



U.S. General Services Administration

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

FSC Schedule: 70

General Purpose Commercial Information Technology Equipment, Software, and Services

Special Item Number: 132-51

Information Technology Professional Services

Contract Number: **GS-35F-460GA**

Period Covered by Contract: **May, 25, 2017 through May, 24, 2022**



Sayres and Associates Corporation

55 M St SE, Suite 200

Washington DC 20003

Telephone: (202) 355-0922

Fax: (202) 863-7049

<http://www.sayresandassociates.com>

Contractor's Administration Source: ken.gorter@sac-corp.com

Business Size: **Large**

DUNS: **017610036**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

GSA AWARDED TERMS AND CONDITIONS SAYRES AND ASSOCIATES CORPORATION

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

SIN 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:**

Please see the pricelist below for details.

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.**

Please see the labor category descriptions below for details.

2. **MAXIMUM ORDER*:** \$500,000

*If the "best value" selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

3. **MINIMUM ORDER:** \$100.00

4. **GEOGRAPHIC COVERAGE:** Domestic Delivery Only

5. **POINT(S) OF PRODUCTION:** 55 M St SE, Suite 200, Washington DC 20003

6. **DISCOUNT FROM LIST PRICES:** Net GSA pricing is listed in the attached pricing table

7. **QUANTITY DISCOUNT(S):** None.

8. **PROMPT PAYMENT TERMS:** 0%, Net 30 Days

9a. Government purchase cards **are accepted** at or below the micro-purchase threshold

9b. Government purchase cards **are not accepted** above the micro-purchase threshold

10. **FOREIGN ITEMS:** None

11a. **TIME OF DELIVERY:** To be negotiated at the task order level

11b. **EXPEDITED DELIVERY:** To be negotiated at the task order level

11c. **OVERNIGHT AND 2-DAY DELIVERY:** To be negotiated at the task order level

11d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery

12. **FOB POINT:** Destination; 48 contiguous states and Washington, DC, as well as Alaska, Hawaii, and Puerto Rico
- 13a. **ORDERING ADDRESS:**
Sayres and Associates Corporation
55 M St SE, Suite 200, Washington DC 20003
Telephone: (202) 355-0922
Fax: (202) 863-7049
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:**
Sayres and Associates Corporation
55 M St SE, Suite 200, Washington DC 20003
Telephone: (202) 355-0922
Fax: (202) 863-7049
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**
Accepted at and below the micro-purchase threshold
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 AVAILABLE):** N/A
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A
25. **DUNS NUMBER:** 017610036
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT/IAM 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/IAM 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/IAM Professional Services.

9. INDEPENDENT CONTRACTOR

All IT/IAM 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/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.

16. DESCRIPTION OF IT/IAM PROFESSIONAL SERVICES AND PRICING

- a. The Contractor shall provide a description of each type of IT/IAM Service offered under Special Item Numbers 132-51 IT/IAM 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/IAM 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.

Sayres and Associates Corporation – GSA Labor Category Descriptions

Software Engineer

Minimum Experience

Six years experience as a software engineer that includes two years developing client or server-side applications with advanced languages as part of a formal agile development (DevOps) team. Experience includes dedicated environments for development, testing, staging, and production.

Responsibilities

Analyzes and studies complex system requirements then, using agile development techniques to design, develop, test, and maintain software tools and subsystems. Develops and maintains unique (ad hoc) software applications as well as integrates commercial off-the-shelf (COTS) software systems to maximize the organization's return on investment. Develops REST interfaces and Application Programming Interfaces (API) to provide access to data repositories and web services. Collaborates with other technical and non-technical stakeholders to define, implement, and deliver functional software for mobile, web, and desktop applications. Documents system designs and collaborates with others to produce end-user training materials. Assists in estimating software development costs and schedules. Assists in the development and delivery of training material. Supervises software configuration management by maintaining source code repositories and configuring same for Continuous Integration and Release.

Minimum Education

B.S. in Software Engineering, Computer Science, or comparable experience.

Knowledge Management Specialist

Minimum Experience

Three years experience in the design, development, documentation, management, and training of collaboration frameworks such as Sharepoint, Alfresco, Confluence, Huddle, or ProjectPlace. Additional experience includes agile development tool management and one or more years instructing individuals and large groups in classroom or computer-based environments as well as technical writing.

Responsibilities

Designs, implements, and maintains collaboration and knowledge management systems and subsystems including, web parts, site templates, styles, themes, custom lists and libraries, features, and alerts. Provides application integration, data migration, user migration, software engineering. Provides all aspects for collaboration system requirements analysis, design, deployment, technical documentation, as well as training to system administrators and end-users. Serves as a liaison between technical and non-technical stakeholders and end users to promote business continuity and efficiency throughout the project lifecycle.

Minimum Education

Bachelor's Degree in Knowledge Management, Information Technology, Network Engineering, Software Engineering, or comparable experience.

Network Administrator

Minimum Experience

Three years of experience installing, maintaining, and managing Local Area Networks (LANs), Wide Area Networks (WANs), and Metropolitan Area Networks (MANs). Specialized experience may include satellite communications (SATCOM), wireless/RF systems, network security, and US Navy communication and cryptographic systems.

Responsibilities

Responsible for acquisition, installation, maintenance, and usage of the LAN/WAN/MAN. Assists in requirements analysis and the determination of network design, product selection, and strategies for scaling. Manages LAN/WAN/MAN performance and maintains system security. Installs network hardware and software. Evaluates, develops, and maintains telecommunications systems. Troubleshoots system problems. Establishes and implements policies, procedures, and standards, and ensures their conformance to information systems and security objectives. Trains users on system operation. May perform network planning and engineering functions. May be responsible for both local and remote administration of networks.

Minimum Education

Bachelor's Degree in Information Technology, Information Systems Management, Software Engineering, Computer Science or one or more of the following job related certifications: MCA, CCIE, CCSP, GSE, CCNA, CISSP, SSCP, IAT, RHCE, RHCA, MCP, MCSE, MCSA.

Project Manager

Minimum Experience

Combination of eight years information technology experience, including three years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed. Expert in agile development techniques and tools including Jira, Confluence, TFS, LeanKit, Rally, etc.

Responsibilities

Responsible for planning and executing a project. Prepares and maintains the project schedule and budget and manages Agile DevOps teams. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.

Minimum Education

Bachelor's Degree Management Information Systems, Business Information Systems, or comparable experience.

Desktop Support

Minimum Experience

Two years experience in maintaining and upgrading computer network equipment hardware and software.

Responsibilities

Performs preventive maintenance, troubleshooting, and repair of network devices computer systems and peripheral equipment. Responsible for executing software updates and maintaining an adequate inventory. May configure commercial off-the-shelf (COTS) software to operate on specific hardware or to operational specifications.

Minimum Education

Bachelor's Degree in Information Technology or one or more of the following job related certifications: MCA, CCIE, CCSP, GSE, CCNA, CISSP, SSCP, IAT, ITIL, RHCE, RHCA, MCP, MCSE, MCSA.

**Sayres and Associates Corporation –
GSA Approved Hourly Rates**



SIN	GSA LABOR CATEGORY	YEAR 1 GSA HOURLY RATE	YEAR 2 GSA HOURLY RATE	YEAR 3 GSA HOURLY RATE	YEAR 4 GSA HOURLY RATE	YEAR 5 GSA HOURLY RATE
132-51	Software Engineer	\$159.15 - SAYRES SITE \$133.57 - GOV'T SITE	\$161.54 - SAYRES SITE \$135.58 - GOV'T SITE	\$163.96 - SAYRES SITE \$137.61 - GOV'T SITE	\$166.42 - SAYRES SITE \$139.67 - GOV'T SITE	\$168.92 - SAYRES SITE \$141.77 - GOV'T SITE
132-51	Knowledge Management Specialist	\$90.55 - GOV'T SITE	\$91.91 - GOV'T SITE	\$93.29 - GOV'T SITE	\$94.69 - GOV'T SITE	\$96.11 - GOV'T SITE
132-51	Network Administrator	\$56.12 - GOV'T SITE	\$56.96 - GOV'T SITE	\$57.82 - GOV'T SITE	\$58.68 - GOV'T SITE	\$59.56 - GOV'T SITE
132-51	Project Manager	\$131.55 - GOV'T SITE	\$133.52 - GOV'T SITE	\$135.52 - GOV'T SITE	\$137.56 - GOV'T SITE	\$139.62 - GOV'T SITE
132-51	Desktop Support	\$62.79 - GOV'T SITE	\$63.73 - GOV'T SITE	\$64.69 - GOV'T SITE	\$65.66 - GOV'T SITE	\$66.64 - GOV'T SITE