

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Pricelist**

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

**MULTIPLE AWARD SCHEDULE**

**LARGE CATEGORY: INFORMATION TECHNOLOGY  
SUBCATEGORY: IT HARDWARE**

**Special Item Number 532420L Leasing of New Electronic Equipment**

Leasing of new electronic equipment. Includes the following lease types: Lease to Ownership, and Lease with Option to Own.

NOTE: Subject to Cooperative Purchasing

FSC/PSC Code: DE10

**LARGE CATEGORY: INFORMATION TECHNOLOGY  
SUBCATEGORY: IT SERVICES**

**Special Item Number 54151S Information Technology Professional Services**

IT Professional Services and/or labor categories for database planning and design; systems analysis, integration, and design; programming, conversion and implementation support; network services, data/records management, and testing.

NOTE: Subject to Cooperative Purchasing

FSC/PSC Code: DA01

**LARGE CATEGORY: MISCELLANEOUS  
SUBCATEGORY: COMPLEMENTARY SINS**

**Special Item Number ANCILLARY Ancillary Supplies and Services**

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

NOTE: Subject to Cooperative Purchasing

FSC/PSC Code: 0000

**Special Item Number OLM Order-Level Materials (OLM)**

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs using FAR 15.404 techniques for commercial price determinations.

Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level or BPA level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program as a special ordering procedure
- Identified at the order or BPA level (either at the time the order is placed or as the requirement for OLMs develop during the course of performance)
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials.
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line-Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price limited to 33.33% of the total value of the order or BPA

OLMs are not items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

NOTE: Subject to Cooperative Purchasing

FSC/PSC Code: 0000

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule button at [fss.gsa.gov](http://fss.gsa.gov)

**Schedule Contract Number**  
47QTCA23D00CZ

**Contract Period:** August 21, 2023, through August 20, 2028

**Pricelist Current Through:** Modification 1 dated August 21, 2023  
MASS Modification A815 dated August 23, 2023

ePlus Technology, Inc.  
13595 Dulles Technology Drive  
Herndon VA 20171  
703-984-8400 (phone)  
703-984-8600 (facsimile)  
[www.eplus.com](http://www.eplus.com)

Point of Contact for Contract Administration  
Amy Knowler  
VP SLED Business Development  
ePlus Technology, Inc.  
13595 Dulles Technology Drive  
Herndon VA 20171  
757-985-3827 (phone)  
703-984-8600 (facsimile)  
amy.knowler@eplus.com

A Large Business

## CUSTOMER INFORMATION

### 1a. Table of Awarded Special Item Numbers:

Special Item Number 532420L  
Special Item Number 54151S  
Special Item Number Ancillary  
Special Item Number OLM

### 1b. Identification of lowest priced model number and corresponding price for each awarded Special Item Number:

Special Item Number	Labor Category	GSA Price with IFF
54151S	Technical Trainer	\$108.95 per hour
Ancillary	Documentation Specialist	\$81.72 per hour

### 1c. Identification of Services and Hourly Rates: See Section 27, below.

### 2. Maximum Order:

Special Item Number 532420L \$500,000  
Special Item Number 54151S \$500,000  
Special Item Number Ancillary \$250,000  
Special Item Number OLM \$250,000

### 3. Minimum Order: \$100

### 4. Geographic Coverage: 48 Contiguous States, District of Columbia

### 5. Point(s) of Production: Herndon, Virginia USA

### 6. Discount from Commercial List Price or Market Rate:

The GSA Net Prices published on the GSA Advantage website and in this Schedule Pricelist reflect the fully burdened price. The negotiated discount has been applied and the Industrial Funding Fee has been added.

### 7. Quantity Discount: None

### 8. Prompt Payment Terms: Net 30 Days

Information for Ordering Offices: Prompt Payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9. Foreign Item(s):** None

**10a. Time of Delivery:**

Special Item Number 532420L	30 Days after Receipt of Order
Special Item Number 54151S	Negotiated with the Ordering Activity at the Task Order level
Special Item Number Ancillary	Negotiated with the Ordering Activity at the Task Order level
Special Item Number OLM	Negotiated with the Ordering Activity at the Task Order level

**10b. Expedited Delivery:** Please contact the Contractor for availability and rates.

**10c. Overnight and 2-day Delivery:** Please contact the Contractor for availability and rates.

**10d. Urgent Requirements:**

Ordering Activities can contact the Contractor's Representative for the purpose of requesting accelerated delivery.

**11. F.O.B. Point:** Destination

**12a. Ordering Address:**

Amy Knowler  
VP SLED Business Development  
ePlus Technology, Inc.  
13595 Dulles Technology Drive  
Herndon VA 20171  
757-985-3827 (phone)  
703-984-8600 (facsimile)  
amy.knowler@eplus.com

**12b. Ordering Procedures:**

For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**13. Payment Address:**

Amy Knowler  
VP SLED Business Development  
ePlus Technology, Inc.  
13595 Dulles Technology Drive  
Herndon VA 20171  
757-985-3827 (phone)  
703-984-8600 (facsimile)  
amy.knowler@eplus.com

**14. Warranty Provision:**

Special Item Number 532420L	Standard Commercial Warranty
Special Item Number 54151S	Personnel who perform work on a task order under an awarded Schedule labor category shall meet the awarded Minimum/General Experience, Functional Responsibility, and Minimum Education or the awarded Schedule-level substitutions. The awarded Schedule-level qualifications cannot be waived by the Ordering Agency at the Blanket Purchase Agreement (BPA) or Task Order level.

Special Item Number Ancillary	Personnel who perform work on a task order under an awarded Schedule labor category shall meet the awarded Minimum/General Experience, Functional Responsibility, and Minimum Education or the awarded Schedule-level substitutions. The awarded Schedule-level qualifications cannot be waived by the Ordering Agency at the Blanket Purchase Agreement (BPA) or Task Order level.
Special Item Number OLM	To be determined

**15. Export Packing Charges:** Not Applicable

**16. Terms and conditions of Rental, Maintenance, and Repair:** Not Applicable

**17. Terms and conditions of Installation:** Not Applicable

**18. Terms and conditions of Repair Parts indicating date of parts price lists and any discounts from list prices:**

Not Applicable

**19a. Terms and conditions for any other Service:**

See page 14 for additional contract terms for leasing services.

**19b. List of Service and Distribution Points:** Not Applicable.

**20. List of Participating Dealer:** Not Applicable.

**21. Preventative Maintenance:** Not Applicable.

**22a. Special Attributes such as Environmental Attributes (E.G., Recycled Content, Energy Efficiency, and/or Reduced Pollutants):**

Not Applicable.

**22b. Section 508 Compliance Information:**

When 508 compliance is applicable for a given task order requiring Electronic and Information Technology (EIT) supplies or services the full details of our Section 508 EIT standard for that given item can be found at [www.eplus.com](http://www.eplus.com).

**23. Unique Identity Identifier (UEI) Number:** LFM7NC3E3FV9

**24. Notification regarding registration in System for Award Management (SAM) database:** Contractor has an Active Registration in the SAM database.

**25. Information Technology Professional Services and Approved Hourly Rates:**

### **Storage Systems Engineer**

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Design and implement storage, backup, virtualization solutions in accordance with industry and manufacturer best practices. Troubleshoot storage, virtualization, and backup-related issues. Perform routine system maintenance and upgrades. Review and interpret storage usage and capacity metrics to avoid capacity-related issues. Document as-built system design, procedures, and processes.

**Minimum Education:** Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)	8 years
Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)	4 years
Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)	2 years

### Senior Storage Systems Engineer

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Design and implement storage, backup, virtualization solutions in accordance with industry and manufacturer best practices. Troubleshoot storage, virtualization, and backup-related issues. Perform routine system maintenance and upgrades. Review and interpret storage usage and capacity metrics to avoid capacity-related issues. Document as-built system design, procedures, and processes. Work with engineering leads to establish best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)	14 years
Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)	12 years
Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Data Center, NetApp Certified Data Administrator, VMWare Certified Professional - Data Center Virtualization)	8 years

## Network Engineer

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Design and implement network (i.e., wired, wireless, VPN) solutions in accordance with industry and manufacturer best practices. Troubleshoot connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and interpret network usage and capacity metrics to avoid performance-related issues. Document as-built system design, procedures, and processes.

**Minimum Education:** Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	8 years
Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	4 years
Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	2 years

## Senior Network Engineer

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Design and implement network (i.e., wired, wireless, VPN) solutions in accordance with industry and manufacturer best practices. Troubleshoot connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and interpret network usage and capacity metrics to avoid performance-related issues. Document as-built system design, procedures, and processes. Work with engineering leads to establish best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	14 years
Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	12 years
Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network, AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	8 years

## Security Engineer

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Design and implement security solutions (i.e., firewall, VPN, IPS, SIEM) in accordance with industry and manufacturer best practices. Troubleshoot connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and assess logs and configuration to identify potential threats that may impact system performance and availability. Document as-built system design, procedures, and processes.

**Minimum Education:** Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)	8 years
Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)	4 years
Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)	2 years

## Senior Security Engineer

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Design and implement security solutions (i.e., firewall, VPN, IPS, SIEM) in accordance with industry and manufacturer best practices. Troubleshoot connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and assess logs and configuration to identify potential threats that may impact system performance, confidentiality, integrity, and availability. Document as-built system design, procedures, and processes. Work with engineering leads to establish best practice standards for design, implementation and support Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance and security requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)	14 years
Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)	12 years



Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Security, Certified Information Systems Security Professional, GIAC Security Essentials Certification, Systems Security Certified Practitioner)	8 years
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### Collaboration Engineer

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Design and implement collaboration solutions (i.e., Emergency Services, Contact Center, Call Control, Endpoint Chat), in accordance with industry and manufacturer best practices. Troubleshoot connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and interpret system usage and capacity logs to avoid performance-related issues. Document as-built system design, procedures, and processes. Plans, develops, coordinates, designs, tests, and directs technical elements of all collaboration services such as Conceptual Design, Connectivity, Colocation, Survivability, Emergency Service Integration and Unified Communications as a Service (UCaaS).

**Minimum Education:** Associates Degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)	8 years
Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)	4 years
Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)	2 years

### Senior Collaboration Engineer

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Design and implement collaboration solutions (i.e., Emergency Services, Contact Center, Call Control, Endpoint Chat), in accordance with industry and manufacturer best practices. Troubleshoot connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and interpret system usage and capacity logs to avoid performance-related issues. Document as-built system design, procedures, and processes. Work with engineering leads to establish best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)	14 years
Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)	12 years
Master’s degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Collaboration, Microsoft 365 Certified: Collaboration Communications Systems Engineer)	8 years

### Project Manager

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Provides overall project direction and guidance, ensures implementation objectives are met, execution is performed as per the scope of the project, and completion of tasks and milestones associated with the project are delivered on time. Assigns resources, manages scheduling, communicates project goals, milestones, deliverables, and individual’s functional responsibilities. Interface with key stakeholders and provide project compliance and progress updates to the proper parties involved and/or impacted.

**Minimum Education:** Associates degree and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)	8 years
Bachelor’s degree and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)	4 years
Master’s degree and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)	2 years

### Senior Project Manager

**Minimum/General Experience:** 10 years

**Functional Responsibility:** The Senior Project Manager will lead complex projects and be able to lead a team of Project Managers and/or Project Coordinators that provides overall project direction and guidance, ensures implementation objectives are met, execution is performed as per the scope of the project, and completion of tasks and milestones associated with the project are delivered on time. Assigns responsible parties which will allocate resources, manages scheduling, communicates project goals, milestones, deliverables, and individual’s functional responsibilities. Interface with key stakeholders on the business and services side which will provide project compliance and progress updates to the proper parties involved and/or impacted.

**Minimum Education:** Bachelor’s degree and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)	14 years
Associates degree and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)	12 years
Master's degree and Certification in related field (i.e., Project Management Professional, Certified ScrumMaster, Six Sigma, Agile Certified Practitioner)	8 years

**Solutions Architect**

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Evaluate technologies and solutions to ensure project requirements are met. Understand performance, security, scalability and reliability requirements in order to design and document recommended system architectures. Provide project management for the technical phases of a project. Work with engineering leads to implement best practice standards for design, implementation and support. Review active projects to identify potential areas of risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance and integration requirements are being met.

**Minimum Education:** Associates degree and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)	8 years
Bachelor's degree and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)	4 years
Master's degree and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)	2 years

**Senior Solutions Architect**

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Evaluate technologies and solutions to ensure business requirements are met. Understand performance, security, scalability and reliability requirements in order to design, document and present recommended system architectures. Provide project management for the technical phases of a project. Work with engineering leads to establish best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Review active projects to identify potential areas of risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance and integration requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)	14 years
Associates degree and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)	12 years
Master's degree and Certification in related field (i.e., CCNP, CCDE, AWS Certified Solutions Architect, Microsoft Certified: Azure Solutions Architect Expert)	8 years

**Network Consultant**

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Review network design and implementation standards to ensure alignment with business requirements. Perform routine system maintenance and upgrades. Review and interpret network usage and capacity metrics to avoid performance-related issues. Document as-built system design, procedures, and processes.

**Minimum Education:** Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	8 years
Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	4 years
Master's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	2 years

**Senior Network Consultant**

**Minimum/General Experience:** 10 years

**Functional Responsibility:** Review network design and implementation standards to ensure alignment with business requirements. Perform routine system maintenance and upgrades. Review and interpret network usage and capacity metrics to avoid performance-related issues. Review document as-built system design, procedures, and processes. Validate that defined system design, procedures, and processes are being followed. Work with engineering leads to review best practice standards for design, implementation and support. Lead and mentor non-senior peers during network design, implementation and analysis efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	14 years
Associates degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	12 years
Master’s degree and Certification in applicable technology (i.e., Cisco Certified Network Professional – Network (or CCNA), AWS Advanced Network, Azure Network Associate, Juniper Networks Certified Associate)	8 years

### Cloud Consultant

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Provide clients with technical guidance on cloud-based security, networking, server, virtualization, storage, and backup solutions to align with industry best practices. Troubleshoot connectivity, access, performance, and security issues. Perform routine system maintenance and upgrades. Review and interpret resource usage and capacity metrics to avoid performance-related issues. Document as-built system design, procedures, and processes.

**Minimum Education:** Associates degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	8 years
Bachelor’s degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	4 years
Master’s degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	2 years

### Senior Cloud Consultant

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Provide clients with technical guidance on cloud-based security, networking, server, virtualization, storage, and backup solutions to align with industry best practices. Troubleshoot connectivity, access, performance, and security issues. Perform routine system maintenance and upgrades. Review and interpret resource usage and capacity metrics to avoid performance-related issues. Review document as-built system design, procedures, and processes. Monitor and review backup and recovery procedures. Work with engineering leads to establish best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Review defined standards, policies and operational procedures to ensure compliance requirements are being met.

**Minimum Education:** Bachelor’s degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	12 years
Associates degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	10 years
Master's degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	6 years

## Cloud Security Engineer

**Minimum/General Experience:** 6 years

**Functional Responsibility:** Review defined standards, policies and operational procedures to ensure compliance requirements are met within the cloud environment. Design and implement security solutions (i.e., firewall, VPN, IPS, SIEM, remote access) in accordance with industry and provider best practices. Troubleshoot connectivity, access, performance, and incident response issues. Identify and perform routine system maintenance and upgrades. Review and assess logs and configuration to identify potential threats that may impact service performance, confidentiality, integrity, and availability. Document as-built system design, procedures, and processes. Work with engineering leads to establish (and update) best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance and security requirements are being met.

**Minimum Education:** Associates degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	8 years
Bachelor's degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	4 years
Master's degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	2 years

## Senior Cloud Security Engineer

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Review defined standards, policies and operational procedures to ensure compliance requirements are met within the cloud environment. Design and implement security solutions (i.e., firewall, VPN, IPS, SIEM, remote access) in accordance with industry and provider best practices. Troubleshoot connectivity, access, performance, and incident response issues. Identify and perform routine system maintenance and upgrades. Review and assess logs and configuration to identify

potential threats that may impact service performance, confidentiality, integrity, and availability. Document as-built system design, procedures, and processes. Work with engineering leads to establish (and update) best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance and security requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	12 years
Associates degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	10 years
Master's degree and Certification in applicable technology (i.e., Microsoft Certified: Azure Administrator Associate, AWS Certified SysOps Administrator, Certified Cloud Security Professional)	2 years

### Technical Trainer

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Assists in developing lesson plans, curricula, training methodologies, course schedules, and evaluation tools in order to educate users and/or administrators of IT environments on how to adopt and use different technology platforms. These technology platforms cover one or many technologies, including Networking, Data Center, Cloud, Collaboration, and Security.

**Minimum Education:** Associates degree and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)	6 years
Bachelor's degree and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)	2 years
Master's degree and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)	None

### Senior Technical Trainer

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Subject Matter Expert in creating content for training personnel in developing lesson plans, curricula, training methodologies, course schedules, and evaluation tools in order to educate users and/or administrators of IT environments on how to adopt and use different technology platforms. These technology platforms cover one or many technologies, including Networking, Data

Center, Cloud, Collaboration, and Security. This resource will monitor class attendee satisfaction with the content being delivered, and success rate of adoption and application of the skills gained by the attendees.

**Minimum Education:** Bachelor’s degree and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)	12 years
Associates degree and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)	10 years
Master’s degree and Certification in related field (i.e., Certified Technical Trainer (CTT+), Microsoft Certified Trainer, Cisco Certified Systems Instructor)	6 years

### Associate Software Engineer

**Minimum/General Experience:** 2 years

**Functional Responsibility:** Write code for software projects and participate in testing to ensure the application meets user requirements. Assist in creating application designs by working with senior engineers to understand end-user and business requirements. Identify and fix bugs by working with senior engineers and debugging tools. Assist in maintaining applications to address new feature requests, fix bugs, and to keep the application working correctly. Contribute to team projects by providing input, completing assigned tasks, and collaborating with the project team.

**Minimum Education:** Associates degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	4 years
Bachelor’s degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	None
Master’s degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	None

### Software Engineer

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Document requirements and technical specifications to application design and code. Work with software engineers, QA professionals and others to meet project timelines and application requirements. Scale code through development and testing with documented results. Design, code, test, debug, and document software to ensure software meets business needs. Conduct design and code reviews to ensure code developed meets coding best practices guidelines. Identify and fix bugs when issues are identified by leveraging well known debugging tools and techniques. Update software to address user needs, fix bugs, and to ensure the software continues to function correctly.



**Minimum Education:** Associates degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
High School Diploma / G.E.D. and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	6 years
Bachelor's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	2 years
Master's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	None

### Senior Software Engineer

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Document requirements and technical specifications to application design and code. Work with software engineers, QA professionals and others to meet project timelines and application requirements. Scale code through development and testing with documented results. Design, code, test, debug, and document software to ensure software meets business needs. Conduct design and code reviews to ensure code developed meets coding best practices guidelines. Identify and fix bugs when issues are identified by leveraging well known debugging tools and techniques and develop new techniques when needed. Update software to address user needs, fix bugs, and to ensure the software continues to function correctly. Work with software engineers to establish (and update) best practice software development standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and debugging efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Define application development standards, policies, and procedures to ensure compliance and security requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
High School Diploma / G.E.D. and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	12 years
Associates degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	10 years
Master's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	6 years

## Application Developer

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Document requirements and technical specifications to application design and code. Work with software engineers, QA professionals and others to meet project timelines and application requirements. Scale code through development and testing with documented results. Design, code, test, debug, and document software to ensure software meets business needs. Conduct design and code reviews to ensure code developed meets coding best practices guidelines. Identify and fix bugs when issues are identified by leveraging well known debugging tools and techniques. Update software to address user needs, fix bugs, and to ensure the software continues to function correctly.

**Minimum Education:** Associates degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	6 years
Bachelor's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	2 years
Master's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	None

## Senior Application Developer

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Document requirements and technical specifications to application design and code. Work with software engineers, QA professionals and others to meet project timelines and application requirements. Scale code through development and testing with documented results. Design, code, test, debug, and document software to ensure software meets business needs. Conduct design and code reviews to ensure code developed meets coding best practices guidelines. Identify and fix bugs when issues are identified by leveraging well known debugging tools and techniques and develop new techniques when needed. Update software to address user needs, fix bugs, and to ensure the software continues to function correctly. Work with software engineers to establish (and update) best practice software development standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and debugging efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Define application development standards, policies, and procedures to ensure compliance and security requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	12 years
Associates degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	10 years
Master's degree and Certification in applicable field (i.e., AWS Certified Developer, Certified Scrum Developer, Certified Software Quality Engineer, Certified Software Development Professional)	6 years

## Systems Engineer

**Minimum/General Experience:** 4 years

**Functional Responsibility:** Assist in the design and development of system components such hardware, software and network that meet stakeholder requirements. Work through project plans and assigned tasks to ensure projects complete on-time and within budget. Identify and troubleshoot integration issues between systems. Develop and maintain test plans to validate systems meet business and end-user requirements. Troubleshoot system connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and interpret system usage and capacity logs to avoid performance-related issues. Document as-built system design, procedures, and processes.

**Minimum Education:** Associates degree and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)

Approved Substitutions	
Education	Experience
High School Diploma / G.E.D. and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)	6 years
Bachelor's degree and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)	2 years
Master's degree and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)	None

## Senior Systems Engineer

**Minimum/General Experience:** 8 years

**Functional Responsibility:** Design and develop system components such hardware, software and network that meet stakeholder requirements. Build project plans and assign tasks to ensure projects complete on-time and within budget. Identify and troubleshoot integration issues between systems. Develop and maintain test plans to validate systems meet business and end-user requirements. Troubleshoot system connectivity, access, and performance issues. Perform routine system maintenance and upgrades. Review and interpret system usage and capacity logs to avoid performance-related issues. Document as-built system design, procedures, and processes. Work with engineering leads to establish best practice standards for design, implementation and support. Lead and mentor non-senior peers during project design, implementation and troubleshooting efforts. Evaluate active projects to minimize risk during deployment and operational handoff. Review defined standards, policies and operational procedures to ensure compliance requirements are being met.

**Minimum Education:** Bachelor's degree and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)

<b>Approved Substitutions</b>	
<b>Education</b>	<b>Experience</b>
High School Diploma / G.E.D. and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)	12 years
Associates degree and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)	10 years
Master's degree and Certification in related field (Associate Systems Engineering Professional, Systems Security Certified Practitioner, Certified Systems Engineering Professional)	6 years

<b>Labor Category</b>	<b>Contract Year 1</b>	<b>Contract Year 2</b>	<b>Contract Year 3</b>	<b>Contract Year 4</b>	<b>Contract Year 5</b>
	<b>21 AUG 23 TO 20 AUG 24</b>	<b>21 AUG 24 TO 20 AUG 25</b>	<b>21 AUG 25 TO 20 AUG 26</b>	<b>21 AUG 26 TO 20 AUG 27</b>	<b>21 AUG 27 TO 20 AUG 28</b>
	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>	<b>GSA PRICE including IFF</b>
Storage System Engineer	\$163.62	\$168.46	\$173.45	\$178.59	\$183.88
Senior Storage System Engineer	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Network Engineer	\$136.19	\$140.22	\$144.37	\$148.64	\$153.05
Senior Network Engineer	\$271.69	\$279.73	\$288.01	\$296.53	\$305.31
Security Engineer	\$136.19	\$140.22	\$144.37	\$148.64	\$153.05
Senior Security Engineer	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Senior Collaboration Engineer	\$271.69	\$279.73	\$288.01	\$296.53	\$305.31
Collaboration Engineer	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Senior Project Manager	\$163.62	\$168.46	\$173.45	\$178.59	\$183.88
Project Manager	\$136.19	\$140.22	\$144.37	\$148.64	\$153.05
Senior Solutions Architect	\$271.69	\$279.73	\$288.01	\$296.53	\$305.31
Solutions Architect	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Senior Network Consultant	\$271.69	\$279.73	\$288.01	\$296.53	\$305.31
Network Consultant	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Senior Cloud Consultant	\$271.69	\$279.73	\$288.01	\$296.53	\$305.31
Cloud Consultant	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Senior Cloud Security Engineer	\$271.69	\$279.73	\$288.01	\$296.53	\$305.31
Cloud Security Engineer	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Senior Technical Trainer	\$136.19	\$140.22	\$144.37	\$148.64	\$153.05

Labor Category	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
	21 AUG 23 TO 20 AUG 24	21 AUG 24 TO 20 AUG 25	21 AUG 25 TO 20 AUG 26	21 AUG 26 TO 20 AUG 27	21 AUG 27 TO 20 AUG 28
	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
Technical Trainer	\$108.95	\$112.17	\$115.50	\$118.91	\$122.43
Senior Software Engineer	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Software Engineer	\$163.62	\$168.46	\$173.45	\$178.59	\$183.88
Associate Software Engineer	\$136.19	\$140.22	\$144.37	\$148.64	\$153.05
Senior Application Developer	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Application Developer	\$163.62	\$168.46	\$173.45	\$178.59	\$183.88
Senior Systems Engineer	\$217.90	\$224.35	\$230.99	\$237.83	\$244.88
Systems Engineer	\$163.62	\$168.46	\$173.45	\$178.59	\$183.88

**26. Information Technology Non-Professional Services and Approved Hourly Rates**

**Document Specialist\*\***

**Minimum/General Experience:** 2 years

**Functional Responsibility:** Validate that documents meet company standards and industry best practices. Proofread and edit documents for accuracy and consistency. Work with project managers, solutions architects, engineering leads and technology consultants to make sure documentation standards and timelines are met. Maintain and manage document storage.

**Minimum Education:** Associates degree

**Project Lead Coordinator\*\***

**Minimum/General Experience:** 2 years

**Functional Responsibility:** Provides simple project administrative tasks, assists with implementation activities, and assists with the completion of tasks and milestones associated with the project that other project resources are responsible for. Leads resources, manages scheduling, communicate project goals, milestones, deliverables, and individual's functional responsibilities. Interface with and provide project compliance and progress updates to stakeholders involved with the project.

**Minimum Education:** Associates degree

Labor Category	Contract Year 1	Contract Year 2	Contract Year 3	Contract Year 4	Contract Year 5
	21 AUG 23 TO 20 AUG 24	21 AUG 24 TO 20 AUG 25	21 AUG 25 TO 20 AUG 26	21 AUG 26 TO 20 AUG 27	21 AUG 27 TO 20 AUG 28
	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF	GSA PRICE including IFF
Project Lead Coordinator**	\$81.72	\$84.14	\$86.63	\$89.20	\$91.84
Document Specialist**	\$81.72	\$84.14	\$86.63	\$89.20	\$91.84

**Service Contract Act Matrix**

SCA Eligible Labor Category/Service**	SCA Equivalent Code & Title	Applicable Wage Determination
Document Specialist**	01113 – General Clerk III	2015-4281 Rev. 21, 12/21/21
Project Lead Coordinator**	01020 – Administrative Assistant	2015-4281 Rev. 21, 12/21/21

\*\*Service Contract Act: The Service Contract Act (SCA) is applicable to this contract, and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA Matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in the area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

**INFORMATION TECHNOLOGY CATEGORY  
IT HARDWARE SUBCATEGORY  
SPECIAL ITEM NUMBER 532420L  
LEASING OF NEW ELECTRONIC EQUIPMENT**

**Lease Terms and Conditions – Option 1**

Option 1 Lease Terms and Conditions does not contain a cancellation clause and all leases automatically expire on September 30th or sooner.

52.207-5	Option to Purchase Equipment	Feb 1995
52.227-14	Rights in Data-General	May 2014

(1) STATEMENT

(a) It is understood by all parties to this contract that orders issued under this SIN shall constitute a lease arrangement. Unless the ordering activity intends to obligate other than annual appropriations to fund the lease, the base period of the lease is from the date of the product

acceptance through September 30 of the fiscal year in which the order is placed.

(b) Agencies are advised to follow the guidance provided in Federal Acquisition Regulation (FAR) Subpart 7.4 Product Lease or Purchase and OMB Circular A-11. Agencies are responsible for the obligation of funding consistent with all applicable legal principles when entering into any lease arrangement.

(2) FUNDING AND PERIODS OF LEASING ARRANGEMENTS

(a) Annual Funding. When annually appropriated funds are cited on an order for leasing, the following applies:

- i. The base period of an order for any lease executed by the ordering activity shall be for the duration of the fiscal year. All ordering activity renewal options under the lease shall be specified in the delivery order. All orders for leasing shall remain in effect through September 30 of the fiscal year or the planned expiration date of the lease, whichever is earlier, unless the ordering activity exercises its rights hereunder to acquire title to the product prior to the planned expiration date or unless the ordering activity exercises its right to terminate under GSAR 552.212-4. Orders under the lease shall not be deemed to obligate succeeding fiscal year's funds or to otherwise commit the ordering activity to a renewal.
- ii. All orders for leasing shall automatically terminate on September 30, unless the ordering activity notifies the Contractor in writing thirty (30) calendar days prior to the expiration of such orders of the ordering activity's intent to renew. Such notice to renew shall not bind the ordering activity. The ordering activity has the option to renew each year at the original rate in effect at the time the order is placed. This rate applies for the duration of the order. If the ordering activity exercises its option to renew, the renewal order shall be issued within 15 days after funds become available for obligation by the ordering activity, or as specified in the initial order. No termination fees shall apply if the ordering activity does not exercise an option.

(b) Crossing Fiscal Years Within Contract Period. Where an ordering activity has specific authority to cross fiscal years with annual appropriations, the ordering activity may place an order under this option to lease product for a period up to the expiration of its period of appropriation availability, or twelve months, whichever occurs later, notwithstanding the intervening fiscal years.

(3) DISCONTINUANCE AND TERMINATION

Notwithstanding any other provision relating to this SIN, the ordering activity may terminate products leased under this agreement, at any time during a fiscal year in accordance with the termination provisions contained in GSAR 552.212-4(l) Termination for the ordering activity's convenience, or (m) Termination for cause. Additionally, no termination for cost or fees shall be charged for non-renewal of an option.

(4) The following terms and conditions may be included.

(a) ASSIGNMENT OF CLAIMS. GSAR 552.232-23, Assignment of Claims, is incorporated herein by reference as part of these lease provisions. The ordering activity's contracting officer will acknowledge the assignment of claim for a lease in accordance with FAR 32.8. The extent of the assignee's protection is in accordance with FAR 32.804. Any setoff provision must be in accordance with FAR 32.803.

(b) **PEACEFUL POSSESSION AND UNRESTRICTED USE.** In recognition of the types of products available for lease and the potential adverse impact to the ordering activity's mission, the ordering activity's quiet and peaceful possession and unrestricted use of the product shall not be disturbed in the event the product is sold by the Contractor, or in the event of bankruptcy of the Contractor, corporate dissolution of the Contractor, or other event. The product shall remain in the possession of the ordering activity until the expiration of the lease. Any assignment, sale, bankruptcy, or other transfer of the leased product by the Contractor will not relieve the Contractor of its obligations to the ordering activity and will not change the ordering activity's duties or increase the burdens or risks imposed on the ordering activity.

(c) **COMMENCEMENT OF LEASE.** The date on which the ordering activity accepts the products is the Commencement Date of the lease. Acceptance is as defined elsewhere in the contract, or as further specified in the order.

(d) **INSTALLATION AND MAINTENANCE**

- i. Installation and Maintenance, when applicable, normally are not included in the charge for leasing. The Contractor may require the ordering activity to obtain installation and maintenance services from a qualified source. The ordering activity may obtain installation and/or maintenance on the open market, from the Contractor's schedule contract, or from other sources. The ordering activity may also perform installation and/or maintenance in house if qualified resources exist. In any event, it is the responsibility of the ordering activity to ensure that maintenance is in effect for the Lease term for all products leased.
- ii. When installation and/or maintenance are ordered under this schedule to be performed by the Contractor, the payments, terms and conditions as stated in this contract apply. The rates and terms and conditions in effect at the time the order is issued shall apply during any subsequent renewal period of the lease. The maintenance rates and terms and conditions may be added to the lease payments with mutual agreement of the parties.

(e) **MONTHLY PAYMENTS**

- i. Prior to the placement of an order under this Special Item Number, the ordering activity and the Contractor must agree on a "base value" for the products to be leased. For Lease to Ownership (Capital Lease) the base value will be the contract purchase price (less any discounts). For Lease with Option to Own (Operating Lease), the base value will be the contract purchase price (less any discounts), less a mutually agreed upon residual value (pre-stated purchase option price at the conclusion of the lease) for the products. The residual value will be used in the calculation of the original lease payment, lease extension payments, and the purchase option price.
- ii. To determine the initial lease term payment, the Contractor agrees to apply the negotiated lease factor to the agreed upon base value: 800 Basis Points  
  
For Example: Lease factor one (1) percent over the rate for the three-year (or other term) Treasury Bill (T-bill) at the most current U. S. Treasury auction. The lease payment may be calculated by using a programmed business calculator or by using "rate" functions provided in commercial computer spreadsheets.
- iii. For any lease extension, the extension lease payment will be based on the original residual value, in lieu of the purchase price. The ordering activity and the Contractor shall agree on a new residual value based on the estimated fair market price at the end of the extension. The formula to determine the lease payment will be that in 5.b. Above.



- iv. The purchase option price will be the fair market value of the product or payment will be based upon the unamortized principle, as shown on the payment schedule as of the last payment prior to the date of transfer of ownership, whichever is less.
  - v. The point in time when monthly rates are established is subject to negotiation and evaluation at the order level.
  - vi. In the event the ordering activity desires, at any time, to acquire title to product leased hereunder, the ordering activity may make a one-time lump sum payment.
- (f) LEASE END/DISCONTINUANCE OPTIONS
- i. Upon the expiration of the Lease Term, Termination for Convenience, or Termination for Non- Appropriation, the ordering activity will return the Product to the Contractor unless the ordering activity by 30 days written notice elects either:
    - (1) to purchase the product for the residual value of the product, or
    - (2) to extend the term of the Lease, as mutually agreed. To compute the lease payment, the residual value from the preceding lease shall be the initial value of the leased product. A new residual value shall be negotiated for the extended lease and new lease payments shall be computed.
  - ii. Relocation - The ordering activity may relocate products to another location within the ordering activity with prior written notice. No other transfer, including sublease, is permitted. Ordering activity shall not assign, transfer or otherwise dispose of any products, or any interest therein, or create or suffer any levy, lien or encumbrance then except those created for the benefit of Contractor or its assigns.
  - iii. Returns
    - (1) Within fourteen (14) days after the date of expiration, non-renewal or termination of a lease, the ordering activity shall, at its own risk and expense, have the products packed for shipment in accordance with manufacturer's specifications and return the products to Contractor at the location specified by Contractor in the continental US, in the same condition as when delivered, ordinary wear and tear excepted. Any expenses necessary to return the products to good working order shall be at ordering activity's expense.
    - (2) The Contractor shall conduct a timely inspection of the returned products and within 45 days of the return, assert a claim if the condition of the product exceeds normal wear and tear.
    - (3) Product will be returned in accordance with the terms of the contract and in accordance with Contractor instruction.
    - (4) With respect to software, the ordering activity shall state in writing to the Contractor that it has:
      - (i) deleted or disabled all files and copies of the software from the equipment on which it was installed;
      - (ii) returned all software documentation, training manuals, and

- (iii) physical media on which the software was delivered; and has no ability to use the returned software.

(g) UPGRADES AND ADDITIONS

- (i) The ordering activity may affix or install any accessory, addition, upgrade, product or device on the product ("additions") provided that such additions:
  - (1) can be removed without causing material damage to the product;
  - (2) do not reduce the value of the product; and
  - (3) are obtained from or approved by the Contractor and are not subject to the interest of any third party other than the Contractor.
- (ii) Any other additions may not be installed without the Contractor's prior written consent. At the end of the lease term, the ordering activity shall remove any additions which:
  - (1) were not leased from the Contractor, and
  - (2) are readily removable without causing material damage or impairment of the intended function, use, or value of the product, and restore the product to its original configuration.
- (iii) Any additions that are not so removable will become the Contractor's property (lien free).
- (iv) Leases of additions and upgrades must be co-terminus with that of the product.

(h) RISK OF LOSS OR DAMAGE. The ordering activity is relieved from all risk of loss or damage to the product during periods of transportation, installation, and during the entire time the product is in possession of the ordering activity, except when loss or damage is due to the fault or negligence of the ordering activity. The ordering activity shall assume risk of loss or damage to the product during relocation, (i.e., moving the product from one ordering activity location to another ordering activity location), unless the Contractor shall undertake such relocation.

(i) TITLE. During the lease term, product shall always remain the property of the Contractor. The ordering activity shall have no property right or interest in the product except as provided in this leasing agreement and shall hold the product subject and subordinate to the rights of the Contractor. Software and software licenses shall be deemed personal property. The ordering activity shall have no right or interest in the software and related documentation except as provided in the license and the lease. Upon the Commencement Date of the Lease Term, the ordering activity shall have an encumbered license to use the software for the Lease Term. The ordering activity's encumbered license rights in the software will be subject to the same rights as provided to a purchaser of a license under the terms of this contract except that the ordering activity will not have an unencumbered, paid-up license until it has made all lease payments for the full Lease Term in the case of a Lease To Ownership or has otherwise paid the applicable purchase option price.

- (j) TAXES. The lease payments, purchase option prices, and interest rates identified herein exclude all state and local taxes levied on or measured by the contract or sales price of the product furnished hereunder. The ordering activity will be invoiced for any such taxes as Contractor receives such tax notices or assessments from the applicable local taxing authority. Pursuant to the provisions of FAR 52.229-1 State and Local Taxes, the ordering activity agrees to pay tax or provide evidence necessary to support an exemption from the tax.
- (k) ADDITIONAL LEASE TERMS. Offeror may propose additional lease terms and conditions for billings, payments, and/or invoices, as long as they are consistent with the terms and conditions specified elsewhere.

**Lease Terms and Conditions – Option 2**

Option 2 Lease Terms and Conditions contains a cancellation clause, in which the fee must be in accordance with applicable legal principles.

To the extent an Offeror wishes to propose alternative lease terms and conditions that provide for lower discounts/prices based on the ordering activity’s stated intent to fulfill the projected term of a lease including option years, while at the same time including separate charges for early end of the lease, the following terms apply. These terms address the timing and extent of the ordering activity’s financial obligation including any potential charges for early end of the lease.

52.207-5	Option to Purchase Equipment	Feb 1995
52.227-14	Rights in Data-General	May 2014

(1) LEASING PRICE LIST NOTICE

- (a) Contractors must include the following notice in their contract price list for SIN 532420L:  
 “The ordering activity is responsible for the obligation of funds consistent with applicable law. Agencies are advised to review the lease terms and conditions contained in this price list prior to ordering and obligating funding for a lease.”

(2) STATEMENT OF ORDERING ACTIVITY INTENT

- (a) The ordering activity and the Contractor understand that a delivery order issued pursuant to this SIN is a lease arrangement and contemplates the use of the product for the term of the lease specified in such delivery order (the “Lease Term”). In that regard, the ordering Activity, as lessee, understands that the lease provisions contained herein and the rate established for the delivery order are premised on the ordering Activity’s intent to fulfill that agreement, including acquiring products for the period of time specified in the order. Each lease hereunder shall be initiated by a delivery order which shall, either through a statement of work or other attachment, specify the product being leased, and the required terms of the transaction.
- (b) Each ordering activity placing a delivery order under the terms of this option intends to exercise each renewal option and to extend the lease until completion of the Lease Term so long as the need of the ordering activity for the product or functionally similar product continues to exist and funds are appropriated. Contractor may request information from the ordering activity concerning the essential use of the products.

(3) LEASE TERM

(a) The date on which the ordering activity accepts the products is the Commencement Date of the lease. For acceptance to occur, the products must operate in accordance with the product's published specifications and statement of work. Acceptance shall be in accordance with the terms of the contract or as otherwise negotiated by the ordering activity and the Contractor.

(b) Any lease is executed by the ordering activity on the basis that the known requirement for such product exceeds the initial base period of the delivery order, which is typically 12 months, or for the remainder of the fiscal year. Pursuant to FAR and/or DFAR 232.703- 3(b), delivery orders with options to renew that are funded by annual (fiscal year) appropriations may provide for initial base periods and option periods that cross fiscal years as long as the initial base period or each option period does not exceed a 12-month period. This cross fiscal year authority does not apply to multi-year leases.

(c) The total Lease Term will be specified in each delivery order, including any relevant renewal options of the ordering activity. All delivery orders, whether for the initial base period or renewal period, shall remain in effect through September 30 of the fiscal year (unless extended by statute), through any earlier expiration date specified in the delivery order, or until the ordering activity exercises its rights hereunder to acquire title to the product prior to such expiration date. The ordering activity, at its discretion, may exercise each option to extend the term of the lease through the lease term. Renewal delivery orders shall not be issued for less than all of the product and/or software set forth in the original delivery order. Delivery orders under this SIN shall not be deemed to obligate succeeding fiscal year funds. The ordering activity shall provide the Contractor with written notice of exercise of each renewal option as soon as practicable. Notice requirements may be negotiated on an order-by-order basis.

(d) Where an ordering activity's specific appropriation or procurement authority provides for contracting beyond the fiscal year period, the ordering activity may place a delivery order for a period up to the expiration of the Lease Term, or to the expiration of the period of availability of the multi-year appropriation, or whatever is appropriate under the applicable circumstances.

(4) LEASE TERMINATION

(a) The ordering activity must elect the Lease Term of the relevant delivery order. The Contractor (and assignee, if any) will rely on the ordering activity's representation of its intent to fulfill the full Lease Term to determine the monthly lease payments calculated herein.

(i) The ordering activity may terminate or not renew leases under this option at no cost, pursuant to a Termination for Non-Appropriation as defined herein (see paragraph (c) below). In any other event, the ordering activity's contracting officer may either terminate the relevant delivery order for cause or Termination for Convenience in accordance with GSAR 552.212-4 paragraphs (l) and (m).

(ii) The Termination for Convenience at the end of a fiscal year allows for separate charges for the early end of the lease (see paragraph (d) below). In the event of termination for the convenience of the ordering activity, the ordering activity may be liable only up to the amount beyond the order's Termination Ceiling. Any termination charges calculated under the Termination for Convenience clause must be determined or identified in the delivery order or in the lease agreement.

(b) Termination for Convenience of the Ordering Activity: Leases entered into under this option may not be terminated except by the ordering activity's contracting office responsible for the delivery order in accordance with GSAR 552.212-4, Contract Terms and Conditions Commercial Items, paragraph (l) Termination for Convenience of the ordering activity. The costs

charged to the ordering activity as the result of any Termination for Convenience of the ordering activity must be reasonable and may not exceed the sum of the fiscal year's payment obligations less payments made to date of termination plus the Termination Ceiling.

(c) Termination for Non-Appropriation: The ordering activity reasonably believes that the bona fide need will exist for the entire Lease Term and corresponding funds in an amount sufficient to make all payments for the lease Term will be available to the ordering activity. Therefore, it is unlikely that leases entered into under this option will terminate prior to the full Lease Term. Nevertheless, the ordering activity's contracting officer may terminate or not renew leases at the end of any initial base period or option period under this paragraph if (a) it no longer has a bona fide need for the product or functionally similar product; or (b) there is a continuing need, but adequate funds have not been made available to the ordering activity in an amount sufficient to continue to make the lease payments. If this occurs, the ordering activity will promptly notify the Contractor, and the product lease will be terminated at the end of the last fiscal year for which funds were appropriated. Substantiation to support a termination for non- appropriation shall be provided to the Contractor upon request.

(d) Termination Charges: At the initiation of the lease, termination ceilings will be established for each year of the lease term. The termination ceiling is a limit on the amount that a Contractor may be paid by the ordering activity on the Termination for Convenience of a lease. No claim will be accepted for future costs: supplies, maintenance, usage charges or interest expense beyond the date of termination. In accordance with the bona fide needs rule, all termination charges must reasonably represent the value the ordering activity received for the work performed based upon the shorter lease term. No Termination for Convenience costs will be associated with the expiration of the lease term.

(e) At the order level, the ordering activity may, consistent with legal principles, negotiate lower monthly payments or rates based upon appropriate changes to the termination conditions in this section.

(5) The following terms and conditions may be included:

(a) ASSIGNMENT OF CLAIMS. GSAR 552.232-23, Assignment of Claims, is incorporated herein by reference as part of these lease provisions. The ordering activity's contracting officer will acknowledge the assignment of claim for a lease in accordance with FAR 32.8. The extent of the assignee's protection is in accordance with FAR 32.804. Any setoff provision must be in accordance with FAR 32.803.

(b) PEACEFUL POSSESSION AND UNRESTRICTED USE. In recognition of the types of products available for lease and the potential adverse impact to the ordering activity's mission, the ordering activity's quiet and peaceful possession and unrestricted use of the product shall not be disturbed in the event the product is sold by the Contractor, or in the event of bankruptcy of the Contractor, corporate dissolution of the Contractor, or other event. The product shall remain in the possession of the ordering activity until the expiration of the lease. Any assignment, sale, bankruptcy, or other transfer of the leased product by the Contractor will not relieve the Contractor of its obligations to the ordering activity and will not change the ordering activity's duties or increase the burdens or risks imposed on the ordering activity.

(c) COMMENCEMENT OF LEASE. The date on which the ordering activity accepts the products is the Commencement Date of the lease. Acceptance is as defined elsewhere in the contract, or as further specified in the order.

- (d) **INSTALLATION AND MAINTENANCE**
- (i) Installation and Maintenance, when applicable, normally are not included in the charge for leasing. The Contractor may require the ordering activity to obtain installation and maintenance services from a qualified source. The ordering activity may obtain installation and/or maintenance on the open market, from the Contractor's schedule contract, or from other sources. The ordering activity may also perform installation and/or maintenance in house if qualified resources exist. In any event, it is the responsibility of the ordering activity to ensure that maintenance is in effect for the Lease term for all products leased.
  - (ii) When installation and/or maintenance are ordered under this schedule to be performed by the Contractor, the payments, terms and conditions as stated in this contract apply. The rates and terms and conditions in effect at the time the order is issued shall apply during any subsequent renewal period of the lease. The maintenance rates and terms and conditions may be added to the lease payments with mutual agreement of the parties.
- (e) **MONTHLY PAYMENTS:**
- (i) Prior to the placement of an order under this Special Item Number, the ordering activity and the Contractor must agree on a "base value" for the products to be leased. For Lease to Ownership (Capital Lease) the base value will be the contract purchase price (less any discounts). For Lease with Option to Own (Operating Lease), the base value will be the contract purchase price (less any discounts), less a mutually agreed upon residual value (pre-stated purchase option price at the conclusion of the lease) for the products. The residual value will be used in the calculation of the original lease payment, lease extension payments, and the purchase option price.
  - (ii) To determine the initial lease term payment, the Contractor agrees to apply the negotiated lease factor to the agreed upon base value: 800 Basis Points  
  
For Example: Lease factor one (1) percent over the rate for the three-year (or other term) Treasury Bill (T-bill) at the most current U. S. Treasury auction. The lease payment may be calculated by using a programmed business calculator or by using "rate" functions provided in commercial computer spreadsheets.
  - (iii) For any lease extension, the extension lease payment will be based on the original residual value, in lieu of the purchase price. The ordering activity and the Contractor shall agree on a new residual value based on the estimated fair market price at the end of the extension. The formula to determine the lease payment will be that in 5.b., above.
  - (iv) The purchase option price will be the fair market value of the product or payment will be based upon the unamortized principle, as shown on the payment schedule as of the last payment prior to the date of transfer of ownership, whichever is less.
  - (v) The point in time when monthly rates are established is subject to negotiation and evaluation at the order level.
  - (vi) In the event the ordering activity desires, at any time, to acquire title to product leased hereunder, the ordering activity may make a one-time lump sum payment.

- (f) LEASE END/DISCONTINUANCE OPTIONS
- (i) Upon the expiration of the Lease Term, Termination for Convenience, or Termination for Non- Appropriation, the ordering activity will return the Product to the Contractor unless the ordering activity by 30 days written notice elects either:
- (1) to purchase the product for the residual value of the product, or
  - (2) to extend the term of the Lease, as mutually agreed. To compute the lease payment, the residual value from the preceding lease shall be the initial value of the leased product. A new residual value shall be negotiated for the extended lease and new lease payments shall be computed.
- (ii) Relocation - The ordering activity may relocate products to another location within the ordering activity with prior written notice. No other transfer, including sublease, is permitted. ordering activity shall not assign, transfer or otherwise dispose of any products, or any interest therein, or crate or suffer any levy, lien or encumbrance then except those created for the benefit of Contractor or its assigns.
- (iii) Returns
- (1) Within fourteen (14) days after the date of expiration, non-renewal or termination of a lease, the ordering activity shall, at its own risk and expense, have the products packed for shipment in accordance with manufacturer's specifications and return the products to Contractor at the location specified by Contractor in the continental US, in the same condition as when delivered, ordinary wear and tear excepted. Any expenses necessary to return the products to good working order shall be at ordering activity's expense.
  - (2) The Contractor shall conduct a timely inspection of the returned products and within 45 days of the return, assert a claim if the condition of the product exceeds normal wear and tear.
  - (3) Product will be returned in accordance with the terms of the contract and in accordance with Contractor instruction.
  - (4) With respect to software, the ordering activity shall state in writing to the Contractor that it has:
    - (i) deleted or disabled all files and copies of the software from the equipment on which it was installed;
    - (ii) returned all software documentation, training manuals, and physical media on which the software was delivered; and
    - (iii) has no ability to use the returned software.
- (g) UPGRADES AND ADDITIONS
- (i) The ordering activity may affix or install any accessory, addition, upgrade, product or device on the product ("additions") provided that such additions:
- (1) can be removed without causing material damage to the product;
  - (2) do not reduce the value of the product; and

- (3) are obtained from or approved by the Contractor and are not subject to the interest of any third party other than the Contractor.
  - (ii) Any other additions may not be installed without the Contractor's prior written consent. At the end of the lease term, the ordering activity shall remove any additions which:
    - (1) were not leased from the Contractor, and
    - (2) are readily removable without causing material damage or impairment of the intended function, use, or value of the product, and restore the product to its original configuration.
  - (iii) Any additions that are not so removable will become the Contractor's property (lien free).
  - (iv) Leases of additions and upgrades must be co-terminus with that of the product.
- (h) **RISK OF LOSS OR DAMAGE.** The ordering activity is relieved from all risk of loss or damage to the product during periods of transportation, installation, and during the entire time the product is in possession of the ordering activity, except when loss or damage is due to the fault or negligence of the ordering activity. The ordering activity shall assume risk of loss or damage to the product during relocation, (i.e., moving the product from one ordering activity location to another ordering activity location), unless the Contractor shall undertake such relocation.
- (i) **TITLE.** During the lease term, product shall always remain the property of the Contractor. The ordering activity shall have no property right or interest in the product except as provided in this leasing agreement and shall hold the product subject and subordinate to the rights of the Contractor. Software and software licenses shall be deemed personal property. The ordering activity shall have no right or interest in the software and related documentation except as provided in the license and the lease. Upon the Commencement Date of the Lease Term, the ordering activity shall have an encumbered license to use the software for the Lease Term. The ordering activity's encumbered license rights in the software will be subject to the same rights as provided to a purchaser of a license under the terms of this contract except that the ordering activity will not have an unencumbered, paid-up license until it has made all lease payments for the full Lease Term in the case of a Lease To Ownership or has otherwise paid the applicable purchase option price.
- (j) **TAXES.** The lease payments, purchase option prices, and interest rates identified herein exclude all state and local taxes levied on or measured by the contract or sales price of the product furnished hereunder. The ordering activity will be invoiced for any such taxes as Contractor receives such tax notices or assessments from the applicable local taxing authority. Pursuant to the provisions of FAR 52.229-1 State and Local Taxes, the ordering activity agrees to pay tax or provide evidence necessary to support an exemption from the tax.
- (k) **ADDITIONAL LEASE TERMS.** Offeror may propose additional lease terms and conditions for billings, payments, and/or invoices, as long as they are consistent with the terms and conditions specified elsewhere.



**INFORMATION TECHNOLOGY CATEGORY  
IT SERVICES SUBCATEGORY  
SPECIAL ITEM NUMBER 54151S  
INFORMATION TECHNOLOGY PROFESSIONAL SERVICES**

All services shall be billed in arrears in accordance with 31 U.S.C. 3324.

**MISCELLANEOUS CATEGORY  
COMPLEMENTARY SINs SUBCATEGORY  
SPECIAL ITEM NUMBER ANCILLARY  
ANCILLARY SUPPLIES AND SERVICES**

All services shall be billed in arrears in accordance with 31 U.S.C. 3324.

**MISCELLANEOUS CATEGORY  
COMPLEMENTARY SINs SUBCATEGORY  
SPECIAL ITEM NUMBER OLM  
ORDER-LEVEL MATERIALS**

The use of the Order Level Materials (OLM) SIN is limited to 59 OLM-eligible subcategories under the MAS program. Supplies and/or services provided utilizing OLM authority must be acquired in direct support of an individual task or delivery order that is placed under an OLM-eligible subcategory as identified below:

- |   |   |
|---|---|
| 1) Apparel  | 30) IT Solutions                                |
| 2) Audio Visual Products                                    | 31) IT Training                                 |
| 3) Audio Visual Services                                    | 32) Language Services                           |
| 4) Awards   | 33) Legal Services                              |
| 5) Background Investigations                                | 34) Logistical Services                         |
| 6) Business Administrative Services                         | 35) Machinery and Components                    |
| 7) Compensation and Benefits                                | 36) Mail Management                             |
| 8) Document Services  | 37) Marine and Harbor                           |
| 9) Electronic Commerce                                      | 38) Marketing and Public Relations              |
| 10) Environmental Services                                  | 39) Medical Equipment                           |
| 11) Facilities Maintenance and Repair                       | 40) Miscellaneous Furniture                     |
| 12) Facilities Services                                     | 41) Musical Instruments                         |
| 13) Facilities Solutions                                    | 42) Office Furniture                            |
| 14) Financial Services                                      | 43) Office Management Maintenance and Repair    |
| 15) Fire/Rescue/Safety/Environmental Protection Equipment   | 44) Office Services                             |
| 16) Fitness Solutions.                                      | 45) Packaged Furniture.                         |
| 17) Flags   | 46) Printing and Photographic Equipment         |
| 18) Flooring  | 47) Protective Equipment                        |
| 19) Fuel Management   | 48) Records Management                          |
| 20) Furniture Services                                      | 49) Search and Navigation                       |
| 21) Healthcare Furniture                                    | 50) Security Animals and Related Services       |
| 22) Household, Dormitory & Quarters Furniture               | 51) Security Services                           |
| 23) Human Resources   | 52) Security Systems                            |
| 24) Identity Protection Services                            | 53) Signs                                       |
| 25) Industrial Products                                     | 54) Social Services                             |
| 26) Industrial Products and Services Maintenance and Repair | 55) Structures                                  |
| 27) IT Hardware   | 56) Technical and Engineering Services (non-IT) |
| 28) IT Services   | 57) Telecommunications                          |
| 29) IT Software   | 58) Testing Equipment                           |

59) Training

NOTE: More information related to the Order Level Materials SIN is available at [gsa.gov/mascategoryrequirements](https://gsa.gov/mascategoryrequirements)