



HHMConsultants, Inc.
ORGANIZATIONAL DEVELOPERS

**AUTHORIZED FSS SCHEDULE 70 PRICELIST
CONTRACT NUMBER: GS-35F-0213U
CONTRACT PERIOD: 1/25/2008 – 1/24/2013**

**SIN 132-51: Information Technology (IT) Professional Service
SIN 132-50: Training Courses for IT Equipment & Software**

**Authorized Negotiator: Barbara Hanson, President
HHM CONSULTANTS, INC.
1776 I Street, N.W., Suite 900
Washington, D.C. 20006
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www.hhmconsultantsinc.com**

8 (a), WOMAN-OWNED, SMALL DISADVANTAGED BUSINESS

Services and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

Table of Contents

Special Item Numbers (SIN) - Products/Services.....	3
Special Notice to Agencies.....	4
Geographic Scope of Contract.....	5
Delivery Schedule.....	6
Expedited Delivery.....	6
Discounts.....	6
Minimum Order Provisions	6
Maximum Order Provisions.....	7
Prompt Payment	7
HHM Purchase Card and Payment Information.....	7
Overseas Delivery.....	10
Section 8(a) Award (Multiple Award Schedule) (I-FAS-91) (OCT 2000).....	11
Terms and Conditions – Information Technology (IT) Professional Services (SIN 1322-51)	14
Terms and Conditions – Training Courses (SIN 132-50).....	18
GSA Schedule Pricelist - Information Technology (IT) Professional Services (SIN 132-51).....	21
Labor Category Descriptions (SIN 132-51).....	22
GSA Schedule Pricelist - Training Classes (SIN 132-50)	31

Special Item Numbers (SIN)	Products/Services
SIN 132-51	Information Technology (IT) Professional Service
SIN 132-50	Training Courses for Information Technology Equipment & Software

SIN 132-51: Information Technology (IT) Professional Service

Category	FPDS Code
IT Systems Development Services	FPDS Code D302
IT Systems Analysis Services	FPDS Code D306
Automated Information Systems Design and Integration Services	FPDS Code D307
Programming Services	FPDS Code D308
IT Backup and Security Services	FPDS Code D310
Other Information Technology Services, Not Elsewhere Classified	FPDS Code D399

SPECIAL NOTICE TO AGENCIES

Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1. HHM Specific Corporate Information:

- Barbara Hanson, President
- Address: 1776 I Street, N.W, Suite 900, Washington, D.C. 20006
- Telephone: (202) 756-4777 – Fax: (202) 756-4777
- SBA 8 (a) Small Disadvantaged Business (SDB) Certification # 110465
- Tax ID: 52-2216383
- SAM/ORCA Registered
- Email: bhanson@hbmconsultantsinc.com
- Website: www.hbmconsultantsinc.com
- D&B #: 876924858
- Cage Code: 3C545
- MDOT (MD Department of Transportation) MBE Certification # 08-181
- State of Virginia DBE Certification No. 694393

2. A representative sampling of our clients includes:

- ◆ U.S. Department of Justice
- ◆ Department of Veterans Affairs (VA)
- ◆ U.S. Department of the Treasury
- ◆ Excella Consulting, Inc.
- ◆ Lexis Communications, LLC
- ◆ U.S. Air Force
- ◆ George Washington University
- ◆ ProBen Professional Benefits Solutions
- ◆ Kaiser Permanente
- ◆ InterDynamics, Inc.
- ◆ U.S. Department of Housing and Urban Development (HUD)

3. Geographic Scope of Contract

The Geographic Scope of Contract will be domestic delivery only within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, D.C. and U.S. Territories.

4. For computer-to-computer EDI and mailed orders, point of contact is as follows:

Barbara Hanson, President
HHM Consultants, Inc.
1776 I Street, N.W.
Suite 900
Washington, D.C. 20006
bhanson@hhmconsultantsinc.com

5. For orders by facsimile transmission, the point of contact is:

Fax: 1-240-266-1288
Barbara Hanson, President
HHM Consultants, Inc.
1776 I Street, N.W.
Suite 900
Washington, D.C. 20006

6. Remittance Address:

Bank account information for wire transfer payments will be shown on each HHM Consultants, Inc. invoice. Ordering agencies can use the following telephone number to obtain technical and/or ordering assistance: (202) 756-4777.

7. Liability for Injury or Damage

HHM Consultants, Inc. shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by HHM Consultants, Inc., unless such injury or damage is due to the fault or negligence of HHM Consultants.

8. Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9: G. Order/Modification Under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 876924858
Block 30: Type of Contractor - A. Small Disadvantaged Business

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): 52-2216383

9. CAGE Code: 3C545

10. Annual Representations and Certifications.

HHM has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>, and there are no exceptions taken.

11. SAM - HHM has registered with the SAM Database.

12. FOB Destination

1776 I Street, N.W.
Suite 900
Washington, D.C. 20006

13. Delivery Schedule

13. a. Time of Delivery - HHM Consultants will deliver to destination as negotiated between Ordering Agency and HHM Consultants, Inc.

14. Urgent Delivery Requirements

HHM Consultants will reply with urgent delivery requirements of an ordering activity for the purpose of obtaining accelerated delivery within 3 working days after receipt. (Telephonic replies will be confirmed by HHM Consultants in writing.) If HHM Consultants offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

15. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

15.a. PROMPT PAYMENT: 2% - 10 days from receipt of invoice or date of acceptance, whichever is later.

15.b. QUANTITY. None unless otherwise specified in the pricelist.

15.c. DOLLAR VOLUME. None unless otherwise specified in the pricelist.

15.d. GOVERNMENT EDUCATIONAL INSTITUTIONS. Government Educational Institutions are offered 2% discount.

15. e. OTHER. None unless otherwise specified in the pricelist.

HHM Consultants reserves the right to offer discounts in instances where the value of order exceeds \$500,000 or when further discounts represent a good business decision.

16. Small Requirements

The minimum dollar value of orders to be issued is \$100.00.

17. Maximum Order

The Maximum dollar value per order is as follows:

SIN -132-51 IT professional services will be \$500,000.
SIN -132-50 – Training Courses is \$25,000

All dollar amounts are exclusive of any discount for prompt payment.

18. HHM Purchase Card and Payment Information

HHM Consultants, Inc. will accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

19. Trade Agreements Act of 1979, as Amended

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

20. Statement Concerning Availability of Export Packing

All packaging will meet export-packaging requirements.

21. Ordering Procedures for Federal Supply Schedule Contracts

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

22. Federal Information Technology/Telecommunications Standards Requirements

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, will be responded to promptly by HHM Consultants.

23. Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred

to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

24. Federal Telecommunication Standards (FED-STDS)

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

25. Contractor Tasks / Special Requirements (C-FSS-370) (NOV 2001)

25. a. Security Clearances

The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

25.b Travel

The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

25.c. Certifications, Licenses and Accreditations

As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

25.d. Insurance

As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

25.e. Personnel

The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

25.f. Organizational Conflicts of Interest

Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

25.g. Documentation/Standards

The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

25.h. Data/Deliverable Requirements

Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

25.i. Government-Furnished Property

As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

25.j. Availability of Funds

Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

26. Contract Administration for Ordering Activities

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

27. GSA Advantage!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

28. Purchase of Open-Market Items

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

29. Contractor Commitments, Warranties and Representations

29.a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

29.b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

30. Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia.

Upon request of HHM Consultants, the ordering activity may provide HHM Consultants with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to HHM Consultants' technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

31. Blanket Purchase Agreements (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

32. SECTION 8(a) AWARD (MULTIPLE AWARD SCHEDULE) (I-FAS-91) (OCT 2000)

32.a. This contract is issued as an award between the General Services Administration (GSA) and the 8(a) program participant (Contractor) pursuant to the Memorandum of Understanding between the Small Business Administration (SBA) and the General Services Administration Regarding the Multiple Award Schedule Program signed on June 7, 2000. It is also issued pursuant to the Memorandum of Understanding between the SBA and GSA that delegates 8(a) contracting authority signed on May 6, 1998.

32.b. Eligibility

(i) The Contractor has been determined to be an eligible concern pursuant to the provisions of Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)) and agrees to furnish the supplies or services set forth in the contract according to the terms and conditions of the contract.

(ii) SBA retains all responsibility for 8(a) certifications, 8(a) eligibility determinations, and related issues.

(iii) SBA will notify the GSA Contracting Officer immediately upon notification by the Contractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern. If the owner(s) actually relinquish ownership or control, the firm will be given the option of either canceling the contract or modifying the contract to eliminate the 8(a) specific clauses, which will eliminate its designation in the Schedules E-Library and GSA *Advantage!*TM as an 8(a) participant and will preclude procuring agencies from taking credit for 8(a) awards to the firm.

32.c. Pursuant to the MOU dated June 7, 2000, GSA has agreed to apply its MAS contracting policies and procedures when evaluating offers, awarding contracts, and administering orders, consistent with FAR 19.800(f), except that GSA will notify SBA prior to terminating an 8(a) contract and request SBA approval prior to executing novation agreements of 8(a) contracts. GSA also will notify SBA when the estimated dollar value of the contract changes or when the 8(a) contract is to be canceled pursuant to clause 552.238-73, Cancellation.

32.d. In accordance with GSA's MOU that delegates 8(a) contracting authority, the procuring activity must provide a copy of the GSA Form 1535, Recommendation for Award, to the SBA central point of contact.

32.e. Payments to be made under the contract will be made directly to the contractor by the ordering activities.

32.f. The Contractor shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of this contract.

32.g. Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

33. Installation, Deinstallation, Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

34. Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

www.hhmconsultantsinc.com. The EIT standard can be found at: www.Section508.gov.

35. Prime Contractor Ordering from Federal Supply Schedules

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

36. Insurance — Work on a Government Installation (JAN 1997)(FAR 52.228-5)

36.a. HHM Consultants will, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

36.b. Before commencing work under this contract, HHM Consultants will notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
- (2) Until 30 days after the insurer or HHM Consultants gives written notice to the Contracting Officer, whichever period is longer.

36.c. HHM Consultants will insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. HHM Consultants will maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

37. Software Interoperability

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

38. Advance Payments

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324).

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

1. Scope

- 1.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.
- 1.b.** HHM Consultants will provide services at HHM Consultants' facility and/or at the ordering activity location, as agreed to by HHM Consultants and the ordering activity.

2. Performance Incentives

- 2.a.** Performance incentives may be agreed upon between HHM Consultants and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- 2.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.
- 2.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. Orders

- 3.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.
- 3.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

- 4.a.** HHM Consultants will commence performance of services on the date agreed to by the ordering activity and HHM Consultants.
- 4.b.** HHM Consultants agrees to render services only during normal working hours, unless otherwise agreed to by ordering activity and HHM Consultants.

- 4.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.
- 4.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)

5.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.

5.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.

5.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.

5.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

HHM Consultants will 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 Activities

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

9. Independent Contractor

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

10. Organizational Conflicts of Interest

10.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.

- 10.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

HHM Consultants, Inc., upon completion of the work ordered, will 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 will 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 Subcontractors

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.

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF
TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION
TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)**

1. Scope

- 1.a.** HHM shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.
- 1.b.** HHM shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2. Order

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3. Time of Delivery

HHM shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. Cancellation and Rescheduling

- 4.a.** The ordering activity will notify HHM at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. HHM will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.
- 4.b.** In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. HHM agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.
- 4.c.** The ordering activity reserves the right to substitute one student for another up to the first day of class.
- 4.d.** In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. Follow Up Support

HHM agrees to provide each student with unlimited telephone support for a period of one (1) year from the completion of the training course. During this period, the student may contact HHM's instructors for refresher assistance and answers to related course curriculum questions.

6. Price for Training

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. Invoices and Payments

Invoices for training shall be submitted by HHM after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. Format and Content of Training

8.a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

8.b. For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

8.c. HHM shall provide each student with a Certificate of Training at the completion of each training course.

8.d. HHM shall provide the following information for each training course offered:

- (1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);
- (2) The length of the course;
- (3) Mandatory and desirable prerequisites for student enrollment;
- (4) The minimum and maximum number of students per class;
- (5) The locations where the course is offered;
- (6) Class schedules; and
- (7) Price (per student, per class (if applicable)).

8.e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

9. No Charge Training

HHM provides a sufficient amount of no charge training to students in accordance with Clause 5 for a period of one (1) year from the completion of the training course. During this period, the

student may contact HHM's instructors for refresher assistance and answers to related course curriculum questions.

10. Blanket Purchase Agreements

In the spirit of the Federal Acquisition Streamlining Act the ordering agency and HHM Consultants, Inc. may enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract GS35F0213U. Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

There is no guarantee from the ordering activity as to the volume of purchases through the BPA, nor does the BPA obligate any funds. Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper. Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum: (a) Name of Contractor; (b) Contract Number; (c) BPA Number; (d) Model Number or National Stock Number (NSN); (e) Purchase Order Number; (f) Date of Purchase; (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and (h) Date of Shipment. The requirements of a proper invoice are specified in the Federal Supply Schedule contract and invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

11. Basic Guidelines for Using "Contractor Team Arrangement"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts. Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract. Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements. Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or –
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

**GSA Schedule Pricelist
SIN 132-51: Information Technology (IT) Professional Service**

Contract Line Item No.	Labor Category	Hourly Rates
01-001	Administrative Assistant	\$46.13
01-002	Security Requirement Specialist/Business Analyst	\$151.12
01-003	Sr. CPIC Analyst/IT Subject Matter Specialist	\$174.58
01-004	Information Security Analyst	\$136.84
01-005	Compliance Analyst	\$165.81
01-006	Project Scheduler	\$115.15
01-007	Jr. CPIC Analyst	\$132.61
01-008	EVM Specialist	\$165.81
01-009	Software/Test Engineer	\$98.00
01-0010	Sr. Project Manager	\$165.81
01-0011	Sr. Program Manager	\$173.91
01-0012	Sr. Systems Engineer	\$105.60
01-0013	Systems Analyst	\$115.15
01-0014	Technical Writer/Editor	\$85.72
01-0015	Master Trainer	\$ 78.91
01-0016	Training Administrator	\$ 77.93
01-0017	Functional Subject Matter Expert Level 2	\$174.58
01-0018	Expert Consultant	\$165.71
01-0019	Facilitator II	\$ 73.24
01-0020	Curriculum Development specialist	\$77.50
01-0021	C & A Specialist	\$171.45
01-0022	Information Security Analyst (ISSO)	\$136.97
01-0023	Computer Forensics Specialist	\$170.83
01-0024	Trainer/Instructor	\$75.81

SIN 132-51 IT Professional Services Labor Category Description

Contract Line Item No. - Professional Services Title	Hourly Rate
01-001 Administrative Assistant	\$46.13
<p>Minimum General Experience and Years of Experience: Three (3) to Five (5) years computer experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Provides administrative support such as meeting time/space arrangement to the project team. 2. Coordinates and manages the preparation of meetings and materials. 3. Coordinates and plans project administration activities/ tasks. 4. Provides documentation support. <p>Educational Requirements: High school diploma, or other equivalent program. Personal Computer experience required.</p>	
01-002 Security Requirements Specialist/Business Analyst	\$151.12
<p>Minimum General Experience and Years of Experience: Six (6) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Supports development/ implementation of business solutions using technology. 2. Acts as a liaison between customers and other stakeholders to define and baseline business processes, systems, and product requirements. 3. Documents specifications, reflecting understanding of the customer's requirements. 4. Supports aspects of the business life-cycle including proposals, feasibility studies, implementations, and new business development. 5. Plans and leads client projects with some guidance. Initiates process improvement measures. <p>Educational Requirements: Bachelor's Degree in mathematics, telecommunications, electrical engineering, computer engineering, or computer science.</p>	
01-003 Sr. CPIC Analyst/IT Subject Matter Specialist	\$174.58
<p>Minimum General Experience and Years of Experience: Seven (7) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Extensive knowledge of OMB's IT Capital Planning and Investment Control (CPIC) processes and methodologies, OMB Circular A-11 Exhibit 300 reporting requirements, and applicable CPIC legislation and GAO requirements. 2. Provides strategic advisor perspective to clients. 3. Provides information on current and latest trends and issues industry to help pinpoint major opportunities for change. 4. Applies cross-industry and cross-functional leading practice perspective to business models to diagnose capability gaps and conceptualize potential business model alternatives and information technology (IT) implications. <p>Educational Requirements: A Bachelor's degree in computer science, Information Systems or related field.</p>	

Contract Line Item No. - Professional Services Title	Hourly Rate
01-004 Information Security Analyst	\$136.84
<p>Minimum General Experience and Years of Experience: Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Provides information security support to internal and external customers. 2. Promotes customer information security compliance, according to corporate and local security standards, by verifying data from pre-existing audit programs. 3. Assist with and plans and executes disaster recovery procedures. <p>Educational Requirements: A Bachelor's degree in computer science, Information Systems or related field.</p>	
01-005 Compliance Analyst	\$165.81
<p>Minimum General Experience and Years of Experience: Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Developing and implementing policies and procedures. 2. Directs employees in regulatory compliance; contract compliance, implementation and maintenance of the Corporate Compliance Program. 3. Responsible for developing, implementing, overseeing, and consulting on Compliance issues. 4. Reports on the compliance efforts and providing guidance on compliance matters. 5. Authorized to advise and/or consult on the implementation of all necessary actions to create an effective compliance program. <p>Educational Requirements: Bachelor Degree in Business, Accounting/ Finance, or related field.</p>	
01-006 Project Scheduler	\$115.15
<p>Minimum General Experience and Years of Experience: Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Develop, monitor and update integrated project plans and schedules so that projects can be executed in the most efficient manner possible. 2. Prepare baseline schedules and schedule basis documents for approval by project teams. 3. Prepare and provide schedule progress reports, trending charts and schedule analysis on a periodic basis. 4. Maintain record of scope changes, trends and variances that potentially affect schedule performance. 5. Assure credibility of the information contained in the schedule. 6. Review schedules with project team members on a regular basis to ensure that accurate and timely data is incorporated in the schedule. <p>Educational Requirements: Bachelor's degree in computer science, Information Systems or related field.</p>	

Contract Line Item No. - Professional Services Title	Hourly Rate
01-007 Jr. CPIC Analyst	\$132.61
<p>Minimum General Experience and Years of Experience: Three (3) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Perform duties associated with the Capital Planning and Investment Control (CPIC) process in satisfying OMB: A-11 Requirements. 2. Prepare policy level documents in the development, documentation, and implementation of CPIC and portfolio policies and processes, working with CPIC support tools. 3. Maintain portfolio data. 4. Work with information management including CPIC portfolio and CPIC IT portfolio analysis processes and products. Updates CPIC information in software tools. <p>Educational Requirements: Bachelor's degree in computer science, Information Systems or related field.</p>	
01-008 EVM Specialist	\$165.81
<p>Minimum General Experience and Years of Experience: Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for developing and maintaining the Earned Value Management Systems (EVMS), conducting earned value analysis, and preparing/delivering reports. 2. Provide support in the creation and maintenance of the organization's work breakdown structure (WBS) will be required. 3. Assist in the management of the Earned Value Management System (EVMS), creating and presenting Monthly EVM reports. 4. Develop EVM documentation and Ad-Hoc Reports based on data from EVMS and client timekeeping system. 5. Develop and maintain the Work Breakdown Structure (WBS). <p>Educational Requirements: Bachelor's degree in Business, IT, Finance or related area.</p>	
01-009 Software Test Engineer	\$98.00
<p>Minimum General Experience and Years of Experience: Five (5) – Six (6) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Solving various types of software design/integration issues quickly and efficiently. 2. Writing test plans. Review test specifications, cases, and automation. 3. Improve test quality and effectiveness. 4. Finds deficiencies in test cases. <p>Educational Requirements: Bachelor's degree in computer science, Information Systems or related field.</p>	

Contract Line Item No. - Professional Services Title	Hourly Rate
01-0010 Sr. Project Manager	\$165.81
<p>Minimum General Experience and Years of Experience: Ten (10) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for managing projects on a day to day basis, focusing on the project scope, priorities, timescales and associated deliverables. 2. Manage team of IT experts and technical resources. 3. Manage projects to provide business solutions. 4. Manage Information Systems projects from inception through to completion in accordance with budget, time-scales, and quality standards. 5. Manage quality, timeliness and cost of the deliverables. 6. Establish project management governance model for the management oversight of projects. <p>Educational Requirements: Bachelor's degree with concentration in project management and/or IT.</p>	
01-0011 Sr. Program Manager	\$173.91
<p>Minimum General Experience and Years of Experience: Ten (10) – Twelve (12) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for management, performance, and completion of projects. 2. Establishes and monitors master plans and schedules. 3. Oversee the development of design concepts, test and acceptance criteria. 4. Ensure conformance to customer requirements and that all required resources are available for program implementation. 5. Manage program consisting of multiple projects including project identification, design, development, and delivery. 6. Coordinate with project manager to provide technical advice and to assist with problem resolution. <p>Educational Requirements: Bachelor's degree in Project Management or similar discipline.</p>	
01-0012 Sr. Systems Engineer	\$105.60
<p>Minimum General Experience and Years of Experience: Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Analyzes high-level specifications to establish functional requirements. 2. Identifies capabilities/ deficiencies of system design. 3. Conceptually designs systems based upon analysis of the business domain, computing environment, interfaces, software requirements, and network architectures as elements of total system design. 4. Establishes test plans and validation procedures to measure system performance and reliability. 5. Performs systems engineering planning, information security planning, performance management, capacity planning, testing and validation, risk assessment, bench-marking, information engineering, security impact analysis. <p>Educational Requirements: Bachelor's degree Engineering or related field.</p>	

Contract Line Item No. - Professional Services Title	Hourly Rate
01-0013 Systems Analyst	\$115.15
<p>Minimum General Experience and Years of Experience: Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Perform analysis of hardware and software systems, and/or networks. 2. Possesses trouble-shooting skills to support other team members in troubleshooting systems related issues. 3. Experience in systems analysis, design, and or maintenance. 4. Identify and define business processes and measures. 5. Provide comprehensive, timely, and accurate data from which senior management can draw conclusions. 6. Develop, deploy and support new functionality with systems. <p>Educational Requirements: Bachelors Degree in computer science, information systems management, mathematics, engineering or related field.</p>	
01-0014 Technical Writer/Editor	\$85.72
<p>Minimum General Experience and Years of Experience: Three (3) to Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for gathering, analyzing, translation and composing technical information into clear, readable documents. 2. Compose technical documents including user's manuals, training materials, installation guides, proposals, and reports. 3. Edit functional descriptions, system specifications, special reports, or other customer deliverables and documents. 4. Conduct research and ensure the use of proper technical terminology. <p>Educational Requirements: Bachelor's Degree in English, Journalism, Communications, Marketing, or Information Management.</p>	
01-0015 Master Trainer	\$78.91
<p>Minimum General Experience and Years of Experience: Seven (7) to Nine (9) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Supervises training and instruction personnel and conducts research necessary to develop and revise training courses and prepare appropriate training catalogs. 2. Prepares all instructor materials (course outline, background material, and training aids). 3. Prepares all student materials. 4. Trains personnel by conducting formal classroom courses, workshops, and seminars. 5. Provides daily supervision of, and direction to, training staff. <p>Educational Requirements: Bachelor's Degree in Information Technology or related field.</p>	

Contract Line Item No. - Professional Services Title	Hourly Rate
01-0016 Training Administrator	\$77.93
<p>Minimum General Experience and Years of Experience: Six (6) to Seven (7) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Instructional Systems Designer responsible for designing and delivering training courses in information and communications technology. 2. Developing training, managing project schedules, and applying the instructional systems design process to develop instructional design materials. <p>Educational Requirements: Bachelor's degree in education or training or associated technical field.</p>	
01-0017 Functional Subject Matter Expert Level 2	\$174.58
<p>Minimum General Experience and Years of Experience: Eight (8) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Provide solutions design/strategy and technical guidance and recommendations. 2. Provide technical expertise and executes performance analyses. 3. Plans and performs required tasks in specific technical areas. 4. Helps to determine the approach and methodology that best suits the task requirements and environment. 5. Applies methodologies and tools to project delivery. 6. Contributes to a variety of deliverables and may manage a single activity or stream of work. 7. Identify, quantify, and manage risk to project delivery. 8. Extrapolate core project requirements based on client needs and translates to project documentation. 9. Define problems, possible conclusions and present options for mitigation. <p>Educational Requirements: Bachelor's Degree in Computer Science, Information Technology, Information Systems, Management or related discipline.</p>	
01-0018 Expert Consultant	\$165.71
<p>Minimum General Experience and Years of Experience: Ten (10) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Duties may include providing expert services and leadership in field of expertise. 2. Serve as a senior advisor/analyst to customer's executive management team in a variety of capacities. 3. Provide advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations. 4. May serve as the project lead for contract/task. 5. May serve as the primary customer point of contact for activity. <p>Educational Requirements: Master's Degree in Information Technology of related discipline.</p>	

Contract Line Item No. - Professional Services Title	Hourly Rate
01-0019 Facilitator II	\$73.24
<p>Minimum General Experience and Years of Experience: Three (3) to Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Instructs and facilitates training classes. 2. Create, modify and update a variety of training content and materials. 3. Assist with the design and development of new training materials and curriculum. 4. Update, maintain, and customizes current training materials. 5. Provide comprehensive analysis to ensure training programs are relevant and targeted. 6. Create and administer practical tests and activities to assess employee knowledge retention of training topics to ensure implementation of programs is coordinated successfully. <p>Educational Requirements: Bachelor's Degree in Education, Information Technology or related field.</p>	
01-020 Curriculum Development Specialist	\$77.50
<p>Minimum General Experience and Years of Experience: Five (5) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Lead activities and functions in curriculum development including new and revised programs, course development and implementation. 2. Knowledge of Adult Learning methodologies and experience in curriculum development required. 3. Ability to design, script, and write custom courses of instruction for training course materials. 4. Knowledge of curriculum development methods, strategies and practices. 5. Knowledgeable of instructional methods and techniques. <p>Educational Requirements: Bachelor's degree in education, curriculum development or related courses.</p>	
01-0021 C & A Specialist	\$171.45
<p>Minimum General Experience and Years of Experience: Nine (9) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Knowledge of National Institute of Standards and Technology (NIST) Certification and Accreditation processes, knowledge and experience to develop and document security solutions. 2. Research, develop, and write System Security Plans (SSP) for new systems as well as updating SSPs for existing systems. 3. Research, develop, and write security accreditation packages, including Risk Assessments, IT Contingency Plans, FIPS 199 categorization. 4. Write E-Authentication Risk Assessments in accordance with SP 800-63 as well as Privacy Impact Assessments. 5. Experience with project planning and project management, including developing Work Breakdown Structures and schedules, resource planning, and status tracking. <p>Educational Requirements: Bachelor's degree in a technical or social science.</p>	

Contract Line Item No. - Professional Services Title	Hourly Rate
01-0022 Information Security Analyst (ISSO)	\$136.97
<p>Minimum General Experience and Years of Experience: Six (6) to Eight (8) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Plans and implement security measures to safeguard information systems against accidental or unauthorized modification, destruction, or disclosure, as related to system audits and policies and procedures. 2. Examine information systems to determine if vulnerabilities exist and, if they are found, what mitigating strategies should be applied ensuring the integrity of Sponsor systems by identifying and mitigating potential avenues of exploitation. Reviews and makes recommendations on program-level documentation. 3. Develop and document security evaluation test plans and procedures; assists in researching, evaluating, and developing relevant Information Security policies and guidance. 4. Read and analyze SSPs and develop understanding of systems and applications into security test plans. <p>Educational Requirements: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. CISSP Certification.</p>	
01-0023 Computer Forensics Specialist	\$170.83
<p>Minimum General Experience and Years of Experience: Eight (8) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Conduct vulnerability assessments/penetration tests of information systems. 2. Develop, research and maintain proficiency in tools, techniques, countermeasures, trends in computer network vulnerabilities, and encryption, identifying and investigate computer and network intrusions. 3. Perform technical analyses of computer-related evidence such as magnetic media storage devices (floppy disks, hard disks, CDs, DVDs, and memory cards), network data, and various other sources. 4. Provide assessments of the results to other examiners or other pertinent parties. 5. Experience using EnCase, FTK, or equivalent forensic utility. <p>Educational Requirements: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline. CISSP Certification.</p>	
01-0024 Trainer/Instructor	\$75.81
<p>Minimum General Experience and Years of Experience: Five (5) to Seven (7) years' experience.</p> <p>Functional Responsibilities:</p> <ol style="list-style-type: none"> 1. Responsible for conducting information technology training classes both informally and in a formal classroom setting as well as developing training materials and post-training surveys. 2. Maintain training databases, weekly training reports, and participating in needs analysis.. 3. Formulate teaching outlines and determines instructional methods. 4. Measure progress and evaluates effectiveness of training. 5. Develop follow-up training outlines, training documentation, and schedules. <p>Educational Requirements: Bachelor's Degree in Education, Information Technology or related field.</p>	

Allowable Substitutions of Educations and Experience

When determining the qualifications of an individual to fill one of the positions offered, substitutions for the educations and experience requirements may be made, as shown below. The minimum education and experience will be met when the educational equivalences are considered.

Education Substitutions for Experience

Required Education	Actual Education Obtained	Additional Years of Education
MA/MS	Ph.D.	4
BA/BS	Ph.D.	6
BA/BS	MA/MS	2
HS/GED	BA/BS	4

Experience Substitutions for Education

Actual Education	Required Education	Additional Years of Experience
None	HS/GED	2
HS/GED	Technical Institute /Military Training	2
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	6
MA/MS	Ph.D.	4

**GSA Schedule Pricelist
SIN 132-50: Training Classes**

Catalog No.	Course Title	GSA Schedule Price
MS-001	MICROSOFT OUTLOOK APPLICATIONS	\$950.00 Per Class
MS-006	INSTRUCTOR LED TRAINING - Length: 1 Day.	\$125.00 Per Student
MS-001	Levels: 1-3. Includes Instructor and manuals.	\$550.00 Per ½ Day Class
MS-002	MICROSOFT WORD APPLICATIONS INSTRUCTOR	\$950.00 Per Class
MS-007	LED TRAINING - Length: 1 Day. Levels: 1-3. Includes	\$125.00 Per Student
MS-012	Instructor and manuals.	\$550.00 Per ½ Day Class
MS-003	MICROSOFT ACCESS APPLICATIONS INSTRUCTOR	\$950.00 Per Class
MS-008	LED TRAINING - Length: 1 Day. Levels: 1-3. Includes	\$125.00 Per Student
MS-013	Instructor and manuals.	\$550.00 Per ½ Day Class
MS-004	MICROSOFT EXCEL APPLICATIONS INSTRUCTOR	\$950.00 Per Class
MS009	LED TRAINING - Length: 1 Day. Levels: 1-3. Includes.	\$125.00 Per Student
MS-014	Instructor and manuals.	\$550.00 Per ½ Day Class
MS-005	MICROSOFT POWERPOINT APPLICATIONS	\$950.00 Per Class
MS-010	INSTRUCTOR LED TRAINING - Length: 1 Day. Levels:	\$125.00 Per Student
MS-015	1-3. Includes Instructor and manuals.	\$550.00 Per ½ Day Class
MS-016	MICROSOFT OFFICE INFOPATH - Length: 1 Day.	\$1050.00 Per Class
MS-017	Combines MS Office system environment with MS Office InfoPath Forms. Includes Instructor and manuals.	\$150.00 Per Student
PMT-001	PROJECT MANAGEMENT TRAINING - Level 1.	\$2,500.00 Per Class
PMT-003	Length: 2 Days. Includes Microsoft Project, Oracle Primavera ProSight, P6 or Paragon and the fundamentals of project management, full scope of managing and evaluating projects, finishing them on time, within budget, and specified quality performance criteria. Includes Instructor and manuals.	\$350.00 Per Student
PMT-002	PROJECT MANAGEMENT TRAINING - Level 2. Length:	\$2,550.00 Per Class
PMT-004	2 Days. Includes Microsoft Project, Oracle Primavera ProSight, P6 or Paragon. Designed for individuals proficient in basic Project Management who would like to take their skills to the next level. Includes Instructor and manuals.	\$350.00 Per Student
PMP-001	PROJECT MANAGEMENT PROFESSIONAL (PMP)	\$6,800.00 Per Class
PMP-002	CERTIFICATION TRAINING - Length: 5 Days. Students will learn and apply the PMI® global project management best practices while preparing to successfully pass the examination. Includes Instructor and manuals.	\$1,250.00 Per Student
GP-001	GRAPHICS & PUBLISHING - All levels. Length: 1 Day.	\$1,050.00 Per Class
GP-002	Training in Adobe Illustrator, Adobe PageMaker, or CorelDraw.	\$150.00 Per Student
GP-003	Includes Instructor and manuals.	\$600.00 Per ½ Day Class
IB-001	INTERNET BROWSER APPLICATIONS - Explains the	\$1,050.00 Per Class
IB-002	fundamentals of the Internet, terminology, how it can be best	\$150.00 Per Student
IB-003	utilized in the workforce, how to use Internet search engines. Includes Instructor and manuals.	\$600.000 Per ½ Day Class

Catalog No.	Course Title	GSA Schedule Price
WP-001	WEB PAGE DESIGN - All levels. Length: 1 Day. Training in FrontPage, Dreamweaver, Java Script, or Macromedia Flash MX, using hyperlinks, pictures, tables, databases, spreadsheets, HTML & coding, etc., to create a Web site. Includes Instructor and manuals.	\$1,050.00 Per Class
WP-002		\$150.00 Per Student
WP-003		\$600.00 Per ½ Day Class
WS-001	WINDOWS OPERATING SYSTEMS - Levels 1-3. Length: 1 Day. Training in Windows XP, Windows Vista, or Windows 7, overview of different types of files, basic processes of accessing programs in a Windows environment, managing files and folders. Includes Instructor and manuals.	\$1,050.00 Per Class
WS-002		\$150.00 Per Student
TCT-001	TECHNICAL CERTIFICATION TRAINING - Length: 5 Days. Includes MOUS Application Course Training, MCSE, MCTS, MCPD or MCAD. Instructor and manuals.	\$6,100.00 Per Class
HET-001	HIGH END TECHNICAL TRAINING - Length: 3 Days. Includes Unix, Linux, or Cisco Training. Includes Instructor and manuals.	\$4,150.00 Per Class
HET-002		\$550.00 Per Student
TM-001	HIGH TECH INSTRUCTOR MANUALS - Creation of High End instructor applications training manuals.	\$40.00 Per Manual
TM-002	HIGH TECH STUDENT MANUALS - Creation of High End student applications training manuals.	\$40.00 Per Manual
BC-001	TECHNICAL BOOT CAMP CLASS - Length: 3 Days. Technical Boot Camp class at client facility or at HHM's facility. Includes Instructor and manuals.	\$4,700.00 Per Class
BC0002		\$950.00 Per Student
DC-001	DESKSIDE COACHING - Length: ½ - 1 day. One-on-one Deskside Coaching used to supplement and reinforce classroom training.	\$950.00 Per Day
DC-002		\$550.00 Per ½ Day
KB-001	KEYBOARDING 101 - Level 1. Length: 1 Day. For students with no previous keyboarding experience, learning to key by the "touch" method. Includes Instructor and manuals.	\$950.00 Per Class
KB-002		\$125.00 Per Student
KB-003	KEYBOARDING SKILL DEVELOPMENT - Level 2. Length: 1 Day. Designed for students who have previous keyboarding experience but need to increase keyboarding proficiency. Includes Instructor and manuals.	\$950.00 Per Class
KB-004		\$125.00 Per Student
KB-005	KEYBOARDING/WORD PROCESSING - Level 3. Length: 1 Day. Specializes in refining alphabet/numeric keyboarding skills, basic word processing and business document formatting skills using Word Processing software. Includes Instructor and manuals.	\$950.000 Per Class
KB-006		\$125.00 Per Student
OP-001	OFFICE PROCEDURES - Length: 1 Day. Develops skills needed by administrative and clerical personnel to assume responsibility without direct supervision, exercise sound judgment and initiatives, and make decisions within the scope of their authority. Includes Instructor and manuals.	\$950.00 Per Class
OP-002		\$125.00 Per Student

Catalog No.	Course Title	GSA Schedule Price
CS-001 CS-005	COREL WORDPERFECT APPLICATIONS INSTRUCTOR LED TRAINING - Length: 1 Day. Levels: 1-3. This course leads to a mastery of WordPerfect word processing software applications teaching program commands to prepare reports, letters, memos, macros, and other business documents. Includes Instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
CS-002 CS-006	COREL QUATTRO PRO APPLICATIONS INSTRUCTOR LED TRAINING - Length: 1 Day. Levels: 1-3. This course teaches students to manage, analyze, report, share data and provides the tools needed to produce tables, financial forms, reports, and other business documents. Includes Instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
CS-003 CS-007	COREL PRESENTATIONS APPLICATIONS INSTRUCTOR LED TRAINING - Length: 1 Day. Levels: 1-3. Students will explore presentations, use basic presentation skills, format and edit text, work with multiple presentations, charts and masters, work with drawings, text, and use help. Includes Instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
CS-004 CS-008	COREL PARADOX APPLICATIONS INSTRUCTOR LED TRAINING - Length: 1 Day. Levels: 1-3. Instructor led training (ILT), classroom-training with structured hands-on activities. Includes Instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
EBC-001 EB-002	EFFECTIVE BUSINESS COMMUNICATION - Length: 1 Day. Teaches writing skills need to effectively communicate in a business setting, effective word choice, sentence building, and paragraph design. Includes instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
BW-001 BW-002	BUSINESS WRITING FOR ADMINISTRATIVE PROFESSIONALS - Length: 1 Day. Provides skills to write and edit many types of documents. Includes instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
IP-001 IP-002	INTRODUCTION TO PCS - Length: 1 Day. Students will learn basic computer skills. Includes instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
CB-001 CB-002	COMPUTER BASICS - Length: 1 Day. Introduces general computer use and terminology, describes basic PC hardware components, and basic skills for using software programs. Includes instructor and manuals.	\$950.00 Per Class \$125.00 Per Student
PS-001 PS-002	PAINT SHOP PRO - Length: 1 Day. Level 1. Introduction to creating graphics, opening/saving files, performing basic manipulations. Includes instructor and manuals.	\$1,050.00 Per Class \$150.00 Per Student
PS-003 PS-004	PAINT SHOP PRO - Length: 1 Day. Level 2. Advanced topics presented include using the Image Browser, working with layers, text, drop shadows, and printing images. Includes instructor and manuals.	\$1,050.00 Per Class \$150.00 Per Student
IT-001 IT-002	HOW TO USE THE INTERNET - Length: 1 Day. Introduction and ways to access different types of information on the Internet, "surfing" the Internet, identifying parts of a URL, navigating web links, etc. Includes instructor and manuals.	\$900.00 Per Class \$125.00 Per Student

Catalog No.	Course Title	GSA Schedule Price
PD-001 PD-002	PROPOSAL DEVELOPMENT TRAINING - Length: 1 Day. This course teaches students how to write winning proposals and how to tailor each section of the proposal to demonstrate understanding of the exact requirements or the client. Includes instructor and manuals.	\$1,050.00 Per Class \$150.00 Per Student
IT-001 IT-002	TRAIN THE TRAINER - Length: 2 Days. After taking this course, students will become powerful trainers/facilitators. We custom design the train-the-trainer course to meet the customer's exact specifications so that students acquire skills and requisites of becoming a successful trainer. Includes instructor and manuals.	\$1,850.00 Per Class \$450.00 Per Student
AA-001 AA-002	ADOBE ACROBAT - Length: 2 Days. Acquaints students with Acrobat's features for creating, reviewing, editing, commenting on, and restructuring PDF files. Discusses Adobe Acrobat's new features and provides students the capability of using these new features. Includes instructor and manuals.	\$1,750.00 Per Class \$200.00 Per Student
WBT-PD 001	WBT - PROFESSIONAL DEVELOPMENT COURSES - Length: 1 Day. This course improves professional interaction/team building skills. An overview of the nine core project management body of knowledge (PMBOK) standards can also be incorporated in this customized course. Includes instructor and manuals, e-learning web based collaboration, IT web based training exercises, and video simulations to enhance IT and professional development core competencies.	\$3,300.00 Per Class
WBT - R001	WBT- REGULATORY COMPLIANCE COURSES - Length: 1 Day. After taking this course students will have enhanced their professional IT and project management knowledge and understand the requirements to successfully managed an IT based project as well as other Capital Asset Management Systems. Topics are included in these customized courses designed to meet regulatory standards of FAR, OMB 300/53, CPIC, NIST, COOP, PMI, ANSI EIA, ITL, COBIT, ISO 9001/20K, Sarbanes Oxley (SOX), Section 508, and SCORM. Includes instructor and manuals, and web based collaboration to enhance IT knowledge and attaining government/industry compliance.	\$3,300.00 Per Class
WBT-EL001	WBT- E-LEARNING WEB PORTAL COLLABORATION Length: 1 Day. After taking this course students will have enhanced their IT knowledge of various e-learning tools and Learning Management Systems. We custom design eLearning, content management (CM) and Learning Management Systems (LMS) with web based tools such as SharePoint, EMC Documentum, and other collaborative tools which are used as organizational knowledge repositories. Other topics can be designed based upon customer needs or requirements. Includes instructor and manuals, and web based collaboration to enhance IT and e-learning related skill sets.	\$3,300.00 Per Class

Catalog No.	Course Title	GSA Schedule Price
WBT-EV001	<p>WBT-EARNED VALUE MANAGEMENT - Length: 1 Day. After taking this course students will have enhanced their IT knowledge of various Earned Value Management (EVM) practices, as well as e-learning tools and Learning Management Systems. We custom design eLearning, content management (CM) and Learning Management Systems (LMS) with EVM web based tools such as Primavera, Deltek Cobra, MS Project, wInsight, Cost Xpert EVM3, COCOMO & GALORATH Cost Estimate Modeling tools, as well as KIDASA Software Milestones, QuantumPM Earned Value Manager, and Safran Project collaborative tools to demonstrate technology integration with financial management and reporting IT project performance. Includes instructor and manuals, and web based collaboration to enhance IT and e-learning related skill sets.</p>	\$3,300 Per Class
WBT – CR001	<p>WBT- INTRODUCTION TO CRIMINOLOGY - Length: 1 Day. Students will enhance their IT knowledge of various criminology, forensic, and homeland security related practices, and e-learning tools and Learning Management Systems used to support law enforcement and the criminal justice field of study. We custom design eLearning, content management (CM) and Learning Management Systems for criminology based features to include Crime Analysis components, and data mining to integrate and link database systems with federal, local, and other law enforcement sources to ensure local, national, and global safety. Demonstration of crime analysis tools, such as ISYS, i2, COPLINK, as well as data mining tools, e.g., Veridan, Quadstone, and Datalinx are incorporated into the course. Video simulations, web based collaboration, training manuals, as well as instructor led training, by subject matter experts in the field of computer/DNA forensic, law enforcement, and criminology.</p>	\$3,300.00 Per Class
WBT-CM001	<p>WBT- CONSTRUCTION MANAGEMENT SOFTWARE BASICS -Length: 1 Day. After taking this course students will have enhanced their IT knowledge of various construction management software tools, as well as e-learning tools and Learning Management Systems. We custom design eLearning, content management (CM) and Learning Management Systems (LMS) with tool integration, schedule management and tracking related to fields of construction by integrating and demonstrating the use of various web-Based construction project management software tools such as Timberline, Paragon, Trimble, e-Builder, Primavera, ProjectMates, and Spectrum Construction Suite for capital asset infrastructure development and management. Includes instructor and manuals, and web based collaboration to enhance IT and e-learning related skill sets.</p>	\$3,300.00 Per Class

Catalog No.	Course Title	GSA Schedule Price
WBT-EE001	WBT- ELECTRONICS & ENGINEERING BASICS - Length: 1 Day. After taking this course students will have enhanced their IT knowledge of various electronics, engineering construction management software tools, as well as e-learning tools and Learning Management Systems (LMS). We custom design eLearning, Content Management (CM) and Learning Management Systems (LMS) with visual, physical and computer simulation examples throughout with insight into modern electronics, emphasis on practical devices and systems with hands-on simulations, to illustrate the broad basis of electronics and how various software tools impact software mechanical, electrical, architectural engineers, CAD designers as well as production/ assembly personnel. Includes instructor and manuals, and web based collaboration to enhance IT and e-learning related skill sets.	\$3,300.00 Per Class
WBT-GG001	WBT- GOING GREEN INITIATIVES - Length: 1 Day. This course enhances students' IT knowledge of various management and environmental based tools used with compliance with Green Initiatives. Learning features of the Green Initiative are custom designed using an eLearning, Content Management (CM) and Learning Management Systems (LMS) with an organizational template based online toolkit to support compliance and improve knowledge of Environmental Management Systems (EMS) for the federal agency mandated "Green Initiatives." Students will learn to develop sustainable design based on federal statutes, e.g. Federal Energy Policy Act of 2005 and Executive Order: 13423 and addresses environmental impacts of materials, and certification of systems using U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED™) or Green Building Initiative's Green Globes. Video Simulations, practice exercises and group dynamics encompass four active working groups for implementation and sustainability of green initiatives: (e.g., Design and Construction, Facility Operation and Maintenance, Acquisition of Leased Facilities, and teams for Decommissioning). Includes instructor and manuals, and web based collaboration to enhance IT and e-learning related skill sets.	\$3,300 Per Class

All Microsoft & Corel Courses utilize Microsoft Office User Specialist (MOUS) Approved and Corel Approved Curriculum & Courseware.