

Federal Supply Service

Authorized Federal Supply Schedule Price List

General Purpose Commercial Information Technology Equipment, Software and Services

Contract Number: 47QTCA18D00G7

Period Covered by Contract: July 13, 2018 through July 12, 2023

SIN 132-51 Information Technology (IT) Professional Services

- D302 IT Systems Development Services
- D306 IT Systems Analysis Services
- D308 Programming Services
- D311 IT Data Conversion Services
- D316 IT Network Management Services

D399 Other IT Services: Database Design & Development and Web Development



OnPoint Consulting, Inc.

2107 Wilson Blvd, Suite 510

Arlington, VA 22201

(703) 841-5500 | (703) 841-5542 (fax)

www.onpointcorp.com

Pricelist current through modification # _____, dated _____

Note 1: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

Note 2: Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

Note 3: This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

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1 Information for Ordering Activities

Customer Information

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

OnPoint Consulting was awarded SIN 132-51 for IT Professional Services. Labor Category pricing and descriptions are listed in Sections 3 and 4 of this price list.

2. Maximum order. (All dollar amounts are exclusive of any discount for prompt payment.)

Special Item Number 132-51 - Information Technology (IT) Professional Services.

The maximum dollar value per order for all IT Professional services will be \$500,000.

3. Minimum order. The minimum dollar value of orders to be issued is \$100.00.

4. Geographic coverage (delivery area).

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

5. Point(s) of production (city, county, and State or foreign country). N/A

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

a. Government None

b. Educational Institutions: None

d. Other: None

7. Quantity discounts.

Additional 1% discount from GSA Rate for single task orders at or greater than \$500,000

8. Prompt payment terms.

2% 15 NET 30

(2% additional discount on invoices paid in 15 days with NET 30 terms).

9. Government Purchase Cards and Micro-purchase threshold

Government purchase cards are accepted at or below the micro-purchase threshold.

Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

11a. Time of delivery. As negotiated on each task order or contract.

11b. Expedited Delivery. Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-day delivery. Labor delivery schedules will be negotiated on each task order or contract. The schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point(s). Destination

13a. Ordering address(es).

OnPoint Consulting, Inc.
ATTN: Samara Schulman
2107 Wilson Blvd, Suite 510
Arlington, VA 22201

(703) 841-5516

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es).

OnPoint Consulting, Inc.
ATTN: Accounts Payable
2107 Wilson Blvd, Suite 510
Arlington, VA 22201

PH: (703) 841-.5519

15. Warranty provision. Standard

16. Export packing charges. N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Government purchase cards **will** be acceptable for payment equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards **will** be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

19. Terms and conditions of installation (if applicable). N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A

20a. Terms and conditions for any other services (if applicable). N/A

21. List of service and distribution points (if applicable). N/A

22. List of participating dealers (if applicable). N/A

23. Preventive maintenance (if applicable). N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

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

25. Data Universal Number System (DUNS) number. 802314120

26. Notification regarding registration in System for Award Management (SAM) database. Contractor has registered with the System for Award Management database.

2 Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)

1. SCOPE

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

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

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

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

- a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

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

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL

ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009)

(ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

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

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

- a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

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

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.
- c. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

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

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

Minimum Education: Bachelor's Degree in Computer Science

3 Labor Category Pricing

Effective: January 2018

NOTE: Hourly Labor rates inclusive of GSA Industrial Funding Fee of 0.75%

LABOR CATEGORY	RATE
Technical Specialist 1	\$34.47
Technical Specialist 2	\$52.21
Technical Specialist 3	\$62.31
Technical Specialist 4	\$72.20
Analyst 1	\$73.65
Analyst 2	\$81.48
Analyst 3	\$91.46
Analyst 4	\$100.57
IT Engineer 1	\$106.73
IT Engineer 2	\$114.92
IT Engineer 3	\$124.68
IT Engineer 4	\$144.07
Project Manager 1	\$112.52
Project Manager 2	\$128.10
Project Manager 3	\$135.83
Project Manager 4	\$144.15
Subject Matter Expert 1	\$118.63
Subject Matter Expert 2	\$135.19
Subject Matter Expert 3	\$144.07
Subject Matter Expert 4	\$190.08

4 Labor Category Descriptions

4.1 Technical Specialist

May be responsible for software maintenance, troubleshooting, user assistance, system and information/cyber security, installation of upgrades and product support (server and client). Duties may include:

1. Diagnosing hardware and software problems and replacing defective components.
2. Performing data backups and disaster recovery operations.
3. Maintaining and administering computing environments, including computer hardware, system software, applications software, and all configurations.
4. Planning, coordinating, and implementing network security measures to protect data, software and hardware.
5. Performing routine network startup and shutdown procedures and maintaining control records documenting and tracking all aspects of hardware and/or software development and modifications.
6. Defining and documenting user requirements
7. Providing Software Configuration Management (SCM) support at the enterprise and/or project level throughout a software product’s life cycle.
8. Interfacing with customers to handle service inquiries and problems.
9. Establishing company guidelines on servicing and repairs/returns;
10. Examining customer problems and implements appropriate corrective action to initiate repair, return or field servicing; and maintaining logs, records and files.

Works independently, as a member of a team, or in team leadership position.

Technical Specialist Labor Category Levels

Level	Education	Minimum Years of Experience
1	Associates Degree	1
2	Bachelor’s Degree	2
3	Bachelor’s Degree	4
4	Bachelor’s Degree	7

NOTE: The labor category description for Technical Specialist applies to all Levels 1 – 4.

4.2 Analyst

Performs information security analyses to evaluate program or project in the context of various technical domains and activities. Analyses may include but are not limited to resource, policy, qualitative, quantitative, requirements, cost, schedule, information/cyber security, or alternatives. Duties may include:

1. Supporting cross-functional, security, and other integration initiatives of the program.
2. Applying analytical skills to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes
3. Providing technical or analytical support by conducting and/or participating in the strategic, tactical, and operational aspects of security and information security activities.
4. Meeting goals within time and budget constraints.
5. Contributing to the design and execution of projects.
6. Applying analytical skills to assist in defining, analyzing, validating and documenting complex operating environments, states of technology and current processes.
7. Reviewing user requirements and providing direction in the identification of problem and potential resolution.
8. Providing analytical support in the conceptualization, development and implementation of complex, multiple, interlinked systems.
9. Defining system objectives and prepares system design specifications to meet user requirements.

Works independently, as a member of a team, or in a project, team leadership position.

Labor Category Levels

Level	Education	Minimum Years of Experience
1	Bachelor's Degree	3
2	Bachelor's Degree	6
3	Bachelor's Degree	10
4	Bachelor's Degree	12

NOTE: The labor category description for Analyst applies to all Levels 1 – 4.

4.3 IT Engineer

May serve in a network, computer, systems, or software development position as required by the project utilizing a variety of skills and technologies. Duties may include:

1. **Network**
 - a. Performing information security analysis services for organizational, computer, or communications/networks systems.
 - b. Overseeing or supporting the overall planning, design, installation, or operation of operating systems, networks, hardware and application software
2. **Computer Engineering**
 - a. Developing and applying advanced methods, theories and research techniques to define engineering requirements, guidance and direction for implementation and testing of information systems.
 - b. Assessing architecture and current hardware limitations, define and design complex system specifications, input/output processes and working parameters for hardware/software compatibility.
 - c. Coordinating design of subsystems and integration of total system.
3. **Systems Administration**
 - a. Administering day-to-day configuration and operation of Information Systems.
 - b. Optimizing system operation and resource utilization and performing system capacity planning/analysis while maintaining the security posture.
 - c. Assisting users in accessing and using support systems.
 - d. Installing, configuring, and maintaining workstations and servers across all platforms, including Web servers in support of business processing requirements.
4. **System Development**
 - a. Applying expert systems analysis and design techniques to complex system development in a specialized design area and/or resolves unique or unyielding problems in existing complex systems by applying new technology.
 - b. Formulating logical statements of user requirements and develops solutions through application of systems and methods engineering techniques.
 - c. Reviewing alternate approaches and selecting appropriate methodology.

Works independently, as a member of a team, or in a project, group or program leadership position. May be responsible for the employment, training, and direction of assigned employees.

IT Engineer Labor Category Levels

Level	Education	Minimum Years of Experience
1	Bachelor's Degree	6
2	Bachelor's Degree	9
3	Bachelor's Degree	12
4	Master's Degree	15

NOTE: The labor category description for IT Engineer applies to all Levels 1 – 4.

4.4 Project Manager

Acts as the overall lead, manager and administrator for the contract effort. Serves as the primary interface and point of contact with Government program authorities and representatives on technical and program/project issues.

Supervises program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements.

May assist Program Manager with the technical and personnel management of the contract effort. Understands specialized technical nature of contract effort, provides daily technical guidance and direction to support staff. May direct staff in large projects or multiple simultaneous, on-going projects according to project deliverables and milestones.

Demonstrates ability to analyze problems and requirements and to develop solutions within the complex environment.

Works independently, as a member of a team, or in a project, group or program leadership position. May be responsible for the employment, training, and direction of assigned employees.

Project Manager Labor Category Levels

Level	Education	Minimum Years of Experience
1	Bachelor's Degree	6
2	Bachelor's Degree	9
3	Bachelor's Degree	12
4	Master's Degree	15

NOTE: The labor category description for Project Manager applies to all Levels 1 – 4.

4.5 Subject Matter Expert

Provides technical and managerial leadership and direct support for problem definition, analysis, requirements development, and implementation of complex projects and programs. Duties may include:

1. Directing the performance of or providing technical expertise to a variety of related projects which may be organized by technology, program or client.
2. Overseeing the technology development and/or application, marketing, and resource allocation within program client base.
3. Effectively managing funds and personnel and is accountable for the quality and timely delivery of contractual items.
4. Providing expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation of complex security projects or programs.
5. Directing performance or directly providing technical expertise to a variety of related security projects which may be organized by technology, program, or client
6. Performing in highly specialized subject areas such as cyber/information security, satellite telecommunications, financial systems, BPR, human factors engineering and systems design or engineering.
7. Providing technical and/or specialized guidance concerning complex problems or challenges in the subject matter field.
8. Performing analysis and studies; preparing reports and giving presentations.

Works independently, as a member of a team, or in a project, group or program leadership position.

Subject Matter Expert Labor Category Levels

Level	Education	Minimum Years of Experience
1	Bachelor’s Degree	8
2	Bachelor’s Degree	11
3	Master’s Degree	14
4	Master’s Degree or PhD	17

NOTE: The labor category description for Subject Matter Expert applies to all Levels 1 – 4.

4.6 Experience Substitution / Equivalency:

Degree	Equivalency
Associate’s	Two years of Professional Experience plus HS
Bachelor’s	Four years of Professional Experience plus HS
Master’s	Six years of Professional Experience plus BS
Ph.D	Nine years of Professional Experience plus BS