

Federal Supply Service  
Authorized Federal Supply Schedule Price List

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Schedule Title: **General Purpose Commercial Information Technology Equipment, Software and Services**  
FSC Group, Part, and Section or Standard Industrial Group (as applicable): **Class 70**  
FSC Class(es)/Product code(s) and/or Service Codes (as applicable):

**FPDS Code D301 IT Facility Operation and Maintenance**  
**FPDS Code D302 IT Systems Development Services**  
**FPDS Code D306 IT Systems Analysis Services**  
**FPDS Code D307 Automated Information Systems Design and Integration Services**  
**FPDS Code D308 Programming Services**  
**FPDS Code D310 IT Backup and Security Services**  
**FPDS Code D311 IT Data Conversion Services**  
**FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services**  
**FPDS Code D316 IT Network Management Services**  
**FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services**  
**FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified**

Contract number: ***GS-35F-340AA***

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Contract period: **May 15, 2013 through May 14, 2023**  
Pricing Current through Modification # **PS-0016** Dated: **April 17, 2018**



**FAVOR TECHCONSULTING, LLC**  
**7400 BEAUFONT SPRINGS DR STE 300**  
**RICHMOND, VA 23225-5519**  
**Phone: 301-468-0797 and Fax: 301-770-5125**  
**Website URL: <http://www.ftc-llc.com>**  
**Contract Administrator: Benjamin Lin and Email: [blin@ftc-llc.com](mailto:blin@ftc-llc.com)**

***Small, Economically Disadvantaged Woman Owned, Service Disabled Veteran Owned,  
SBA Certified Small Disadvantaged, and SBA Certified 8(a) Firm***

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

SIN	Labor Category	NET GSA HOURLY RATE (including IFF)				
		4/17/2018 - 5/14/2019	5/15/2019 - 5/14/2020	5/15/2020 - 5/14/2021	5/15/2021 - 5/14/2022	5/15/2022 - 5/14/2023
132-51	Program Manager	145.27	148.17	151.14	154.16	157.24
132-51	Project Manager	129.60	132.19	134.83	137.53	140.28
132-51	Management Analyst - Sr	88.26	90.03	91.83	93.67	95.54
132-51	Test Specialist	88.87	90.64	92.46	94.31	96.19
132-51	Quality Assurance Analyst - Jr	49.89	50.89	51.91	52.95	54.01
132-51	Software Engineer	87.35	89.09	90.87	92.69	94.55
132-51	Apprentice IT Analyst	73.17	74.63	76.12	77.65	79.20
132-51	Application Manager - Sr	123.65	126.13	128.65	131.22	133.85
132-51	Senior Database Developer/Administrator	68.48	69.85	71.24	72.67	74.12
132-51	Agile Certified Professional	125.73	128.24	130.81	133.42	136.09
132-51	Applications Systems Analyst/Programmer - Sr	105.84	107.96	110.12	112.32	114.57
132-51	Database Manager - Sr	112.46	114.71	117.00	119.34	121.73
132-51	Systems Engineer - Jr	77.92	79.48	81.07	82.69	84.35
132-51	Systems Engineer - Mid	107.99	110.15	112.36	114.61	116.90
132-51	Software Developer - Intermediate	83.72	85.39	87.10	88.84	90.62
132-51	Test Engineer	65.12	66.42	67.75	69.10	70.48
132-51	Test Engineer - Sr	76.81	78.34	79.91	81.51	83.14
132-51	Customer Service Engineer - Mid	49.63	50.63	51.64	52.67	53.73
132-51	Customer Service Engineer - Sr	55.98	57.10	58.24	59.40	60.59
132-51	Subject Matter Expert III	171.03	174.45	177.94	181.50	185.13
132-51	Trainer	87.36	89.11	90.89	92.71	94.57
132-51	Business Analyst - Intermediate	91.33	93.16	95.02	96.92	98.86
132-51	Business Subject Matter Specialist	138.96	141.74	144.57	147.46	150.41
132-51	Agile Coach	175.92	179.44	183.03	186.69	190.42

132-51	Acquisition Program Professional	157.84	161.00	164.22	167.50	170.85
132-51	Acquisition/PMO Subject Matter Expert	125.59	128.10	130.66	133.27	135.94
132-51	Cyber System Integration Engineer	170.06	173.46	176.93	180.46	184.07
132-51	Financial Manager	151.97	155.01	158.11	161.28	164.50
132-51	Functional Area Analyst - Sr	119.67	122.07	124.51	127.00	129.54
132-51	Manpower Analyst	99.66	101.65	103.68	105.76	107.87
132-51	Subject Matter Expert IV	227.01	231.55	236.19	240.91	245.73
132-51	Business Process Engineer - Principal	127.05	129.59	132.19	134.83	137.53
132-51	Information Engineer - Sr	102.62	104.67	106.77	108.90	111.08
132-51	System Architect - Sr	134.87	137.57	140.32	143.13	145.99
132-51	Systems Engineer - Sr	153.44	156.51	159.64	162.83	166.09
132-51	Systems Engineer - Oracle DBA	131.45	134.08	136.76	139.50	142.29
132-51	Principal DB Systems Admin	100.82	102.84	104.89	106.99	109.13
132-51	Principal Systems Analyst	79.70	81.29	82.92	84.58	86.27
132-51	Subject Matter Expert I	103.86	105.94	108.06	110.22	112.42
132-51	Subject Matter Expert II	129.65	132.25	134.89	137.59	140.34
132-51	Configuration Manager	96.57	98.50	100.47	102.48	104.53
132-51	Data Analyst	117.28	119.63	122.02	124.46	126.95
132-51	Database Specialist	118.35	120.72	123.14	125.60	128.11
132-51	Database Management Specialist - Sr	139.04	141.83	144.66	147.56	150.51
132-51	Quality Assurance Tester	97.73	99.69	101.68	103.72	105.79
132-51	Requirements Analyst	117.28	119.63	122.02	124.46	126.95
132-51	SharePoint Developer - Sr	117.28	119.63	122.02	124.46	126.95
132-51	SharePoint Developer - Jr	99.75	101.74	103.78	105.85	107.97
132-51	Technical Writer - Sr	79.80	81.39	83.02	84.68	86.38
132-56	Health Data Analyst	118.49	120.86	123.28	125.74	128.26
132-56	Health Information Engineer I	83.18	84.84	86.54	88.27	90.04

132-56	Health Information Engineer II	103.68	105.75	107.87	110.02	112.22
132-56	Health Information Technology Analyst I	56.48	57.61	58.76	59.94	61.14
132-56	Health Information Technology Analyst II	72.60	74.06	75.54	77.05	78.59
132-56	Health Information Technology Analyst III	97.75	99.71	101.70	103.74	105.81
132-56	Health Information Technology Consultant I	94.42	96.30	98.23	100.19	102.20
132-56	Health Information Technology Consultant II	119.58	121.97	124.41	126.90	129.43
132-56	Health Information Technology Consultant III	140.47	143.27	146.14	149.06	152.04
132-56	Health Information Technology Expert I	133.30	135.97	138.69	141.46	144.29
132-56	Health Information Technology Expert II	155.02	158.12	161.29	164.51	167.80
132-56	Health Information Technology Expert III	229.35	233.94	238.62	243.39	248.26
132-56	Health Information Technology Program Manager	201.37	205.40	209.51	213.70	217.97
132-56	Health Information Technology Project Manager I	116.98	119.32	121.70	124.14	126.62
132-56	Health Information Technology Project Manager II	136.26	138.99	141.77	144.60	147.49
132-56	Health Information Technology Requirements Specialist	102.52	104.57	106.66	108.80	110.97
132-56	Health Information Technology Task Lead	120.91	123.33	125.79	128.31	130.87
132-56	Health Information Technology Technical Writer	78.99	80.57	82.18	83.83	85.50
132-56	Health System Architect	137.25	139.99	142.79	145.65	148.56
132-56	Health Technical Trainer I	98.74	100.72	102.73	104.78	106.88
132-56	Health Technical Trainer II	118.49	120.86	123.28	125.74	128.26

SCA MATRIX		
Labor Category	SCA Equivalent Category & Title	WD Number
None	None	None
<p>"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 SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide)."</p>		

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided:

## **Labor Category Descriptions Under SIN 132 51**

### **Program Manager**

Minimum General Experience & Education: Eight (8) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues.

Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

### **Project Manager**

Minimum General Experience & Education: Four (4) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: The project manager is responsible for planning, executing, and evaluating projects according to predetermined timelines and budget. Building and managing project teams, reporting to Project sponsors, and ensuring quality control throughout project life cycles are central to this position.

### **Senior Management Analyst**

Minimum General Experience & Education: Seven (7) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: The Management Analyst Sr must have the ability to analyze strengths and weaknesses in the total DHA workforce and at the individual organizational unit level. Ability to analyze trends in workforce demographics. Ability to develop workforce and succession planning reports and analyses, brief leadership, work with DHA managers, make recommendations for workforce policies and programs. Ability to document, facilitate and advise on workforce and succession planning issues.

### **Test Specialist**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: Contributes to entire software development life cycle from initial requirements to deployment and support. Involved in nearly every facet of the integration of COTS enterprises including migrating, integrating, installing, partitioning and security of software and hardware components. Designs and implements plans, scripts, scenarios, and cases to execute testing procedures. Conducts performance test benchmarking and ensures Quality of Service. Assists in implementing quality standards and continual improvement activities.

### **Jr. Quality Assurance Analyst**

Minimum General Experience & Education: Two (2) years minimum experience. Bachelor's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: Performs supervised quality control/quality assurance management procedures, including tracking and analyzing key software metrics, monitoring quality

procedures and participating in software reviews and testing in a supervised setting. Interprets and applies Government regulations, manuals, and standards relating to quality assurance. Evaluates software and associated documentation. Performs reporting, tracking, and analysis of key performance-based system metrics; and monitoring quality procedures, and evaluating system quality, efficiency and testing.

### **Software Engineer**

Minimum General Experience & Education: Three (3) years minimum experience. Bachelor's degree in Computer Science or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: Creates, tests, and maintains software programs and environments. Conceives, designs, and tests logical structures to meet program requirements. Write programs according to specifications provided by Technical Managers, Senior Developers, or Analysts. Write, update, and maintain computer programs or software packages to handle specific jobs, such as calculations, storing or retrieving data, or controlling other equipment.

### **Apprentice IT Analyst**

Minimum General Experience & Education: One (1) year minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: Creates, tests, and maintains computer programs. Conceives, designs, and tests logical structure to meet program requirements. Write, update, and maintain computer programs or software packages to handle specific jobs. Update, repair, modify, and expand existing computer programs. Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new requirements. Develop required specifications for simple to moderately complex problems. Possess the ability to prepare required documentation, including block diagrams, logic flow charts and software program documentation.

### **Senior Application Manager**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: Directly oversees implementation of software applications and computer systems. Manages the product execution from design phases through implementation to completion and support. Directs upgrade schedules and testing procedures. Allocates staff and resources. Oversees budgets and costs to meet requirements and deadlines. Align organizational and business goals.

### **Database Developer/Administrator**

Minimum General Experience & Education: Three (3) years minimum experience. Bachelor's degree in Computer Science or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: Analyzes, designs, and programs database systems. Administers existing enterprise databases such as controlling access permissions and privileges. Conducts installation and testing of database systems. Tunes performance and integrity of data through modeling, complex queries, and indexing strategies. Develops and maintains database documentation, including data standards, procedures and definitions for the data dictionary.

Develops, manages and tests backup and recovery plans. Works with the system administrator in order to configure hardware and software.

### **Agile Certified Professional**

**Minimum General Experience & Education:** Five (5) years minimum experience. Bachelors degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

**Functional Responsibility:** Coordinate and complete web application development efforts utilizing the Scrum methodology, serving as the Chief Scrum Master. Oversee all aspects of projects, set deadlines and constraints in concert with specifications and requirements. Guide the overall execution of the project in alignment with the Agile approach. Focus on process improvement and monitor and report on project progress. Remove impediments to the ability of the team to deliver sprint goals/deliverables. Work with the customer and team to maintain an up-to-date Product Backlog and lead the team through Agile Estimating and Planning, Sprint Execution, and the various Agile ceremonies. Mentor and train the team to ensure that the Scrum process is used as intended.

### **Applications Systems Analyst/Programmer - Sr**

**Minimum General Experience & Education:** Five (5) years minimum experience. Bachelor's degree in Computer Science, Engineering, Math, or equivalent.

**Functional Responsibility:** Senior Application Analyst must have experience in conducting analysis of various commercial off-the-shelf computer applications and internal applications and identify strengths and weaknesses for use in different environments. They must also have experience in the study of application and the consumption of system resources and be able to detect problems such as dead locks, run away jobs as well as security issues. A Senior Application Analyst must be able to direct and guide junior members of a project team and give feedback to developers.

### **Database Manager - Sr**

**Minimum General Experience & Education:** Five (5) years minimum experience. Bachelor's degree in Computer Science, Electronics engineering or other engineering or technical discipline is required.

**Functional Responsibility:** A Senior Database Administrator can create, implement and manage expansive database administration programs. Has experience in reviewing database performance trends and identifying opportunities for improvement.

### **Systems Engineer - Junior**

**Minimum General Experience & Education:** Zero (0) years minimum experience. Bachelor's degree in Computer Science, Electronics Engineering or other engineering or technical discipline is required.

**Functional Responsibility:** A Junior Systems Engineer provides some technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. May assist in developing and implementing installation plans. May assist in preparation and presentation of systems assurance reviews. Identifies requirements and deficiencies in hardware and software products.

### **Systems Engineer - Mid**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Electronics Engineering or other engineering or technical discipline is required.

Functional Responsibility: A Systems Engineer provides technical support in system architecture, system design, system integration and technical management. Assists in providing technical input to the systems engineering process. Provides requirements analysis. May prepare and present systems assurance reviews. Identifies requirements and deficiencies in hardware and software products. Advises customer in product selection and use, capacity planning operations and performance management.

### **Software Developer - Intermediate**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Electronics Engineering or other engineering or technical discipline is required.

Functional Responsibility: A Developer must have experience in analyzing customer needs and developing overall concept and design objectives. The developer must be able to create software in a variety of programming and for a variety of IT software applications. Must have experience in debugging and correcting errors in computer programs.

### **Test Engineer**

Minimum General Experience & Education: Three (3) years minimum experience. Bachelor's degree in Computer Science, Electronics Engineering or other engineering or technical discipline is required.

Functional Responsibility: A Test Engineer must have experience in the coordination and execution of test events in accordance with approved test plans, procedures and scripts. Must have knowledge and skills to ensure that test environments are set up accurately. Must be able to create test reports. The test engineer must be able to test IT hardware, software, systems and networks.

### **Test Engineer - Sr**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Electronics Engineering or other engineering or technical discipline is required.

Functional Responsibility: A Senior Test Engineer must have experience working with developers, end users and organizations to create test plans and test scripts. Coordinate with test sites and other team participants to plan test events. experience in creating reports. Tracks problems and reports on errors that are identified. Must have experience with configuring necessary hardware and operating environments as needed to complete assigned testing. Must have comprehensive technical expertise on IT products, operating systems, software, hardware, systems and networks and specialized environments. Must have experience in writing or assisting in the development of test plans and test procedures. Must manage the defect database under the guidance of senior QA engineers.



### **Customer Service Engineer - Mid**

Minimum General Experience & Education: Two (2) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Customer Service Engineer is able to quickly respond to end user requests for assistance when existing manuals and scripted responses are not sufficient to meet user needs. Must be able to interact with customers and diagnose problems and lead customers through the necessary steps to correct their issues.

### **Customer Service Engineer - Sr**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Customer Service Engineer Sr. is able to quickly respond to end user requests for assistance when existing manuals and scripted responses are not sufficient to meet user needs. Must be able to interact with customers and diagnose problems and lead customers through the necessary steps to correct their issues.

### **Trainer**

Minimum General Experience & Education: Four (4) years minimum experience. A Bachelor's Degree in Operations Research, Computer Science or related scientific or technical discipline.

Functional Responsibility: Develops and trains employees or customers programming, following manuals, specifications, blueprints, and schematics, software tools and testing equipment. Conduct or arrange for ongoing technical training and personal development classes for staff members. Develop and organize training manuals, multimedia visual aids, and other educational materials.

### **Business Analyst - Intermediate**

Minimum General Experience & Education: Three (3) years minimum experience. A Bachelor's Degree in Operations Research, Mathematics, Computer Science, Cost Accounting or related scientific or technical discipline.

Functional Responsibility: An Intermediate Business Analyst has experience in the effective use of data provided by cost estimators to create overall cost versus benefit assessment while considering functional benefits, technical performance, risks, and schedule concerns.

### **Business Subject Matter Specialist**

Minimum General Experience & Education: Five (5) years minimum experience. A Bachelor's Degree in Operations Research, Mathematics, Computer Science, Cost Accounting or related scientific or technical discipline.

Functional Responsibility: A Business Subject Matter Specialist must have experience in the analysis of IT business and information environment, activities, and events. Must experience in finding trends, errors and reviewing data with report writing skills.

### **Agile Coach**

Minimum General Experience & Education: Eight (8) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute and experience working in an Agile environment, preferably in a variety of situations.

Functional Responsibility: An Agile Coach acts as Scrum master guiding teams towards improving work and facilitates sprint planning, retrospective and sprint demos. Also ensures cross-team coordination and liaise between the developers and User Experience/Visual Designers.

### **Acquisition Program Professional**

Minimum General Experience & Education: Twelve (12) years minimum experience. Bachelor's degree in an acquisition-related field. Professional certification, PMP, & ITIL desired but not required. 12 years of demonstrated combined experience in DoD acquisition management, program management, and/or contract management.

Functional Responsibility: The Acquisition Program Professional provides acquisition support on functions of program management. Assist GPMs in developing program documentation, creating program schedules, tracking program status, evaluating operational and technical alternatives, performing risk assessment, and managing IPTs.

### **Cyber System Integration Engineer**

Minimum General Experience & Education: Ten (10) years minimum experience. Bachelor's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute. PMP and Cyber Certifications desired.

Functional Responsibility: The Cyber System Integration Engineer participates in an engineering and development team. Analyzes system requirements and support design and development activities for complex systems. Guides users in formulating requirements, recommend alternative approaches, and conduct feasibility studies.

### **Financial Manager**

Minimum General Experience & Education: Ten (10) years minimum experience. Bachelor's degree in a Finance related discipline or an additional four years of relevant experience may be considered as a substitute with experience in Federal government acquisition disciplines, budget, finance, accounting, analysis.

Functional Responsibility: The Financial Manager will advise and assist in budget creation and financial management activities by following Client financial management processes and principles. Ensure accuracy, completeness, and applicability of all inputs/advice. Provides support in Financial Planning, Financial Information Maintenance, and Reporting Financial Status.

### **Functional Area Analyst Sr**

Minimum General Experience & Education: Seven (7) year minimum experience. Bachelor's degree in engineering, or a related scientific or technical discipline is required, an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: The Functional Area Analyst Sr must have experience with the analysis of business, functional, technical, activities, and events. Analyst is responsible for working with users and customers to document and strategize for process improvements for current business processes (business process reengineering). Responsible for providing market research on conditions that impact the overall operational efficiency of an organization and identifying symptoms for process improvement.

### **Manpower Analyst**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: The Manpower Analyst must have the ability to conduct manpower analyses and requirements determinations for DHA positions and workforce mix for civilians, uniformed, and contract personnel; gather organizational data to support the requirements determination process; analyze organizational functions and task statements; document findings and prepare reports.

### **Business Process Engineer - Principal**

Minimum General Experience & Education: Seven (7) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Business Process Engineer must have experience in the analysis of IT business and information environment and be able to effectively recommend and implement improvements to the business and data architectures that will improve overall agency performance.

### **Information Engineer - Sr**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Electrical Engineering, Computer Science, Computer Engineering or related field

Functional Responsibility: An Information Engineer Sr. has experience in computer infrastructure, cloud infrastructure and virtualization technologies. Will also perform the full lifecycle management of multi-user information systems including servers, storage, networking, virtual and cloud infrastructures, and associated components and subsystems.

### **System Architect - Sr**

Minimum General Experience & Education: Ten (10) years minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A System Architect Sr must have experience and understand the relationship between applications, operating systems, hardware and software. Must have experience in creating a network architecture that takes all factors of a network into consideration such as functional requirements, technical considerations, business processes and end users. Must have experience in creating a wide variety of IT system architectures that are beneficial and can be implemented. Must have experience in total system design including networks.

### **Systems Engineer - Sr**

Minimum General Experience & Education: Ten (10) years minimum experience. Bachelor's degree in Business Management, IT Management, Computer Science or equivalent business or technical degree, an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Systems Engineer Sr is responsible for the overall performance of a significant MHS program, including, but not limited to: project operations; managing financial and administrative aspects of the contract; proposal and task development; and supervising a group of technical professionals.

### **Systems Engineer - Oracle DBA**

Minimum General Experience & Education: Four (4) years minimum experience. Bachelor's degree Electrical Engineering, Computer Science, Computer Engineering or related field, an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Systems Engineer (Oracle DBA) has experience in computer infrastructure, cloud infrastructure and virtualization technologies. Will help maintain the integrity of servers and systems to meet established requirements for service levels, disaster recovery, business continuity, and security.

### **Principal DB Systems Admin**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Principal DB Systems Admin's role includes the development and design of database strategies, system monitoring and improving database performance and capacity, and planning for future expansion requirements.

### **Principal Systems Analyst**

Minimum General Experience & Education: Three (3) years minimum experience. Bachelor's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Principal Systems Analyst's conducts reviews with systems analyst team along with entire interested parties. Supervise quality plus progress of documents developed by other analysts. Ensure project scope, business objectives and systems requirements are well understood by entire project team.

### **Configuration Manager**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Engineering, Engineering Management, Math, or equivalent. An additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Configuration manager must have experience in management configuration programs to ensure that all proposed and actual changes to program technology and documentation are properly staffed, approved, and tracked. Must facilitate the change Notification process used for updating product. Must ensure notification of performing organizations or project teams of change activity.

### **Data Analyst**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Engineering, Engineering Management, Math, or equivalent. An additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Data Analyst performs the analysis, running various mathematical calculations to determine how the data samples might best be applied to profit the business. The data analyst also evaluates risk.

### **Database Specialist**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Engineering, Engineering Management, Math, or equivalent. An additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Database Specialist must have experience in gathering and compiling data necessary to analyze a multitude of database products. Can evaluate data to quickly identify problems, issues and gaps. Must have the knowledge and skill to recommend

solutions that will improve performance of databases. A Database Administrator I must have experience in defining and building effective and efficient databases using a variety of different software products. Must have experience in managing the routine operations and maintenance of databases and ensuring their reliable and efficient performance. Must have knowledge of various database products and structures and can convey information to technicians for data input.

### **Database Management Specialist - Senior**

Minimum General Experience & Education: Ten (10) years minimum experience. Bachelor's degree in Computer Science or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Database Management Specialist - Sr must have extensive experience in assessing various alternative products, tools, and approaches for data management. Must be able to clearly define risks and benefits of various approaches for a given need. Must be able to create overarching strategies and architecture for design. Can create, implement and manage expansive database programs. Can create scripts and detailed instructions for installation and modifications to databases maintained at customer sites. Must have experience in reviewing database performance trends and identifying opportunities for improvement.

### **Quality Assurance Tester**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Engineering, Engineering Management, Math, or equivalent. An additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Quality Assurance Tester evaluates delivered code and also reviews functional and technical specs on the front end of the development process. Analyzes and defines existing business processes and interdependencies as well as test output, identifying discrepancies and clearly documenting defects.

### **Requirements Analyst**

Minimum General Experience & Education: Five (5) year minimum experience. Bachelor's degree or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: The Requirements Analyst will work closely with all stakeholders and product owners to provide requirements definition, refinement and management support.

### **SharePoint Developer - Sr**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in Computer Science, Engineering, Engineering Management, Math, or equivalent. An additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Sharepoint Developer Sr. designs, develops, and deploys SharePoint applications. Needs to understand SharePoint web services as well as be able to develop custom web services where needed. Should also have experience implementing custom user interfaces in a SharePoint 2013 environment for both desktop and mobile clients.

### **SharePoint Developer - Jr**

Minimum General Experience & Education: Two (2) years minimum experience. Bachelor's degree in Computer Science, Engineering, Engineering Management, Math, or equivalent. An additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Sharepoint Developer Jr. assists in planning and documentation of projects related to the development and maintenance of the SharePoint environment. Collaborates with other team members, assists in the overall management of the SharePoint environment from both an operational perspective and an end-user perspective.

### **Technical Writer - Senior**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Senior Technical Writer must have experience in editing narrative and graphic products to identify and correct grammatical formatting and logic errors and to identify logical inconsistencies that will require author attention. Must have experience in the application a variety of word processing, spreadsheet, graphics, and scheduling tools. Must have experience in meeting with authors and other team representatives to review documents, compile inputs/corrections, resolve incompatible comments, and provide final publishable documentation. Must have experience in explaining in simple language scientific and technical ideas that are difficult for the average reader to understand.

### **Subject Matter Expert I**

Minimum General Experience & Education: Five (5) years minimum experience. Bachelor's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Subject Matter Expert I must have significant knowledge and experience associated with the specific area of expertise. SME is responsible for working with customers and stakeholders to provide analysis and present system implementation or operational options. May be called upon to provide detailed research in the area of expertise.

### **Subject Matter Expert II**

Minimum General Experience & Education: Seven (7) years minimum experience. Master's degree in area of expertise or an additional four years of relevant of experience may be considered as a substitute.

Functional Responsibility: A Subject Matter Expert II must have significant knowledge and experience associated with the specific area of expertise. SME is responsible for working with customers and stakeholders to provide analysis and present system implementation or operational options. May be called upon to provide detailed research in the area of expertise.

### **Subject Matter Expert III**

Minimum General Experience & Education: Ten (10) years minimum experience. Master's degree in Engineering, Computer Science, Systems, Business or related scientific / technical discipline.

Functional Responsibility: The Subject Matter Expert III analyzes activities of a business and makes recommendations pertaining to projects. Also illustrates the alignment between strategic goals and key business decisions regarding products and services; partners and suppliers; organization; capabilities; and key business and IT initiatives.

### **Subject Matter Expert IV**

Minimum General Experience & Education: Ten (10) years minimum experience. Master's degree in Engineering, Computer Science, Systems, Business or related scientific / technical discipline.

Functional Responsibility: The Subject Matter Expert IV must have the ability to provide high-level, functional subject matter expertise in manpower management, workforce planning, and related database design requirements. Ability to define/translate customer requirements to meet customer's organizational needs. Ability to interface, confer, and advise directly with senior leadership, and Directorate-level manpower liaisons.

### **Acquisition/PMO Subject Matter Expert (SME)**

Minimum General Experience & Education: Fifteen (15) years minimum experience. Master's Degree in an acquisition-related field. Professional certification & PMP required.

Functional Responsibility: The Acquisition/PMO Subject Matter Expert provides acquisition support on functions of program management. Analyzes and develops improved policies, plans, methods, procedures, and systems of acquisition management programs.

## **Labor Category Descriptions Under SIN 132 56**

### **Health Data Analyst**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 1 year

Data analysts compile important medical data using computer-based applications. They gather, compile, model, validate, and analyze data needed by the company or customer. The health IT data gathered is then used to understand the current trends in the health care system and to make well-informed decisions and recommendations to the team.

### **Health Information Engineer I**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 3 years

Develops, tests, installs, configures, and troubleshoots computer hardware and software for health IT services. Creates proper documentation, diagrams, and instructions to help employees make use of new and existing healthcare technologies.

### **Health Information Engineer II**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 5 years

Applies and/or develops highly advanced information technology principles, theories and concepts, providing new, specialized, or unique and significant expertise necessary to the health information IT management team. Designs healthcare related models, documents, and guides the logical and conceptual relationship of data and database changes for complex applications.

Analyzes needs and requirements of existing and proposed healthcare systems, and develops technical, structural, and organizational specifications.

### **Health Information Technology Analyst I**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 2 years

Determines requirements while designing, building, testing, and implementing health IT systems. Ensures that the IT systems are properly tested and debugged, while correcting any technical problems and deficiencies. Plans, develops, and implements backup and recovery procedures.

### **Health Information Technology Analyst II**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 5 years

Determines requirements while designing, building, testing, and implementing healthcare IT systems. Ensures that the IT systems are properly tested and debugged, while correcting any technical problems and deficiencies. Plans, develops, and implements backup and recovery procedures. Trains and supervises the Information Technology Analyst I.

### **Health Information Technology Analyst III**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 10 years

Determines requirements while designing, building, testing, and implementing healthcare IT systems. Ensures that the IT systems are properly tested and debugged, while correcting any technical problems and deficiencies. Plans, develops, and implements backup and recovery procedures. Defines the requirements for the Information Technology Analyst I and II positions.

### **Health Information Technology Consultant I**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 2 years

Completes project tasks as assigned by the manager. Provides operational and business support services to carry out program objectives. Will also provide a wide range of Health IT services, including innovative Health IT solutions, health informatics, emerging Health IT research, and other IT services.

### **Health Information Technology Consultant II**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 5 years



Completes project tasks as assigned by the manager. Provides operational and business support services to carry out program objectives. Also, provide support for a varying number of Health IT services, including innovative Health IT solutions, health informatics, emerging Health IT research, and other IT services. Assists the manager in determining schedules, in reviewing deliverables, and in participating in project reviews.

### **Health Information Technology Consultant III**

Minimum Education Required: Bachelor's

Minimum Experience Required: 10 years

Manages health IT project tasks and assures the quality of team member performance and deliverables. Provides operational and business support services to carry out program objectives. Oversees, coordinates, and integrates business improvement. Assists in determining schedules, in reviewing deliverables, and in participating in project reviews. Implements process improvement strategies for complex projects and business analysis techniques. Utilizes sophisticated consulting strategies and techniques, functional area test practices, and systems approaches to integrating total solutions.

### **Health Information Technology Expert I**

Minimum Education Required: Bachelor's

Minimum Experience Required: 5 years

Responsible for providing support and assistance as a subject matter expert on healthcare analytics. Performs technical account management and retention of assigned clients. Manages day-to-day health IT, developing health technology budgets, maintaining client profitability and spearheading strategic IT planning. Collaborates with business users, system analysts, designers and programmers to create and analyze various required project documents. Plans, documents, evaluates and tracks testing results to ensure system applications are free from defects. Communicates and interacts with appropriate SMEs on problems, changes, and enhancements that may impact health IT data, workflow and/or functionality within Information Technology software.

### **Health Information Technology Expert II**

Minimum Education Required: Bachelor's

Minimum Experience Required: 8 years

Collaborates with team members to create business process models and information models such as use cases, data flow diagrams, and entity relations diagrams. Acts as a SME for the tools and applications used and supported by enterprise development and matches the capabilities related to healthcare interoperability. Supports a wide range of Health IT services and areas, including connected health, electronic health records, health information exchanges, health analytics, personal health information management, innovative Health IT solutions, health informatics, emerging Health IT research, and other IT services. Creates and executes test plans to ensure the accuracy, integrity, and usability of health enterprise applications. Participates in creating business/technology visions that promote operational change and participates in the evaluation and selection process for business solutions.

### **Health Information Technology Expert III**

Minimum Education Required: Bachelors  
Minimum Experience Required: 10 years

Develops complex routines and detailed sequences of internal program logic by coding, testing and debugging. Provides a wide range of Health IT services including developing test data and test procedures, analyzing and evaluating the results. Conducts studies and recommends course of action. Participates in most phases of projects, from advising on specification requirements and limitations to aiding project managers to define the problems.

### **Health Information Technology Program Manager**

Minimum Education Required: Bachelors  
Minimum Experience Required: 10

Guides Health Information Technology staff by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures. Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.

### **Health Information Technology Project Manager I**

Minimum Education Required; Bachelor's  
Minimum Experience Required: 5 years

Responsible for planning and execution of the full software development lifecycle for application development, telehealth, and health IT enterprise projects. Manages health IT projects utilizing the Agile methodology; project planning, risk assessment, resource management, and estimating and monitoring cost. Identifies cost, schedule, quality, and performance impacts. Organizes, plans, and prioritizes team work tasks. Communicates and collaborates across organizational boundaries, including stakeholders across the Community; assessing customer requirements, identifying dependencies and gaps, and developing responsive project plans.

### **Health Information Technology Project Manager II**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 10 years

Responsible for managing the full healthcare IT project lifecycles including the baselining of scope, cost and schedule elements, development of the project management plan as well as management of risks, issues and changes proposed to the project. The IT Project Manager will report status weekly to the team and customer in order to identify variances on a weekly basis

and propose/implement solutions to keep the project on track. Conducts project health assessments and develops remediation recommendations to maintain project integrity.

### **Health Information Technology Requirements Specialist**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 5 years

The Information Technology Requirements Specialist provides network management, software development and database administration support. They also provide technical support to the organization's employees and train non-technical workers on the business's information systems. In addition, they aid in the designing of healthcare IT systems and assess the effectiveness of technology resources already in use or new systems that are being implemented.

### **Health Information Technology Task Lead**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 6 years

Responsible for envisioning and setting goals, as well as processing, storing, transitioning and protecting company information. Understands basic information technology specialties like computer networking, web development and management, programming, data and network security, as well as data entry. Responsible for developing health IT software and programs for use in the organization and performs regular updates of the software. Reviews completed tasks and ascertains compliance with standards. Monitors all team members and provides necessary advice and guidance. Performs periodic risk assessments and initiates risk control strategies. Coaches all team members and motivates them to produce desired results.

### **Health Information Technology Technical Writer**

Minimum Education Required: Bachelor's  
Minimum Experience Required: 2

Gathers, documents, and organizes requirements; creates written specifications and other materials in support of specific project. Proven working experience in technical writing of software documentation; must possess ability to deliver high quality documentation paying attention to detail. Ability to quickly grasp complex technical concepts and produce digestible content for the general public. Strong working knowledge of Microsoft Office and basic familiarity with software development lifecycle. Knowledge of health IT or healthcare software environment highly desired.

### **Health System Architect**

Minimum Education Required: Bachelor's, Master's Preferred  
Minimum Experience: 5

Serves a critical role in defining, designing, and documenting strategy and process for enterprise network and systems architecture. Translates complex systems and business

requirements into network and system designs. Utilizes Project Management approach for large or long-term construction projects and provides technical direction to various team members and end users at installation/project implementation phase. Specific experience with cloud-based architectures, Software-as-a-Service development and delivery, health data analytics and associated security protocols; in-depth knowledge of the Enterprise Technical Architecture (ETA) and well-rounded knowledge of health IT disciplines particularly having demonstrated experience with integration of cloud, infrastructure, storage, software development, and cyber security. Forward thinking, IT thought leader having deep knowledge of IT trends and ability to devise solutions to address both current and future client needs through innovative use of proven current and emerging technologies.

### **Health Technical Trainer I**

Minimum Education Required: Bachelor's

Minimum Experience: 2 years

Performs a variety of functions to provide technical training and orientation for financial, clinical, and general desktop applications. Develops and updates training programs for physicians and end users. Develops training and maintains up-to-date training curriculum. Provides analysis and course evaluation-based feedback and opportunities for educational growth. Attains certification in the software used in training others where applicable.

Prepares system training databases for training courses and creates sample data for training.

### **Health Technical Trainer II**

Minimum Education Required: Bachelor's

Minimum Experience: 5 years

Determines and prioritizes key short and long-range learning goals and objectives in alignment with company/regional strategic goals and direction. Provides computer classroom instruction for a variety of software products and other related health IT systems. Develops and publishes web/virtual training using a variety of methodologies. Assesses target audience's learning needs in relation to organizational strategy, core processes, and identified competencies. Establishes collaborative working relationships with the requestor and the target audience. Leads the training portion of regional projects by actively participating on project teams. Provides project status reporting and creates and manages the training timeline and deliverables to ensure positive training outcomes within budget and on time implementation.

2. Maximum order: **\$ 500,000.00 per SIN**
3. Minimum order: **\$ 100.00**
4. Geographic coverage (delivery area): **Domestic: 48 contiguous states and Washington, DC**
5. Point(s) of production (city, county, and State or foreign country): **Richmond, VA (Henrico County), USA**
6. Discount from list prices or statement of net price: **All prices contained herein are NET GSA prices**
7. Quantity discounts: **Additional 2% for orders over \$ 250,000.00**
8. Prompt payment terms: **Net 30 Days; "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."**

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Accepted**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Accepted**
10. Foreign items (list items by country of origin): **N/A**
- 11a. Time of delivery: **As Negotiated Between Contractor and Ordering Agency**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **I-FSS-140-B URGENT REQUIREMENTS (JAN 1994)**
- When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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.**
12. F.O.B. point(s): **Destination**
- 13a. Ordering address(es): **7400 BEAUFONT SPRINGS DR STE 300, RICHMOND, VA 23225-5519**
- 13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
14. Payment address(es): **7400 BEAUFONT SPRINGS DR STE 300, RICHMOND, VA 23225-5519**
15. Warranty provision: **N/A**
16. Export packing charges, if applicable: **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **N/A**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **N/A**
19. Terms and conditions of installation (if applicable): **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **N/A**
- 20a. Terms and conditions for any other services (if applicable): **N/A**
21. List of service and distribution points (if applicable): **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive maintenance (if applicable): **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **N/A**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Number System (DUNS) number: **808250745**

26. Notification regarding registration in System for Award Management (SAM) database: **System for Award Management (SAM) registration is active and current**

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51) AND IDENTITY ACCESS  
MANAGEMENT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-60F)**

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

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either

(i) result in an unfair competitive advantage to the Contractor or its affiliates or

(ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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



## **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for 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. *See page 4*

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. *See page 2*

**TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT)  
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. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 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.

### **4. 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.

### **5. 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.

### **6. 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.

### **7. 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.

### **8. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

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

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

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

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

## **9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

## **10. RESUMES**

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

## **11. INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of 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.

## **12. 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.

## **13. DESCRIPTION OF HEALTH IT 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. *See page 2*
- 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. *See page 15*