BA or equivalent with one (1) year experience.
Level II - BS/BA or equivalent with three (3) years' experience.
Level III - BS/BA or equivalent with five (5) years' experience.
Level IV - BS/BA or equivalent with seven (7) years' experience.
Level V - BS/BA or equivalent with ten (10) years' experience.

COMPUTER PROGRAMMER
Functional Responsibilities:

Perform computer programming for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Plans full range of programming actions to produce interrelated but different products from numerous and diverse data elements for engineering, environmental, government military, public health, technology and other client agencies/organizations. Programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Performs elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. Applies expertise in programming procedures to complex programs; recommends redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Writes routine new programs using prescribed specifications, and confers with personnel to clarify procedures, processing logic, etc. Maintains and modifies routine programs, makes approved changes by amending program flow charts, develops detailed processing logic, and code changes, tests and documents modifications and writes operator instructions. Applies standard programming procedures and detailed knowledge of pertinent subject matter in programming. Solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. May perform routine programming assignments.

Minimum Education and Experience:

All levels require bachelor's degree or Technical Certificate in related field.
Level I – BS/BA or Technical Certificate and zero (0) year experience. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures

and data processing requirements.
Level II - BS/BA or Technical Certificate and two (2) years' experience.
Level III - BS/BA or Technical Certificate and five (5) years' experience.
Level IV - BS/BA and seven (7) years' experience.

COST ANALYST
Functional Responsibilities:
Perform cost analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The Cost Analyst develops investment costs, benefits, and risks as part of return on investment or benefits cost analyses. The Cost Analyst ensures that cross-functional, security, and other integration issues are addressed.

Minimum Education and Experience:
BS/BA or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field and two (2) years' experience.

HEALTH ADVISOR
Functional Responsibilities:
Provide technology-based health advisement for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Manage and evaluate programs for engineering, environmental, government military, public health, technology and other client agencies/organizations. Determines program objectives; develops work plan to implement an evaluation study; conducts assessment, measurement, and/or educational evaluations; delivers effective communication and presentation of results; conducts assessment methodology; performs educational research design and student learning outcomes.

Minimum Education and Experience:
All levels require proficiencies with information and computer systems and in MS Office package and familiarity with qualitative data analysis software packages.
Level I: BS/BA in related field or equivalent with one (1) year
Level II - BS/BA in related field or equivalent with three (3) years.
Level III - Masters in related field or equivalent and one (1) of experience.
Level IV - Masters in related field or equivalent and three (3) years of experience.
Level V - Masters in related field or equivalent and five (5) years of experience.
Level VI - Masters in related field or equivalent and seven (7) years of experience.

HEALTH ANALYST
Functional Responsibilities:
Provide technology-based health analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Oversees and develops data management systems, including computer programs to monitor data quality; communicates with project areas regarding study activities and protocols; analyzes data for reports, presentations and publications; assists in the review of study data for data quality; organizes study files, including data and correspondence files; performs scientific, medical and research literature searches in fields including but not limited to Behavioral and Social Sciences, Epidemiology, and Laboratory and prepares slides for scientific presentations; provides analytic support to multi-disciplinary teams in order to accomplish public health research and program goals.

Minimum Education and Experience:

Level I - BS/BA in related field or equivalent and minimum of one (1) year of relevant experience.
Level II - BS/BA in related field or equivalent and a minimum of five (5) years of related experience.

MANAGER/LEAD
Functional Responsibilities:
Provides project and program management for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Coordinates and monitors software projects from initiation through delivery. Manages the software development life cycle including research, architecture, development, customization, testing, and release. Serves as liaison between technical and non-technical departments in order to ensure that all targets and requirements are met. Ensures technical projects are completed on schedule and within budget. Is experienced in Agile development methodologies and tools. Provides excellent communication and interpersonal skills to collaborate with the development team and present project progress and status reports. Manages and monitors project budgets, burn rates, and expenditures. Oversees the timeliness and accuracy of all project deliverables.

Minimum Education and Experience:
All levels require degree equivalency in Computer Science, Mathematics, Information Systems, Engineering, Management, Human Resources, or other related field. Requires ability to maintain a high degree of accuracy and precision is essential.
Level I - BS/BA in related field or equivalent and three (3) years' experience.
Level II - BS/BA in related field or equivalent and seven (7) years' experience.
Level III - BS/BA in related field or equivalent and ten (10) years' experience.

MANAGEMENT CONSULTANT I
Functional Responsibilities:
Provides management consulting for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Analyzes organizational goals and objectives, operating environment and business processes to determine most efficient methods of accomplishing work. Trained in the analysis of business processes. Analyzes data and presents the data in sections of draft reports. Trained in the use of computer-based data analysis tools.

Minimum Education and Experience:
BS/BA or equivalent in related field and a minimum of five (5) years of related experience, of which three (3) years must be specialized in the areas of strategic planning, organizational assessment, business process improvement and/or business transformation.

MANAGEMENT CONSULTANT II
Functional Responsibilities:
Provides management consulting for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Analyzes organizational goals and objectives, operating environment and business processes to determine most efficient methods of accomplishing work. Analyzes data and prepares draft reports that inform clients of specific results and trends which might affect their program planning. Monitors newly implemented systems to assure smooth functioning. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. May manage a simple project or a specific task of a large project. Experienced in the use of computer-based data analysis tools.

Minimum Education and Experience:
BS/BA or equivalent in related field and a minimum of ten (10) years of related experience, of which five (5) years must be specialized in the areas of strategic planning, organizational assessment, business process improvement

and/or business transformation.

PROJECT CONTROL SPECIALIST I
Functional Responsibilities:
Provide project controls for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Plans, develops, organizes, coordinates, and manages IT projects. Develops requirements of IT product/service (including specifications, feasibility studies, requirement analysis, etc.) from inception to conclusion on simple to complex projects. Functions may include defining, acquiring, and assigning resources, developing and gaining approval of project plans and budgets, conducting cost/benefit analyses and risk assessments, monitoring and reviewing project progress, serving as liaison with customers, adjusting schedules and plans as necessary, identifying and resolving issues, and obtaining user acceptance of completed products/services. Also may include ensuring the technical proficiency and productivity of project staff and the quality of project deliverables.

Minimum Education and Experience:
BS/BA or equivalent in related field and three (3) years' experience.

PROJECT LEAD I
Functional Responsibilities:
Provides management and technical leadership for clients (engineering, environmental, government, military, public health, technology, and other client agencies/organizations), and IT applications. Plans, develops, organizes, coordinates, and manages IT projects. Develops requirements of IT product/service (including specifications, feasibility studies, requirement analysis, etc.) from inception to conclusion on simple to complex projects. Functions may include defining, acquiring, and assigning resources, developing and gaining approval of project plans and budgets, conducting cost/benefit analyses and risk assessments, monitoring and reviewing project progress, serving as liaison with customers, adjusting schedules and plans as necessary, identifying and resolving issues, and obtaining user acceptance of completed products/services. Also may include ensuring the technical proficiency and productivity of project staff and the quality of project deliverables.

Minimum Education and Experience:
BS/BA or equivalent in related field and three (3) years' experience.

QUALITY ASSURANCE (QA) SPECIALIST I
Functional Responsibilities:
Performs quality assurance for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Carries out procedures to ensure that all information system products and services meet organization standards and end-user requirements using analytical tools to quantitatively measure quality, reports on findings, and makes recommendations on changes to meet specifications and quality standards. Provides overall management functions that determines, defines, and implements QA/QC policies, programs, and procedures. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations.

Minimum Education and Experience:
Level I: BS/BA or equivalent in related field and one (1) year experience.
Level II: BS/BA or equivalent in related field and three (3) years' experience.

SENIOR ANALYST
Functional Responsibilities:

Performs analytical activities for clients (engineering, environmental, government, military, public health, technology, and other client agencies/organizations), and IT applications. Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education and Experience:
Level 1- Masters and at least one (1) year experience or BS/BA AND at least three (3) years' experience in related field or equivalent.
Level II - Masters and two (2) years' experience or BS/BA AND four (4) years' experience in related field or equivalent.
Level III - Masters and four (4) years of experience or BS/BA AND six (6) years of experience, qualifying as expert in the field in related field or equivalent.
Level IV - Masters and at least six (6) years' experience or BS/BA AND at least eight (8) years' experience.
Level V - Masters and eight (8) years' experience or BS/BA AND 12 years' experience in related field or equivalent.
Level VI - Masters and 10 years of experience or BS/BA AND 15 years' experience in related field or equivalent.

SUBJECT MATTER EXPERT
Functional Responsibilities:
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (IT applications), engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized and IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education and Experience:
All levels require bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related field and an ability to maintain high degree of accuracy and precision is essential.
Level I- BS/BA or equivalent and 10 years overall and five (5) years specialized technical and experience in project management and engineering.
Level II- BS/BA or equivalent and 15 years overall and 10 years specialized technical and/or business experience in project management and engineering.
Level III - BS/BA or equivalent and 17 years overall and 12 years specialized technical and business experience in project management and engineering.
Level IV - BS/BA or equivalent and 20 years overall and 15 years specialized technical and/or business experience in project management and engineering.

SYSTEMS ADMINISTRATOR
Functional Responsibilities:
Performs system administration for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

Minimum Education and Experience:
BS/BA or equivalent in Computer Science, Mathematics, Information Systems, Engineering, or other related field and two (2) years' experience.

SYSTEMS ANALYST I
Functional Responsibilities:
Performs systems analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Provides entry level systems development support using standard approaches. Devises and prepares layouts for computer systems requirements and develops procedures to process data by means of IT equipment. Analyzes a problem in light of equipment capability to determine technical approach. Formulates solutions to address identified software problems.

Minimum Education and Experience:
BS/BA in related field or equivalent and zero (0) to one (1) year experience.

SYSTEMS ANALYST II
Functional Responsibilities:
Performs systems analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Provides development services for relatively complex applications using standard approaches or less complex systems using new approaches. Designs and develops a data system. Develops plans for IT systems. Analyzes the problem and the information to be processed. Specifies computer programs and functions that meet the system design with efficiency and ease of maintenance. Develops computer programs. Verifies accuracy and completeness of programs by preparing sample data and coordinating test runs made by operating personnel. Evaluates and modifies existing programs to take into account changes in procedures or type of reports. Performs system development activities, design and configuration management as needed.

Minimum Education and Experience:
BS/BA in related field or equivalent and three (3) years' experience.

SYSTEMS ANALYST III
Functional Responsibilities:
Performs systems analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Provides high-level

expertise in developing complex systems involving new technologies, methods, concepts or approaches. Provides supervisory, technical, and administrative direction for personnel. Prepares and delivers presentations on the system concept. Formulates statements of management, scientific and business problems, and devises procedures for solution of problems. Applying analytical skills and a variety of IT technology. May develop test plans, procedures and data, and evaluates system, effectiveness and efficiency. Performs system development activities, design configuration management as needed.

Minimum Education and Experience:
BS/BA BS/BA in related field or equivalent and five (5) years' experience.

TECHNICAL WRITER/EDITOR
Functional Responsibilities:
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.

Minimum Education and Experience:
All levels require bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline.
Level I - BS/BA and one (1) year experience
Level II -BS/BA and three (3) years' experience.
Level III - BS/BA and five (5) years' experience.
Level IV - BS/BA and seven (7) years' experience.

TRAINING SPECIALIST/INSTRUCTIONAL DEVELOPER
Functional Responsibilities:
Provides training and instructional design services for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Under supervision, executes curriculum revision and maintenance for client agencies/organizations. Uses automation to decompose complex subjects into blocks of instruction, creates instruction plan and notes, and develops and integrates graphics/illustrations into instruction materials. Uses knowledge of the subject matter to create scenario-based training exercises. Incorporates new curriculum, develops classroom techniques, instructs, conducts learning assessments, test analysis and the development or revision of test/assessment tools. Develops training courses, prepares appropriate training materials and conducts research for the necessary materials to develop manuals. Provides guidance for instructor materials, such as, training aids, course materials, and background materials. Provides guidance for student materials, such as, course manuals, workbooks, handouts and certifications. Provides training by way of formal classroom courses, workshops, training via computer-based training. Also provides training for direct staff.

Minimum Education and Experience:
Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline
Level I: BS/BA and two (2) years' experience.
Level II - BS/BA and four (4) years' experience.
Level III - BS/BA and seven (7) years' experience.
Level IV - BS/BA and 10 years' experience.
Level V - BS/BA and 12 years' experience.

VIDEOGRAPHER/MULTIMEDIA SPECIALIST
Functional Responsibilities:
Performs videography/multimedia activities for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Videotapes and edits program material for engineering, environmental, government military, public health, technology and other client agencies/organizations. Receives specific instructions from a producer. Staff members in this classification are required to maintain a flexible work schedule in order to accommodate evening and weekend shifts and travel to on-site locations for taping.

Minimum Education and Experience:
Technical Certificate or Associates Degree with two (2) years' experience.

WEB DESIGNER/DEVELOPER
Functional Responsibilities:
Performs web design and development for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and IT applications. Designs, develops, troubleshoots, debugs, and implements software code for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, build, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design skills.

Minimum Education and Experience:
Level I: Technical Certificate or Associates Degree with zero (0) years' experience.
Level II: Technical Certificate or Associates Degree with two (2) years' experience.
Level III: Technical Certificate or Associates Degree with four (4) years' experience.
Level IV: Technical Certificate or Associates Degree with five (5) years' experience.
Level V: Technical Certificate or Associates Degree with seven (7) years' experience.

EXPERIENCE & DEGREE SUBSTITUTION

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Degree	Equivalent Experience	Other Equivalence
Bachelors	Associate degree +2 years relevant experience, or 4 years relevant experience	Professional certification or license
Masters	Bachelor's degree +2 years relevant experience, or Associate degree +4 years relevant experience	Professional certification or license
Doctorate	Master's degree +2 years relevant experience, or Bachelors + 4 years relevant experience	Professional certification or license

PRICE LIST – SPECIAL ITEM NUMBER 132-56

SIN Code	Labor Category	10/24/18 – 10/23/19	10/24/19 – 10/23/20	10/24/20 – 10/23/21	10/24/21 – 10/23/22	10/24/22 – 10/23/23
132-56	Health IT Analyst I	$ 51.16	$ 52.33	$ 53.54	$ 54.77	$ 56.03
132-56	Health IT Analyst II	$ 55.97	$ 57.25	$ 58.57	$ 59.92	$ 61.30
132-56	Health IT Analyst III	$ 62.67	$ 64.11	$ 65.59	$ 67.10	$ 68.64
132-56	Health IT Analyst IV	$ 82.04	$ 83.93	$ 85.86	$ 87.84	$ 89.86
132-56	Health IT Analyst V	$ 91.53	$ 93.64	$ 95.79	$ 97.99	$ 100.25
132-56	Health IT Computer Programmer I	$ 66.36	$ 67.89	$ 69.45	$ 71.05	$ 72.68
132-56	Health IT Computer Programmer II	$ 73.34	$ 75.03	$ 76.76	$ 78.52	$ 80.33
132-56	Health IT Computer Programmer III	$ 96.82	$ 99.05	$ 101.33	$ 103.66	$ 106.04
132-56	Health IT Computer Programmer IV	$ 106.51	$ 108.96	$ 111.47	$ 114.03	$ 116.65
132-56	Health IT Cost Analyst I	$ 104.13	$ 106.53	$ 108.98	$ 111.49	$ 114.05
132-56	Health Advisor I	$ 71.54	$ 73.18	$ 74.87	$ 76.59	$ 78.35
132-56	Health Advisor II	$ 81.04	$ 82.90	$ 84.81	$ 86.76	$ 88.75
132-56	Health Advisor III	$ 89.19	$ 91.24	$ 93.34	$ 95.49	$ 97.69
132-56	Health Advisor IV	$ 105.36	$ 107.78	$ 110.26	$ 112.79	$ 115.39
132-56	Health Advisor V	$ 117.19	$ 119.88	$ 122.64	$ 125.46	$ 128.34
132-56	Health Advisor VI	$ 140.67	$ 143.90	$ 147.21	$ 150.60	$ 154.06
132-56	Health Analyst I	$ 62.38	$ 63.81	$ 65.28	$ 66.78	$ 68.32
132-56	Health Analyst II	$ 100.85	$ 103.17	$ 105.54	$ 107.97	$ 110.45
132-56	Health IT Manager/Lead I	$ 110.59	$ 113.14	$ 115.74	$ 118.40	$ 121.12
132-56	Health IT Manager/Lead II	$ 125.48	$ 128.36	$ 131.32	$ 134.34	$ 137.43
132-56	Health IT Manager/Lead III	$ 152.08	$ 155.58	$ 159.16	$ 162.82	$ 166.56
132-56	Health IT Management Consultant I	$ 109.95	$ 112.48	$ 115.07	$ 117.72	$ 120.42
132-56	Health IT Management Consultant II	$ 120.41	$ 123.18	$ 126.01	$ 128.91	$ 131.87
132-56	Health IT Project Control Specialist I	$ 67.47	$ 69.02	$ 70.61	$ 72.23	$ 73.89
132-56	Health IT Project Lead I	$ 88.31	$ 90.34	$ 92.42	$ 94.54	$ 96.72
132-56	Health IT Quality Assurance Specialist I	$ 76.50	$ 78.26	$ 80.05	$ 81.90	$ 83.78
132-56	Health IT Quality Assurance Specialist II	$ 83.61	$ 85.54	$ 87.50	$ 89.52	$ 91.58
132-56	Health IT Senior Analyst I	$ 102.62	$ 104.98	$ 107.40	$ 109.87	$ 112.39
132-56	Health IT Senior Analyst II	$ 105.59	$ 108.02	$ 110.51	$ 113.05	$ 115.65
132-56	Health IT Senior Analyst III	$ 117.92	$ 120.63	$ 123.40	$ 126.24	$ 129.14
132-56	Health IT Senior Analyst IV	$ 125.06	$ 127.94	$ 130.88	$ 133.89	$ 136.97
132-56	Health IT Senior Analyst V	$ 131.60	$ 134.63	$ 137.72	$ 140.89	$ 144.13
132-56	Health IT Senior Analyst VI	$ 144.05	$ 147.37	$ 150.76	$ 154.22	$ 157.77
132-56	Health IT Subject Matter Expert I	$ 108.89	$ 111.40	$ 113.96	$ 116.58	$ 119.26
132-56	Health IT Subject Matter Expert II	$ 135.90	$ 139.03	$ 142.23	$ 145.50	$ 148.85
132-56	Health IT Subject Matter Expert III	$ 197.60	$ 202.15	$ 206.80	$ 211.55	$ 216.42
132-56	Health IT Subject Matter Expert IV	$ 223.41	$ 228.55	$ 233.80	$ 239.18	$ 244.68
132-56	Health IT Systems Administrator I	$ 81.33	$ 83.20	$ 85.11	$ 87.07	$ 89.07
132-56	Health IT Systems Analyst I	$ 65.03	$ 66.53	$ 68.06	$ 69.62	$ 71.23
132-56	Health IT Systems Analyst II	$ 83.58	$ 85.51	$ 87.47	$ 89.49	$ 91.54
132-56	Health IT Systems Analyst III	$ 96.82	$ 99.05	$ 101.33	$ 103.66	$ 106.04
132-56	Health IT Technical Writer/Editor I	$ 40.27	$ 41.19	$ 42.14	$ 43.11	$ 44.10

132-56	Health IT Technical Writer/Editor II	$ 60.11	$ 61.50	$ 62.91	$ 64.36	$ 65.84
132-56	Health IT Technical Writer/Editor III	$ 63.87	$ 65.33	$ 66.84	$ 68.37	$ 69.95
132-56	Health IT Technical Writer/Editor IV	$ 69.92	$ 71.53	$ 73.17	$ 74.85	$ 76.58
132-56	Health IT Training Specialist/ Instructional Developer I	$ 60.36	$ 61.75	$ 63.17	$ 64.62	$ 66.11
132-56	Health IT Training Specialist/ Instructional Developer II	$ 68.06	$ 69.63	$ 71.23	$ 72.87	$ 74.54
132-56	Health IT Training Specialist/ Instructional Developer III	$ 75.52	$ 77.25	$ 79.03	$ 80.85	$ 82.71
132-56	Health IT Training Specialist/ Instructional Developer IV	$ 99.98	$ 102.28	$ 104.64	$ 107.04	$ 109.51
132-56	Health IT Training Specialist/ Instructional Developer V	$ 126.56	$ 129.47	$ 132.44	$ 135.49	$ 138.61
132-56	Health IT Videographer/ Multimedia Specialist I	$ 69.34	$ 70.93	$ 72.56	$ 74.23	$ 75.94
132-56	Health IT Web Designer/Developer I	$ 43.65	$ 44.66	$ 45.68	$ 46.74	$ 47.81
132-56	Health IT Web Designer/Developer II	$ 52.07	$ 53.26	$ 54.49	$ 55.74	$ 57.02
132-56	Health IT Web Designer/Developer III	$ 57.15	$ 58.47	$ 59.81	$ 61.19	$ 62.59
132-56	Health IT Web Designer/Developer IV	$ 69.34	$ 70.93	$ 72.56	$ 74.23	$ 75.94
132-56	Health IT Web Designer/Developer V	$ 79.77	$ 81.61	$ 83.48	$ 85.40	$ 87.37

LABOR CATEGORY DESCRIPTIONS: SPECIAL ITEM NUMBER 132-56

Health IT ANALYST
Functional Responsibilities:
Perform business process analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Identify opportunities to re-engineer business processes, improve efficiencies, and reduce costs. Provides comprehensive assessments and recommendations for existing and potential client programs and projects. Enhances the administrative operations of agency/client programs. Develops, promotes, coordinates, and improves program policies, standards, activities, and opportunities. Supervises, coordinates, and manages program activities including staffing, coordinating meetings and committees, budgeting, and implementation of special projects. Establishes standard operating procedures. Develops, conducts and facilitates training. Evaluates program activities. Coordinates cooperation across government agencies/client organizations. Develops partnerships with government agencies, nonprofit organizations, and private sector.

Minimum Education and Experience:
All levels require bachelor's degree or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field and an ability to maintain high degree of accuracy and precision is essential.
Level I – BS/BA or equivalent with one (1) year experience.
Level II - BS/BA or equivalent with three (3) years' experience.
Level III - BS/BA or equivalent with five (5) years' experience.
Level IV - BS/BA or equivalent with seven (7) years' experience.
Level V - BS/BA or equivalent with ten (10) years' experience.

HEALTH IT COMPUTER PROGRAMMER
Functional Responsibilities:
Perform computer programming for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Plans full range of programming actions to produce interrelated but different products from numerous and diverse data elements for engineering, environmental, government military, public health, technology and other client agencies/organizations. Programs typically affect a broad multi-user computer system which meets the data processing needs of a broad area (e.g., manufacturing, logistics planning, finance management, human resources, or material management) or a computer system for a project in engineering, research, accounting, statistics, etc. Performs elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. Applies expertise in programming procedures to complex programs; recommends redesign of programs, investigates and analyzes feasibility and program requirements, and develops programming specifications. Writes routine new programs using prescribed specifications, and confers with personnel to clarify procedures, processing logic, etc. Maintains and modifies routine programs, makes approved changes by amending program flow charts, develops detailed processing logic, and code changes, tests and documents modifications and writes operator instructions. Applies standard programming procedures and detailed knowledge of pertinent subject matter in programming. Solves difficult programming problems, and uses knowledge of pertinent system software, computer equipment, work processes, regulations, and management practices. May perform routine programming assignments.

Minimum Education and Experience:
All levels require bachelor's degree or Technical Certificate in related field.
Level I – BS/BA or Technical Certificate and zero (0) year experience. Performs routine programming assignments that do not require skilled background experience but do require knowledge of established programming procedures

and data processing requirements.
Level II - BS/BA or Technical Certificate and two (2) years' experience.
Level III - BS/BA or Technical Certificate and five (5) years' experience.
Level IV - BS/BA and seven (7) years' experience.

HEALTH IT COST ANALYST
Functional Responsibilities:
Perform cost analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The Cost Analyst develops investment costs, benefits, and risks as part of return on investment or benefits cost analyses. The Cost Analyst ensures that cross-functional, security, and other integration issues are addressed.

Minimum Education and Experience:
BS/BA or equivalent in English, Literature, Computer Science, Information Systems, Engineering, Business, or other related field and two (2) years' experience.

HEALTH ADVISOR
Functional Responsibilities:
Provide technology-based health advisement for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Manage and evaluate programs for engineering, environmental, government military, public health, technology and other client agencies/organizations. Determines program objectives; develops work plan to implement an evaluation study; conducts assessment, measurement, and/or educational evaluations; delivers effective communication and presentation of results; conducts assessment methodology; performs educational research design and student learning outcomes.

Minimum Education and Experience:
All levels require proficiencies with information and computer systems and in MS Office package and familiarity with qualitative data analysis software packages.
Level I: BS/BA in related field or equivalent with one (1) year
Level II - BS/BA in related field or equivalent with three (3) years.
Level III - Masters in related field or equivalent and one (1) of experience.
Level IV - Masters in related field or equivalent and three (3) years of experience.
Level V - Masters in related field or equivalent and five (5) years of experience.
Level VI - Masters in related field or equivalent and seven (7) years of experience.

HEALTH IT HEALTH ANALYST
Functional Responsibilities:
Provide technology-based health analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Oversees and develops data management systems, including computer programs to monitor data quality; communicates with project areas regarding study activities and protocols; analyzes data for reports, presentations and publications; assists in the review of study data for data quality; organizes study files, including data and correspondence files; performs scientific, medical and research literature searches in fields including but not limited to Behavioral and Social Sciences, Epidemiology, and Laboratory and prepares slides for scientific presentations; provides analytic support to multi-disciplinary teams in order to accomplish public health research and program goals. Requires a BS/BA

Minimum Education and Experience:
Level I - BS/BA in related field or equivalent and minimum of one (1) year of relevant experience.
Level II - BS/BA in related field or equivalent and a minimum of five (5) years of related experience.

HEALTH IT MANAGER/LEAD
Functional Responsibilities:
Provides project and program management for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Coordinates and monitors software projects from initiation through delivery. Manages the software development life cycle including research, architecture, development, customization, testing, and release. Serves as liaison between technical and non-technical departments in order to ensure that all targets and requirements are met. Ensures technical projects are completed on schedule and within budget. Is experienced in Agile development methodologies and tools. Provides excellent communication and interpersonal skills to collaborate with the development team and present project progress and status reports. Manages and monitors project budgets, burn rates, and expenditures. Oversees the timeliness and accuracy of all project deliverables.
Minimum Education and Experience:
All levels require degree equivalency in Computer Science, Mathematics, Information Systems, Engineering, Management, Human Resources, or other related field. Requires ability to maintain a high degree of accuracy and precision is essential.
Level I - BS/BA in related field or equivalent and three (3) years' experience.
Level II - BS/BA in related field or equivalent and seven (7) years' experience.
Level III - BS/BA in related field or equivalent and ten (10) years' experience.

HEALTH IT MANAGEMENT CONSULTANT I
Functional Responsibilities:
Provides management consulting for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Analyzes organizational goals and objectives, operating environment and business processes to determine most efficient methods of accomplishing work. Trained in the analysis of business processes. Analyzes data and presents the data in sections of draft reports. Trained in the use of computer-based data analysis tools.

Minimum Education and Experience:
BS/BA or equivalent in related field and a minimum of five (5) years of related experience, of which three (3) years must be specialized in the areas of strategic planning, organizational assessment, business process improvement and/or business transformation.

HEALTH IT MANAGEMENT CONSULTANT II
Functional Responsibilities:
Provides management consulting for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Analyzes organizational goals and objectives, operating environment and business processes to determine most efficient methods of accomplishing work. Analyzes data and prepares draft reports that inform clients of specific results and trends which might affect their program planning. Monitors newly implemented systems to assure smooth functioning. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. May manage a simple project or a specific task of a large project. Experienced in the use of computer-based data analysis tools.

Minimum Education and Experience:

BS/BA or equivalent in related field and a minimum of ten (10) years of related experience, of which five (5) years must be specialized in the areas of strategic planning, organizational assessment, business process improvement and/or business transformation.

HEALTH IT PROJECT CONTROL SPECIALIST I
Functional Responsibilities:
Provide project controls for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Plans, develops, organizes, coordinates, and manages IT projects. Develops requirements of IT product/service (including specifications, feasibility studies, requirement analysis, etc.) from inception to conclusion on simple to complex projects. Functions may include defining, acquiring, and assigning resources, developing and gaining approval of project plans and budgets, conducting cost/benefit analyses and risk assessments, monitoring and reviewing project progress, serving as liaison with customers, adjusting schedules and plans as necessary, identifying and resolving issues, and obtaining user acceptance of completed products/services. Also may include ensuring the technical proficiency and productivity of project staff and the quality of project deliverables.

Minimum Education and Experience:
BS/BA or equivalent in related field and three (3) years' experience.

HEALTH IT PROJECT LEAD I
Functional Responsibilities:
Provides management and technical leadership for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Plans, develops, organizes, coordinates, and manages IT and health-IT projects. Develops requirements of IT product/service (including specifications, feasibility studies, requirement analysis, etc.) from inception to conclusion on simple to complex projects. Functions may include defining, acquiring, and assigning resources, developing and gaining approval of project plans and budgets, conducting cost/benefit analyses and risk assessments, monitoring and reviewing project progress, serving as liaison with customers, adjusting schedules and plans as necessary, identifying and resolving issues, and obtaining user acceptance of completed products/services. Also may include ensuring the technical proficiency and productivity of project staff and the quality of project deliverables.

Minimum Education and Experience:
BS/BA or equivalent in related field and three (3) years' experience.

HEALTH IT QUALITY ASSURANCE (QA) SPECIALIST I
Functional Responsibilities:
Performs quality assurance for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Carries out procedures to ensure that all information system products and services meet organization standards and end-user requirements using analytical tools to quantitatively measure quality, reports on findings, and makes recommendations on changes to meet specifications and quality standards. Provides overall management functions that determines, defines, and implements QA/QC policies, programs, and procedures. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations.

Minimum Education and Experience:

Level I: BS/BA or equivalent in related field and one (1) year experience.
Level II: BS/BA or equivalent in related field and three (3) years' experience.

HEALTH IT SENIOR ANALYST
Functional Responsibilities:
Performs analytical activities for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science, engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education and Experience:
Level 1- Masters and at least one (1) year experience or BS/BA AND at least three (3) years' experience in related field or equivalent.
Level II - Masters and two (2) years' experience or BS/BA AND four (4) years' experience in related field or equivalent.
Level III - Masters and four (4) years of experience or BS/BA AND six (6) years of experience, qualifying as expert in the field in related field or equivalent.
Level IV - Masters and at least six (6) years' experience or BS/BA AND at least eight (8) years' experience.
Level V - Masters and eight (8) years' experience or BS/BA AND 12 years' experience in related field or equivalent.
Level VI - Masters and 10 years of experience or BS/BA AND 15
years' experience in related field or equivalent.

HEALTH IT SUBJECT MATTER EXPERT
Functional Responsibilities:
Serves as subject matter expert, possessing in-depth knowledge of a particular area, such as business, computer science (health-IT applications), engineering, mathematics, applicable federal policies, regulations and standards, or the various sciences. Provides technical knowledge and analysis of highly specialized health-IT applications and operational environments, high-level functional systems analysis, design, integration, documentation and implementation advice on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and presentation phases. Applies principles, methods and knowledge of the functional area of capability to specific task order requirements, advanced mathematical principles and methods to exceptionally difficult and narrowly defined technical problems in engineering and other scientific applications to arrive at automated solutions.

Minimum Education and Experience:
All levels require bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related field and an ability to maintain high degree of accuracy and precision is essential.
Level I- BS/BA or equivalent and 10 years overall and five (5) years specialized technical and experience in project management and engineering.

Level II- BS/BA or equivalent and 15 years overall and 10 years specialized technical and/or business experience in project management and engineering.
Level III - BS/BA or equivalent and 17 years overall and 12 years specialized technical and business experience in project management and engineering.
Level IV - BS/BA or equivalent and 20 years overall and 15 years specialized technical and/or business experience in project management and engineering.

HEALTH IT SYSTEMS ADMINISTRATOR
Functional Responsibilities:
Performs system administration for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Supports media management through internal methods and procedures or through offsite storage and retrieval services. Develops and promotes standard operating procedures. Conducts routine hardware and software audits of workstations and servers to ensure compliance with established standards, policies, and configuration guidelines. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.

Minimum Education and Experience:
BS/BA or equivalent in Computer Science, Mathematics, Information Systems, Engineering, or other related field and two (2) years' experience.

HEALTH IT SYSTEMS ANALYST I
Functional Responsibilities:
Performs systems analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Provides entry level systems development support using standard approaches. Devises and prepares layouts for computer systems requirements and develops procedures to process data by means of IT equipment. Analyzes a problem in light of equipment capability to determine technical approach. Formulates solutions to address identified software problems.

Minimum Education and Experience:
BS/BA in related field or equivalent and zero (0) to one (1) year experience.

HEALTH IT SYSTEMS ANALYST II
Functional Responsibilities:
Performs systems analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Provides development services for relatively complex applications using standard approaches or less complex systems using new approaches. Designs and develops a data system. Develops plans for IT systems. Analyzes the problem and the information to be processed. Specifies computer programs and functions that meet the system design with efficiency and ease of maintenance. Develops computer programs. Verifies accuracy and completeness of programs by preparing sample data and coordinating test runs made by operating personnel. Evaluates and modifies existing programs to take into account changes in

procedures or type of reports. Performs system development activities, design and configuration management as needed.

Minimum Education and Experience:
Requires a BS/BA and three (3) years' experience.

HEALTH IT SYSTEMS ANALYST III
Functional Responsibilities:
Performs systems analysis for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Provides high-level expertise in developing complex systems involving new technologies, methods, concepts or approaches. Provides supervisory, technical, and administrative direction for personnel. Prepares and delivers presentations on the system concept. Formulates statements of management, scientific and business problems, and devises procedures for solution of problems. Applying analytical skills and a variety of IT technology. May develop test plans, procedures and data, and evaluates system, effectiveness and efficiency. Performs system development activities, design configuration management as needed.

Minimum Education and Experience:
BS/BA and five (5) years' experience.

HEALTH IT TECHNICAL WRITER/EDITOR
Functional Responsibilities:
Provides technical writing/editing for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of
Health IT applications and systems documentation. Assists in the collection, organization, edit and production of technical documents and administrative information required. Performs technical, journalist and expository writing. Performs administrative and document support duties. Interfaces with various departments including programming, engineering, word processing, and graphics in order to produce deliverables. Designs and develops manuals and documents by interpreting complex standards and specifications. Edits technical reports and deliverable documents for content, style, and grammar. Originates and writes technical reports, user manuals, deliverable documents, and other original material. Assists in research projects on document formats, content, policies, and procedures to aid company in standardization. Participates in design of multi-media presentations. Participates/contributes to establishing document formats, content, policies and procedures for standardization. Ensures compliance with established documentation processes. Plans and coordinates staffing and resource allocation necessary to produce publications and documentation. Assists in review of product design and documentation for compliance to standards and contract requirements. Interviews users and technical staff for information relevant to software and documentation requirements. Plans and oversees documentation projects. Performs other related duties of a comparable level as assigned.

Minimum Education and Experience:
All levels require bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline.
Level I - BS/BA and one (1) year experience
Level II -BS/BA and three (3) years' experience.
Level III - BS/BA and five (5) years' experience.
Level IV - BS/BA and seven (7) years' experience.

HEALTH IT TRAINING SPECIALIST/INSTRUCTIONAL DEVELOPER
Functional Responsibilities:
Provides training and instructional design services for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of
Health IT applications and systems documentation and training materials. Under supervision, executes curriculum revision and maintenance for client agencies/organizations. Uses automation to decompose complex subjects into blocks of instruction, creates instruction plan and notes, and develops and integrates graphics/illustrations into instruction materials. Uses knowledge of the subject matter to create scenario-based training exercises. Incorporates new curriculum, develops classroom techniques, instructs, conducts learning assessments, test analysis and the development or revision of test/assessment tools. Develops training courses, prepares appropriate training materials and conducts research for the necessary materials to develop manuals. Provides guidance for instructor materials, such as, training aids, course materials, and background materials. Provides guidance for student materials, such as, course manuals, workbooks, handouts and certifications. Provides training by way of formal classroom courses, workshops, training via computer-based training. Also provides training for direct staff.

Minimum Education and Experience:
Bachelor's degree or equivalent in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, Psychology, Human Resources Development/ Management, or other related discipline
Level I: BS/BA and two (2) years' experience.
Level II - BS/BA and four (4) years' experience.
Level III - BS/BA and seven (7) years' experience.
Level IV - BS/BA and 10 years' experience.
Level V - BS/BA and 12 years' experience.

HEALTH IT VIDEOGRAPHER/MULTIMEDIA SPECIALIST
Functional Responsibilities:
Performs videography/multimedia activities for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of
Health IT applications, systems and programs. Videotapes and edits program material for engineering, environmental, government military, public health, technology and other client agencies/organizations. Receives specific instructions from a producer. Staff members in this classification are required to maintain a flexible work schedule in order to accommodate evening and weekend shifts and travel to on-site locations for taping.

Minimum Education and Experience:
Technical Certificate or Associates Degree with two (2) years' experience.

HEALTH IT WEB DESIGNER/DEVELOPER
Functional Responsibilities:
Performs web design and development for clients (engineering, environmental, government, military, public health, technology, health-related organizations, and other client agencies/organizations), and Health-related applications. Contributes to the development of Health IT applications and systems. Designs, develops, troubleshoots, debugs, and implements software code for a component of the website. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the website. Responsible for interface implementation. Integrates web applications with backend databases. Deploys large web-based transaction systems using application servers. Researches, tests, build, and coordinates the integration of new products per production and client requirements. Requires strong navigation and site-design skills.

Minimum Education and Experience:
Level I: Technical Certificate or Associates Degree with zero (0) years' experience.
Level II: Technical Certificate or Associates Degree with two (2) years' experience.
Level III: Technical Certificate or Associates Degree with four (4) years' experience.
Level IV: Technical Certificate or Associates Degree with five (5) years' experience.
Level V: Technical Certificate or Associates Degree with seven (7) years' experience.

EXPERIENCE & DEGREE SUBSTITUTION

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Degree	Equivalent Experience	Other Equivalence
Bachelors	Associate degree +2 years relevant experience, or 4 years relevant experience	Professional certification or license
Masters	Bachelor's degree +2 years relevant experience, or Associate degree +4 years relevant experience	Professional certification or license
Doctorate	Master's degree +2 years relevant experience, or Bachelors + 4 years relevant experience	Professional certification or license

SERVICE CONTRACT ACT

SCA Matrix			
Labor Category	**SCA Equivalent Code Title**	**WD Number**	**Revision Number/Revision Date**
N/A	N/A	N/A	N/A

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered /awarded are in alignment with the geographic scope of the contract (Worldwide).

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

1. SCOPE

    a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.

    b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

    a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.

    b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

    c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

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

    b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

    a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

    b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

    c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and 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 132-51 IT 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.

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

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-56)**

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

1.   SCOPE

    a. Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.

    b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).

    c. This SIN provides ordering activities with access to Health IT services.

    d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

    e. 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.   ORDER
    a. Agencies may use written orders, Electronic Data Interchange (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.

3.   PERFORMANCE OF SERVICES

    a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
    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 Health 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. All travel will be agreed upon with the client prior to the Contractor's travel.

5. 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.

6. 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.

7. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

8. INDEPENDENT CONTRACTOR

All Health 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.

9. 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.

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

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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.

14. 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.

15. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING
a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 132-56 Health IT Services and it 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 Health IT Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

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

EXAMPLE: Commercial Job Title: Health IT Subject Matter Expert

Minimum Experience: Ten (10) years.
Functional Responsibilities: Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/ redesign, clinical content development, and communications and training strategies for information technology solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.

**USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

Total Solutions, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Virginia C. Moorefield, 256-705-0128, vmoorefield@totalsolutions-inc.com, 256-464-7178.

TOTAL SOLUTIONS

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

Total Solutions, Inc.

In the spirit of the Federal Acquisition Streamlining Act   (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers.   Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract.   The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_____   _____
Ordering Activity   Date   Contractor   Date

TOTAL SOLUTIONS

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1)   The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER   *SPECIAL   BPA
DISCOUNT/PRICE

(2)   Delivery:
DESTINATION   DELIVERY   SCHEDULES   /   DATES

(3)   The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4)   This BPA does not obligate any funds.

(5)   This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6)   The following office(s) is hereby authorized to place orders under this BPA:
OFFICE   POINT   OF   CONTACT

(7)   Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8)   Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
       (a)   Name of Contractor;
       (b)   Contract Number;
       (c)   BPA Number;
       (d)   Model Number or National Stock Number (NSN);
       (e)   Purchase Order Number;
       (f)   Date of Purchase;
       (g)   Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
       (h)   Date of Shipment.

(9)   The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10)   The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.
****

BASIC GUIDELINES FOR USING
"CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to an ordering activity requirement.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.
Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.