

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Contract Number: GS-35F-274DA

For more information on ordering from Federal Supply Schedules
Click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>
Contract Period: April 14, 2016 – April 13, 2021

Contractor: Richard S. Carson & Associates, Inc.
4720 Montgomery Lane, Suite 800
Bethesda, MD 20814 5320

Business Size: Veteran Owned Small Business

Telephone: (301) 841-0094
FAX Number: (301) 656-4806
Web Site: www.carsoninc.com
E-mail: reillydc@carsoninc.com
Contract Administration: Diane Reilly

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
54151S	132-51	Information Technology Professional Services

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

Typist \$29.21

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

2. Maximum Order: \$500,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:
Yes

9b. Government purchase cards are accepted above the micro-purchase threshold:

10. Foreign items: None

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): 4720 Montgomery Lane, Suite 800 Bethesda, MD 20814

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. **Payment address(es):** 4720 Montgomery Lane, Suite 800 Bethesda, MD 20814
15. **Warranty provision.** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** None
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. **Environmental attributes, e recycled content, energy efficiency, and/or reduced., pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 092402544
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 54151S)**

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

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 54151S 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 54151S 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.

SIN 54151S INFORMATION TECHNOLOGY SERVICES

Job Title:	Project Manager I	\$144.14
Minimum/General Experience:	Five (5) years experience in business and project management	
Functional Responsibility:	Responsible for oversight of entire contract. Serves as corporate representative to government and is the primary interface with the client. Oversees various systems projects of a highly complex nature. Responsible for assembling project team, assigning individual responsibilities, identifying appropriate resources needed, and developing schedule to ensure timely completion of project and meeting deadlines of project. Must be familiar with the system scope and project objectives, as well as the role and function of each team member in order to effectively coordinate the activities of the team.	
Minimum Education:	Master's Degree	
Education Substitution:	Bachelor's Degree and two (2) years experience	
Job Title:	Project Manager II	\$128.67
Minimum/General Experience:	Seven (7) years experience in project management and design development of ADP applications	
Functional Responsibility:	Reports directly to Project Manager I on highly complex contract project matters and oversees multiple task orders on a contract. Responsible for management of projects that are moderately complex. Participates directly in the project tasks involving development of ADP applications. Plans project activities that may include but are not limited to network and client/server systems design and development. Maintains day-to-day interface with customer personnel.	
Minimum Education:	Bachelor's Degree	
Education Substitution:	High school diploma or equivalent and four (4) years experience.	

Job Title:	Supervisor	\$116.05
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Minimum/General Experience:

Nine (9) years experience of supervising staff on technical projects

Functional Responsibility:

Reports directly to Project Manager II and is responsible for supervising individual task orders. Manages discreet tasks and project teams that are part of a larger project. Experience shall have included daily interaction with all technical staff. Areas of expertise may include but are not limited to communications, databases, operating systems, and 4GL and object-oriented programming. Responsible for the overall technical direction of task or tasks.

Minimum Education:

Bachelor's Degree

Education Substitution:

High school diploma or equivalent and four (4) years experience.

Job Title:	Primary Functional Specialist	\$149.59
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Minimum/General Experience:

Twenty-Five (25) years experience

Functional Responsibility:

Responsible for ensuring that the functional requirements of the customer are satisfied by project. Ensures compatibility between existing systems and systems under development. Works independently as a high level technical and/or functional expert. Gives guidance and direction to all levels of staff reflecting detailed expert knowledge of a highly specialized area or function related to IT systems. Maintains currency in applications expertise. Recommends future directions or projects to clients. Develops IT systems for application areas that may include but is not limited to Logistics Management, Health Care Management, Budget systems, Nuclear Command and Control, and Mission Critical systems.

Minimum Education:

Master's Degree

Education Substitution:

Bachelor's Degree and two (2) years experience

Job Title:	Functional Specialist	\$123.55
Minimum/General Experience:	Twenty (20) years experience	
Functional Responsibility:	Works as a member of the project team providing knowledge of a highly specialized area or function related to IT systems. Ensure compatibility between existing systems and systems under development. Maintains currency in applications expertise. Validates that customer requirements are being accurately reflected in systems design. Maintains close liaison with end user community to ensure system functional requirements are achieved and training objectives are successfully accomplished. Expertise in application areas may include but is not limited to Logistics Management, Health Care Management, Budget Information, Nuclear Command and Control, and Mission Critical systems. Reports directly to Senior Functional Specialist.	
Minimum Education:	Bachelor's Degree	
Education Substitution:	High school diploma or equivalent and four (4) years experience.	

Job Title:	Technical Specialist I	\$103.91
Minimum/General Experience:	Nine (9) years experience	
Functional Responsibility:	Responsible for overall systems architecture to include hardware components and COTS packages. Responsible for high-level technical systems analysis, design and integration and implementation for a group or section. Responsible for feasibility studies, time cost estimates, and development of technical solutions. Provides expert advice on system integration, compatibility and multiple platforms. Prepares activity reports on technical projects and provides technical briefing to customers. Technical areas of expertise may include but are not limited to document management, workflow, imaging, and client/server and open systems architecture.	
Minimum Education:	Master's Degree	
Education Substitution:	Bachelor's Degree and two (2) years experience	

Job Title:	Technical Specialist II	\$89.80
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Minimum/General Experience:

Three (3) years experience in projecting software/hardware requirements and personnel requirements and quality control

Functional Responsibility:

Responsible for overall systems architecture to include hardware components and COTS packages. Supervises technical activities including systems analysis, design, implementation, and integration. Assists in projection of software/hardware requirements. Assigns personnel technical projects and directs their activities. Directs priority and methods for solving technical problems. Responsible for quality review. Technical areas of expertise may include but are not limited to document management, workflow, imaging, and client/server and open systems architecture.

Minimum Education:

Master's Degree

Education Substitution:

Bachelor's Degree and two (2) years experience

Job Title:	Technical Specialist III	\$86.08
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Minimum/General Experience:

Nine (9) years experience

Functional Responsibility:

Responsible for overall systems architecture to include hardware components and COTS packages. Has full technical knowledge to perform specialized technical functions related to systems analysis, design, implementation, and integration. Formulates/defines technical scope and objective for assigned projects. Devises procedures to solve complex technical problems considering computer equipment capacity, operation time and form of desired results. Prepares detailed technical specifications. Responsible for directing work of team members. Responsible for project completion. Technical areas of expertise may include but are not limited to document management, workflow, imaging, and client/server and open systems architecture.

Minimum Education:

Bachelor's Degree

Education Substitution:

High school diploma or equivalent and four (4) years experience

Job Title: Technical Specialist V (Technical Specialist IV reserved for possible category addition at a later time) **\$76.91**

Minimum/General Experience: One (1) year experience

Functional Responsibility: Responsible for overall systems architecture to include hardware components and COTS packages. Under immediate supervision, assists in performing technical functions related to software development as assigned. Specialized experience includes developing applications that integrate multiple IT operating systems and programming languages. Operating systems may include but are not limited to Windows and UNIX.

Minimum Education: Bachelor's Degree

Education Substitution: High school diploma or equivalent and four (4) years experience

Job Title: Analyst I **\$76.19**

Minimum/General Experience: Three (3) years experience.

Functional Responsibility: Responsible for data modeling, data structures, and software engineering. Leads team in systems analysis and design, requirement development, software engineering, and application development for complex software systems. Addresses problem of system integration from a software perspective. Works independently in applying higher level analysis principles and analytical model development methodology to technical problems. Areas of expertise may include but are not limited to systems analysis, structure design methodology, data structures and modeling, and workflow analysis.

Minimum Education: Bachelor's Degree

Education Substitution: A high school diploma or equivalent and four (4) years experience

Job Title:	Analyst II	\$68.14
Minimum/General Experience:	Zero (0) years experience	
Functional Responsibility:	Responsible for data modeling, data structures, and software engineering. Member of team providing systems analysis and design, requirements development, software engineering, and application development as related to simple to complex software systems. Responsible for completing work assigned in deliverable format. Areas of expertise may include but are not limited to systems analysis, structure design methodology, data structures, and workflow analysis.	
Minimum Education:	Bachelor's Degree	
Education Substitution:	High school diploma or equivalent and four (4) years experience	
Job Title:	Programmer I	\$59.20
Minimum/General Experience:	Six (6) years experience	
Functional Responsibility:	Lead project programmer with experience in commercial 3GL and 4GL programming. Responsible for program design, coding, testing, debugging and documentation. Has technical knowledge of all phases of applications programming. Responsible for directing and monitoring the work of team members. Responsible for program completion and user satisfaction. Uses structured methodology and programming languages that may include but are not limited to Visual Basic, SQL, Sybase, Oracle, HTML, and Perl.	
Minimum Education:	Bachelor's Degree	
Education Substitution:	High school diploma or equivalent and four (4) years experience	

Job Title:	Programmer III	\$49.12
Minimum/General Experience:	Two (2) years experience	
Functional Responsibility:	Under general supervision, performs assigned programming tasks. Develops code program subroutines in accordance with detailed program specifications. Uses structured methodology and programming languages that may include but are not limited to Visual Basic, SQL, Sybase, Oracle, HTML, and Perl.	
Minimum Education:	Bachelor's Degree	
Education Substitution:	High school diploma or equivalent and four (4) years experience	

Job Title:	Typist *	\$29.21
Minimum/General Experience:	One (1) year experience	
Functional Responsibility:	Performs a variety of assigned word processing functions	
Minimum Education:	High school diploma or equivalent	
Education Substitution:	None	

** This labor category is to be used to support the professional labor categories contained in this contract and cannot be purchased separately.*

Job Title:	Technical Editor *	\$49.10
Minimum/General Experience:	Two (2) year experience	
Functional Responsibility:	Responsible for content of technical documentation. Checks author's document for spelling, grammar and other editorial problems. Ensures that documents follow the style laid out in the company's style guide. Suggests revisions to the style guide as appropriate.	
Minimum Education:	Bachelor's Degree	
Education Substitution:	None	

Job Title: Information Security Expert

Level I – \$224.25
Level II – \$179.70
Level III – \$154.04
Level IV – \$125.80
Level V – \$116.04
Level VI – \$91.89

Minimum/General Experience:

Progressive technical experience in the area of Information Systems security as detailed below:

Years of Experience:

Level I – 9
Level II - 7
Level III - 5
Level IV - 4
Level V – 3
Level VI – 1

Functional Responsibility:

Analyzes and establishes processes and technologies to ensure comprehensive protection exists on computer systems to prevent unauthorized entry to computer systems or compromise of data integrity or secrecy. Security development for computer systems includes designing, prototyping, implementing, conducting independent verification and validation, and maintaining security for enterprise systems. Performs certification and accreditation of systems, security audits (i.e., FISMA), risk assessments, security plans, and system test and evaluation reviews and develops security policies and procedures. Provides up-to-date working knowledge in areas such as computer viruses, intrusion detection systems, encryption systems, firewalls, access and authentication technologies, etc. May be responsible for penetration testing, survivability and vulnerability analysis, and contingency/disaster recovery planning and testing.

Minimum Education:

Bachelor's Degree in Computer Science, Information Systems, Electrical Engineering, or other related scientific or technical discipline.

Education Substitution:

High School Diploma or equivalent and four additional years of experience in related field.

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Technical Editor	01613 – Word Processor III	05-2103
Typist	01611 – Word Processor I	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.