

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

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

SCHEDULE TITLE: Federal Supply Schedule 70 – General Purpose Commercial Information Technology Equipment, Software, and Services

CONTRACT NUMBER: **GS-35F-0589N**

CONTRACT PERIOD: **May 20, 2003 to May 19, 2023**

For more information on ordering from Federal Supply go to this website: www.gsa.gov/schedules

CONTRACTOR: **BayFirst Solutions LLC**
1025 Vermont Ave. NW, Suite 500
Washington, DC 20005
Phone number: 202-541-1010
Fax number: 202-541-1160
E-Mail: info@bayfirst.com

CONTRACTOR'S ADMINISTRATION SOURCE: Kevin Gooch, CEO
1025 Vermont Ave. NW, Suite 500
Washington, DC 20005
Phone number: 202-567-2174
Fax number: 202-541-1160
E-Mail: kevin.gooch@bayfirst.com

BUSINESS SIZE: Other than Small Business

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
132 51	Information Technology Professional Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:
(Government net price based on a unit of one)

N/A

1c. HOURLY RATES (Services only):

Labor Category	5/20/2018-5/19/2019	5/20/2019 – 5/19/2020	5/20/2020 – 5/19/2021	5/20/2021 – 5/19/2022	5/20/2022 – 5/19/2023
Senior Executive Management Consultant I	\$298.79	\$307.75	\$316.99	\$326.50	\$336.29
Senior Executive Management Consultant II	\$425.36	\$438.12	\$451.26	\$464.80	\$478.75
Subject Matter Expert I	\$148.74	\$153.20	\$157.80	\$162.53	\$167.41
Subject Matter Expert II	\$224.42	\$231.15	\$238.09	\$245.23	\$252.59
IT Management Consultant I	\$134.39	\$138.42	\$142.57	\$146.85	\$151.26
IT Management Consultant II	\$193.11	\$198.90	\$204.87	\$211.02	\$217.35
Technology Consultant I	\$164.40	\$169.33	\$174.41	\$179.64	\$185.03
Technology Consultant II	\$238.77	\$245.93	\$253.31	\$260.91	\$268.74
Consultant I	\$67.85	\$69.89	\$71.98	\$74.14	\$76.37
Consultant II	\$101.77	\$104.82	\$107.97	\$111.21	\$114.54

2. MAXIMUM ORDER*: \$500,000

NOTE TO ORDERING ACTIVITIES: *If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contactor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. MINIMUM ORDER: \$100

4. GEOGRAPHIC COVERAGE: Domestic

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FROM LIST PRICES: GSA Net Prices are shown on the attached GSA Pricelist.

7. QUANTITY DISCOUNT(S): N/A

8. PROMPT PAYMENT TERMS: N/A

9.a Government Purchase Cards must be accepted at or below the micro-purchase threshold.

9.b Government Purchase Cards are accepted above the micro-purchase threshold. Contact contractor for limit.

10. FOREIGN ITEMS: None

- 11a. TIME OF DELIVERY:** Negotiated between Ordering Agency and the Contractor
- 11b. EXPEDITED DELIVERY:** Items available for expedited delivery are noted in this price list.
- 11c. OVERNIGHT AND 2-DAY DELIVERY:** Overnight and 2-day delivery are available. Contact the Contractor for rates.
- 11d. URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. FOB POINT:** Destination
- 13a. ORDERING ADDRESS:** 1025 Vermont Ave. NW, Suite 500, Washington, DC 20005
- 13b. ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).
- 14. PAYMENT ADDRESS:** 1025 Vermont Ave. NW, Suite 500, Washington, DC 20005
- 15. WARRANTY PROVISION:** N/A
- 16. EXPORT PACKING CHARGES:** N/A
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micropurchase level may be inserted by contractor)
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**
N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for Electronic and Information Technology (EIT):** N/A
- 25. DUNS NUMBER:** 113781749
- 26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

H.S. Diploma + 4 years additional experience = Bachelor's Degree

Bachelor's Degree + 2 years additional experience = Master's Degree

Master's Degree + 3 years additional experience = PhD

Senior Executive Management Consultant

Senior Executive Management Consultant I

- **Functional Responsibility:** Works with the most senior members of the client organization to ensure that overall project direction and expectations are being met. Typically, information technology plays a prominent role in any organization. An understanding of business (including government —business) and its intersection with IT is required. May perform data collection and interview senior staff (e.g. Executive Vice President, President, etc.). May facilitate meetings with senior personnel.
- **Minimum/General Experience:** Must have at least ten years of relevant work experience and be an acknowledged expert in one or more areas germane to the client's operations.
- **Minimum Education:** Master's Degree in Business, Computer Science, or a project-related field of study.

Senior Executive Management Consultant II

- **Functional Responsibility:** Performs senior level leadership and oversight of large, complex and sensitive programs/projects. The senior executive manager works with the most senior members of the client organization to ensure that overall project direction and expectations are being met. Typically, information technology plays a prominent role in any organization. An understanding of business (including government —business) and its intersection with IT is required. May perform data collection and interview senior staff (e.g., Executive Vice President, President, etc.). May facilitate meetings with senior personnel.
- **Minimum/General Experience:** Must have at least fifteen years of relevant work experience and be an acknowledged expert in one or more areas germane to the client's operations.
- **Minimum Education:** Master's Degree in Business, Computer Science, or a project-related field of study.

Subject Matter Expert (SME)

SME I

- **Functional Responsibility:** Develops requirements for IT and related fields and provides analytic support to other team member from a project's inception to its conclusion in the subject matter area for simple to moderately complex tasks. Meets with client regularly to discuss performance, propose initiatives and establish priorities.
- **Minimum/General Experience:** Must have at least five years of relevant work experience and be an acknowledged functional expert in one or more areas germane to the client's operations.
- **Minimum Education:** Bachelor's Degree in Computer Science or a project-related field of study or equivalent experience.

SME II

- **Functional Responsibility:** Leads strategic planning and initiatives IT and related fields in a specialized program area. Develops strategy dictating direction and management of consulting services in a specialized field. Meets with client regularly to discuss performance, propose initiatives and establish priorities.
- **Minimum/General Experience:** Must have at least eight years of relevant work experience and be an acknowledged functional expert in one or more areas germane to the client's operations.
- **Minimum Education:** Bachelor's Degree in Computer Science or a project-related field of study or equivalent experience.

IT Management Consultant

IT Management Consultant I

- **Functional Responsibility:** Leads/participates in IT and management consulting subtasks requiring understanding of organizational dynamics and business. Duties might include activity and data modeling, developing business methods, identifying best practices, creating/assessing performance measures, facilitation, interviewing, training.
- **Minimum/General Experience:** Must have at least four years of relevant work experience and be an acknowledged management expert in one or more areas germane to the client's operations.
- **Minimum Education:** Bachelor's Degree in Business, Computer Science, or a project-related field of study.

IT Management Consultant II

- **Functional Responsibility:** Leads management and IT consulting tasks requiring broad understanding of organizational dynamics and business. Duties might include oversight for: activity and data modeling, developing business methods, identifying best practices, creating/assessing performance measures, facilitation, interviewing, training.
- **Minimum/General Experience:** Must have at least six years of relevant work experience and be an acknowledged management expert in one or more areas germane to the client's operations.
- **Minimum Education:** Bachelor's Degree in Business, Computer Science, or a project-related field of study.

Technology Consultant

Technology Consultant I

- **Functional Responsibility:** Leads and implements information and related technology initiatives. Oversees requirements gathering, systems development and documentation. Works with client daily to relay progress and confirm/establish priorities.
- **Minimum/General Experience:** Must have at least four years of relevant work experience and be an acknowledged technical expert in one or more areas germane to the client's operations.
- **Minimum Education:** Bachelor's Degree in Computer Science or a project-related field of study.

Technology Consultant II

- **Functional Responsibility:** Manages team of information technology consultants overseeing systems designs, documentation and development. Meets with client regularly to discuss progress, propose initiatives and establish priorities.
- **Minimum/General Experience:** Must have at least six years of relevant work experience and be an acknowledged technical expert in one or more areas germane to the client's operations.
- **Minimum Education:** Bachelor's Degree in Computer Science or a project-related field of study.

Consultant

Consultant I

- **Functional Responsibility:** Supports consulting assignments by gathering data, performing analysis, writing reports, testing software, and assisting other more senior colleagues in task execution. May include administrative assignments in support of task assignments. May meet with client for data gathering.
- **Minimum/General Experience:** Must have at least one year of relevant work experience and be an acknowledged process expert in one or more areas germane to the task.
- **Minimum Education:** Bachelor's Degree in Business, Computer Science, or a project-related field of study.

Consultant II

- **Functional Responsibility:** Leads consulting subtasks overseeing data gathering and analysis, establishing subtask priorities, leading the development of written reports, and overseeing other more junior colleagues. Meets with clients regularly to discuss progress, propose initiatives and establish priorities.
- **Minimum/General Experience:** Must have at least three years of relevant work experience and be an acknowledged process expert in one or more areas germane to the task.
- **Minimum Education:** Bachelor's Degree in Business, Computer Science, or a project-related field of study.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

1. SCOPE

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

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

3. ORDER

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

4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

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

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

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

6. INSPECTION OF SERVICES

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

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such

restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.