



**General Service Administration Schedule Contract Price List  
General Purpose Commercial Information Technology Equipment, Software, & Services**

**Federal Supply Service**

**Federal Supply Group: 70 - ADP Equipment Software, Supplies and Support Equipment**

**Product Service Codes (PSCs):**

- D301: IT Facility Operation and Maintenance
- D302: IT Systems Development Services
- D306: IT Systems Analysis Services
- D307: Automated Information Systems Design and Integration Services
- D308: Programming Services
- D310: IT Backup and Security Services
- D311: IT Data Conversion Services
- D313: Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- D316: IT Network Management Services
- D317: Automated News Services, Data Services, or Other Information Services
- D399: Other Information Technology Services, Not Elsewhere Classified

**Authorized Federal Supply Schedule Price List**

**Contract No. 47QTCA19D00KP**

**Contract Period: 09/09/2019 through 09/08/2024**

Price List current through Modification #EXDH5ANB, dated 09/10/2019

**Online 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 [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).**

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**Contractor:**

**Ascellon Corporation**  
8201 Corporate Drive, Suite 1200  
Landover, Maryland 20785  
(301) 918-4070  
[www.ascellon.com](http://www.ascellon.com)

**Contract Administrator:**

Ade Adebisi  
**Tel: 301-918-4070**  
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**Business Size:** Small, Woman Owned Business

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

## INFORMATION FOR CUSTOMERS

- 1a. Special Item Numbers**  
132-51 Information Technology Professional Services
- 1b. Lowest Price Priced Model Number**  
Not Applicable

**Unit Prices (Effective: September 9, 2019)**

Labor Category	Hourly Rate (\$)
Program Executive	282.80
Program Manager	183.54
Project Manager	149.34
Senior Consultant	259.22
Consultant	206.37
Software Engineer	155.06
Senior Computer Programmer/Analyst	125.26
Computer Programmer/Analyst	90.18
Web Developer	119.93
Senior Systems Analyst	121.14
Systems Analyst	92.85
Senior Web Designer	133.51
Web Designer	121.33
Senior Database Administrator	160.58
Database Administrator	113.14
Data Analyst/Data Custodian	74.20

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Hourly Rate (\$)
Senior Systems Administrator	116.01
Systems Administrator	94.92
Graphics Specialist	76.62
Technical Writer	85.63
Documentation Specialist	49.95
Senior Trainer	106.92
Trainer	79.51
Quality Assurance Specialist	93.68
Testing Specialist	98.93
Project Assistant	54.32

**Note:** Non-Local travel & Other Direct Costs (ODCs) will be reimbursed consistent with Ascellon Corporation’s cost accounting practices. ODCs will be invoiced at actual cost incurred plus G&A. Reimbursable non-local travel will be invoiced in the following manner:

1. Lodging will be invoiced at the FTR or JTR rates as applicable and where available plus any applicable taxes. If lodging is not available at the FTR/JTR rate, Ascellon will seek prior written approval to exceed that amount.
2. Meals and Incidental Expenses (M&IE) will be invoiced in accordance with the FTR or JTR as applicable.
3. Transportation will be invoiced at actual amounts incurred.
4. G&A will be applied to items 1, 2 and 3.

**THE SERVICE CONTRACT ACT (SCA) APPLICABILITY:** The SCA is applicable to this contract as it applies to the entire schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when SCA labor categories/employees are added to the contract through the modification process, the contractor will inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

titles, the occupational code, SCA labor category titles and the applicable wage determination number.

**1c. Labor Category Descriptions**

Labor Category	Description
Program Executive	<p><u>Functional Responsibility:</u> Oversees individual program managers to ensure compliance with established corporate policy and performance standards; monitors and adjusts resource allocation and expenditure; serves as liaison between top internal and client management; markets information IT services.</p> <p><u>Minimum Education:</u> Bachelor's or Master's degree in Business, Accounting, Information Systems, Engineering, or other relevant discipline; or equivalent work experience</p> <p><u>Minimum Experience:</u> Fifteen years of management experience, ten of which are in a multi-project environment involving large data communications and/or data processing systems projects.</p>
Program Manager	<p><u>Functional Responsibility:</u> Organizes, directs, and coordinates planning and execution of all program/technical support activities. Has demonstrated IT expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly technical projects. Establishes and alters (as necessary) management structure to effectively direct program/technical support activities. Meets and confers with Government management officials regarding the status of program/technical activities and problems, issues or conflicts regarding resolution. Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters. May serve as technical lead for the project.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science or equivalent.</p> <p><u>Minimum Experience:</u> Eight or more years of supervision of multiple IT projects or individual large IT projects.</p>
Project Manager	<p><u>Functional Responsibility:</u> Supports project and/or program managers in document preparation; interoffice and client communications via</p>

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
	<p>electronic mail, paper mail, and fax; maintains correspondence and other records in hard and soft files; schedules internal and client meetings.</p> <p><u>Minimum Education:</u> Bachelor's degree in relevant discipline</p> <p><u>Minimum Experience:</u> Five or more years of progressive experience in supervision and day-to-day management of significant IT projects and processes.</p>
Senior Consultant	<p><u>Functional Responsibility:</u> Provides consulting services at the highest level of expertise in a given area. Develops and recommends process improvement methods; Provides expert advice regarding information technology, engineering, cost and economic analysis, resource management, or other applicable technical areas; Possesses highly developed knowledge to be used in identification of complex problems and their solutions.</p> <p><u>Minimum Education:</u> Bachelor's degree (Arts/Science) or specialized certification in area of expertise.</p> <p><u>Minimum Experience:</u> Fifteen years of functional experience, which includes experience in the application of research and analytical methodologies, information technology and tools; Specializing in management, business development, resource allocation or information technology; Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies; Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to clients.</p>
Consultant	<p><u>Functional Responsibility:</u> Provide consulting to agency heads, directors, and senior managers on management information analysis and information technology solutions, strategic analysis and organizational engineering, resource management, and cost and economic analysis; Conduct senior executive level workshops, benchmarking, and surveys; Facilitate process improvement efforts; Manage a team of consultants and analysts; Give lectures, speeches or write articles; Develop, analyze, and promote the client's needs and issues, including the responsiveness of required deliverables.</p> <p><u>Minimum Education:</u> Bachelor of Arts or Bachelor of Science degree.</p> <p><u>Minimum Experience:</u> Ten years of experience in management, resource allocation, and information technology is required. Specialized experience may include a business, technology, industry or specific application.</p>

**General Service Administration Schedule Contract Price List**  
**IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
Software Engineer	<p><u>Functional Responsibility:</u> Oversees the management of software development in an Ada, SQL or related environment. Uses accepted industry and government standards in the development of software and accomplishes documentation, testing and integration of all products. Oversees software configuration management and uses Computer Aided Software Engineering (CASE) Tools to improve productivity. Manages overall software development process. Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline</p> <p><u>Minimum Experience:</u> Five years or more in developing standards-compliant software utilizing industry-leading operating systems, languages, protocols and relational databases: DOS/WINDOWS, DEC VAX/VMS, UNIX (e.g., Solaris, IRIX, HP-UX, and AIX), C, TCP/IP, and Oracle. Has in-depth knowledge of the design, operational use, and functional characteristics of standards-compliant (e.g., CALS or GOSIP) systems, such as scanning, user interface, optical storage, and index subsystems of digital imaging systems; or the input processing, network transmission, security, network management, and control subsystems of digital communications systems.</p>
Senior Computer Programmer/Analyst	<p><u>Functional Responsibility:</u> Performs requirements analysis, software design, development, installation, testing, and maintenance for application system components for large-scale and distributed systems. Performs operating system and/or product evaluation, integration, testing, and problem diagnosis/resolution. Provides technical leadership, reviews work products, and makes technical recommendations, as needed, for changes in the supported technical architecture.</p> <p><u>Minimum Education:</u> Bachelor of Science degree in Computer Science, Information Systems, Business, or other relevant discipline; other education or training.</p> <p><u>Minimum Experience:</u> Five or more years of experience in software design, development, installation, integration, evaluation, enhancement, maintenance, testing, or problem diagnosis/resolution. Specialized experience may substitute for years of experience.</p>
Computer Programmer/Analyst	<p><u>Functional Responsibility:</u> Codes and tests routine or complex application programs; develops programming specifications and associated documentation to support program changes; analyzes applications software to resolve problems, determine efficient methods to code program changes; implements and tests changes; updates systems and</p>

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

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	<p>operations documentation to reflect program and operational changes and enhancements; assist in designing and debugging applications software; develops structure charts and associated documentation to support program changes.</p> <p><u>Minimum Education:</u> Bachelor of Science degree in Computer Science, Information Systems, Business, or other relevant discipline; and other training.</p> <p><u>Minimum Experience:</u> Three years of experience in various specialized areas; Specialization includes coding software applications and/or utilizing database management system technologies. Specialized experience may substitute for years of experience.</p>
Web Developer	<p><u>Functional Responsibility:</u> Plans, designs, develops, and deploys web sites; prepares and manages content including text, graphics, audio, and videos; may work directly with clients to determine scope, analyze requirements, document design, and produce site specifications; reviews task progress, manages task resources, and ensures overall quality of completed tasks and site; provides high level of understanding of current and emerging web technologies.</p> <p><u>Minimum Education:</u> Bachelor's degree or specialized training or certification.</p> <p><u>Minimum Experience:</u> Five or more years of knowledge required in the area of web development, may include management of development efforts. Specialized experience may substitute for years of experience.</p>
Senior Systems Analyst	<p><u>Functional Responsibility:</u> Demonstrates the ability to work independently or under general direction on the analysis and design of solutions to complex business issues, including experience in data management concepts.</p> <p>Provides direction for personnel performing development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules.</p> <p><u>Minimum Education:</u> Bachelor's degree in Science, Business, or related discipline.</p> <p><u>Minimum Experience:</u> Seven or more years of experience as a Business Analyst working directly with stakeholders' customers.</p>
Systems Analyst	<p><u>Functional Responsibility:</u> Under general direction, analyzes and defines business processes, systems scope, and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. Experience with requirements</p>

**General Service Administration Schedule Contract Price List**  
**IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
	<p>gathering, system documentation, creating specification for programmers, and system testing. Experience with relational databases, including writing moderately complex relational database SQL queries. Superior interpersonal skills and the ability to work well in a team environment consisting of differing skills and interests.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Business, or related discipline.</p> <p><u>Minimum Experience:</u> Three or more years of experience as Business Systems Analyst working directly with system users and customers.</p>
Senior Web Designer	<p><u>Functional Responsibility:</u> Leads the design and building of Web pages using a variety of graphics software applications, techniques, and tools. Designs the Web site to support an organization's strategy and goals relative to eBusiness. Has extensive knowledge of design-related applications.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Information Systems, Business, or other relevant discipline; or equivalent work experience.</p> <p><u>Minimum Experience:</u> Three or more years of industry experience with a variety of web design tasks.</p>
Web Designer	<p><u>Functional Responsibility:</u> Designs and builds Web pages using a variety of graphics software applications, techniques and tools. Designs and develops user interface features, site animation, and special effects elements. Experienced with Web-based technologies and design-related applications.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience</p> <p><u>Minimum Experience:</u> Three years of experience with a variety of web design tasks.</p>
Senior Database Administrator	<p><u>Functional Responsibility:</u> Demonstrated knowledge of network systems, software and hardware. Knowledge of local area and wide area network systems, applications, operations and maintenance. Ability to direct the work of others and to coordinate activities and resources within or between units; to assess and evaluate and make recommendations on the performance of network systems, network maintenance procedures and user support practices; to communicate effectively; and to establish and maintain professional working relationships with others. Design and engineer networks to support communications (voice, data, and/or video). Serves as an expert consultant in planning, monitoring, and</p>



**General Service Administration Schedule Contract Price List**  
**IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
	<p>administering projects. Provides overall technical insight into the development and management of policies, procedures, and operational schedules necessary for new and on-going systems, troubleshooting and resolution of network issues. Provides day-to-day maintenance and operation, configuration management and the planning and deployment of network improvements and upgrades.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline.</p> <p><u>Minimum Experience:</u> Eight or more years of experience in ensuring efficient operation of a multicomputer site that supports database administration, analysis, and report production, data dictionary administration, and system development. Performs database administration, backups, and recoveries, and works with users to resolve database questions or problems. Coordinates systems resource availability with database analysts, system and application programmers, and other users. Provides advice and assistance to users on equipment operations. Maintains and updates databases and data dictionaries. May provide assistance to less experienced database administrators.</p>
Database Administrator	<p><u>Functional Responsibility:</u> Designs and engineers networks to support communications (voice, data, and/or video). Develops and supports networking. Serves as an expert consultant in planning, monitoring, and administering projects. Provides overall technical insight into the development and management of policies, procedures, and operational schedules necessary for new and on-going systems, troubleshooting and resolution of network issues. Provides day-to-day maintenance and operation, configuration management and the planning and deployment of network improvements and upgrades.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline.</p> <p><u>Minimum Experience:</u> Four or more years of experience in database designs and design documentation, including data models, and data flow diagrams. Evaluates and configures DBMS products to match user requirements with system capabilities. Determines file organization, indexing methods, and security procedures for system databases. Plans coordinates conversion and migration of existing (or legacy) databases to state of the art DBMS's.</p>
Data Analyst/Data Custodian	<p><u>Functional Responsibility:</u> Provides technical expertise and support in the use of database management systems. Defines file organization, indexing methods, and security procedures for specific user requirements. Develops, implements, and maintains database back-up recovery procedures and ensures that data integrity, security, and</p>

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

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	<p>recoverability are built into the database management system applications.</p> <p><u>Minimum Education:</u> Bachelor's degree or equivalent training or certification.</p> <p><u>Minimum Experience:</u> Two or more years of experience in data design and management procedures, including database conversion support and data modeling in support of database implementations.</p>
Senior Systems Administrator	<p><u>Functional Responsibility:</u> Demonstrated knowledge of computer security protocols and procedures.; of data processing hardware and software functions, capabilities and interrelationships; of developing and adhering to institutional standards and procedures; of security practices and control methods and systems; of security architectures; of security compliance and policies; of documentation standards for cybersecurity and general security systems. Knowledge of IT including hardware and software, network configuration, system administration, database development and administration, data and network security, programming, and system analysis and integration. Strong, senior-level experience in operating systems administration (e.g., Red Hat Enterprise Linux or equivalent (CentOS, Scientific Linux, Fedora, etc.)) and experience with virtualization.</p> <p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Engineering, Business, or related discipline.</p> <p><u>Minimum Experience:</u> Eight years or more of experience with installation/setup/administration of configuration management support tools and demonstrated experience working in software development environments utilizing diverse capabilities. Install, load, and configure computer servers; troubleshoot server failures and authentication/authorization problems; perform server upgrades and migrations; perform system security functions including determination, application, and testing of security settings; perform systems engineering and integration functions; ensure that replication/backup/recovery strategies are planned, implemented, and verified regularly and successfully; maintain proper documentation; and follow/adhere to mandated configuration management procedures. Conduct routine audits of hardware equipment to ensure adherence to standards, IT security policies, and configuration guidelines.</p>
Systems Administrator	<p><u>Functional Responsibility:</u> Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.</p>

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
	<p><u>Minimum Education:</u> Bachelor's Degree in Computer Science, Information Systems, or related discipline.</p> <p><u>Minimum Experience:</u> Five or more years of experience in installing new software releases, system upgrades, evaluates and installs patches and resolves software related problems. Performs system backups and recovery. Maintains data files and monitors system configuration to ensure data integrity. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment.</p>
Graphics Specialist	<p><u>Functional Responsibility:</u> Develops graphics design and usage. Sets up computer graphics systems for business communications. Operates computer hardware and software to prepare, revise, print, and store text, illustrations, graphs, charts, etc. Interfaces with users to determine scope and best graphics medium.</p> <p><u>Minimum Education:</u> Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline; or equivalent work experience.</p> <p><u>Minimum Experience:</u> Two or more years of experience designing and installing computer graphics.</p>
Technical Writer	<p><u>Functional Responsibility:</u> Assists in collecting and organizing information required for preparation of reports, studies, and analyses for (a) documenting proposed managerial or organizational improvements including developmental, consultative, or implementation efforts; (b) for documenting workshop results; and (c) for description and summary of survey results with associated graphs, charts, tables, and briefings.</p> <p><u>Minimum Education:</u> Bachelor's degree in English, literature, business, engineering, journalism, or related analytical, scientific, or technical disciplines.</p> <p><u>Minimum Experience:</u> Four or more years of administrative support to business and management personnel working closely with the Project Director and other project staff. This includes, but is not limited to project administration, program management support, producing all project related correspondence, maintaining web sites and databases, scheduling meetings and reservations, and maintaining document libraries.</p>

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
Documentation Specialist	<p><u>Functional Responsibility:</u> Produces major documentation, technical and non-technical writing/editing, graphics, brochures, and/or manuals. Determines schedule for document submission and coordinate final printing and distribution. Under general supervision, prepares and/or maintains systems, programming, and operations documentation, including user manuals.</p> <p><u>Minimum Education:</u> Associate degree.</p> <p><u>Minimum Experience:</u> Two or more years of progressive experience in the design and creation of technical, operational, and user documentation. Also requires experience using automation tools including word processing and graphics, such as Microsoft Word, and PowerPoint. Requires knowledge of applicable policies, procedures, operations, and organization.</p>
Senior Trainer	<p><u>Functional Responsibility:</u> Develops all instructor materials (course outline, background material, and training aids); develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training; provides daily supervision and direction to training staff.</p> <p><u>Minimum Education:</u> Bachelor's degree in Business, Social Sciences, Health Sciences, Human Resources, or other relevant analytical, technical or scientific disciplines.</p> <p><u>Minimum Experience:</u> Five or more years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.</p>
Trainer	<p><u>Functional Responsibility:</u> Under supervision of Senior Trainer or Project Manager, develops instructor materials (course outline, background material, and training aids); assists in the development of student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms); trains personnel by conducting formal classroom course, workshops, seminars, and/or computer-aided training.</p> <p><u>Minimum Education:</u> Bachelor's degree in Business, Social Sciences, Health Sciences, Human Resources, or other relevant analytical, technical or scientific disciplines</p> <p><u>Minimum Experience:</u> Three years of progressive experience that includes developing and providing technical and end-user training and preparing appropriate training materials and catalogs.</p>

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
Quality Assurance Specialist	<p><b>Functional Responsibility:</b> Develops project Quality Assurance (QA) Plan in accordance with established policy and procedure. Ensures project quality processes and products by executing activities described in the QA Plan.</p> <p>Compares activities and products to established standards and plans. Establishes quantitative measurements and techniques for measuring software quality. Reports to project management and executive management when quality issues are encountered during project review cycle.</p> <p><b>Minimum Education:</b> Bachelor of Science degree in Computer Science, Information Systems, Business, or other relevant discipline; other education or training.</p> <p><b>Minimum Experience:</b> At least one-year software engineering experience and/or one year of quality assurance review experience.</p>
Testing Specialist	<p><b>Functional Responsibility:</b> Follows established test standards and methods. Assists in the development of test strategies. Develops business scenarios. Assists in development of test plans to guide the full test cycle. Uses automated testing tools to develop, debug, and execute test scripts for business scenarios. Troubleshoots results of tests. Prepares test results for system evaluation. Works with client and/or software product vendor to improve system performance. Performs regression testing as necessary. Provides guidance to testing team as necessary.</p> <p><b>Minimum Education:</b> Possess a Bachelor of Science degree in Computer Science, Information Systems, Engineering, Business, or other relevant discipline.</p> <p><b>Minimum Experience:</b> One to two years of experience in functional testing of software and/or load testing of system configuration components with automated testing tools, with additional three to five years of experience as programmer/ analyst or network technician. Programmer/analyst experience includes software development, installation, integration, testing, maintenance, problem diagnosis/resolution for large-scale and/or technically complex systems. Network support experience includes network installation, connection, testing, monitoring, analysis, problem diagnosis/ resolution for LANs, WANs, Intranets, and the Internet. Specialized experience may substitute for years of experience.</p>

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

Labor Category	Description
Project Assistant	<p><u>Functional Responsibility:</u> Defines scope and objectives of work to be accomplished by the work team. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for performance tracking and analysis Ensures adherence to quality standards, reviews and approves deliverables. May serve as technical lead for the project.</p> <p><u>Minimum Education:</u> High-school diploma or Associate Degree</p> <p><u>Minimum Experience:</u> Two or more years of experience in performing general administrative support duties for multiple program and/or project managers.</p>

1. **Experience/Education Substitution**  
 Ascellon may substitute years of experience to satisfy minimum education requirements for any labor category with customer approval and in accordance with our company practices.
2. **Maximum Order:** \$1,000,000.
3. **Minimum Order:** \$100.
4. **Geographic Coverage (delivery area):** Domestic Only.
5. **Point(s) of Production:** Not Applicable.
6. **Discount from List Prices or Statement of Net Price:** All prices herein are net.
7. **Quantity Discounts:** 1% off all orders over \$500,000.
8. **Prompt Payment Terms:** 0% net 30 days. **Information for Ordering Offices:**  
 Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Government Commercial Credit Card:** Government purchase cards are accepted below the micro-purchase threshold.
- 9b. **Government Commercial Credit Card:** Government purchase cards are accepted above the micro-purchase threshold.
10. **Foreign Items:** None.
- 11a. **Time of Delivery:** Time of delivery is specified in negotiated delivery/task orders.
- 11b. **Expedited Delivery:** 90 days.

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

- 11c. Overnight and 2-Day Delivery:** Overnight and two-day delivery are not available.
- 11d. Urgent Requirements:** Urgent requirements are specified in negotiated delivery/task orders.
- 12. F.O.B. Point(s):** Destination
- 13a. Ordering Address:**  
Ascellon Corporation  
8201 Corporate Drive, Suite #1200  
Landover, Maryland 20785  
Attention: Ade Adebisi  
Phone: 240-737-2024  
Fax: 301-918-4071  
E-Mail: [aadebisi@ascellon.com](mailto:aadebisi@ascellon.com)
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:** Should Electronic Funds Transfer (EFT) payment be available, Ascellon requests that the EFT remittance be specified as follows:  
Ascellon Corporation  
SunTrust Bank MD  
ABA (specified at time of task order award)  
Checking Account (specified at time of task order award) Largo, Maryland 20722  
  
Should EFT not be available, the remittance address is as follows:  
Ascellon Corporation  
8201 Corporate Drive, Suite #1200  
Landover, Maryland 20785  
Attn: Accounts Receivable
- 15. Warranty Provision:** Provision for any appropriate and applicable warranties shall be specifically identified in individual orders. Such warranties are subject to the negotiation between the ordering agencies and the contractor.
- 16. Export Packaging Charges:** Not Applicable
- 17. Terms and Conditions of Government Commercial Credit Card Acceptance:**  
Ascellon accepts government purchase cards in accordance with government commercial credit card program guidelines.
- 18. Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable.

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

- 19. **Terms and Conditions of Installation:** Not applicable.
- 20. **Terms and Conditions of Repair parts:** Not applicable.
- 20a. **Terms and Conditions for Other Services:** Not applicable.
- 21. **List of Services and Distribution Points:** Not applicable.
- 22. **List of Participating Dealers:** Not applicable.
- 23. **Preventive Maintenance:** Not applicable.
- 24a. **Special Attributes:** Not Applicable.
- 24b. **Section 508 Compliance Information:** Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services on contractor's website at: [www.ascellon.com](http://www.ascellon.com). The EIT standards can be found at: [www.Section508.gov](http://www.Section508.gov).
- 25. **Date Universal Number System (DUNS) Number:** 94-312-5435
- 26. **Registration in Central Contractor Registration Database:** Registered.



**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

**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 Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

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

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

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

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

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

**6. INSPECTION OF SERVICES**

In accordance with 552.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (JAN 2017) (DEVIATION – FEB 2007)(DEVIATION - FEB 2018) for Firm-Fixed Price orders; or GSAR 552.212-4 CONTRACT TERMS AND CONDITIONS–COMMERCIAL ITEMS (JAN 2017) (DEVIATION - FEB 2018) (ALTERNATE I - JAN 2017) (DEVIATION -

FEB 2007) for 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.

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

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

**11. INVOICES**

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

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and- materials orders, the Payments under Time-and-Materials and Labor-Hour

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

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.

**General Service Administration Schedule Contract Price List  
IT 70-General Purpose Commercial Information Technology Equipment, Software, & Services**

**16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING**

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 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.
- c. The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science