GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service
Authorized Federal Supply Schedule Price List

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

Contract Number: GS-35F-013CA
Contract Period: 10-03-2014 through 10-02-2019

For more information on ordering from Federal Supply Schedules, click on the FSS schedules button at http://www.gsa.gov/schedules-ordering

FMP consulting

SCHEDULE FOR: GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES SCHEDULE

FEDERAL SUPPLY GROUP: 70

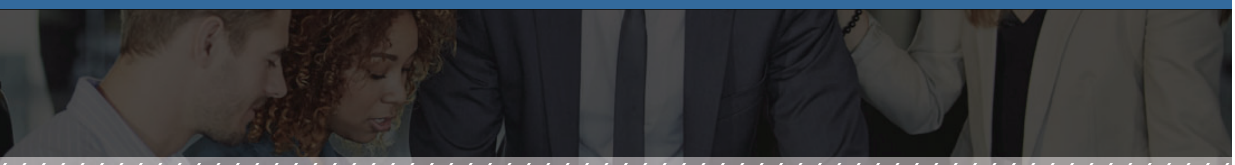
Contractor:
Federal Management Partners, Inc.
(d/b/a FMP Consulting)
2900 South Quincy Street, Suite 200
Arlington, Virginia 22206

Business Size:
Small Business | Women-Owned
Top Secret Facility Clearance

Contract Administration: Mary B. Kilcarr
Telephone: (703) 671-6600
Extension: 103
Fax: (703) 671-6924
Email: mkilcarr@fmpconsulting.com

Ordering POC: Sherean Miller
Telephone: (703) 671-6600
Extension: 102
Fax: (703) 671-6924
Email: bd@fmpconsulting.com

Website: www.fmpconsulting.com
Catalog effective through Modification #PO-0013, dated February 09, 2017.



CUSTOMER ORDERING INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 132-51 Information Technology Professional Services.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/ dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See attached price list, page 12.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See attached labor descriptions, page 9.

2. Maximum Order: $500,000.00.

3. Minimum Order: $100.00.

4. Geographic Coverage (delivery area): Domestic.

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

6. Discount from list prices or statement of net price: See attached price list, page 12.

7. Quantity discounts: None.

8. Prompt payment terms: Net 30.

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes.

10. Foreign items (list items by country of origin): None.

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

11b. Expedited Delivery. Contact Contractor.

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

11d. Urgent Requirements. Contact Contractor.

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

13a. Ordering Address(es): Same as Contractor.

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

14. Payment address(es): Same as Contractor.

15. Warranty provision: Contractor's Standard Commercial Warranty.

16. Export Packing Charges (if applicable): N/A.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor.

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

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

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

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

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

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

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

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

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

25. Data Universal Numbering System (DUNS) number: 825894421.

26. Notification regarding registration in System for Award Management (SAM) database: Registered.

TERMS AND CONDITIONS

APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

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

1. SCOPE

A. The prices, terms and conditions stated under Special Item Number 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 incurring 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:

a. Cancel the stop-work order; or
b. 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:

a. 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
b. Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

C. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

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

6. **INSPECTION OF SERVICES:** In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I -FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

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

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

9. **INDEPENDENT CONTRACTOR:** All IT Professional Services performed by the Contractor under the terms of this contract shall be as an Independent Contractor, and not as an agent or employee of the ordering activity.

10. **ORGANIZATIONAL CONFLICTS OF INTEREST**

A. **Definitions.** "Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract. "Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor. An "Organizational conflict of interest" exists when the nature of the work to be performed

under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

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

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

12. **PAYMENTS**: For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in ths 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 52.2124 (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.

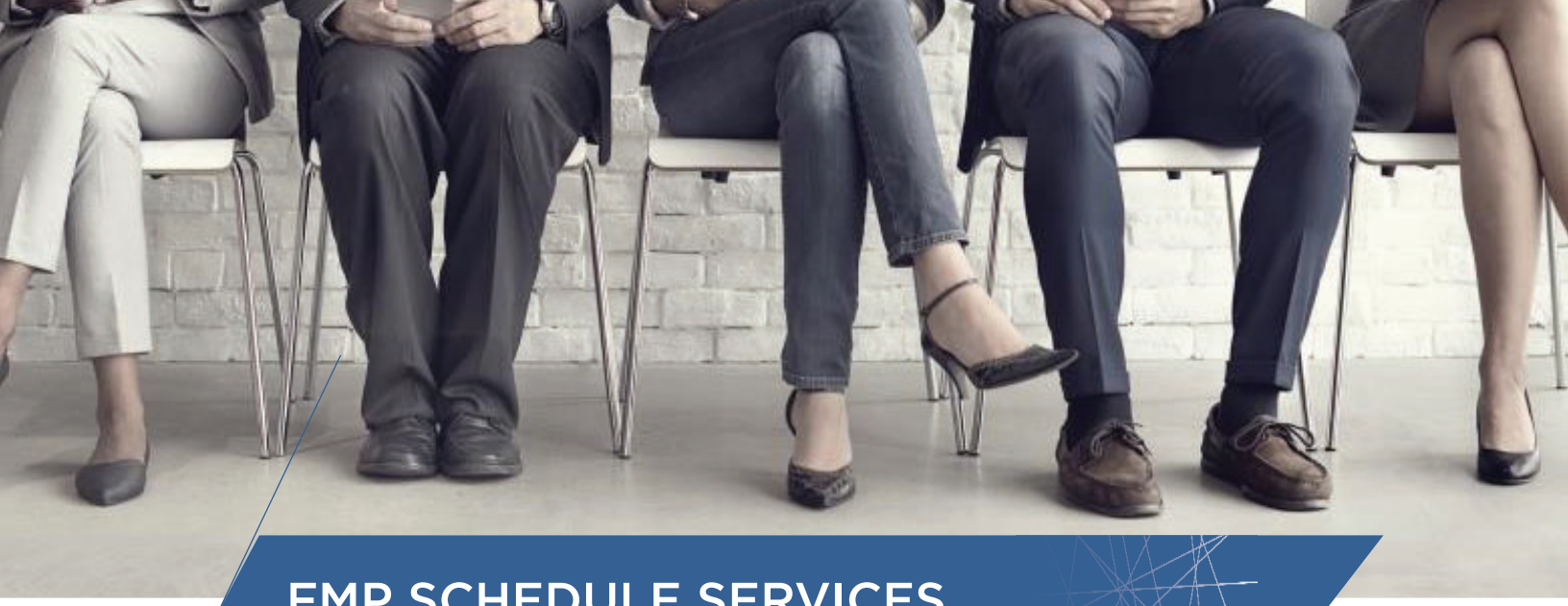
B. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by:

   a. The offeror;
   b. Subcontractors; and/or
   c. 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.



FMP SCHEDULE SERVICES

FMP Consulting provides Federal organizations with consulting services related to Information Technology (IT) development, management, and support, as well as training and development and strategic human capital consulting. Our team provides a variety of IT focused offerings including custom software design and development, requirements analysis, systems integration, enterprise reporting, and Project Management Office (PMO) support. More specifically, FMP offers a complete set of technology capabilities that includes:

- Requirements Definition and Analysis
- System Design, Development and Evaluation
- Software Development and Solution Design
- Process Analysis and Improvement
- Program Management and PMO Support
- Quality Assurance
- Section-508 Compliance
- Data Management
- IT Reporting and Documentation
- Human Resources Line of Business (HRLOB) Transition and Migration
- Automated Recruitment Systems and other HRIS Tools
- Web Design and Development
- Human Capital Dashboards
- Program Evaluation
- Change Management and Strategic Communications
- Organizational and Accounting Controls and Manpower

To complement our IT offerings, we offer a wide range of training and development services including developing, deploying, managing, and evaluating training programs in traditional instructor-led settings as well as blended learning environments that incorporate e-learning and distributed approaches to training. FMP also offers a variety of strategic human capital support services focused on selection, assessment, employee engagement, competency modeling, and workforce planning.

*FMP uses the following Education and Experience equivalency standards: Standards serve as a guide for deciding which staff to assign to which roles on a given project; standards represent general benchmarks, not absolute criteria. The overriding goal in assigning staff is to achieve the optimal mix of skills needed to ensure the project's success at the best price to the client. Whenever years of experience are referred to in these standards, it is understood that a Masters Degree in a relevant area of study is equivalent to two years of the described experience and a Doctorate Degree in a relevant area of study is equivalent to four years of the described experience.

FMP LABOR CATEGORY DESCRIPTIONS

SENIOR IT EXPERT/ ARCHITECT

Role: Provides expert support, analysis and research into complex problems and processes relating to Information Technology. Serves as technical expert on project teams by providing direction and subject matter expertise. Applies advanced technical principles, theories, and concepts, and contributes to the development of new principles and concepts. Works toward long-range Information Technology goals and objectives. Develops advanced technological processes and guides their development into the final product or deliverable. Expertise is in a particular area of Information Technology (e.g., Information Systems Architecture, Telecommunications Systems Design, Architecture, Implementation, Information Systems Integration, Software Development Methodologies, Security Engineering, Communications and Network Systems Management), or a specific functional area (e.g., finance, logistics, and operations research).

Qualifications: Bachelors degree in science, Information Technology (IT) field, or business. Advanced/ professional degree in IT field preferred. Minimum of fifteen years of professional experience leading and advising on IT projects, from planning, design, and development to implementation and integration.

SENIOR PROJECT MANAGER

Role: Provides technical and leadership skills to medium and large, complex projects. Responsible for deriving, implementing, and/or managing overall technical solutions while complying with contract or task requirements. Must be skilled in project management activities including planning, scheduling, resource allocation, risk analysis and mitigation, contract administration, and customer interaction and relationship management. Must be able to determine additional project improvement opportunities and develop requirements and process changes for these opportunities.

Qualifications: Bachelors degree in science, Information Technology (IT) field, or business. Advanced/ professional degree (MA, MBA) or project management certification (PMP) preferred. Minimum of ten years of professional experience in strategic project management, planning, and delivery of contracted services.

PROJECT MANAGER

Role: Provides technical and leadership skills to small and medium projects or parts of large projects. Responsible for deriving, implementing, and/or managing overall technical solutions in compliance with contract or task requirements. Must be proficient in

project management activities including planning, scheduling, resource allocation, risk analysis and mitigation, contract administration, and customer interaction. Must be able to determine additional project improvement opportunities and develop requirements and process changes. Must be able to determine additional project improvement opportunities and initiate the development of requirements and process changes for these opportunities.

Qualifications: Bachelors degree in science, Information Technology (IT) field, or business. Advanced/professional degree (MA, MBA) or project management certification (PMP) preferred. Minimum of five years of professional experience in strategic project management, planning, and delivery of contracted services according to contract terms.

SENIOR IT CONSULTANT

Role: Leads medium to large, complex projects and major tasks of very large projects. Manages the project as defined by the client contract. Uses consultative skills and business knowledge to advise on business objectives, processes, and systems integration. Analyzes the client's Information Technology business needs, collects relevant data, researches problems and potential solutions and recommends particular courses of action. Also, collects information through interviews and surveys to draw and support conclusions. Develops and/or reviews final reports for clients and creates, reviews, and delivers presentations on findings.

Qualifications: Bachelors degree in physical science, social science, IT-specific field, or business. Advanced/professional degree in associated field preferred. Minimum of seven years of relevant, professional experience in an IT field.

IT Consultant III

Role: Leads major portions of large or medium sized IT projects, and fully leads small projects. Uses consultative skills and business knowledge to advise on business objectives, processes, and systems integration. Analyzes the client's Information Technology business needs, collects relevant data, researches problems and potential solutions and recommends particular courses of action. Also, collects information through interviews and surveys to draw and support conclusions. Develops and/or reviews final reports for clients and creates, reviews, and delivers presentations on findings.

Qualifications: Bachelors degree in IT-specific field. May substitute 3 years of experience if Bachelors degree is in an unrelated field. Minimum of five years of relevant, professional experience in an Information Technology (IT) field.

IT Consultant II

Role: Leads small IT projects and supports major tasks on medium to large projects. Uses consultative skills and business knowledge to advise on business objectives, processes, and systems integration. Analyzes the client's Information Technology business needs, collects relevant data, researches problems and potential solutions and recommends particular courses of action. Also, collects information through interviews and surveys to draw and support conclusions. Develops and/or reviews final reports for clients and creates, reviews, and delivers presentations on findings.

Qualifications: Bachelors degree in IT-specific field. May substitute two years of experience, if Bachelors degree is in an unrelated field. Minimum of three years of relevant, professional experience in an Information Technology (IT) field.

IT Consultant I

Role: Supports tasks on small, medium, and large projects. Uses consultative skills and business knowledge to research business objectives, processes, and systems integration. Analyzes the client's Information Technology business needs, collects relevant data, researches

problems and potential solutions. Also, collects information through note taking during interviews and surveys to draw and support conclusions. Contributes to final reports and presentations for clients.

Qualifications: Bachelors degree in IT-specific field. May substitute 1 year of experience, if Bachelors degree is in an unrelated field. Minimum of one year of relevant, professional experience in an Information Technology (IT) field.

SENIOR SOFTWARE ENGINEER/ DESIGNER

Role: Researches, designs, and develops computer software systems in conjunction with hardware product development. Applies principles and techniques of computer science, engineering, and mathematical analysis. Analyzes software requirements to determine feasibility of design within time and cost constraints. Develops and directs software system testing procedures, programming, and documentation. Designs, codes, tests, and implement tools for operations automation.

Qualifications: Bachelors degree in IT-specific field. May substitute 4 years of experience, if Bachelors degree is in an unrelated field. Advanced degree in associated field preferred. Minimum of five years of experience and expert use of multiple programming languages. Experienced in design and implementation of systems.

SOFTWARE ENGINEER/DESIGNER

Role: Analyzes and design software systems, products, and deliverables in accordance with specific customer requirements. Provides software, database management, programming, and other general engineering expertise to support defined tasks on Information Technology projects.

Qualifications: Bachelors degree in IT-specific field. May substitute 2 years of experience, if Bachelors degree is in an unrelated field. Minimum of one year of experience in use of multiple programming languages. Experience in design and implementation of systems.

MANAGEMENT ANALYST

Role: Identifies costing for existing IT systems (maintenance, operations, etc.). Identifies life cycle costs for proposed IT systems (development, operations, maintenance). Identifies cost savings/ cost avoidance associated with retirement of old systems or as a result of the improved performance of new systems. Provides briefings on analyses conducted. Works under general supervision with broad direction. Develops, upgrades and improves systems for tracking and reporting project status and progress.

Qualifications: Bachelor's degree. May substitute with 1 year of experience and an Associates degree. Minimum of one year of experience in a management support or business analyst role.

QUALITY ASSURANCE SPECIALIST

Role: Provides technical direction for software development tasks, including the review of work products for correctness, adherence to the design concept, user standards, and progress. Supports process for evaluating software and associated documentation. Researches resources required for quality control. Maintains the level of quality throughout the software life cycle. Detail oriented, and conducts and supports formal and informal reviews at predetermined points throughout the development life cycle.

Qualifications: Bachelor's degree. May substitute with 1 year of experience and an Associates degree. Minimum of one year of experience in the Information Technology (IT) field, preferably in Quality Assurance.

IT SUPPORT SPECIALIST

Role: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications or deliverables developed for the customer. Serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Qualifications: Bachelor's degree in science or IT field. May substitute with 1 year of experience and an Associates degree. Minimum of one year of experience in the Information Technology (IT) field.

PRICE LIST

1. The following price list supersedes all previous price lists for this contract.

Labor Category	GSA Rate (Hourly)	GSA Rate (Daily)
Senior IT Expert/Architect	$231.05	$1,848.32
Senior Project Manager	$156.58	$1,252.64
Project Manager	$130.48	$1,043.88
Senior IT Consultant	$169.51	$1,356.09
IT Consultant III	$141.26	$1,130.09
IT Consultant II	$119.71	$957.66
IT Consultant I	$104.84	$838.76
Senior Software Engineer/Designer	$127.51	$1,020.06
Software Engineer/Designer	$105.97	$847.76
Management Analyst	$99.75	$798.03
Quality Assurance Specialist	$112.84	$902.71
IT Support Specialist	$87.37	$698.96

2. The firm's Most Favored Customer (MFC) and Basis of Award (BOA) customer is "Prime Contractors" and "Commercial Clients". GSA receives an additional 11.7% discount off the firm's MFC/BOA prices.