



AUTHORIZED INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE & SERVICES

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

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 D316	IT Network Management Services
FPDS Code D317	Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

**Factor, Inc.**

**210 25th Ave N STE 910**

**Nashville, TN 37203**

**(P) 615-321-4848**

**(F) 615-457-8055**

**[www.essentialfactor.com](http://www.essentialfactor.com)**

Contract Number: **47QTCA19D00HK**

Period Covered by Contract: **August 14, 2019 – August 13, 2024**

General Services Administration

Federal Acquisition Service

Pricelist current through Modification **#01**, dated **08-14-19**

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (<http://www.gsaadvantage.gov>).

**CUSTOMER INFORMATION:**

**1. Awarded Special Item Number(s):**

SIN	Description
132-51	Professional Information Technology 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: See page 8.

**1c.** Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 9.

**2. Maximum Order:** \$500,000

**3. Minimum Order:** \$100

**4. Geographic Coverage:** Worldwide

**5. Point of Production:** N/A

**6. Prices Shown Herein are Net** (discount deducted)

**7. Volume Discount:** An additional 1% on orders between \$350,000 - \$499,999

**8. Prompt Payment Terms:** Net 30

**9. Government Purchase Cards** Will not accept above the micro-purchase threshold.

**10. Foreign Items:** None

**11. Time of Delivery:** Factor, Inc. shall deliver or perform services in accordance with the terms negotiated in an agency's order.

**11b. Expedited Delivery:** Consult with Contractor

**11c. Overnight/2-Day Delivery:** Consult with Contractor

**11d. Urgent Requirements:** Consult with Contractor

**12. FOB Point:** Destination

**13. Ordering Address:** ATTN: John W Minor IV  
210 25th Ave N STE 910  
Nashville, TN 37203  
(P) 615-321-4848 (F) 615-457-8055  
GSAorders@essentialfactor.com

**1. Payment Address:** ATTN: John W Minor IV  
210 25th Ave N STE 910  
Nashville, TN 37203  
(P) 615-321-4848 (F) 615-457-8055  
jminor@essentialfactor.com

**2.**

**3. Warranty Provisions:** Contractor's Standard Warranty

**4. Export Packing charges:** Not applicable

**5. Terms and conditions of Government Purchase Card Acceptance:** Please contact Factor, Inc. for terms and conditions of Government Purchase Card acceptance.

**6. Terms and conditions of rental, maintenance, and repair:** Not applicable

**7. Terms and conditions of installation:** Not applicable

**20. Terms and conditions of repair parts:** 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

**24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
Not applicable

**24b.** Contact Factor, Inc. for Section 508 compliance information. The EIT standards can be found at:  
<http://www.section508.gov>

**25. DUNS Number:** 624329736

**26.** Factor, Inc. is registered in the System for Award Management (SAM) database.

**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

- 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 in accordance with this clause.
- 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

The Inspection of Services—Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection—Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour 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 (Deviation – May 2003) 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



# FACTOR

## GSA HOURLY RATES SIN 132-51

Labor Category	8/14/19	8/14/20	8/14/21	8/14/22	8/14/23
	–	–	–	–	–
	8/13/20	8/13/21	8/13/22	8/13/23	8/13/24
Analyst - IT	\$117.25	\$119.60	\$121.99	\$124.43	\$126.92
Consultant I - IT	\$158.53	\$161.70	\$164.93	\$168.23	\$171.60
Developer I	\$120.96	\$123.38	\$125.84	\$128.36	\$130.93
Practice Leader - IT	\$222.56	\$227.01	\$231.55	\$236.18	\$240.91
Principal Consultant - IT	\$194.17	\$198.06	\$202.02	\$206.06	\$210.18
Senior Consultant - IT	\$174.18	\$177.66	\$181.22	\$184.84	\$188.54
Senior Developer I	\$154.78	\$157.87	\$161.03	\$164.25	\$167.53
Senior Developer II	\$183.85	\$187.53	\$191.28	\$195.11	\$199.01



## Labor Category Descriptions

### Analyst – IT

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**Functional Responsibilities:** The Analyst supports IT project execution by gathering data for incorporation into IT systems, performing data analysis, writing reports and software documentation, reviewing IT system specifications, executing software application test scripts and reviewing results, reporting and documenting software application technical issues, and assisting other more senior colleagues. May include administrative assignments in support of IT project tasks. May meet with client for data gathering and to document requirements.

**Minimum Education:** Bachelor's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 1 year

### Consultant I – IT

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**Functional Responsibilities:** The Consultant I supports IT project execution by gathering and manipulating data for incorporation into IT systems, performing data and system analysis, writing complex reports and software documentation, reviewing and analyzing IT system specifications, executing software application test scripts and reviewing results, reporting and documenting software application technical issues, providing software application end-user helpdesk support on technical issues, and assisting other more senior colleagues. May include managing tasks and/or administrative assignments in support of IT project tasks, such as directing the work of Analyst ITs. May meet with client to assess IT system business needs, elicit software requirements, and understand desired system workflows.

**Minimum Education:** Bachelor's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 3 years

### Developer I

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**Functional Responsibilities:** The Developer assists more senior developers in the design, coding, and maintenance of software or database applications. Assists in specifically assigned areas involving system/User Interface (UI) design; building reusable components and libraries; development of functional requirements; logic flow diagrams; testing; and documentation.

**Minimum Education:** Bachelor's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 1 year

### Practice Leader – IT

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**Functional Responsibilities:** The Practice Leader provides senior leadership and oversight of large, complex IT projects. Works closely with senior client personnel and project management to define needs or problem areas; selects appropriate IT staff for project assignments; works with senior management to ensure adequate IT staff resources; oversees development and recommendations for appropriate IT solutions and alternate approaches; negotiates IT contracts; and ensures overall IT

project direction and expectations are being met. Responsible for IT project quality, information security, DevOps policies and procedures within their practice area, and successful completion of contract tasks and deliverables. Provides technical expertise in relevant areas.

**Minimum Education:** Master's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 15 years

#### **Principal Consultant – IT**

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**Functional Responsibilities:** The Principal Consultant manages large, complex IT projects. Works closely with senior client personnel and project technical IT staff to define needs or problem areas; works with the Practice Leader IT to select appropriate IT staff; develops appropriate IT solutions and recommends alternate approaches; assists with negotiating IT contracts; and ensures overall IT project direction and expectations are being met. Works with the Practice Leader to ensure IT project quality and information security, and completion of contract tasks and deliverables. Provides technical expertise in relevant areas.

**Minimum Education:** Master's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 12 years

#### **Senior Consultant – IT**

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**Functional Responsibilities:** The Senior Consultant manages IT projects. Works closely with client personnel and project technical IT staff to define needs or problem areas; develops appropriate IT solutions; and ensures overall IT project direction and expectations are being met. Works with the Practice Leader and/or Principal Consultant IT to ensure IT project quality and information security, and completion of contract tasks and deliverables. Provides technical expertise in relevant areas.

**Minimum Education:** Bachelor's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 8 years

#### **Senior Developer I**

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**Functional Responsibilities:** The Senior Developer I works directly with the client and end-users to examine and evaluate complex systems requirements, specifications, and design standards. Develops detailed functional requirements and designs, works with Subject Matter Experts (SMEs) and Project Managers (PMs) to specify and prescribe both physical and logical design parameters, establishes testing and validation procedures to ensure product suitability. Develops, deploys, and maintains a wide variety of software and database applications and tools. May provide ongoing leadership and supervision for less senior technical staff to help ensure client requirements meet or exceed functional and timeline requirements.

**Minimum Education:** Bachelor's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 5 years

## Senior Developer II

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**Functional Responsibilities:** The Senior Developer II works directly with the client and end-users to examine and evaluate complex systems requirements, specifications, and design standards. Develops detailed functional requirements and designs, works with SMEs and PMs to specify and prescribe both physical and logical design parameters and establishes testing and validation procedures to ensure product suitability. Develops, deploys, and maintains a wide variety of software and database applications and tools. May provide ongoing leadership and supervision for less senior technical staff to help ensure client requirements meet or exceed functional and timeline requirements.

**Minimum Education:** Bachelor's in Computer Science, Engineering, or other technical field.

**Minimum Experience:** 10 years

## Experience & Degree Substitution Equivalencies

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Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

### Equivalent Degree

High School

Associate's

Bachelor's

Master's

PhD

### Experience

1 year of relevant experience

High School or equivalent plus 2 years relevant experience

Associate's degree + 2 years relevant experience or 4 years relevant experience

Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience

Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or Associate's + 6 years relevant experience or 8 years relevant experience