FEDERAL SUPPLY 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 are available through GSA Advantage®, a menu-driven database. The INTERNET address GSA Advantage® is: GSAAdvantage.gov.

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE, AND SERVICES (SCHEDULE 70)

FPDS Code D301 IT Facility Operation and Maintenance
FPDS Code D302 IT Systems Development Services
FPDS Code D306 IT Systems Analysis Services
FPDS Code D307 Automated Information Systems Design and Integration Services
FPDS Code D308 Programming Services
FPDS Code D310 IT Backup and Security Services
FPDS Code D311 IT Data Conversion Services
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

CONTRACT NUMBER: 47QTC18D005G

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

CONTRACT PERIOD: JANUARY 22, 2018 - JANUARY 21, 2023

GRANT THORNTON LLP
333 John Carlyle St., Suite 500
Alexandria, VA 22314-5745
Phone: 703-837-4400
Facsimile: 703-837-4455
www.grantthornton.com/government

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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Customer Information

1. Awarded Special Item Numbers (SIN):

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</tr>
<tr>
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<td>See Labor Category Descriptions (Page 27)</td>
</tr>
</tbody>
</table>

2. Maximum Order:  
   SIN 132-51, $500,000  
   SIN 132-56, $500,000

3. Minimum Order:  
   SIN 132-51, $100.00  
   SIN 132-56, $100.00

4. Geographic Coverage (Delivery Area):  
   *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.

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

5. Point(s) of Production (City, County, and State or foreign country): Grant Thornton LLP Offices

6. Discount from List Prices: Prices shown are NET; Basic Discounts have been deducted.

7. Quantity Discounts: None

8. Prompt Payment Terms: None

9. a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Accepted at or below the micro-purchase threshold.

   b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Based on mutual agreement.

10. Foreign Items: Not Applicable

11. a. Time of Delivery: As negotiated between ordering agency and contractor.

   b. Expedited Delivery: Not applicable.

   c. Overnight and 2-day delivery: Not applicable.
d. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B.: Destination

13. Ordering Address(es):
   Grant Thornton LLP
   333 John Carlyle Street
   Suite 500, Alexandria, VA  22314
   Phone:  703-837-4400
   Fax: 703-837-4455

14. Payment Address(es):

<table>
<thead>
<tr>
<th>Payment via Check/U.S. Mail</th>
<th>Payment via Wire Transfer/ACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Thornton LLP</td>
<td>Grant Thornton LLP</td>
</tr>
<tr>
<td>P.O. Box 71352</td>
<td>BMO Harris, N.A.</td>
</tr>
<tr>
<td>Chicago, IL  60694-1352</td>
<td>Chicago, Illinois</td>
</tr>
<tr>
<td></td>
<td>ABA (Routing/Transit) Number:  See Invoice</td>
</tr>
<tr>
<td></td>
<td>Account Number:  See Invoice</td>
</tr>
<tr>
<td></td>
<td>Swift (for Non-US Clients): HATRUS44</td>
</tr>
</tbody>
</table>

15. Warranty Provision:  Not Applicable.


17. Terms and Conditions of Government purchase card acceptance (any thresholds above-the micro-purchase level).  See 9a and 9b.

18. Terms and conditions of rental, maintenance, and repair.  Not applicable.

19. Terms and conditions of installation:  Not applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:  Not Applicable.

20a. Terms and conditions for any other services.  Not applicable.

21. List of service and distribution points:  Not applicable.

22. List of participating dealers:  Not applicable.
23. Preventive maintenance: Not applicable.

24. a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and or reduced pollutants): Not applicable.

   b. Section 508 compliance information is available on electronic and information technology (EIT) supplies and services will be addressed on a task order basis. The EIT Standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) Number: 128159105

26. Notification regarding registration in System for Award Management (SAM) database: Grant Thornton LLP is registered in SAM.

Additional Customer Information

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 micropurchase 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 micropurchase 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. 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.

2. Statistical Data for Government Ordering Office Completion of Standard Form 279:

   Block 9: G. Order/Modification Under Federal Schedule Contract
   Block 16: Data Universal Numbering System (DUNS) Number: 128159105
   Block 30: Type of Contractor: Large Business Block 31: Woman-Owned Small Business: No
   Block 37: Contractor's Taxpayer Identification Number (TIN): 36-6055558

3. CAGE Code: 1CDS1

4. Discounts:

   Prices shown are NET Prices; Basic Discounts have been deducted.

   a. Prompt Payment: None
   b. Quantity: None
c. Dollar Volume: None  
d. Other Special Discounts: None

5. **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.

6. **Statement Concerning Availability of Export Packing:** Not Applicable.

7. **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.

8. **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.

9. **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.

10. **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.
11. 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 Act (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).

12. 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)

13. 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

14. 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.

15. 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.

16. 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:

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.
17. **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).

18. **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.

19. **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 receive 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 132-8 or 132-9.

20. **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 ______ dated _______. 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.


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.


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 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 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


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 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 Professional Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all IT Professional Services shall be in accordance with the Contractor’s customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

Terms and Conditions Applicable to Health Information Technology (IT) Services (Special Item Number 132-56)

**** NOTE: This SIN is limited to professional Health IT Services only. Any non-professional labor categories shall be offered under SIN 132 100 only. All non-professional labor categories must be incidental to, and used solely to support Health IT services, and cannot be purchased separately. Software and hardware products are out of scope.

****NOTE: Labor categories under the Special Item Number 132-51 Information Technology Professional Services may remain under SIN 132-51 unless the labor categories are specific to the Health IT SIN.

Vendor suitability for offering services through the new Health IT SIN must be in accordance with the following laws and standards when applicable to the specific task orders, including but not limited to:

- Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH)
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- National Institute of Standards and Technology (NIST) Federal Information Processing Standards (FIPS) and Special Publications
- Federal Information Security Management Act (FISMA) of 2002

1. SCOPE

a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.

b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).

c. This SIN provides ordering activities with access to Health IT services.

d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.

e. 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. ORDER

a. Agencies may use written orders, Electronic Data Interchange (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.

3. PERFORMANCE OF SERVICES
   a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
   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 Health 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. All travel will be agreed upon with the client prior to the Contractor’s travel.

4. INSPECTION OF SERVICES

5. 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.

6. RESPONSIBILITIES OF THE ORDERING ACTIVITY
   Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Health IT Services.

7. INDEPENDENT CONTRACTOR
   All Health 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.

8. 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.

9. **INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

10. **RESUMES**

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

11. **INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of 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.

12. **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.

13. **DESCRIPTION OF HEALTH IT SERVICES AND PRICING**

a. The Contractor shall provide a description of each type of Health IT Service offered under Special Item Numbers 132-56 Health IT Services and it 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 Health IT 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.

The following is an example of the manner in which the description of a commercial job title should be presented:

**EXAMPLE:** Commercial Job Title: Health IT Subject Matter Expert

Minimum Experience: Ten (10) years.

Functional Responsibilities: Significant information technology consulting and clinical information system strategy and implementation experience. Experienced in client engagements representing a wide array of activities, related to professional information technology projects, in a healthcare/clinical environment, including strategic planning related to information technology systems and/or software, governance, process design/ redesign, clinical content development, and communications and training strategies for information technology solutions.

Minimum Education: Medical Doctor or Doctor of Osteopathic Medicine.
Labor Category Descriptions

General Purpose Information Technology Services – SIN 132-51

**Partner/Principal**
*Minimum/General Experience:* Bachelor's Degree (BS/BA). At least ten years' experience in leading and providing technical direction to projects; demonstrated ability to provide guidance and direction for multiple projects; designing, implementing, and managing Federal government financial management engagements; and the capability to manage multi-task projects of high complexity. Typically has a series of professional certifications.

*Functional Responsibility:* The Partner provides primary interface with client management personnel regarding strategic issues. He or she directs the completion of projects within estimated time frames and budget constraints, coordinates parties’ efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The Partner also delivers, presents, and leads strategic level client meetings.

**Senior Manager**
*Minimum/General Experience:* An undergraduate degree and over eight years' progressive experience in leading projects, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and capability to manage multi-task projects of high complexity for Federal government clients.

*Functional Responsibility:* Senior Managers have taken on increasing responsibility in the design, implementation, and management of projects. They interface with the client on project specific issues, direct the completion of projects within estimated time frames and budget constraints, coordinate project specific parties, and review work products for completeness and adherence to applicable regulations and customer requirements.

**Manager**
*Minimum/General Experience:* Specialized knowledge and expertise and/or an advanced degree, five or more years of progressively responsible experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.

*Functional Responsibility:* The Manager interfaces with the client on a day-to-day basis, directs the completion of project specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project team’s conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Manager also delivers presentations and leads client meetings.
### Senior Consultant

**Minimum/General Experience:** An undergraduate degree, three or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.  

**Functional Responsibility:** Senior Consultants II provide technical knowledge in their area of expertise, work individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, Senior Consultants apply their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings.

### Consultant

**Minimum/General Experience:** An undergraduate degree, up to two years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas.  

**Functional Responsibility:** Consultants interface with the client on a day-to-day basis, assist in identifying problems, performs technical analysis, and devise feasible solutions, support the completion of project specific tasks within estimated time frames and budget constraints, and support presentations and client meetings.

### Administrative Assistant

**Minimum/General Experience:** The minimum educational requirements for an Administrative Assistant includes a High School diploma and at least 2 years of experience supporting government administrative functions.  

**Functional Responsibility:** Interfaces with the consulting staff on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings. Progressive experience in various office automation tools and participating on projects. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material.

### IT Engagement Director

**Minimum/General Experience:** An undergraduate degree, 8 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.  

**Functional Responsibility:** IT Engagement Director provide technical knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include executive level management and direction on client engagements; project definition and system analysis; and coordinating multiple projects and teams, or other similar services as required.
### IT Functional Manager III

**Minimum/General Experience:** An undergraduate degree, 6 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** IT Functional Manager III apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. They Plan and manage the work of information systems project teams. Conceptual design and development of training curricula. Assist an organization translate its vision and strategy into business processes. Lead clients through streamlining, reengineering and transforming business processes. Develop and execute project budgets, or other similar services as required.

### IT Functional Manager II

**Minimum/General Experience:** An undergraduate degree, 5 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** IT Functional Manager II apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. They Plan and manage the work of information systems project teams. Conceptual design and development of training curricula. Assist an organization translate its vision and strategy into business processes. Lead clients through streamlining, reengineering and transforming business processes, or other similar services as required.

### IT Functional Manager I

**Minimum/General Experience:** An undergraduate degree, 4 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** IT Functional Manager I apply their broad management skills and specialized functional and technical expertise to guide project teams in delivering client solutions or to manage the day-to-day operations of projects. They Plan and manage the work of information systems project teams. Conceptual design and development of training curricula. Assist an organization translate its vision and strategy into business processes. Lead clients through streamlining, reengineering and transforming business processes, or other similar services as required.

### Project Manager III

**Minimum/General Experience:** An undergraduate degree, 7 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification. Possession of a professional certification (e.g. PMP) may also be substituted for one year of experience.

**Functional Responsibility:** Project Manager III provides technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include organizing, directing, coordinating, planning, and executing of all program / technical support activities; direct completion of project tasks within established milestones and budgetary constraints; managing daily activities of the project team; and simultaneously planning and managing the transition of several technical projects, or other similar
services as required.

<table>
<thead>
<tr>
<th>Project Manager II</th>
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<tr>
<td><strong>Minimum/General Experience:</strong> An undergraduate degree, 5 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification. Possession of a professional certification (e.g. PMP) may also be substituted for one year of experience.</td>
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<td><strong>Functional Responsibility:</strong> Project Manager II provides technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include organizing, directing, coordinating, planning, and executing of all program / technical support activities; direct completion of project tasks within established milestones and budgetary constraints; managing daily activities of the project team; and simultaneously planning and managing the transition of several technical projects, or other similar services as required.</td>
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<th>Project Manager I</th>
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<tr>
<td><strong>Minimum/General Experience:</strong> An undergraduate degree, 4 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification. Possession of a professional certification (e.g. PMP) may also be substituted for one year of experience.</td>
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<tr>
<td><strong>Functional Responsibility:</strong> Project Manager I provides technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include organizing, directing, coordinating, planning, and executing of all program / technical support activities; direct completion of project tasks within established milestones and budgetary constraints; managing daily activities of the project team; and simultaneously planning and managing the transition of several technical projects, or other similar services as required.</td>
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<th>Program Management Specialist</th>
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<td><strong>Minimum/General Experience:</strong> An undergraduate degree, 4 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.</td>
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<tr>
<td><strong>Functional Responsibility:</strong> Program Management Specialist provide technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include supervising projects with background in Information Technology; and overseeing the requirement gathering, designing, development, testing and implementation of IT solutions, or other similar services as required.</td>
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### Technical Lead

**Minimum/General Experience:** An undergraduate degree, 4 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Technical Lead provides technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include performing analysis, development and review of program administrative operating procedures; and project support for all phases of application systems analysis and programming activities, or other similar services as required.

### Functional Analyst III

**Minimum/General Experience:** An undergraduate degree, 3 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Functional Analyst III provides Functional knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include identifying and documenting functional requirements for information systems; developing as is and to-be process flows; performing program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; producing database extracts, and other tasks as identified.

### Functional Analyst II

**Minimum/General Experience:** An undergraduate degree, 2 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Functional Analyst II provides functional knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include identifying and documenting functional requirements for information systems; performing program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; producing database extracts; and other tasks as identified.

### Functional Analyst I

**Minimum/General Experience:** An undergraduate degree, 1 or more years of progressively responsible experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Functional Analyst I provides technical knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include identifying and documenting functional requirements for information systems; performing program management support tasks; preparing communication plans; conducting user training sessions; performing workflow analysis; designing and managing databases; and other tasks as identified.
| **Program Analyst III** | 
| **Minimum/General Experience:** | An undergraduate degree, 2 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.  
**Functional Responsibility:** Program Analyst III interface with the Government client on a daily basis, assist in identifying problems, perform technical analysis and develop solutions, support the completion of project specific tasks within set milestones and budgetary constraints, and support presentations and client meetings, or other similar services as required. |
| **Program Analyst II** | 
| **Minimum/General Experience:** | An undergraduate degree, 1 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.  
**Functional Responsibility:** Program Analyst II interface with the Government client on a daily basis, assist in identifying problems, perform technical analysis and develop solutions, support the completion of project specific tasks within set milestones and budgetary constraints, and support presentations and client meetings, or other similar services as required. |
| **Program Analyst I** | 
| **Minimum/General Experience:** | An undergraduate degree, 0 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification. Possession of a professional certification (e.g. PMP) may also be substituted for one year of experience.  
**Functional Responsibility:** Program Analyst I interface with the Government client on a daily basis, assist in identifying problems, perform technical analysis and develop solutions, support the completion of project specific tasks within set milestones and budgetary constraints, and support presentations and client meetings, or other similar services as required. |
| **Senior Functional Area Analyst** | 
| **Minimum/General Experience:** | An undergraduate degree, 2 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.  
**Functional Responsibility:** IT Team Member provides technical knowledge in implementing technical solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include system analysis and design; documentation of business processes, system evaluation, test system applications under supervision of other team members; analyzing data; or other similar services as required. |
| **Junior Functional Area Analyst** | 
| **Minimum/General Experience:** | An undergraduate degree, 0 or more years of progressively responsible experience in performing and participating in engagements, or an equivalent information technology certification.  
**Functional Responsibility:** IT Team Member I provides technical knowledge in implementing technical solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include system analysis and design; documentation of business processes, system evaluation, test system applications under supervision of other team members; analyzing data; or other similar services as required. |
Applications Systems Developer

Minimum/General Experience: An undergraduate degree, 0 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

Functional Responsibility: Applications Systems Developer provide technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include planning and coordinating the installation, testing, operation, troubleshooting and maintenance of hardware and software systems; analysis, design, documentation, implementation and maintenance of applications, or other similar services as required.

ETL Developer

Minimum/General Experience: An undergraduate degree in Computer Science or related field, 2 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

Functional Responsibility: ETL Developer provides technical knowledge in designing, implementing and maintaining Extract Transform Load (ETL) solutions. Responsibilities may include converting specifications into design and converting design into deliverables; design, documentation, development, modification, testing, installation, implementation, and support of new or existing ETL application software; planning, development, implementation, administration of systems for the acquisition, storage and retrieval of data, or other similar services as required.

Developer III

Minimum/General Experience: An undergraduate degree, 2 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

Functional Responsibility: Developer III provide technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include analysis, design, documentation, testing, implementation, maintenance and integration of applications; and develop models for use in designing and building software and database management systems, or other similar services as required.

Developer II

Minimum/General Experience: An undergraduate degree, 1 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

Functional Responsibility: Developer II provide technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include analysis, design, documentation, testing, implementation, maintenance and integration of applications; and develop models for use in designing and building software and database management systems, or other similar services as required.
### Developer I
**Minimum/General Experience:** An undergraduate degree, 0 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Developer I provide technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include analysis, design, documentation, testing, implementation, maintenance and integration of applications; and develop models for use in designing and building software and database management systems, or other similar services as required.

### Database Architect Engineer II
**Minimum/General Experience:** An undergraduate degree, 4 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Database Architect Engineer II provides technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include planning, designing, developing and implementing of interactive electronic applications; establishing system information requirements in the development of information systems; evaluating analytically and systemically problems of workflows organizations and planning and developing appropriate corrective actions; and designing architecture and ensuring systems are compatible, or other similar services as required.

### Database Architect Engineer I
**Minimum/General Experience:** An undergraduate degree, 2 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Database Architect Engineer II provides technical knowledge in their area of expertise, applies analytical skills to client IT system and application development efforts. Responsibilities may include planning, designing, developing and implementing of interactive electronic applications; establishing system information requirements in the development of information systems; evaluating analytically and systemically problems of workflows organizations and planning and developing appropriate corrective actions; and designing architecture and ensuring systems are compatible, or other similar services as required.

### Sr. Database Engineer
**Minimum/General Experience:** An undergraduate degree, 3 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Sr. Database Engineer performs activities related to database design, implementation and maintenance. Maintains data dictionaries and central data repository. Supports application system development life cycle. May develop policies and procedures relating to database management, security, maintenance and utilization. May be responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management, or other similar services as required.
### Database Engineer

**Minimum/General Experience:** An undergraduate degree, 1 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Database Engineer performs activities related to database design, implementation and maintenance. Maintains data dictionaries and central data repository. Supports application system development life cycle. May develop policies and procedures relating to database management, security, maintenance and utilization. May be responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management, or other similar services as required.

### Database Administrator

**Minimum/General Experience:** An undergraduate degree, 1 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Database Administrator performs activities related to database design, implementation and maintenance. Maintains data dictionaries and central data repository. Supports application system development life cycle. May develop policies and procedures relating to database management, security, maintenance and utilization. May be responsible for database backup and recovery procedures, access security and database integrity, physical data storage design and data storage management, or other similar services as required.

### Systems Engineer III

**Minimum/General Experience:** An undergraduate degree, 5 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Systems Engineer III provides technical knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include planning, design, development and implementation of electronic applications; design and development of user interface features; analyzing and understanding business requirements and translating into multimedia or web applications, or other similar services as required.

### Systems Engineer II

**Minimum/General Experience:** An undergraduate degree, 3 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.

**Functional Responsibility:** Systems Engineer II provides technical knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include planning, design, development and implementation of electronic applications; design and development of user interface features; analyzing and understanding business requirements and translating into multimedia or web applications, or other similar services as required.
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<th>Position</th>
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<th>Functional Responsibility:</th>
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<td>Systems Engineer I</td>
<td>An undergraduate degree, 1 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.</td>
<td>Systems Engineer I provides technical knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include analytical skills to client IT system and application development efforts.</td>
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<tr>
<td>Systems Architect</td>
<td>An undergraduate degree, 3 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.</td>
<td>Systems Architect establishes system information requirements using analysis of the information engineer(s) in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces, or other similar services as required.</td>
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<tr>
<td>Solutions Architect</td>
<td>An undergraduate degree, 6 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.</td>
<td>Solution Architect establishes system information requirements in the development of enterprise-wide or large-scale solutions. May design architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements. Researches and track new technologies in order to provide technical expertise in developing application solutions, or other similar services as required.</td>
</tr>
<tr>
<td>System Administrator</td>
<td>An undergraduate degree, 3 or more years of progressively responsible experience or an advanced degree may be substituted for one year of experience in performing and participating in engagements, or an equivalent information technology certification.</td>
<td>System Administrator provides technical knowledge in implementing business solutions, applies analytical skills to client IT system and application development efforts. Responsibilities may include performing logical and physical design of systems; supporting application system development life cycle, or other similar services as required.</td>
</tr>
</tbody>
</table>
### Health IT Partner/Principal

**Minimum/General Experience:** Bachelor’s Degree (BS/BA). At least ten years’ experience in leading and providing technical direction to Health IT projects; demonstrated ability to provide guidance and direction for multiple projects; designing, implementing, and managing Federal government financial management engagements; and the capability to manage multi-task projects of high complexity. Typically has a series of professional certifications.

**Functional Responsibility:** The Partner provides primary interface with client management personnel regarding strategic issues. This position directs the completion of Health IT projects within estimated time frames and budget constraints, coordinates parties’ efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The Partner also delivers, presents, and leads strategic level client meetings.

### Health IT Subject Matter Expert

**Minimum/General Experience:** An undergraduate degree and over eight years’ progressive experience leveraging direct industry experience in providing technical, managerial and administrative direction in Health IT.

**Functional Responsibility:** Provides guidance to the Health IT project team to support/meet organizational goals. Participates in strategy sessions, strategic assessments, and design reviews to validate approach and associated work products. Provides guidance and direction to other professionals, acts in a consulting and/or advisory capacity; coordinates resolution of highly complex problems and tasks. Recognized for strong expertise in industry issues and trends.

### Health IT Sr. Manager

**Minimum/General Experience:** An undergraduate degree and nine or more years’ progressive experience in leading projects, demonstrated ability to provide guidance and direction for Health IT specific projects or sub-tasks, and capability to manage multi-task projects of high complexity for Federal government clients.

**Functional Responsibility:** Takes increasing responsibility for the design, implementation, and management of Health IT projects. Interfaces with the client on Health IT project-specific issues, directs the completion of projects within estimated time frames and budget constraints, coordinates project specific parties, and reviews work products for completeness and adherence to applicable regulations and customer requirements. In general, work complexity and responsibility will be greater at higher levels.

### Health IT New Sr. Manager

**Minimum/General Experience:** An undergraduate degree and over eight years’ progressive experience in leading projects, demonstrated ability to provide guidance and direction for Health IT specific projects or sub-tasks, and capability to manage multi-task projects of high complexity for Federal government clients.

**Functional Responsibility:** Takes increasing responsibility for the design, implementation, and management of Health IT projects. Interfaces with the client on Health IT project-specific issues, directs the completion of projects within estimated time frames and budget constraints, coordinates project specific parties, and reviews work products for completeness and adherence to applicable regulations and customer requirements. In general, work complexity and responsibility will be greater at higher levels.
Health IT Experienced Manager  
*Minimum/General Experience:* An undergraduate degree and seven or more years of progressively responsible experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for Health IT specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.  
*Functional Responsibility:* The Manager interfaces with the client on a day-to-day basis, directs the completion of Health IT project-specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project team’s conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Manager also delivers presentations and leads client meetings. In general, work complexity and responsibility will be greater at higher levels.

Health IT Manager  
*Minimum/General Experience:* An undergraduate degree and six or more years of progressively responsible experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for Health IT specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.  
*Functional Responsibility:* The Manager interfaces with the client on a day-to-day basis, directs the completion of Health IT project-specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project team’s conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Manager also delivers presentations and leads client meetings. In general, work complexity and responsibility will be greater at higher levels.

Health IT New Manager  
*Minimum/General Experience:* Specialized knowledge and expertise and/or an advanced degree, five or more years of progressively responsible experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for Health and/or IT specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.  
*Functional Responsibility:* The Manager interfaces with the client on a day-to-day basis, directs the completion of Health IT project-specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project team’s conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Manager also delivers presentations and leads client meetings. In general, work complexity and responsibility will be greater at higher levels.
Health IT Functional Area Expert III

**Minimum/General Experience:** An undergraduate degree, eight or more years of progressively responsible experience in performing and participating in engagements, specific experience in Health IT, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects; experience in producing functional requirements materials for information technology systems; experience developing functional and systems requirements from materials provided by functional subject matter experts; experience working with developers to develop technical requirement from functional requirements.

**Functional Responsibility:** Provides task-unique functional expertise, in-depth knowledge and health analytics necessary to interpret requirements, ensure responsiveness and achieve successful performance in Health IT, including operational, engineering, mathematics, or scientific areas. Participates in all phases of the project lifecycle, as needed, and advises Health IT consultants with the extensive knowledge needed from the specialist for effective implementation. In general, work complexity and responsibility will be greater at higher levels.

---

Health IT Functional Area Expert II

Minimum/General Experience: An undergraduate degree, five or more years of progressively responsible experience in performing and participating in engagements, specific experience in Health IT, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects; experience in producing functional requirements materials for information technology systems; experience developing functional and systems requirements from materials provided by functional subject matter experts; experience working with developers to develop technical requirement from functional requirements.

**Functional Responsibility:** Provides task-unique functional expertise, in-depth knowledge and health analytics necessary to interpret requirements, ensure responsiveness and achieve successful performance in Health IT, including operational, engineering, mathematics, or scientific areas. Participates in all phases of the project lifecycle, as needed, and advises Health IT consultants with the extensive knowledge needed from the specialist for effective implementation. In general, work complexity and responsibility will be greater at higher levels.

---

Health IT Functional Area Expert I

**Minimum/General Experience:** An undergraduate degree, three or more years of progressively responsible experience in performing and participating in engagements, specific experience in Health IT, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects; experience in producing functional requirements materials for information technology systems; experience developing functional and systems requirements from materials provided by functional subject matter experts; experience working with developers to develop technical requirement from functional requirements.

**Functional Responsibility:** Provides task-unique functional expertise, in-depth knowledge and health analytics necessary to interpret requirements, ensure responsiveness and achieve successful performance within Health IT, including operational, engineering, mathematics, or scientific areas. Participates in all phases of the project lifecycle, as needed, and advises Health IT consultants with the extensive knowledge needed from the specialist for effective implementation. In general, work complexity and responsibility will be greater at higher levels.
Health IT Database Administrator III  
**Minimum/General Experience:** An undergraduate degree, eight or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas. Certified in one or more programming languages.  
**Functional Responsibilities:** Performs Health IT activities related to maintaining a successful database environment. Responsibilities include designing, implementing, and maintaining the database system; establishing policies and procedures pertaining to the management, security, maintenance, and use of the database management system; and training employees in database management and use. In general, work complexity and responsibility will be greater at higher levels.

Health IT Database Administrator II  
**Minimum/General Experience:** An undergraduate degree, five or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas. Certified in one or more programming languages.  
**Functional Responsibilities:** Performs Health IT activities related to maintaining a successful database environment. Responsibilities include designing, implementing, and maintaining the database system; establishing policies and procedures pertaining to the management, security, maintenance, and use of the database management system; and training employees in database management and use. In general, work complexity and responsibility will be greater at higher levels.

Health IT Database Administrator I  
Minimum/General Experience: An undergraduate degree, three or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas. Certified in one or more programming languages.  
Functional Responsibilities: Supports Health IT activities related to maintaining a successful database environment including designing, implementing, and maintaining the database system. In general, work complexity and responsibility will be greater at higher levels.

Health IT Database Engineer III  
**Minimum/General Experience:** An undergraduate degree, eight or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, experience with programming languages to create ad hoc queries, scripts, and macros, experience supporting analytical usage of databases, experience with database administration or engineering with industry standard languages.  
**Functional Responsibility:** Performs Health IT engineering and scientific tasks in planning, development, production, operations and maintenance environments, which are broad in nature and are concerned with the design, development, layout, and testing of devices or systems. Plans and performs engineering/programming, scientific research, studies, and analysis that may include cloud based analytics and tool development; technology planning; applied systems architecture development and integration; applied requirements development; concept development; data structure design; systems and software design, application programming, script development, development and integration; test and evaluation; systems operation; control of systems and components; integrated logistics support; modeling and simulation; configuration management; systems and mission engineering; systems acquisition; and life-cycle management. In general, work complexity and responsibility will be greater at higher levels.
Health IT Database Engineer II

**Minimum/General Experience:** An undergraduate degree, five or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, experience with programming languages to create ad hoc queries, scripts, and macros, experience supporting analytical usage of databases, experience with database administration or engineering with industry standard languages.

**Functional Responsibility:** Performs Health IT engineering and scientific tasks in planning, development, production, operations and maintenance environments, which are broad in nature and are concerned with the design, development, layout, and testing of devices or systems. Plans and performs engineering/programming, scientific research, studies, and analysis that may include cloud based analytics and tool development; technology planning; applied systems architecture development and integration; applied requirements development; concept development; data structure design; systems and software design, application programming, script development, development and integration; test and evaluation; systems operation; control of systems and components; integrated logistics support; modeling and simulation; configuration management; systems and mission engineering; systems acquisition; and life-cycle management. In general, work complexity and responsibility will be greater at higher levels.

Health IT Database Engineer I

**Minimum/General Experience:** An undergraduate degree, three or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, experience with programming languages to create ad hoc queries, scripts, and macros, experience supporting analytical usage of databases, experience with database administration or engineering with industry standard languages.

**Functional Responsibility:** Performs Health IT engineering and scientific tasks in planning, development, production, operations and maintenance environments, which are broad in nature and are concerned with the design, development, layout, and testing of devices or systems. Plans and performs engineering/programming, scientific research, studies, and analysis that may include cloud based analytics and tool development; technology planning; applied systems architecture development and integration; applied requirements development; concept development; data structure design; systems and software design, application programming, script development, development and integration; test and evaluation; systems operation; control of systems and components; integrated logistics support; modeling and simulation; configuration management; systems and mission engineering; systems acquisition; and life-cycle management. In general, work complexity and responsibility will be greater at higher levels.

Health IT Data Analyst III

**Minimum/General Experience:** Eight or more years’ experience typically includes performing data analysis analyses on project issues and helps to ensure technical implementations follow quality assurance metrics, has programming experience in one or more languages, and is versed in system testing.

**Functional Responsibility:** Serves as a Health IT resource on engagement team. Performs health analytics, data and systems architecture, creates designs, and implements information systems solutions based on knowledge of data warehousing, information systems design, financial modeling, and business process improvement documentation. Assists project team in meeting program objectives timely and effectively. Assumes responsibility for process documentation and technical soundness. In general, work complexity and responsibility will be greater at higher levels.
Health IT Data Analyst II

Minimum/General Experience: Five or more years’ experience typically includes performing data analysis on project issues, health analytics and helps to ensure technical implementations follow quality assurance metrics, has programming experience in one or more languages, and is versed in system testing.

Functional Responsibility: Serves as a Health IT resource on engagement team. Performs health analytics, data and systems architecture, creates designs, and implements information systems solutions based on knowledge of data warehousing, information systems design, financial modeling, and business process improvement documentation. Assists project team in meeting program objectives timely and effectively. Assumes responsibility for process documentation and technical soundness. In general, work complexity and responsibility will be greater at higher levels.

Health IT Data Analyst I

Minimum/General Experience: Three or more years’ experience typically includes performing data analysis on project issues and helps to ensure technical implementations follow quality assurance metrics, has programming experience in one or more languages, and is versed in system testing.

Functional Responsibility: Serves as a Health IT resource on engagement team. Analyzes data and systems architecture, creates designs, and implements information systems solutions based on knowledge of data warehousing, information systems design, financial modeling, and business process improvement documentation. Assists project team in meeting program objectives timely and effectively. Assumes responsibility for process documentation and technical soundness. In general, work complexity and responsibility will be greater at higher levels.

Health IT Senior Associate III

Minimum/General Experience: An undergraduate degree, five or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.

Functional Responsibility: Senior Associate provide technical knowledge in their area of expertise, work individually and on teams to support the completion of Health IT project-specific tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, Senior Consultants apply their specific expertise to the practical issues they identify or those presented by the client. They also help to formulate solutions; prepare reports, studies, and documentation; and support presentations and client meetings for Health IT projects. In general, work complexity and responsibility will be greater at higher levels.

Health IT Senior Associate II

Minimum/General Experience: An undergraduate degree, four or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects.

Functional Responsibility: Senior Associate provide technical knowledge in their area of expertise, work individually and on teams to support the completion of Health IT tasks within estimated time frames and budget constraints and interface with the client on a day-to-day basis. In addition, Senior Consultants apply their specific expertise to the practical issues they identify or
those presented by the client. They also help to formulate solutions; prepare reports, studies, and
documentation; and support presentations and client meetings for Health IT projects. In general,
work complexity and responsibility will be greater at higher levels.

**Health IT Senior Associate I**

*Minimum/General Experience:* An undergraduate degree, three or more years of progressively
responsible experience in performing and participating in engagements, specific experience in one
or more key project areas, demonstrated ability to provide guidance and direction for specific
projects or sub-tasks, and increasing responsibility in design, implementation, and management of
projects.

*Functional Responsibility:* Senior Associate provide technical knowledge in their area of
expertise, work individually and on teams to support the completion of Health IT tasks within
estimated time frames and budget constraints and interface with the client on a day-to-day basis. In
addition, Senior Consultants apply their specific expertise to the practical issues they identify or
those presented by the client. They also help to formulate solutions; prepare reports, studies, and
documentation; and support presentations and client meetings for Health IT projects. In general,
work complexity and responsibility will be greater at higher levels.

**Health IT Associate II**

*Minimum/General Experience:* An undergraduate degree, one to two years of progressively
responsible experience participating in projects as a team member, and specific experience in one
or more key project areas.

*Functional Responsibility:* Associates interface with the client on a day-to-day basis, assist in
identifying problems, performs technical analysis, and devise feasible solutions, support the
completion of Health IT tasks within estimated time frames and budget constraints, and support
presentations and client meetings. In general, work complexity and responsibility will be greater at
higher levels.

**Health IT Associate I**

*Minimum/General Experience:* An undergraduate degree, up to two years of progressively
responsible experience participating in projects as a team member, and specific experience in one
or more key project areas.

*Functional Responsibility:* Associates interface with the client on a day-to-day basis, assist in
identifying problems, performs technical analysis, and devise feasible solutions, support the
completion of Health IT tasks within estimated time frames and budget constraints, and support
presentations and client meetings. In general, work complexity and responsibility will be greater at
higher levels.
## Labor Category and Hourly Rates by SIN

### General Purpose Information Technology Services – SIN 132-51

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Hourly Rate January 22, 2018</th>
<th>January 21, 2023</th>
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<td>Partner</td>
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</tbody>
</table>
USA Commitment to Promote Small Business Participation Procurement Programs

PREAMBLE

Grant Thornton LLP 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

Company: Grant Thornton LLP
Point of Contact: George DelPrete
Phone Number: 703-837-4533
E-mail Address: George.DelPrete@us.gt.com
Fax Number: 703-837-4455
Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) ____________________.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

<table>
<thead>
<tr>
<th>Ordering Activity</th>
<th>Date</th>
<th>Contractor</th>
<th>Date</th>
</tr>
</thead>
</table>
BPA NUMBER___________

(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)__________, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

1. The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

<table>
<thead>
<tr>
<th>MODEL NUMBER/PART NUMBER</th>
<th>*SPECIAL BPA DISCOUNT/PRICE</th>
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2. Delivery:

<table>
<thead>
<tr>
<th>DESTINATION</th>
<th>DELIVERY SCHEDULES / DATES</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

3. The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be ________________________.

4. This BPA does not obligate any funds.

5. This BPA expires on ________________ or at the end of the contract period, whichever is earlier.

6. The following office(s) is hereby authorized to place orders under this BPA:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>POINT OF CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

7. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

8. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
   a. Name of Contractor;
   b. Contract Number;
c. BPA Number;
d. Model Number or National Stock Number (NSN);
e. Purchase Order Number;
f. Date of Purchase;
g. Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
h. Date of Shipment.

9. The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

10. The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor’s invoice, the provisions of this BPA will take precedence.
Basic Guidelines for Using Contractor Team Arrangements

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.