



APPEREON Business Solutions, Inc.

GSA Offered Pricing

4301 Garden City Drive, Ste. 201
Hyattsville, MD 20785

UEI: L1CNSN53YC24
CAGE: 6CLX8

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HUBZone

Cover page

AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICELIST
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY
EQUIPMENT, SOFTWARE AND SERVICES

We listen. We ask questions. We analyze. We deliver. In today's world of ever changing technology, APPEREON Business Solutions Inc. a HUBZone company, provides the right people at the right time. From concept through implementation, APPEREON works with you leverage your processes, our expertise and the increasing power of technology.

Our management consultants have extensive competence in best-in-breed management methodologies and technologies, and will assist you to design the best course of action to select, implement and adopt changes, derive the benefits and fully realize your business goals.

In particular we provide:

IT Support Services

(SIN: 56151S):

- ▶ System Engineering Technical Assistance (SETA)
- ▶ SharePoint
- ▶ Content Management
- ▶ Web Development
- ▶ Geospatial (GIS) Support
- ▶ Database Development
- ▶ System Engineering
- ▶ System Administration
- ▶ Network Support
- ▶ Help Desk Support
- ▶ Hardware and support
- ▶ Enterprise Asset Management (EAM)
- ▶ Records Management
- ▶ PKI Development
- ▶ Cyber Security

Professional Support Services

(SIN 541611):

- ▶ Executive Administration
- ▶ Program Management Office OMB 300 Support
- ▶ Program Management Office CPIC Support
- ▶ Project Management Support
- ▶ Analysis Support
- ▶ FOIA Support
- ▶ Compliance Support
- ▶ Acquisition Support
- ▶ Human Resources Policy Development
- ▶ Human Resources Job Classification
- ▶ Technical Writing

Office Management Services

(SIN 561110):

- ▶ Executive Administration
- ▶ Administrative Support

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.

Appereon Business Solutions Inc. (HUBZone)
4301 Garden City Drive, Hyattsville, MD 20785
(443) 839-0012
www.appereon.com

Contract Number: _____

GS35F298AA

Period Covered by Contract: April 1, 2023 – April 1, 2028

General Services Administration
Federal Acquisition Service

Pricelist current through Modification #0011, dated January 01, 2023 .

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

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INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. GEOGRAPHIC SCOPE OF CONTRACT:

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

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 54151S Wireless Services ONLY, if awarded, list the limited geographic coverage area:

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Appereon Business Solutions Inc. (HUBZone)
4301 Garden City Drive, Ste. 201
Hyattsville20785, MD 21202
o:(443) 839-0012 | f: (888) 839-2583 | Orders@appereon.com | www.appereon.com

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

o: (443) 839-0012 | f: (888) 839-2583

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

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

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: UEI: L1CNSN53YC24
Block 30: Type of Contractor: A
Block 31: Woman-Owned Small Business - No
Block 37: Contractor's Taxpayer Identification Number (TIN): 45-4799850
Block 40: Veteran Owned Small Business (VOSB): Not Applicable

- 4a. CAGE Code: 6CLX8
- 4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

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

| SPECIAL ITEM NUMBER | DELIVERY TIME (Days ARO) |
|---------------------|--------------------------|
| <u>54151S</u> | <u>10 Days</u> |
| <u>541611</u> | <u>10 Days</u> |
| <u>561110</u> | <u>10 Days</u> |

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

c. i. ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii. TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as

defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7. **DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted. A Non Standard discount 1.5% is included for orders over \$350,000

8. **TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. **STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

10. **Small Requirements:** The minimum dollar of orders to be issued is \$100.00.

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

a. The Maximum Order for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 54151S - Information Technology Professional Services

b. The Maximum Order for the following Special Item Numbers (SINs) is \$1,000,000:

Special Item Number 541611 - Administrative Management and General Management Consulting Services

Special Item Number 561110 - Office Administrative Services

12. **ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. **FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 **FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):**

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of

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

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

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES: Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16. GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsaadvantage.gov>

17. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a

product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

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

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

NONE

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 54151S.

23. SECTION 508 COMPLIANCE.

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

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): www.appereon.com/VPAT.html
The EIT standard can be found at: www.Section508.gov/.

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from XXX dated XXX. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES SPECIAL ITEM NUMBERS: 54151S; 541611 and 561110**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S – Information Technology Professional Services; 541611 – Professional Support Services; and 561110 – Office Management Services apply exclusively to the Services within the scope of the 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 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 Services.

9. INDEPENDENT CONTRACTOR

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

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/IAM 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.

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

| SCLS Eligible Contract Labor Category/Fixed Price Service | SCLS Equivalent Code Title | WD Number |
|---|----------------------------------|-----------|
| Administrative Assistant | 01020 - Administrative Assistant | 2015-4281 |

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

(Name of Company) 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 (**Jeff Gordon, o: (443) 839-0012 | f: (888) 839-2583 | jgordon@appereon.com**).

COMMERCIAL SALES PRACTICES

Name of Offeror: APPEREON Business Solutions, Inc.

SIN(s): 54151S; 54161; and 561110

Note: Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information for each SIN (or group of SINs or Susin for which information is the same). (1) Provide the dollar value of sales to the general public at or based on an established catalog or market price during the previous 12-month period or the Offerors last fiscal year: \$ 3,900,000. State beginning and ending of the 12-month period: Beginning 01/01/22 Ending 12/31/22. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s). (2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract.

SIN 54151S \$ 1,000,000 ;

SIN 541611 \$ 800,000 ;

SIN 561110 \$ 600,000 ;

(3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the discounts and any concessions which you offer the Government equal to or better than your best price (discount and concessions in any combination) offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES ___ NO X_. (See definition of "concession" and "discount" in 552.212-70.) (4) (a) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), provide information as requested for each SIN (or group of SINs for which the information is the same) in accordance with the instructions at Figure 515.4-2, which is provided in this solicitation for your convenience. The information should be provided in the chart below or in an equivalent format developed by the Offeror. Rows should be added to accommodate as many customers as required.

COMMERCIAL SALES PRACTICES CHART

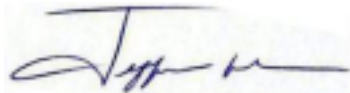
Appereon Business Solutions Inc.

IT - SIN (s): 54151S

NOTE: The attached Commercial Practices Chart is designed to facilitate the offeror’s response to Fair and Reasonable Prices. If space on the chart is insufficient for a complete response, the offeror should provide any necessary attachments to explain both standard discount and pricing policies, as well as any non-standard business practices, for each special item number offered. (If the offeror does not sell to a particular type of customer, indicate “Does Not Sell to This Type of Customer” across the row. For any types of customers not identified on the chart, the offeror should specifically identify such customers under “Others”).

| Type of Customer | Standard Discounts & Pricing Policies | Non-Standard Discounts (Including degree and frequency) | Prompt Rebates Payment Discount | Warranty | FOB Point | % of Gross |
|--|---------------------------------------|---|---------------------------------|----------|-------------|------------|
| Distributors (Sell only to Dealers/Resellers) | Does Not | Sell To | This Type | of | Customer | 0% |
| Dealers/Resellers (Resell to end users) | Does Not | Sell To | This Type | of | Customer | 0% |
| VAR/System Integrators | Does Not | Sell To | This Type | of | Customer | 0% |
| Original Equipment Manufacturers (OEMs) | Does Not | Sell To | This Type | of | Customer | 0% |
| State & Local Governments | NONE | NONE | NONE | NONE | DESTINATION | 0% |
| Educational & Nonprofit Institutions | Does Not | Sell To | This Type | of | Customer | 0% |

| | | | | | | |
|--|---------|-----------------------------------|-----------|------|-------------|-----|
| National & Corporate Accounts | NONE | NONE | NONE | NONE | DESTINATION | 13% |
| Commercial End Users | Does No | Sell To | This Type | Of | Customer | 0% |
| Other: Federal Government | NONE | NONE | NONE | NONE | DESTINATION | 87% |
| Proposed: GSA Discounts | 12% | 1.5% for orders over \$350,000.00 | NONE | NONE | DEST | |



Jeff W. Gordon, CEO & President

Date: 08/11/2022

COMMERCIAL SALES PRACTICES CHART

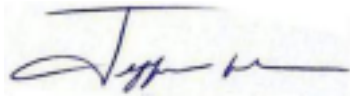
Appereon Business Solutions Inc.

Office Management Services - SIN (s): 541611

NOTE: The attached Commercial Practices Chart is designed to facilitate the offeror’s response to Fair and Reasonable Prices. If space on the chart is insufficient for a complete response, the offeror should provide any necessary attachments to explain both standard discount and pricing policies, as well as any non-standard business practices, for each special item number offered. (If the offeror does not sell to a particular type of customer, indicate “Does Not Sell to This Type of Customer” across the row. For any types of customers not identified on the chart, the offeror should specifically identify such customers under “Others”.

| Type of Customer | Standard Discounts & Pricing Policies | Non-Standard Discounts (Including degree and frequency) | Prompt Rebates Payment Discount | Warranty | FOB Point | % of Gross |
|--|---------------------------------------|---|---------------------------------|----------|-------------|------------|
| Distributors (Sell only to Dealers/Resellers) | Does Not | Sell To | This Type | of | Customer | 0% |
| Dealers/Resellers (Resell to end users) | Does Not | Sell To | This Type | of | Customer | 0% |
| VAR/System Integrators | Does Not | Sell To | This Type | of | Customer | 0% |
| Original Equipment Manufacturers (OEMs) | Does Not | Sell To | This Type | of | Customer | 0% |
| State & Local Governments | NONE | NONE | NONE | NONE | DESTINATION | 0% |

| | | | | | | |
|---|-----------------|--|------------------|-------------|--------------------|------------|
| Educational & Nonprofit Institutions | Does Not | Sell To | This Type | of | Customer | 0% |
| National & Corporate Accounts | NONE | NONE | NONE | NONE | DESTINATION | 13% |
| Commercial End Users | Does No | Sell To | This Type | Of | Customer | 0% |
| Other: Federal Government | NONE | NONE | NONE | NONE | DESTINATION | 87% |
| Proposed: GSA Discounts | 12% | 1.5% for orders over \$350,000.00 | NONE | NONE | DEST | |



Jeff W. Gordon, CEO & President

Date: 08/11/2022

COMMERCIAL SALES PRACTICES CHART

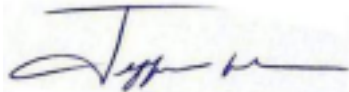
Appereon Business Solutions Inc.

Professional Support Services - SIN (s): 561110

NOTE: The attached Commercial Practices Chart is designed to facilitate the offeror’s response to Fair and Reasonable Prices. If space on the chart is insufficient for a complete response, the offeror should provide any necessary attachments to explain both standard discount and pricing policies, as well as any non-standard business practices, for each special item number offered. (If the offeror does not sell to a particular type of customer, indicate “Does Not Sell to This Type of Customer” across the row. For any types of customers not identified on the chart, the offeror should specifically identify such customers under “Others”).

| Type of Customer | Standard Discounts & Pricing Policies | Non-Standard Discounts (Including degree and frequency) | Prompt Rebates Payment Discount | Warranty | FOB Point | % of Gross |
|---|---------------------------------------|---|---------------------------------|----------|-------------|------------|
| Distributors (Sell only to Dealers/Resellers) | Does Not | Sell To | This Type | of | Customer | 0% |
| Dealers/Resellers (Resell to end users) | Does Not | Sell To | This Type | of | Customer | 0% |
| VAR/System Integrators | Does Not | Sell To | This Type | of | Customer | 0% |
| Original Equipment Manufacturers (OEMs) | Does Not | Sell To | This Type | of | Customer | 0% |
| State & Local Governments | NONE | NONE | NONE | NONE | DESTINATION | 0% |
| Educational & Nonprofit | Does Not | Sell To | This Type | of | Customer | 0% |

| | | | | | | |
|--|----------------|--|------------------|-------------|--------------------|------------|
| Institutions | | | | | | |
| National & Corporate Accounts | NONE | NONE | NOINE | NONE | DESTINATION | 13% |
| Commercial End Users | Does No | Sell To | This Type | Of | Customer | 0% |
| Other: Federal Government | NONE | NONE | NONE | NONE | DESTINATION | 87% |
| Proposed: GSA Discounts | 12% | 1.5% for orders over \$350,000.00 | NONE | NONE | DEST | |



Jeff W. Gordon, CEO & President

Date: 08/11/2022

Attachment to Commercial Sales Practices Chart for SIN(s)

54151S; 54161; and 561110

Notes:

**Do any deviations from your written policies or standard commercial sales practices disclosed in the above chart ever result in better discounts (Lower prices) or concessions than indicated? YES
_____NO__X__.**

If YES, provide an explanation of the circumstances under which you deviate from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format and explain how often they occur. Your explanation should include a discussion of situations that lead to deviations from standard practice, an explanation of how often they occur, and the controls you employ to assure the integrity of your pricing.

Manufacturer agrees to provide the Government access, at any time before award of product N/A, to the manufacturer's sales records for the purpose of verifying the information submitted by the manufacturer. (This information is required in order to enable the Government to make a determination that the information supplied in the Commercial Practices Chart is accurate.)

DESCRIPTION OF SERVICES AND PRICING

SIN(s): 54151S; 541611; 561110

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT 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 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.

| SIN: 54151S IT Services | Labor Category | Pricing |
|-----------------------------------|------------------------------|----------|
| | Program Manager | \$169.37 |
| | Project Manager | \$157.51 |
| | Applications Programmer | \$130.29 |
| | Sr. Applications Programmer | \$146.30 |
| | Database Administrator | \$150.28 |
| | Web Developer | \$128.83 |
| | Configuration Manager | \$108.76 |
| | Technical Writer | \$101.02 |
| | System Engineer | \$136.28 |
| | Scheduler | \$96.09 |
| | Applications Systems Analyst | \$118.45 |

Escalation of 3% is added for each year after year 1

| SIN: 541611 Professional Support Services | Labor Category | Pricing |
|--|------------------------------|----------------|
| | Executive Administrator I | \$70.22 |
| | Executive Administrator II | \$89.95 |
| | Executive Administrator III | \$96.69 |
| | Administrative Assistant I | \$59.19 |
| | Administrative Assistant II | \$71.04 |
| | Administrative Assistant III | \$86.89 |
| | Analyst I | \$89.85 |
| | Analyst II | \$96.53 |
| | Analyst III | \$116.82 |
| | FOIA Analyst I | \$96.65 |
| | FOIA Analyst II | \$100.08 |
| | FOIA Analyst III | \$122.92 |
| | Acquisition Specialist I | \$93.98 |
| | Acquisition Specialist II | \$114.71 |
| | Acquisition Specialist III | \$144.74 |
| | Consultant I | \$125.41 |
| | Consultant II | \$142.73 |
| | Consultant III | \$162.36 |

Escalation of 3% is added for each year after year 1

| SIN: 561110 Office Management Services | Labor Category | Pricing |
|---|-----------------------------|---------|
| | Executive Administrator I | \$70.22 |
| | Executive Administrator II | \$89.85 |
| | Executive Administrator III | \$96.69 |
| | Executive Assistant I | \$59.19 |
| | Executive Assistant II | \$71.04 |

Escalation of 3% is added for each year after year 1

Labor Category Descriptions

IT (SIN: 54151S)

Program Manager

Functional Responsibility: Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Required Experience: Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Project Manager

Functional Responsibility: Serves as the central point of contact for delivery orders and interfaces with the Contracting Officers Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Database Administrator

Functional Responsibilities: Applies current technology in providing MIS solutions. Provides highly technical expertise in providing business application solutions. Must have a comprehensive understanding of hardware/software and communication environments such as: client/server technology, host/mainframe technology, IS, and related peripheral equipment. Specifies proper types of files organization, indexing methods, and security procedures. Advises contractor project teams on the design of complex databases (e.g., schema and subschema details). Defines specialized aspects of user's data base administrator documentation. Performs detailed comparisons of various data base systems. Provides expertise in data storage systems. Develops backup and archival policies and procedures. Configures storage systems software to meet requirements. Performs administration tasks (installing, maintaining, monitoring, recovering, rebuilding, upgrading, patching and performance tuning). Implements software solutions for performance enhancement, operator interface, and increased user capability.

Required Experience: Three years experience in a complex, distributed, heterogeneous computing environments, which may involve different types of hardware platforms, operating systems applications, data base systems and network environments. One year of specific experience as a Data Base Systems Administrator on the target system.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Senior Application Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Four years experience in the functions described above.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Application Programmer

Functional Responsibility: Applies basic knowledge of programming techniques. Develops program specifications for writing and testing programs. Develops, modifies and maintains assigned software according to specifications. Develops test data, performs thorough testing and corrects faulty code to ensure compliance with specifications. Documents programs according to Government standards and procedures.

Required Experience: Two years experience in the functions described above.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Application Systems Analyst

Functional Responsibility: Applies knowledge of computer science principles, automated data processing functions, and software languages to develop solutions to user requirements. Provides direction on complex application problems involving all phases of system analysis to provide resolution. Assists users, functional and technical activity personnel in the application, definition, and design. Oversees and performs the gathering, analysis, and synthesis of information for system definition. Supports the development of test plans, test descriptions, and test procedures and reviews results to ensure compliance with specifications. Develops and maintains user support documentation. Analyzes software maintenance requirements including trouble report and change proposal analysis. Proposes economical and efficient solutions as part of developing ADP solutions to user requirements. Acts as team leader, providing guidance to junior level staff.

Required Experience: Ten years of relevant experience in ADP systems analysis, design, and or maintenance. Experience shall include a broad band range of assignments in technical tasks directly related to contracts in the studies and analysis area of responsibility.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Web Developer

Functional Responsibility: Provides for development and content that will motivate and entertain users so that they regularly access the website and utilize it as a major source for information and decision making. Provides managing/performing website editorial activities including gathering and researching information that enhances the value of the site. Designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special-effects elements. Contributes to the design group's efforts to enhance the look and feel of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications.

Required Experience: four Years of relevant experience in the support of office operations including the use of appropriate desktop technology.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Configuration Manager

Functional Responsibility: Responsible for configuration management (CM) of developmental and operational systems. Works on developmental and operational teams to create and maintain configuration baselines (development, test, production, etc.) supporting developmental and operational systems. Uses or recommends automated CM tools to implement CM policies and procedures. Develops or modifies CM plans, policies, and procedures tailored to the complexity and scope of the developmental or operational system. Implements CM discipline for the entire life cycle of systems from initial requirements/capabilities baselines to system end-of-life. Perform change control and configuration audits.

Required Experience: four Years of relevant experience in the support of office operations including the use of appropriate desktop technology.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Systems Engineer

Functional Responsibility: Analyzes user's requirements, concept of operations documents, and high level system architectures to develop system requirements specifications. Analyzes system requirements and leads design and development activities. Guides users in formulating requirements, advises alternative approaches, and conducts feasibility studies. Provides technical leadership for the integration of requirements, design, and technology. Incorporates new plans, designs and systems into ongoing operations. Develops technical documentation. Develops system Architecture and system design documentation. Guides system development and implementation planning through assessment or preparation of system engineering management plans and system integration and test plans. Interacts with the Government regarding Systems Engineering technical considerations and for associated problems, issues or conflicts. Ultimate responsibility for the technical integrity of work performed and deliverables associated with the Systems Engineering area of responsibility. Communicates with other program personnel, government overseers, and senior executives.

Required Experience: four Years of relevant experience in the support of office operations including the use of appropriate desktop technology.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Technical Writer

Functional Responsibility: Writes and prepares Information Technology (IT) technical documentation using outlines and resource material provided by computer personnel. Consolidates, formats, requires and edits documentation written by technical personnel. Interprets documentation standards and instructions Has technical knowledge and applies knowledge of required standards and verifies that documentation conforms to standards.

Required Experience: 4 years relevant experience in a position requiring development of structured written materials and visual aids.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Scheduler

Functional Responsibility: Responsible for designing, developing, and maintaining detailed resource-loaded schedules for implementation, developmental and operational systems. Works with developmental and operational teams to develop detailed schedules and assists in keeping these schedules current. Uses or recommends automated tools such as MS Project, Primavera or program mandated software. Develops and or modifies project schedules and or the integration of multiple project schedules into an overall Master Program Schedule. Maintains the overall Master Program /Project Schedule. Links project schedules with the overarching program, Investment Portfolio, functional area and/or other Integrated Master Plans (IMPs). Provides hands-on development of layered schedules and IMPs that address how an acquisition project is progressing and how that project contributes to overarching requirements and objectives. Maintains status on linkages and dependencies with related projects.

Required Experience: four Years of relevant experience in the support of office operations including the use of appropriate desktop technology.

Required Education: Bachelors Degree or Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience, may be substituted for the Bachelors Degree.

Labor Category Descriptions
Professional Support Services (SIN: 541611)

Executive Administrator I

Functional Responsibility:

Facilitate communication between agencies. Consult with senior executives, managers and program staff on significant issues. Oversee drafting of responses and facilitate meaningful interactions with people at all levels. Proficiency in Excel, SharePoint, PowerPoint and MS Outlook. Effective oral and written communication skills to include preparing clear and concise written products

Required Experience: Five (5) years of documented relevant experience working with agencies, consulting with executives, facilitating communication between agencies and conducting meaningful interactions with people at all levels.

Required Education: High School

Executive Administrator II

Functional Responsibility:

Facilitate communication between agencies. Consult with senior executives, managers and program staff on significant issues. Oversee drafting of responses and facilitate meaningful interactions with people at all levels. Proficiency in Excel, SharePoint, PowerPoint and MS Outlook. Effective oral and written communication skills to include preparing clear and concise written products

Required Experience: Three (3) years of documented relevant experience working with agencies, consulting with executives, facilitating communication between agencies and conducting meaningful interactions with people at all levels.

Required Education: Bachelor's Degree, or an Associate's Degree together with Two (2) years of relevant experience or High School/GED together with 7 years' experience may be substituted for a Bachelor's Degree.

Executive Administrator III

Functional Responsibility:

Facilitate communication between agencies. Consult with senior executives, managers and program staff on significant issues. Oversee drafting of responses and facilitate meaningful interactions with people at all levels. Proficiency in Excel, SharePoint, PowerPoint and MS Outlook. Effective oral and written communication skills to include preparing clear and concise written products

Required Experience: Five (5) years of documented relevant experience working with agencies, consulting with executives, facilitating communication between agencies and conducting meaningful interactions with people at all levels.

Required Education: Bachelor's Degree or an Associate's Degree together with Two (2) years relevant experience or High School/GED together with 9 years of documented relevant experience may be substituted for a Bachelor's Degree.

Administrative Assistant I

Functional Responsibility:

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), The Administrative Assistant will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Admin Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Required Experience: Two (2) years of documented relevant experience performing secretarial duties, such as filing, taking phone calls, scheduling appointments, making travel arrangements, and providing administrative support to executive staff.

Required Education: High School

Administrative Assistant II

Functional Responsibility:

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), The Administrative Assistant will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Admin Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Required Experience: One (1) year of documented relevant experience performing secretarial duties, such as filing, taking phone calls, scheduling appointments, making travel arrangements, and providing administrative support to executive staff.

Required Education: Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years, or High School/GED together with Four (4) years of documented relevant experience may be substituted for a Bachelor's Degree.

Administrative Assistant III

Functional Responsibility:

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), The Administrative Assistant will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Admin Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Required Experience: Four (4) years of documented relevant experience performing secretarial duties, such as filing, taking phone calls, scheduling appointments, making travel arrangements, and providing administrative support to executive staff.

Required Education: Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years, or High School/GED Plus Eight (8) years of documented relevant experience may be substituted for a Bachelor's Degree.

Analyst I

Functional Responsibility:

Successfully execute tasks and responses, policy compliance. Utilize and develop prescribed analytics and technology to successfully determine compliance and detect risk issues associated with programs and operational procedures.

Required Experience: Zero (0) years of documented, relevant experience

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years, or High School/GED together with 4 years of documented relevant experience may be substituted for a Bachelor's Degree

Analyst II

Functional Responsibility:

Successfully execute tasks and responses, policy compliance. Utilize and develop prescribed analytics and technology to successfully determine compliance and detect risk issues associated with programs and operational procedures.

Required Experience: Two (2) years of documented, relevant experience successfully executing tasks, responses and policy compliance.

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years of relevant experience or High School/GED together with 7 years documented relevant experience may be substituted for a Bachelor's Degree

Analyst III

Functional Responsibility:

Successfully execute tasks and responses, policy compliance. Utilize and develop prescribed analytics and technology to successfully determine compliance and detect risk issues associated with programs and operational procedures.

Required Experience: Five (5) years of documented relevant experience successfully executing tasks responses, and policy compliance

Required Education: Required Education: Bachelor's Degree, or an Associate's Degree Plus Two (2) years, or High School/GED together with 9 years of documented relevant experience may be substituted for a Bachelor's Degree

FOIA Analyst I

Functional Responsibility: Formulate FOIA specific subject-matter information and details as necessary. Successfully execute tasks and responses, policy compliance. Utilize and develop prescribed analytics and technology to successfully determine compliance and detect risk issues associated with programs and operational procedures.

Required Experience: Zero (0) years of documented relevant experience

Required Education: Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years of experience or High School/GED together with Four (4) years of documented relevant experience may be substituted for a Bachelor's Degree.

FOIA Analyst II

Functional Responsibility: Formulate FOIA specific subject-matter information and details as necessary. Successfully execute tasks and responses, policy compliance and utilize and develop prescribed analytics and technology to successfully determine compliance and detect risk issues associated with programs and operational procedures.

Required Experience: Three (3) years of documented relevant experience formulating FOIA specific subject-matter information and details, and successfully executing tasks, responses, and policy compliance

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years of experience or High School/GED Plus Seven (7) years of documented relevant experience may be substituted for a Bachelor's Degree

FOIA Analyst III

Functional Responsibility: Formulate FOIA specific subject-matter information and details as necessary. Successfully execute tasks and responses, policy compliance. Utilize and develop prescribed analytics and technology to successfully determine compliance and detect risk issues associated with programs and operational procedures.

Required Experience: Six (6) years of documented relevant experience formulating FOIA specific subject-matter information and details, and successfully executing tasks, responses, and policy compliance

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years, or High School/GED together with Thirteen (13) years of documented relevant experience may be substituted for a Bachelor's Degree.

Acquisition Specialist I

Functional Responsibility: Assist with the preparation of procurement packages including but not limited to performing market research, preparing procurement related documentation for government review and developing procurement packages. Track procurement related packages through internal processes, procurement process and award. Provide administrative support including data entry, updating tracking forms, and uploading awards and completed procurement packages. Assist with procurement and budget related data calls.

Required Experience: Zero (0) years of documented relevant experience

Required Education: Bachelor's Degree, or Associate's Degree Plus Two (2) years, or High School/GED Plus Four (4) years of documented relevant experience may be substituted for a Bachelor's Degree

Acquisition Specialist II

Functional Responsibility: Assist with the preparation of procurement packages including but not limited to performing market research, preparing procurement related documentation for government review and developing procurement packages. Track procurement related packages through internal processes, procurement process and award. Provide administrative support including data entry, updating tracking forms, and uploading awards and completed procurement packages. Assist with procurement and budget related data calls.

Required Experience: Three (3) years of documented relevant experience assisting with the preparation of procurement packages, performing market research, developing, preparing and tracking procurement related documentation for government review, and providing administrative support

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years, or High School/GED together with Seven (7) years of documented relevant experience may be substituted for a Bachelor's Degree.

Acquisition Specialist III

Functional Responsibility: Assist with the preparation of procurement packages including but not limited to performing market research, preparing procurement related documentation for government review and developing procurement packages. Track procurement related packages through internal processes, procurement process and award. Provide administrative support including data entry, updating tracking forms, and uploading awards and completed procurement packages. Assist with procurement and budget related data calls.

Required Experience: Six (6) years of documented relevant experience assisting with the preparation of procurement packages, performing market research, developing, preparing and tracking procurement related documentation for government review, and providing administrative support

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years or High School/GED together with 13 years of documented relevant experience may be substituted for a Bachelor's Degree

Consultant I

Functional Responsibility: Provide informal guidance, advice and consulting services to a broad range of stakeholders. Examine and assess future state opportunities. Assist with the development of long and goals identifying instances to expand.

Required Experience: Three (3) years of documented relevant experience providing informal guidance, advice and consulting services to a broad range of stakeholders.

Required Education: Bachelor's Degree or Associate's Degree together with Two (2) years, or High School/GED together with Seven (7) years of documented relevant experience may be substituted for a Bachelor's Degree

Consultant II

Functional Responsibility: Provide informal guidance, advice and consulting services to a broad range of stakeholders. Examine and assess future state opportunities. Assist with the development of long and goals identifying instances to expand.

Required Experience: Five (5) years of documented, relevant experience providing informal guidance, advice and consulting services to a broad range of stakeholders.

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years or High School/GED together with Seven (7) years of documented relevant experience may be substituted for a Bachelor's Degree.

Consultant III

Functional Responsibility: Provide informal guidance, advice and consulting services to a broad range of stakeholders. Examine and assess future state opportunities. Assist with the development of long and goals identifying instances to expand.

Required Experience: Eight (8) years of documented, relevant experience Provide informal guidance, advice and consulting services to a broad range of stakeholders.

Required Education: Bachelor's Degree, or Associate's Degree together with Two (2) years, or High School/GED together with Twelve (12) years of documented relevant experience may be substituted for a Bachelor's Degree.

Labor Category Descriptions
Office Management Services (SIN: 561110)

Executive Administrator I

Functional Responsibility:

Facilitate communication between agencies. Consult with senior executives, managers and program staff on significant issues. Oversee drafting of responses and facilitate meaningful interactions with people at all levels. Proficiency in Excel, SharePoint, PowerPoint and MS Outlook. Effective oral and written communication skills to include preparing clear and concise written products

Required Experience: Five (5) years of documented, relevant experience facilitating communication and engaging in meaningful interactions between agencies, senior executives, managers and program staff at all levels.

Required Education: High School Diploma

Executive Administrator II

Functional Responsibility: Facilitate communication between agencies. Consult with senior executives, managers and program staff on significant issues. Oversee drafting of responses and facilitate meaningful interactions with people at all levels. Proficiency in Excel, SharePoint, PowerPoint and MS Outlook. Effective oral and written communication skills to include preparing clear and concise written products

Required Experience: Three (3) years of documented, of relevant experience facilitating communication and engaging in meaningful interactions between agencies, senior executives, managers and program staff at all levels.

Required Education: Bachelor's Degree, or Associate's Degree Plus Two (2) years, or High School Diploma/GED Plus Seven (7) years documented relevant experience, may be substituted for the Bachelor's Degree

Executive Administrator III

Functional Responsibility: Facilitate communication between agencies. Consult with senior executives, managers and program staff on significant issues. Oversee drafting of responses and facilitate meaningful interactions with people at all levels. Proficiency in Excel, SharePoint, PowerPoint and MS Outlook. Effective oral and written communication skills to include preparing clear and concise written products

Required Experience: Five (5) years of documented, relevant experience facilitating communication and engaging in meaningful interactions between agencies, senior executives, managers and program staff at all levels.

Required Education: Bachelor's Degree, or Associate's Degree Plus Two (2) years, or High School Diploma/GED Plus Nine (9) years of documented relevant experience may be substituted for the Bachelor's Degree.

Administrative Assistant I

Functional Responsibility: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), The Administrative Assistant will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Admin Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Required Experience: Two (2) years of documented, relevant experience filing, taking phone calls, scheduling appointments, making travel arrangements and providing administrative support to executive staff

Required Education: High School Diploma

Administrative Assistant II

Functional Responsibility: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), The Administrative Assistant will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Admin Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Required Experience: One (1) year of experience filing, taking phone calls, scheduling appointments, making travel arrangements and providing administrative support to executive staff.

Required Education: Bachelor's Degree, or Associate's Degree Plus Two (2) years, or High School Diploma/GED Plus Four (4) years of documented relevant experience may be substituted for a Bachelor's Degree.