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General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Catalog/Price List

**Schedule:** Multiple Award Schedule (MAS)  
**Federal Supply Group:** Information Technology

**Contract Number:** 47QTCA21D00A9

**Contract Period:** 05/27/2021 - 05/26/2026

**Pricelist Version:** PS-0004 dated 12/16/2021

**DUNS:** 829088116

**NAICS:** 518210C, 54151HEAL, 54151S, 511210

**Business Size:** Small Business

SIN	Description
518210C/RC	Cloud and Cloud-Related IT Professional Services
54151HEAL/RC	Health Information Technology Services
54151S/RC	Information Technology Professional Services
511210/RC	Software Licenses
OLM/RC	Order-Level Materials (OLMs)

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.

2. Offeror's and Agencies are advised that the Group MAS - 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

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.

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### 1a. Table of Awarded Special Item Numbers (SINs):

518210C/RC Cloud and Cloud-Related IT Professional Services  
 54151HEAL/RC Health Information Technology Services  
 54151S/RC Information Technology Professional Services  
 511210/RC Software Licenses  
 OLM/RC Order-Level Materials (OLMs)

### 1b. Identification of the lowest priced model number and lowest unit price for each SIN:

SIN	MFG Name	Product Number/Labor Category	GSA Net Price
518210C	Spin Systems Inc	Project Coordinator	\$52.07
54151HEAL	Spin Systems Inc	Health Project Coordinator	\$52.07
54151S	Spin Systems Inc	Cloud Project Coordinator	\$52.07
511210	Spin Systems Inc	MDACA Maintenance	\$49,874.06

### 1c. Hourly Rates/Labor Category Descriptions: (Services Only):

Labor Category Title	Year 1	Year 2	Year 3	Year 4	Year 5
Program Manager	\$139.41	\$142.89	\$146.46	\$150.13	\$153.88
Project Manager I	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Project Manager II	\$106.61	\$109.27	\$112.00	\$114.80	\$117.67
Project Manager III	\$125.47	\$128.61	\$131.82	\$135.12	\$138.50
Project Manager IV	\$137.34	\$140.78	\$144.30	\$147.90	\$151.60
Project Coordinator	\$52.07	\$53.38	\$54.71	\$56.08	\$57.48
Project Scheduler I	\$82.01	\$84.06	\$86.16	\$88.32	\$90.52
Soft Eng I	\$76.26	\$78.17	\$80.12	\$82.13	\$84.18
Soft Eng II	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Soft Eng III	\$99.94	\$102.43	\$105.00	\$107.62	\$110.31
SME I	\$61.51	\$63.04	\$64.62	\$66.24	\$67.89
SME II	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
SME III	\$104.56	\$107.17	\$109.85	\$112.60	\$115.41
SME IV	\$118.90	\$121.88	\$124.92	\$128.05	\$131.25
SME V	\$135.31	\$138.70	\$142.16	\$145.72	\$149.36
Technical Writer I	\$65.60	\$67.24	\$68.92	\$70.65	\$72.41
Business Analyst III	\$95.93	\$98.33	\$100.78	\$103.30	\$105.89
Systems Administrator I	\$56.01	\$57.42	\$58.85	\$60.32	\$61.83
Systems Administrator II	\$92.01	\$94.31	\$96.66	\$99.08	\$101.56
Systems Administrator III	\$106.61	\$109.27	\$112.00	\$114.80	\$117.67

Labor Category Title	Year 1	Year 2	Year 3	Year 4	Year 5
Test Eng I	\$67.85	\$69.55	\$71.29	\$73.07	\$74.90
Test Eng III	\$108.24	\$110.95	\$113.72	\$116.57	\$119.48
QA I	\$70.26	\$72.01	\$73.81	\$75.66	\$77.55
QA II	\$77.90	\$79.85	\$81.84	\$83.89	\$85.99
QA III	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Database Administrator I	\$102.51	\$105.07	\$107.70	\$110.39	\$113.15
Database Administrator II	\$111.52	\$114.31	\$117.16	\$120.09	\$123.10
Database Administrator III	\$117.73	\$120.67	\$123.69	\$126.78	\$129.95
Database Administrator IV	\$112.85	\$115.67	\$118.56	\$121.53	\$124.56
Data Scientist I	\$95.13	\$97.50	\$99.94	\$102.44	\$105.00
Data Scientist II	\$110.70	\$113.47	\$116.30	\$119.21	\$122.19
Web UI Designer III	\$98.93	\$101.40	\$103.94	\$106.54	\$109.20
Health Program Manager	\$139.41	\$142.89	\$146.46	\$150.13	\$153.88
Health Project Manager I	\$79.71	\$81.70	\$83.74	\$85.84	\$87.98
Health Project Manager II	\$106.61	\$109.27	\$112.00	\$114.80	\$117.67
Health Project Manager III	\$115.00	\$117.87	\$120.82	\$123.84	\$126.94
Health Project Manager IV	\$137.34	\$140.78	\$144.30	\$147.90	\$151.60
Health Project Coordinator	\$52.07	\$53.38	\$54.71	\$56.08	\$57.48
Health Project Scheduler I	\$82.01	\$84.06	\$86.16	\$88.32	\$90.52
Health Soft Eng I	\$76.26	\$78.17	\$80.12	\$82.13	\$84.18
Health Soft Eng II	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Health Soft Eng III	\$99.94	\$102.43	\$105.00	\$107.62	\$110.31
Health SME I	\$61.51	\$63.04	\$64.62	\$66.24	\$67.89
Health SME II	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Health SME III	\$104.56	\$107.17	\$109.85	\$112.60	\$115.41
Health SME IV	\$118.90	\$121.88	\$124.92	\$128.05	\$131.25
Health SME V	\$135.31	\$138.70	\$142.16	\$145.72	\$149.36
Health Technical Writer I	\$65.60	\$67.24	\$68.92	\$70.65	\$72.41
Health Business Analyst III	\$95.93	\$98.33	\$100.78	\$103.30	\$105.89
Health Systems Administrator I	\$56.01	\$57.42	\$58.85	\$60.32	\$61.83
Health Systems Administrator II	\$92.01	\$94.31	\$96.66	\$99.08	\$101.56
Health Systems Administrator III	\$106.61	\$109.27	\$112.00	\$114.80	\$117.67

Labor Category Title	Year 1	Year 2	Year 3	Year 4	Year 5
Health Test Eng I	\$67.85	\$69.55	\$71.29	\$73.07	\$74.90
Health Test Eng III	\$108.24	\$110.95	\$113.72	\$116.57	\$119.48
Health QA I	\$70.26	\$72.01	\$73.81	\$75.66	\$77.55
Health QA II	\$77.90	\$79.85	\$81.84	\$83.89	\$85.99
Health QA III	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Health Database Administrator I	\$102.51	\$105.07	\$107.70	\$110.39	\$113.15
Health Database Administrator II	\$111.52	\$114.31	\$117.16	\$120.09	\$123.10
Health Database Administrator III	\$117.73	\$120.67	\$123.69	\$126.78	\$129.95
Cloud Program Manager	\$139.41	\$142.89	\$146.46	\$150.13	\$153.88
Cloud Project Manager I	\$92.01	\$94.31	\$96.66	\$99.08	\$101.56
Cloud Project Manager II	\$114.59	\$117.45	\$120.39	\$123.40	\$126.48
Cloud Project Manager III	\$125.47	\$128.61	\$131.82	\$135.12	\$138.50
Cloud Project Coordinator	\$52.07	\$53.38	\$54.71	\$56.08	\$57.48
Cloud Project Scheduler II	\$90.20	\$92.45	\$94.76	\$97.13	\$99.56
Cloud Soft Eng I	\$76.26	\$78.17	\$80.12	\$82.13	\$84.18
Cloud Soft Eng II	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Cloud Soft Eng III	\$99.94	\$102.43	\$105.00	\$107.62	\$110.31
Cloud SME I	\$61.51	\$63.04	\$64.62	\$66.24	\$67.89
Cloud SME II	\$86.10	\$88.26	\$90.46	\$92.72	\$95.04
Cloud SME IV	\$113.17	\$116.00	\$118.90	\$121.87	\$124.92
Cloud SME V	\$139.41	\$142.89	\$146.46	\$150.13	\$153.88
Cloud Business Analyst II	\$77.90	\$79.85	\$81.84	\$83.89	\$85.99
Cloud Financial Analyst I	\$63.14	\$64.72	\$66.34	\$68.00	\$69.70
Cloud Test Eng I	\$67.85	\$69.55	\$71.29	\$73.07	\$74.90
Cloud Test Eng III	\$108.24	\$110.95	\$113.72	\$116.57	\$119.48
Cloud QA I	\$73.81	\$75.65	\$77.54	\$79.48	\$81.47
Cloud QA II	\$84.47	\$86.58	\$88.74	\$90.96	\$93.23
Cloud Database Administrator I	\$102.51	\$105.07	\$107.70	\$110.39	\$113.15
Cloud Database Administrator II	\$111.52	\$114.31	\$117.16	\$120.09	\$123.10
Cloud Data Scientist I	\$95.13	\$97.50	\$99.94	\$102.44	\$105.00
Cloud Data Scientist II	\$110.70	\$113.47	\$116.30	\$119.21	\$122.19

### Program Manager

**Description:** Program Managers plan and manage projects to control overall project scope, budgets, and schedules for multiproject engagements. Program Managers maintain contractor interface with the senior levels of the customer's organization and consult with customer and contractor personnel to formulate and review task plans and deliverables and provide conformance with program and project task schedules and costs and contractual obligations.

**Experience:** 10 Years

**Education:** Bachelor's Degree

### Project Manager I

**Description:** The Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or crossfunctional requirements and resources required for each task.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Project Manager II

**Description:** The Project Manager II manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or crossfunctional requirements and resources required for each task.

**Experience:** 10 Years

**Education:** Bachelor's Degree

### Project Manager III

**Description:** The Project Manager III manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or crossfunctional requirements and resources required for each task.

**Experience:** 12 Years

**Education:** Bachelor's Degree

### Project Manager IV

**Description:** The Project Manager IV manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or crossfunctional requirements and resources required for each task.

**Experience:** 15 Years

**Education:** Bachelor's Degree

### Project Coordinator

**Description:** Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures. Organizing, attending and participating in stakeholder meetings. Documenting and following up on important actions and decisions from meetings. Preparing necessary presentation materials for meetings. Ensuring project deadlines are met. Determining project changes. Providing administrative support as needed. Undertaking project tasks as required. Developing project strategies.

Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. Assess project risks and issues and provide solutions where applicable. Ensure stakeholder views are managed towards the best solution. Chair and facilitate meetings where appropriate and distribute minutes to all project team members. Create a project management calendar for fulfilling each goal and objective.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Project Scheduler I

**Description:** Organize, implement and maintain scheduling management system supporting identified projects and their plans. Assist to set up tasks and sub tasks to ensure satisfactory realization of project contract requirements as scheduled. Log project time-lines and maintain database of tasks and its status. Log all new information into database and provide scheduled reports for contract coordination and reporting purposes. Interact with customer and project staff to schedule work and coordinate assignments. Design and develop project schedule. Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan. Evaluate project schedule progress and performance and identify developing problem areas. Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around. Assist project team to develop and maintain periodic status reports to keep management informed on project progress. Conduct analysis to determine alternative courses of action or recovery on slipped schedules.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Soft Eng I

**Description:** Software Engineer I is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming, and understands the business or function for which application is designed. The Programmer may • Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists • Update, repair, modify and expand existing computer programs. Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Soft Eng II

**Description:** Software Engineer II responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. The Programmer may • Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists Update, repair, modify and expand existing computer programs Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Soft Eng III

**Description:** Software Engineer III is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. The Programmer may

- Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists
- Update, repair, modify and expand existing computer programs.

Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work.

**Experience:** 7 Years  
**Education:** Bachelor's Degree

#### **SME I**

**Description:** The Subject Matter Expert I has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert I is highly experienced in the industry with regard to information technology. The Subject Matter Expert I provides thought leadership related to current and future customer plans with regard to the stated information technology

**Experience:** 5 Years  
**Education:** Bachelor's Degree

#### **SME II**

**Description:** The Subject Matter Expert II has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert II is an highly experienced in the industry with regard to information technology. The Subject Matter Expert II provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 7 Years  
**Education:** Bachelor's Degree

#### **SME III**

**Description:** The Subject Matter Expert III has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert III is an highly experienced in the industry with regard to information technology. The Subject Matter Expert III provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 9 Years  
**Education:** Bachelor's Degree

#### **SME IV**

**Description:** The Subject Matter Expert IV has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert IV is an highly experienced in the industry with regard to information technology. The Subject Matter Expert IV provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 10 Years  
**Education:** Bachelor's Degree

#### **SME V**

**Description:** The Subject Matter Expert V has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert V is an highly experienced in the industry with regard to information technology. The Subject Matter Expert V provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 12 Years  
**Education:** Bachelor's Degree

#### **Technical Writer I**

**Description:** Provide support in project management to include reporting, program review briefs and boards, facilitating team communication, and tracking government requests to successful completion.



Provide support in project management review sessions with clients to understand their requirements, strategies and goals Review, edit, provide feedback, and manage documentation in SharePoint workflow and all approved/required templates. Collaborate with contractor and government SME's to create technical deliverables. Provide technical writing oversight and support for proposal development.

Provide process improvement, Configuration Management (CM), and QA Support. Research, organize, edit, and write technical documentation including (but not limited to) technical manuals, test and management plans, stock lists, briefs, white papers, technical reports and drawings. Produce key documents, both in written and presentation format Work with multiple stakeholders as well as engineering staff to document current system processes and help document and define new processes.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### **Business Analyst III**

**Description:** The Business Analyst 3 may provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. The Business Analyst uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. In addition, the Business Analyst may • Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress • Determine and document user requirements for business processes and abide by those requirements for future projects Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures • Provides expertise in, but not limited to, Configuration Management, Strategic Planning , Knowledge Management, Business Analysis and Technical Analysis, Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work.

Provide support in project management to include reporting, program review briefs and boards, facilitating team communication, and tracking government requests to successful completion.

Provide support in project management review sessions with clients to understand their requirements, strategies and goals Review, edit, provide feedback, and manage documentation in SharePoint workflow and all approved/required templates. Collaborate with contractor and government SME's to create technical deliverables. Provide technical writing oversight and support for proposal development. Provide process improvement, Configuration Management (CM), and QA Support. Research, organize, edit, and write technical documentation including (but not limited to) technical manuals, test and management plans, stock lists, briefs, white papers, technical reports and drawings. Produce key documents, both in written and presentation format Work with multiple stakeholders as well as engineering staff to document current system processes and help document and define new processes.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### **Systems Administrator I**

**Description:** System Administrator I may develop, run tests on, implement, or maintain operating system and related software. The System Administrator 1s establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The System Administrator 1 schedules, performs, or monitors system backups or, when necessary, performs data recoveries. The Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 4 Years

**Education:** Bachelor's Degree

### **Systems Administrator II**

**Description:** System Administrator II may develop, run tests on, implement, or maintain operating system and related software. The System Administrator IIs establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and

parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The System Administrator 2 schedules, performs, or monitors system backups and, when necessary, performs data recoveries. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3.

**Experience:** 6 Years

**Education:** Bachelor's Degree

### Systems Administrator III

**Description:** System Administrator III may develop, run tests on, implement, or maintain operating system and related software. The System Administrator 3s establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The System Administrator 3 schedules, performs, and/or monitors system backups and/or, when necessary, performs data recoveries. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Test Eng I

**Description:** Reviews, develops, and executes Test Plans and develops Test Reports, which document the results of unit, system, performance, and functionality tests. Performs testing on software, hardware, and system integration and regression. Develops test plans and suites, including test cases and procedures. Executes test plans and logs test results. Identifies and logs any defects, prioritizes them, and recommends fixes. Develops automation tools for testing. Setups and maintains test systems. Interacts with hardware and software engineers/developers.

**Experience:** 4 Years

**Education:** Bachelor's Degree

### Test Eng III

**Description:** Reviews, develops, and executes Test Plans and develops Test Reports, which document the results of unit, system, performance, and functionality tests. Performs testing on software, hardware, and system integration and regression. Develops test plans and suites, including test cases and procedures. Executes test plans and logs test results. Identifies and logs any defects, prioritizes them, and recommends fixes. Develops automation tools for testing. Setups and maintains test systems. Interacts with hardware and software engineers/developers.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### QA I

**Description:** Quality Assurance Engineer I performs inspections and sets quality assurance testing models for analysis of finished products:

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
- \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
- \* Establishing quality assurance practices that improve the quality of services.
- \* Providing periodic reports on the status of process initiatives to company senior management and internal and external customers.
- \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.
- \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.
- \* Perform debugging and root cause analysis of product issues or defects.
- \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve test coverage.

\* Work closely with developers in all phases of SDLC to build quality into our development process  
Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### QA II

**Description:** Quality Assurance Engineer II performs inspections and sets quality assurance testing models for analysis of finished products:

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
- \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
- \* Establishing quality assurance practices that improve the quality of services.
- \* Providing periodic reports on the status of process initiatives to company senior management and internal and external customers.
- \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.
- \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.
- \* Perform debugging and root cause analysis of product issues or defects.
- \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve test coverage.
- \* Work closely with developers in all phases of SDLC to build quality into our development process  
Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3

**Experience:** 5 Years

**Education:** Bachelor's Degree

### QA III

**Description:** Quality Assurance Engineer III performs inspections and sets quality assurance testing models for analysis of finished products:

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
- \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
- \* Establishing quality assurance practices that improve the quality of services.
- \* Providing periodic reports on the status of process initiatives to company senior management and internal and external customers.
- \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.
- \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.
- \* Perform debugging and root cause analysis of product issues or defects.
- \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve test coverage.
- \* Work closely with developers in all phases of SDLC to build quality into our development process

**Experience:** 7 Years

**Education:** Bachelor's Degree

### Database Administrator I

**Description:** Database Administrator I administers organization's databases, using database management system to organize and store data. The Database Administrator 1 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain

integrated databases. Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Database Administrator II

**Description:** Database Administrator II administers organization's databases, using database management system to organize and store data. The Database Administrator 2 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Database Administrator III

**Description:** Database Administrator III administers organization's databases, using database management system to organize and store data. The Database Administrator 3 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work.

**Experience:** 7 Years

**Education:** Bachelor's Degree

### Database Administrator IV

**Description:** Reviews, develops, and executes Test Plans and develops Test Reports, which document the results of unit, system, performance, and functionality tests. Performs testing on software, hardware, and system integration and regression. Develops test plans and suites, including test cases and procedures. Executes test plans and logs test results. Identifies and logs any defects, prioritizes them, and recommends fixes. Develops automation tools for testing. Setups and maintains test systems. Interacts with hardware and software engineers/developers.

**Experience:** 10 Years

**Education:** Bachelor's Degree

### Data Scientist I

**Description:** Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions. Mine and analyze data from company databases to drive optimization and improvement of product development, marketing techniques and business strategies. Assess the effectiveness and accuracy of new data sources and data gathering techniques. Develop custom data models and algorithms to apply to data sets. Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes. Develop company A/B testing framework and test model quality. Coordinate with different functional teams to implement models and monitor outcomes. Develop processes and tools to monitor and analyze model performance and data accuracy.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Data Scientist II

**Description:** Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions. Mine and analyze data from company databases to drive optimization and improvement of product development, marketing techniques and business strategies. Assess the effectiveness and accuracy of new data sources and data gathering techniques.

Develop custom data models and algorithms to apply to data sets. Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes. Develop company A/B testing framework and test model quality. Coordinate with different functional teams to implement models and monitor outcomes. Develop processes and tools to monitor and analyze model performance and data accuracy.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Web UI Designer III

**Description:** Gather and evaluate user requirements in collaboration with product managers and engineers Illustrate design ideas using storyboards, process flows and sitemaps; Design graphic user interface elements, like menus, tabs and widgets Build page navigation buttons and search fields; Collaborate with back-end developers and designers to improve usability

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Health Program Manager

**Description:** Health Program Managers plan and manage projects to control overall project scope, budgets and schedules for multiproject engagements. Program Managers maintain contractor interface with the senior levels of the customer's organization, and consult with customer and contractor personnel to formulate and review task plans and deliverables, and provide conformance with program and project task schedules and costs and contractual obligations. Scope is specific to Health IT programs.

**Experience:** 10 Years

**Education:** Bachelor's Degree

### Health Project Manager I

**Description:** The Health Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or cross-functional requirements and resources required for each task. Scope is specific to Health IT programs.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Health Project Manager II

**Description:** The Health Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or cross-functional requirements and resources required for each task. Scope is specific to Health IT programs.

**Experience:** 10 Years

**Education:** Bachelor's Degree

### Health Project Manager III

**Description:** The Health Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager

identifies functional or cross-functional requirements and resources required for each task. Scope is specific to Health IT programs.

**Experience:** 12 Years

**Education:** Bachelor's Degree

#### **Health Project Manager IV**

**Description:** The Health Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or cross-functional requirements and resources required for each task. Scope is specific to Health IT programs.

**Experience:** 15 Years

**Education:** Bachelor's Degree

#### **Health Project Coordinator**

**Description:** Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures. Organizing, attending and participating in stakeholder meetings. Documenting and following up on important actions and decisions from meetings. Preparing necessary presentation materials for meetings. Ensuring project deadlines are met. Determining project changes. Providing administrative support as needed. Undertaking project tasks as required. Developing project strategies. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. Assess project risks and issues and provide solutions where applicable. Ensure stakeholder views are managed towards the best solution. Chair and facilitate meetings where appropriate and distribute minutes to all project team members. Create a project management calendar for fulfilling each goal and objective.

**Experience:** 3 Years

**Education:** Bachelor's Degree

#### **Health Project Scheduler I**

**Description:** Organize, implement and maintain scheduling management system supporting identified projects and their plans. Assist to set up tasks and sub tasks to ensure satisfactory realization of project contract requirements as scheduled. Log project time-lines and maintain database of tasks and its status. Log all new information into database and provide scheduled reports for contract coordination and reporting purposes. Interact with customer and project staff to schedule work and coordinate assignments. Design and develop project schedule. Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan. Evaluate project schedule progress and performance and identify developing problem areas. Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around. Assist project team to develop and maintain periodic status reports to keep management informed on project progress. Conduct analysis to determine alternative courses of action or recovery on slipped schedules.

**Experience:** 3 Years

**Education:** Bachelor's Degree

#### **Health Soft Eng I**

**Description:** The Health Software Engineer I is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming, and understands the business or function for which application is designed. The Programmer may: Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists; Update, repair, modify and expand existing computer programs. Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Health Soft Eng II

**Description:** The Health Software Engineer II is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. The Programmer may: Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists Update, repair, modify and expand existing computer programs Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Health Soft Eng III

**Description:** The Health Software Engineer III is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming. Understands the business or function for which application is designed. The Programmer may: Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists

- Update, repair, modify and expand existing computer programs. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work.

**Experience:** 7 Years

**Education:** Bachelor's Degree

### Health SME I

**Description:** The Health Subject Matter Expert I has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert I is highly experienced in the industry with regard to information technology. The Subject Matter Expert I provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Health SME II

**Description:** The Health Subject Matter Expert II has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert II is an highly experienced in the industry with regard to information technology. The Subject Matter Expert II provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 7 Years

**Education:** Bachelor's Degree

### Health SME III

**Description:** The Health Subject Matter Expert III has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert III is an highly experienced in the industry with regard to information technology. The Subject Matter Expert III provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 9 Years

**Education:** Bachelor's Degree

#### Health SME IV

**Description:** The Health Subject Matter Expert IV has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert III is an highly experienced in the industry with regard to information technology. The Subject Matter Expert III provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 10 Years

**Education:** Bachelor's Degree

#### Health SME V

**Description:** The Health Subject Matter Expert IV has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert III is an highly experienced in the industry with regard to information technology. The Subject Matter Expert III provides thought leadership related to current and future customer plans with regard to the stated information technology.

**Experience:** 12 Years

**Education:** Bachelor's Degree

#### Health Technical Writer I

**Description:** Provide support in project management to include reporting, program review briefs and boards, facilitating team communication, and tracking government requests to successful completion. Provide support in project management review sessions with clients to understand their requirements, strategies and goals. Review, edit, provide feedback, and manage documentation in SharePoint workflow and all approved/required templates. Collaborate with contractor and government SME's to create technical deliverables. Provide technical writing oversight and support for proposal development.

Provide process improvement, Configuration Management (CM), and QA Support. Research, organize, edit, and write technical documentation including (but not limited to) technical manuals, test and management plans, stock lists, briefs, white papers, technical reports and drawings. Produce key documents, both in written and presentation format. Work with multiple stakeholders as well as engineering staff to document current system processes and help document and define new processes

**Experience:** 8 Years

**Education:** Bachelor's Degree

#### Health Business Analyst III

**Description:** The Business Analyst 3 may provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. The Business Analyst uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. In addition, the Business Analyst may:

- Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress
- Determine and document user requirements for business processes and abide by those requirements for future projects Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures
- Provides expertise in, but not limited to, Configuration Management, Strategic Planning , Knowledge Management, Business Analysis and

Technical Analysis, Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work.

**Experience:** 8 Years

**Education:** Bachelor's Degree



### Health Systems Administrator I

**Description:** System Administrator Is may develop, run tests on, implement, or maintain operating system and related software. The System Administrator 1s establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The System Administrator 1 schedules, performs, or monitors system backups or, when necessary, performs data recoveries. The Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 4 Years

**Education:** Bachelor's Degree

### Health Systems Administrator II

**Description:** System Administrator IIs may develop, run tests on, implement, or maintain operating system and related software. The System Administrator IIs establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The System Administrator 2 schedules, performs, or monitors system backups and, when necessary, performs data recoveries. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3.

**Experience:** 6 Years

**Education:** Bachelor's Degree

### Health Systems Administrator III

**Description:** System Administrator IIIs may develop, run tests on, implement, or maintain operating system and related software. The System Administrator 3s establish and implement standards for computer operations for compatibility between hardware and software, according to specifications and parameters. This individual troubleshoots and/or resolves software, operating system, and networking problems. The System Administrator 3 schedules, performs, and/or monitors system backups and/or, when necessary, performs data recoveries. Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Health Test Eng I

**Description:** Reviews, develops, and executes Test Plans and develops Test Reports, which document the results of unit, system, performance, and functionality tests. Performs testing on software, hardware, and system integration and regression. Develops test plans and suites, including test cases and procedures. Executes test plans and logs test results. Identifies and logs any defects, prioritizes them, and recommends fixes. Develops automation tools for testing. Sets up and maintains test systems. Interacts with hardware and software engineers/developers.

**Experience:** 4 Years

**Education:** Bachelor's Degree

### Health Test Eng III

**Description:** Reviews, develops, and executes Test Plans and develops Test Reports, which document the results of unit, system, performance, and functionality tests. Performs testing on software, hardware, and system integration and regression. Develops test plans and suites, including test cases and procedures. Executes test plans and logs test results. Identifies and logs any defects, prioritizes them, and recommends fixes. Develops automation tools for testing. Sets up and maintains test systems. Interacts with hardware and software engineers/developers.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Health QA I

**Description:** Quality Assurance Engineer I performs inspections and sets quality assurance testing models for analysis of finished products

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
  - \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
  - \* Establishing quality assurance practices that improve the quality of services.
  - \* Providing periodic reports on the status of process initiatives to company senior management and internal and external customers.
  - \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.
  - \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.
  - \* Perform debugging and root cause analysis of product issues or defects.
  - \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve test coverage.
  - \* Work closely with developers in all phases of SDLC to build quality into our development process
- Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Health QA II

**Description:** Quality Assurance Engineer II performs inspections and sets quality assurance testing models for analysis of finished products

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
  - \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
  - \* Establishing quality assurance practices that improve the quality of services.
  - \* Providing periodic reports on the status of process initiatives to company senior management and internal and external customers.
  - \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.
  - \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.
  - \* Perform debugging and root cause analysis of product issues or defects.
  - \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve test coverage.
  - \* Work closely with developers in all phases of SDLC to build quality into our development process
- Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Health QA III

**Description:** Quality Assurance Engineer III performs inspections and sets quality assurance testing models for analysis of finished products

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
- \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
- \* Establishing quality assurance practices that improve the quality of services.
- \* Providing periodic reports on the status of process initiatives to company senior management and

internal and external customers.

- \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.

- \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.

- \* Perform debugging and root cause analysis of product issues or defects.

- \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve test coverage.

- \* Work closely with developers in all phases of SDLC to build quality into our development process

Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Health Database Administrator I

**Description:** Health Database Administrator 1 administers organization's databases, using database management system to organize and store data. The Database Administrator 1 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 1 is competent in subject matter and concepts and may lead individuals assisting in the work. Scope is specific to Health IT programs.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Health Database Administrator II

**Description:** Health Database Administrator 2 administers organization's databases, using database management system to organize and store data. The Database Administrator 2 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Scope is specific to Health IT programs.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Health Database Administrator III

**Description:** Health Database Administrator 3 administers organization's databases, using database management system to organize and store data. The Database Administrator 3 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 3 performs more varied and difficult tasks compared to Level 2. Scope is specific to Health IT programs.

**Experience:** 7 Years

**Education:** Bachelor's Degree

### Cloud Program Manager

**Description:** Cloud Program Managers plan and manage projects to control overall project scope, budgets and schedules for multiproject engagements. Program Managers maintain contractor interface with the senior levels of the customer's organization, and consult with customer and contractor personnel to formulate and review task plans and deliverables, and provide conformance with program and project task schedules and costs and contractual obligations. Scope is specific to cloud programs.

**Experience:** 10 Years

**Education:** Bachelor's Degree

### Cloud Project Manager I

**Description:** Cloud Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or crossfunctional requirements and resources required for each task. Scope is specific to cloud programs.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Cloud Project Manager II

**Description:** Cloud Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or crossfunctional requirements and resources required for each task. Scope is specific to cloud programs.

**Experience:** 10 Years

**Education:** Bachelor's Degree

### Cloud Project Manager III

**Description:** Cloud Project Manager manages, plans and coordinates activities of projects. This individual reviews project proposals or plans to determine schedule, funding limitations, procedures for accomplishing projects, staffing requirements and allotment of available resources to various phases of projects. The Project Manager establishes work plans and coordinates staffing for each phase of project and arranges for recruitment or assignment of project personnel. The Project Manager identifies functional or crossfunctional requirements and resources required for each task. Scope is specific to cloud programs.

**Experience:** 12 Years

**Education:** Bachelor's Degree

### Cloud Project Coordinator

**Description:** Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures. Organizing, attending and participating in stakeholder meetings. Documenting and following up on important actions and decisions from meetings. Preparing necessary presentation materials for meetings. Ensuring project deadlines are met. Determining project changes. Providing administrative support as needed. Undertaking project tasks as required. Developing project strategies. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. Assess project risks and issues and provide solutions where applicable. Ensure stakeholder views are managed towards the best solution. Chair and facilitate meetings where appropriate and distribute minutes to all project team members. Create a project management calendar for fulfilling each goal and objective. Scope is specific to cloud programs.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Cloud Project Scheduler II

**Description:** Organize, implement and maintain scheduling management system supporting identified projects and their plans. Assist to set up tasks and sub tasks to ensure satisfactory realization of project contract requirements as scheduled. Log project time-lines and maintain database of tasks and its status. Log all new information into database and provide scheduled reports for contract coordination and reporting purposes. Interact with customer and project staff to schedule work and coordinate assignments. Design and develop project schedule. Interact with project team and task managers to define scope of work to develop and update detailed schedules, cost information and identification of variances from original plan. Evaluate project schedule progress and performance and identify developing problem areas. Analyze critical path and constraints to determine effect of changes to schedule and recommend work-around. Assist project team to develop and maintain periodic status reports to keep management informed on project progress. Conduct analysis to determine alternative courses of action or recovery on slipped schedules. Scope is specific to cloud programs.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Cloud Soft Eng I

**Description:** Software Engineer I is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming, and understands the business or function for which application is designed. Plans and conducts technical tasks associated with the implementation and maintenance of internal cloud enterprise-shared virtualization infrastructure. Develops and executes cloud solution roadmaps as they relate to business and executes company strategy to drive the achievement of business objective. Researches, designs, develops, runs tests, and evaluates systems that support cloud implementation and integrates with cloud service provider. Develop, implement, and enforce standard procedures to provision and manage Cloud-based network, storage and infrastructure constructs; standard procedures to provision and manage virtual assets, services, and databases

Deploys software to cloud computing infrastructure, and works with system configuration and deployment automation technologies, working with ETL tools and techniques. Leverages software development and open source solutions to automate tasks required to enable and manage an organization's products and/or services. Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists. Update, repair, modify and expand existing computer programs. Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Cloud Soft Eng II

**Description:** Software Engineer I is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming, and understands the business or function for which application is designed. Plans and conducts technical tasks associated with the implementation and maintenance of internal cloud enterprise-shared virtualization infrastructure. Develops and executes cloud solution roadmaps as they relate to business and executes company strategy to drive the achievement of business objective. Researches, designs, develops, runs tests, and evaluates systems that support cloud implementation and integrates with cloud service provider. Develop, implement, and enforce standard procedures to provision and manage Cloud-based network, storage and infrastructure constructs; standard procedures to provision and manage virtual assets, services, and databases. Deploys software to cloud computing infrastructure, and works with system configuration and deployment automation technologies, working with ETL tools and techniques. Leverages software development and open source solutions to automate tasks required to enable and manage an

organization's products and/or services. Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists. Update, repair, modify and expand existing computer programs. Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Cloud Soft Eng III

**Description:** Software Engineer I is responsible for activities such as program design, coding, testing, debugging or documentation. This individual has technical knowledge and responsibility of all phases of applications systems analysis and programming, and understands the business or function for which application is designed. Plans and conducts technical tasks associated with the implementation and maintenance of internal cloud enterprise-shared virtualization infrastructure. Develops and executes cloud solution roadmaps as they relate to business and executes company strategy to drive the achievement of business objective. Researches, designs, develops, runs tests, and evaluates systems that support cloud implementation and integrates with cloud service provider. Develop, implement, and enforce standard procedures to provision and manage Cloud-based network, storage and infrastructure constructs; standard procedures to provision and manage virtual assets, services, and databases. Deploys software to cloud computing infrastructure, and works with system configuration and deployment automation technologies, working with ETL tools and techniques. Leverages software development and open source solutions to automate tasks required to enable and manage an organization's products and/or services. Write programs according to specifications, which may be provided by Engineers, technical architects, or other computer scientists. Update, repair, modify and expand existing computer programs. Level 1 performs more routine aspects of the position and is supervised by higher levels.

**Experience:** 7 Years

**Education:** Bachelor's Degree

### Cloud SME I

**Description:** The Subject Matter Expert I has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert I is highly experienced in the industry with regard to information technology. The Subject Matter Expert I provides thought leadership related to current and future customer plans with regard to the stated information technology. Scope is specific to cloud programs.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Cloud SME II

**Description:** The Subject Matter Expert II has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert II is an highly experienced in the industry with regard to information technology. The Subject Matter Expert II provides thought leadership related to current and future customer plans with regard to the stated information technology. Scope is specific to cloud programs.

**Experience:** 7 Years

**Education:** Bachelor's Degree

### Cloud SME IV

**Description:** The Subject Matter Expert IV has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the

interpreted customer specification. The Subject Matter Expert IV is an highly experienced in the industry with regard to information technology. The Subject Matter Expert IV provides thought leadership related to current and future customer plans with regard to the stated information technology. Scope is specific to cloud programs.

**Experience:** 10 Years

**Education:** Bachelor's Degree

#### Cloud SME V

**Description:** The Subject Matter Expert V has industry experience in the relevant subject matter. This individual will use information technology expertise and/or industry focus expertise in fulfilling the interpreted customer specification. The Subject Matter Expert V is an highly experienced in the industry with regard to information technology. The Subject Matter Expert V provides thought leadership related to current and future customer plans with regard to the stated information technology. Scope is specific to cloud programs.

**Experience:** 12 Years

**Education:** Bachelor's Degree

#### Cloud Business Analyst II

**Description:** The cloud Business Analyst may provide knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Analyzes cloud-related business requirements and project objectives, and develops application functional specifications. The Business Analyst uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. In addition, the Business Analyst may:

- Implement a comprehensive management plan for each project and hold regular stakeholder meetings to keep all interested parties updated in project progress
- Determine and document user requirements for business processes and abide by those requirements for future projects Reviews and analyzes information, forecasts, methods, schedules, systems, processes and procedures
- Provides expertise in, but not limited to, Configuration Management, Strategic Planning , Knowledge Management, Business Analysis and

Technical Analysis, Level 3 is competent in subject matter and concepts and may lead individuals assisting in the work. Scope is specific to cloud programs

**Experience:** 7 Years

**Education:** Bachelor's Degree

#### Cloud Financial Analyst I

**Description:** Generate and present financial analysis of public cloud computing spend for clients. Analyze spend trends, opportunities for savings, and advise client with specific recommendations for improvement. Build forecasting models, cost savings analysis Where appropriate based on the client objectives, provide financial analysis of client's on-premise spend, translating it to cloud spend in a formal business case. Analysis may include projections for cost of tools, maintenance, depreciation/amortization, the impairment of assets, and labor efficiencies. Support the sales team with business development activities as needed.

**Experience:** 3 Years

**Education:** Bachelor's Degree

#### Cloud Test Eng I

**Description:** Reviews, develops, and executes Test Plans and develops Test Reports, which document the results of unit, system, performance, and functionality tests. Performs testing on software, hardware, and system integration and regression. Develops test plans and suites, including test cases and procedures. Executes test plans and logs test results. Identifies and logs any defects, prioritizes them, and recommends fixes. Develops automation tools for testing. Setups and maintains test

systems. Interacts with hardware and software engineers/developers. Scope is specific to cloud programs.

**Experience:** 4 Years

**Education:** Bachelor's Degree

### Cloud Test Eng III

**Description:** Reviews, develops, and executes Test Plans and develops Test Reports, which document the results of unit, system, performance, and functionality tests. Performs testing on software, hardware, and system integration and regression. Develops test plans and suites, including test cases and procedures. Executes test plans and logs test results. Identifies and logs any defects, prioritizes them, and recommends fixes. Develops automation tools for testing. Setups and maintains test systems. Interacts with hardware and software engineers/developers. Scope is specific to cloud programs.

**Experience:** 8 Years

**Education:** Bachelor's Degree

### Cloud QA I

**Description:** Cloud Quality Assurance Engineer I performs inspections and sets quality assurance testing models for analysis of finished products in cloud

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
  - \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
  - \* Establishing quality assurance practices that improve the quality of services.
  - \* Providing periodic reports on the status of process initiatives to company senior management and internal and external customers.
  - \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.
  - \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.
  - \* Perform debugging and root cause analysis of product issues or defects.
  - \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve test coverage.
  - \* Work closely with developers in all phases of SDLC to build quality into our development process
- Level 1 performs more routine aspects of the position and is supervised by higher levels. Scope is specific to cloud programs.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Cloud QA II

**Description:** Cloud Quality Assurance Engineer II performs inspections and sets quality assurance testing models for analysis of finished products in cloud

- \* Defining and documenting the organization's set of standard processes collaboratively with team members
- \* Reviewing existing processes, tools, and documents that support the Core Competencies, and providing suggested improvements.
- \* Establishing quality assurance practices that improve the quality of services.
- \* Providing periodic reports on the status of process initiatives to company senior management and internal and external customers.
- \* Conducting process compliance audits, evaluating process effectiveness, and developing corrective actions.
- \* Consulting with company senior management, project managers, and external customers regarding process improvement initiatives.
- \* Perform debugging and root cause analysis of product issues or defects.
- \* Evangelize new testing methodologies, best practices and tools with goals to continuously improve



test coverage.

\* Work closely with developers in all phases of SDLC to build quality into our development process  
Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Scope is specific to cloud programs.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Cloud Database Administrator I

**Description:** Cloud Database Administrator 1 administers organization's databases, using database management system to organize and store data. The Database Administrator 1 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 1 performs more routine aspects of the position and is supervised by higher levels. Scope is specific to cloud programs.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Cloud Database Administrator II

**Description:** Cloud Database Administrator 2 administers organization's databases, using database management system to organize and store data. The Database Administrator 2 ascertains user requirements, creates computer databases, and tests and coordinates changes. This individual interacts with development and end-user personnel to determine application data access requirements, transaction rates, volume analysis, and other pertinent data required to develop and maintain integrated databases. Level 2 performs more varied and difficult tasks compared to Level 1, yet has less autonomy than Level 3. Scope is specific to cloud programs.

**Experience:** 5 Years

**Education:** Bachelor's Degree

### Cloud Data Scientist I

**Description:** Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions. Mine and analyze data from company databases to drive optimization and improvement of product development, marketing techniques and business strategies. Assess the effectiveness and accuracy of new data sources and data gathering techniques. Develop custom data models and algorithms to apply to data sets. Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes. Develop company A/B testing framework and test model quality. Coordinate with different functional teams to implement models and monitor outcomes. Develop processes and tools to monitor and analyze model performance and data accuracy. Scope is specific to cloud programs.

**Experience:** 3 Years

**Education:** Bachelor's Degree

### Cloud Data Scientist II

**Description:** Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions. Mine and analyze data from company databases to drive optimization and improvement of product development, marketing techniques and business strategies. Assess the effectiveness and accuracy of new data sources and data gathering techniques. Develop custom data models and algorithms to apply to data sets. Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes. Develop company A/B testing framework and test model quality. Coordinate with different functional teams to implement models and monitor outcomes. Develop processes and tools to monitor and analyze model performance and data accuracy. Scope is specific to cloud programs.

**Experience:** 5 Years

**Education:** Bachelor's Degree

## **2. Maximum order:**

OLM, OLM/RC - \$250,000  
54151HEAL/RC - \$500,000  
54151S/RC - \$500,000  
518210C/RC - \$500,000  
511210 - \$500,000

## **3. Minimum order:**

\$100.00

## **4. Geographic coverage (delivery area):**

Domestic Delivery Only (the 48 contiguous states, D.C., Hawaii, Alaska, and US Territories). Domestic Delivery also includes a port of consolidation point, within the aforementioned areas, for orders received from overseas activities.

## **5. Point(s) of production (city, county, and State or foreign country).**

Spin Systems, Inc.  
3120 Fairview Park Drive, Suite 800  
Falls Church, VA 22042

## **6. Discount from list prices or statement of net price.**

Prices are listed as GSA Net. Discount deducted and IFF included.

## **7. Quantity Discounts:**

None

## **8. Prompt payment terms:**

Net 30. "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

## **9. Foreign Items (list items by country of origin):**

Not Applicable

## **10a. Time of Delivery: (Contractor insert number of days.)**

SpinSys will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

## **10b. Expedited Delivery:**

See Urgent Requirements (11d) below.

## **10c. Overnight and 2-day delivery:**

See Urgent Requirements (11d) below.

## **10d. Urgent Requirements:**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent 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, and 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.

## **11. F.O.B. point(s):**

Destination, Point of Exportation

## **12a. Ordering address(es):**

Spin Systems, Inc.

3120 Fairview Park Drive, Suite 800  
Falls Church, VA 22042

**12b. 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.

**13. Payment address(es).**

Spin Systems, Inc.  
3120 Fairview Park Drive, Suite 800  
Falls Church, VA 22042

**14. Warranty provision:**

Not Applicable

**15. Export packing charges, if applicable:**

Not Applicable

**16. Terms and conditions of rental, maintenance, and repair (if applicable).**

Not Applicable

**17. Terms and conditions of installation (if applicable):**

Not Applicable

**18. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**

Not Applicable

**18a. Terms and conditions for any other services (if applicable).**

Not Applicable

**19. List of service and distribution points (if applicable).**

Spin Systems, Inc.  
3120 Fairview Park Drive, Suite 800  
Falls Church, VA 22042

**20. List of participating dealers (if applicable).**

Not Applicable

**21. Preventive maintenance (if applicable).**

Not Applicable

**22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).**

Not Applicable

**22b. Section 508 compliance for EIT:**

The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**23. Data Universal Number System (DUNS) number.**

829088116

**24. Notification regarding registration in System for Award Management (SAM) database.**

Contractor has an Active Registration in the SAM database

## **TERMS AND CONDITIONS APPLICABLE PERPETUAL SOFTWARE LICENSES (SPECIAL ITEM NUMBER 511210)**

### **1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

### **2. GUARANTEE/WARRANTY**

a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract. Spin Systems, Inc. warrants that the SDACA Software will conform, as to all substantial operational features, to Spin Systems' current published specifications when installed and will be free of defects that substantially affect system performance for a period of 1 year from the date of original acceptance. From time to time, Spin Systems, Inc. may identify certain computer hardware with which Spin Systems, Inc. reasonably believes the software is compatible. Spin Systems does not guarantee or certify compatibility of all possible combinations. Notification of updates, upgrades, or any applicable changes may be in writing either by mail or e-mail.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

### **3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 703-318-0803 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from 9:00 to 5:00 Eastern time. There is also e-mail support at support@spinsys.com and online ticket tracking at: <http://tickets.spinsys.com>.

### **4. SOFTWARE MAINTENANCE**

a. Software maintenance service shall include the following:

Upon payment of the appropriate support and maintenance fees, technical support and maintenance will be provided as specified below:

Support services consists of (i) Error Correction, E-Mail Support, Website Support and Telephone Support provided to designated technical support contact(s) concerning the installation and use of the then current release of the Licensed Software and the Previous Sequential Release and (ii) Licensed Software updates that the Licensor at its discretion makes generally available without additional charge. Licensee shall have two designated technical support contacts per location up to a total maximum of four designated technical support contacts.

Licensor provides Hotline support services Monday through Friday, excluding U.S. Holidays, between 9 am and 5 pm EST.

Designated contacts may request technical support services via telephone, Internet, Fax, electronic mail, or posted mail.

Telephone: 703.318.0803, ext. 277

Fax: 703.318.0806

Email: support@spinsys.com

www:<http://tickets.spinsys.com>

b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

## 5. PERIODS OF TERM LICENSES

Not Applicable

## 6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE

Not Applicable

## 7. TERM LICENSE CESSATION

Not Applicable

## 8. UTILIZATION LIMITATIONS

a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.

b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:

(1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.

(2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise, to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

There is a limit of 200 licenses per server.

## 9. SOFTWARE CONVERSIONS

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132 33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (511210), conversion credits which accrued while the

earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

**10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

The SDACA platform can be deployed on any J2EE compliant application server. The recommend Database platform for SDACA is Oracle database server.

Recommended Server Configuration:

Processor: Dual CPU with each CPU configured at: Intel® Xeon Processor at 3.0GHz/2MB Cache, 800MHz FSB 285302G

Memory: 8GB DDR2 400MHz (4X2GB), Dual Ranked DIMMs 8G4D4D

Hard Drive Configuration: RAID 5, 3 Drives, each configured at: 73GB 10K RPM Ultra 320 SCSI Hard Drive

Database sever configuration will depend on application requirements.

**11. RIGHT TO COPY PRICING**

Spin Systems, Inc. does not offer right to copy.

**SIN 511210 Software Pricing:**

Part Number/Product Name	Product Description	GSA Net Price
MDACA-Maintenance		\$49,874.06

**APPLICABLE TO HEALTH INFORMATION TECHNOLOGY SERVICES (SPECIAL ITEM NUMBER 54151HEAL)**

**1. SCOPE.**

a. The prices, terms and conditions stated under Special Item Number 54151HEAL Health Information Technology Services apply exclusively to Health IT Services within the scope of this Health Information Technology Schedule.

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

**2. PERFORMANCE INCENTIVES.**

a. When using a performance based statement of work, performance incentives may be agreed upon between the Contractor and the ordering office on individual fixed price orders or Blanket Purchase Agreements, for fixed price tasks, under this contract in accordance with this clause.

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

c. To the maximum extent practicable, ordering offices shall consider establishing incentives where performance is critical to the agency’s mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

d. The above procedures do not apply to Time and Material or labor hour orders.

**3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK).**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor’s price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering

the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2)(i) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate). When buying IT professional services under SIN 132-51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

(1) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications

before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

Ordering procedures for other services available on schedule at fixed prices for specifically defined services or tasks should use the procedures in FAR 8.404. These procedures are listed in the pricelist, under "Information for Ordering Offices," paragraph #12.

#### **4. 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 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.

#### **5. PERFORMANCE OF SERVICES.**

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

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

c. The Agency 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.

#### **6. INSPECTION OF SERVICES.**

The Inspection of Services-Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time and Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time and materials and labor-hour orders placed under this contract.

#### **7. RESPONSIBILITIES OF THE CONTRACTOR.**

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

#### **8. RESPONSIBILITIES OF THE GOVERNMENT.**

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

#### **9. INDEPENDENT CONTRACTOR.**

All ITC 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 Government.

#### **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 Government contract, without some restriction on 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 Government, ordering offices 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 services. Progress payments may be authorized by the ordering office 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 Government 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 (Alternate I (APR 1984)) at FAR 52.232-7 apply to time and materials orders placed under this contract. For labor hour orders, the Payment under Time and Materials and Labor Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor hour orders placed under this contract.

## **13. RESUMES.**

Resumes shall be provided to the GSA Contracting Officer or the user agency 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 agency 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 HEALTH IT SERVICES AND PRICING.**

Spin Systems' greatest strength comes from the people we hire and the knowledge, experience and unbounded energy they bring to each project. The people of Spin Systems are passionate individuals dedicated to the future of our clients, our company and the Internet. Our project teams have decades of experience at our Fortune 500 client sites. Our team members are specialized experts, deeply rooted in emerging technologies. We work with our client to deliver working solutions that the client can maintain without relying on outside resources. Services we provide include: Professional Services, eSolutions, ecommerce Solutions, Professional Training, and Design.

- a. SERVICES.
  - Connected Health
  - Electronic Health Records
  - Emerging Research
  - Health Analytics
  - Health Informatics
  - Health Information Exchanges
  - Innovative Solutions
  - Personal Health Information Management
  - Other Health IT Services

## USA Commitment to Promote Small Business Participation

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TTG 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 **Shourya Ray 703-318-0803 [sray@spinsys.com](mailto:sray@spinsys.com)**



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 Agency):

(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 Government 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”

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Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

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 of 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.