

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

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

**FSC Group 70 Information Technology, Software & Services
FSC/PSC Class 7030 ADP SOFTWARE**

SPECIAL ITEM NUMBER 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FSC/PSC D301	IT Facility Operation and Maintenance
FSC/PSC D302	IT Systems Development Services
FSC/PSC D306	IT Systems Analysis Services
FSC/PSC D307	Automated Information Systems Design and Integration Services

SPECIAL ITEM NUMBER 70-500 - Order-Level Materials (OLMs) - SUBJECT TO COOPERATIVE PURCHASING

Contract Number: GS-35F-395CA

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

Contract Period: June 29, 2015 through June 28, 2020



Definitive Business Solutions, Inc.

11921 Freedom Drive, Suite 550

Reston, Virginia 20190

703-626-0221

Fax: 703-935-4790

www.DefinitiveInc.com

Business Size: Small Business

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

SIN	Description
132-51, 132-51STLOC, 132-51RC, 70-500	Information Technology Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:

Job Title #	Labor Category Description	GSA Hourly Rate
Associate Consultant	See Page 10	\$103.83

1c. Labor category descriptions of all corresponding commercial job titles, experience, functional responsibility and education are outlined on Pages 10-14 within this pricelist.

2. Maximum order: SIN 132-51, \$500,000, Maximum order for SIN 70-500 is \$100,000.
3. Minimum order: \$100
4. Geographic coverage: CONUS, Lower 48
5. Point(s) of production: N/A
6. Discount from list prices: All GSA prices shown herein are NET, all discounts deducted.
7. Quantity discounts: None
8. Prompt payment terms: None
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: None
- 11a. Time of delivery: 30 days ARO.
- 11b. Expedited Delivery: Ordering activities should contact Definitive Business Solutions, Inc. for expedited delivery availability.
- 11c. Overnight and 2-day delivery Ordering activities should contact Definitive Business Solutions, Inc. for overnight and 2-day delivery availability.

- 11d. Urgent Requirements: Ordering activities should contact Definitive Business Solutions, Inc. to effect a faster delivery.
12. F.O.B. point: Destination.
- 13a. Ordering address:

Definitive Business Solutions, Inc.
11921 Freedom Drive, Suite 550
Reston, VA 20190
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:

Definitive Business Solutions, Inc.
11921 Freedom Drive, Suite 550
Reston, VA 20190
15. Warranty provision: N/A
16. Export packing charges: N/A
17. Terms and conditions of Government purchase card acceptance: See 9a and 9b above.
18. Terms and conditions of rental, maintenance, and repair: N/A.
19. Terms and conditions of installation: N/A.
20. Terms and conditions of repair parts: N/A
- 20a. Terms and conditions for any other services: N/A.
21. List of service and distribution points: N/A.
22. List of participating dealers: N/A.
23. Preventive maintenance: N/A.
- 24a. Special attributes such as environmental attributes: N/A.
- 24b. If applicable, indicate that Section 508 compliance information is available: N/A. The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 175964217
26. Definitive Business Solutions, Inc. is current with SAM registration.

TERMS AND CONDITIONS APPLICABLE TO ORDER-LEVEL MATERIALS (OLMs) SIN 70-500

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs.

The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 *Special Ordering Procedures for the Acquisition of Order-Level Materials*. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

The Maximum Order Threshold for the OLM SINs is \$100,000.

See clauses 552.212-4 *Contract Terms and Conditions - Commercial Items* (JAN 2017) (Deviation - FEB 2018) (Alternate I - JAN 2017) (Deviation - FEB 2007) and 552.238-82 *Special Ordering Procedures for the Acquisition of Order-Level Materials* (JAN 2018) for additional information on inclusion of OLMs in task and delivery orders placed against an FSS contract or BPA.

OLMs are only authorized for inclusion at the order level under a T&M or LH CLIN and are subject to an NTE ceiling price.

The Order-Level Materials SIN contains no items or pricing, since by definition OLMs are *unknown* at the time of FSS contract award. The ordering activity contracting officer is responsible for defining OLMs and determining proposed OLM pricing fair and reasonable for a particular order.

OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services and other direct cost (ODC) SINs are not Order-Level Materials. These SINs are reserved for items that can be defined and priced *up-front* at the FSS contract level.

The Order-Level Materials SIN cannot be the only SIN awarded on a contract. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN.

The Order-Level Materials SIN is exempt from *Commercial Sales Practices* disclosure requirements.

The Order-Level Materials SIN is exempt from the following clauses:

- 552.216-70 *Economic Price Adjustment - FSS Multiple Award Schedule Contracts*
- I-FSS-969 *Economic Price Adjustment - FSS Multiple Award Schedule*
- 552.238-71 *Submission and Distribution of Authorized FSS Schedule Pricelists, 552.238-75 Price Reductions*

Terms and conditions that otherwise apply to the FSS contract also apply to the Order-Level Materials SIN. Examples include but are not limited to:

- Trade Agreements Act (TAA)
- Sales reporting and IFF remittance
- Environmental Attributes clauses
- AbilityOne Program Essentially the Same (ETS) compliance

The Order-Level Materials SIN is subject to any transactional data reporting (TDR) requirements in effect under the FSS contract.

Prices for items provided under the Order-Level Materials SIN must be inclusive of the IFF. The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBERS 132-51, 132-51STLOC and 132-51RC)

**NOTE: All non-professional labor categories must be incidental to, and used solely to support professional services, and cannot be purchased separately.*

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Numbers 132-51, 132-51STLOC, and 132-51RC Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the

travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause.

Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

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

Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

- (a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- (b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;
 - (2) Subcontractors; and/or
 - (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

**IT PROFESSIONAL SERVICES RATES
SINs 132-51, 132-51STLOC and 132-51RC**

SIN	Labor Category	GSA Price Including IFF	Quantity / Volume Discount
132-51	Associate Consultant	103.83	None
132-51	Consultant	118.85	None
132-51	Sr. Consultant	135.94	None
132-51	Principal Consultant	154.92	None
132-51	Sr. Principal Consultant	207.67	None

Labor Category: Associate Consultant

General Experience:

Technical experience which applies to systems analysis and design techniques for complex computer applications and systems. Competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, data structures, and management practices.

Position Duties/Responsibilities:

- Supports efforts to formulate functional and technical requirements
- Supports feasibility studies and makes recommendations
- Supports analysis of systems
- Analyzes and monitors performance data
- Coordinates and documents project artifacts, process flows, and procedures
- Collects and tracks project performance data (scope, cost, schedule, and quality)
- Builds work breakdown structures and project schedules
- Supports test preparation activities
- Supports functional system tests and user acceptance tests
- Tracks trends in resource usage
- Designs, builds, and generate reports
- Supports meeting preparation, facilitation and documentation

Minimum Education/Experience:

- Bachelor's degree and 2-5 years of relevant experience
- Master's degree and 0-3 years of relevant experience

Certifications/Security Clearance:

- None required
-

Labor Category: Consultant

General Experience:

Technical experience which applies to systems analysis and design techniques for complex computer applications and systems. Competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, data structures, and management practices.

Position Duties/Responsibilities:

- Guides users in formulating functional and technical requirements
- Advises alternative approaches to solving system issues
- Conducts feasibility studies and makes recommendations
- Develops project plans, schedules, estimates, resources and status reports
- Serves as acting or deputy project manager
- Supports projects and leads key tasks/activities
- Analyzes ways to effectively use resources to improve productivity
- Examines and provides recommendations to improve business models and productivity
- Analyzes performance indicators
- Analyzes, updates, and maintains performance data
- Assists in project portfolio modeling and analysis
- May assist in developing business impact analyses and risk analyses

Minimum Education/Experience:

- Bachelor's degree and 5-8 years of relevant experience
- Master's degree and 3-6 years of relevant experience

Certifications/Security Clearance:

- Project Management Professional (PMP) or other similar certification desired
-

Labor Category: Sr. Consultant

General Experience:

Technical experience which applies to systems analysis and design techniques for complex computer applications and systems. Competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, data structures, and management practices.

Position Duties/Responsibilities:

- Leads users in formulating functional and technical requirements
- Advises alternative approaches to solving system issues
- Conducts feasibility studies and makes recommendations
- Manages cross-functional projects and analytical tasks
- Develops and manages project plans (scope, cost, schedule, and quality)
- Develops project schedules, estimates, resources and status reports
- Conducts and facilitates project meetings
- Supports projects and leads key tasks/activities
- Leads and manages project communications and risk management
- Leads and oversees testing of new applications or systems
- Analyzes ways to effectively use resources to improve productivity
- Examines and provides recommendations to improve business models and productivity
- Analyzes performance indicators and performance data
- Assists in project portfolio modeling and analysis
- Ensures project quality

Minimum Education/Experience:

- Bachelor's degree and 8-11 years of relevant experience
- Master's degree and 6-9 years of relevant experience

Training:

- Knowledge of corporate standards for managing projects, programs, and portfolios

Certifications/Security Clearance:

- Project Management Professional (PMP) or other similar certification required
-

Labor Category: Principal Consultant

General Experience:

- Technical experience which applies to systems analysis and design techniques for complex computer applications and systems. Competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, data structures, and management practices.

Position Duties/Responsibilities:

- Leads users in formulating functional and technical requirements
- Leads large or complex tasks, initiatives, and programs
- Leads large cross-functional teams
- Facilitates executive decision making
- Accountable for program or process-based deliverables and outcomes
- Identifies alternative approaches to solving system issues
- Identifies alternative approaches to improving current practices and procedures
- Conducts feasibility studies and makes recommendations
- Manages cross-functional projects and analytical tasks
- Develops and manages project plans (scope, cost, schedule, and quality)
- Develops project schedules, estimates, resources and status reports
- Conducts and facilitates project meetings
- Supports projects and leads key tasks/activities
- Leads and manages project communications and risk management
- Responsible for managing project and program resources
- Analyzes ways to effectively use resources to improve productivity
- Examines and provides recommendations to improve business models and productivity
- Analyzes performance indicators and performance data
- Assists in project portfolio modeling and analysis
- Leads and oversees testing of new applications or systems
- Leads project portfolio modeling and analyses

Minimum Education/Experience:

- Bachelor's degree and 11-14 years of relevant experience
- Master's degree and 9-12 years of relevant experience

Certifications/Security Clearance:

- Project Management Professional (PMP) or other similar certification required
-

Labor Category: Sr. Principal Consultant

General Experience:

Technical experience which applies to systems analysis and design techniques for complex computer applications and systems. Competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, data structures, and management practices.

Position Duties/Responsibilities:

- Leads users in formulating functional and technical requirements
- Leads strategic initiatives or programs
- Leads large cross-functional teams
- Facilitates executive decision making
- Accountable for program or process-based deliverables and outcomes
- Identifies alternative approaches to solving system issues
- Identifies alternative approaches to improving current practices and procedures
- Conducts feasibility studies and makes recommendations
- Manages cross-functional projects, programs, and analytical tasks
- Develops and manages project plans (scope, cost, schedule, and quality)
- Develops project schedules, estimates, resources and status reports
- Supports projects and leads key tasks/activities
- Leads and manages project communications and risk management
- Responsible for managing project and program resources
- Analyzes ways to effectively use resources to improve productivity
- Examines and provides recommendations to improve business models and productivity
- Analyzes performance indicators and performance data
- Ensures the client is prepared for change
- Conducts and facilitates project meetings
- Assists the client with project or program selection and initiation
- Conducts scenario planning and analysis
- Leads and oversees testing of new applications or systems
- Leads project portfolio modeling and analyses

Minimum Education/Experience:

- Bachelor's degree and 14+ years of relevant experience
- Master's degree and 12+ years of relevant experience

Training:

- Knowledge of corporate standards for managing projects, programs, and portfolios

Certifications/Security Clearance:

- Project Management Professional (PMP) or other similar certification required
-