



Federal Supply Service
Authorized Federal Supply Schedule 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 are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov.

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

- FSC/PSC Class D302 ADP SYSTEMS DEVELOPMENT SERVICES
- FSC/PSC Class D306 ADP SYSTEMS ANALYSIS SERVICES
- FSC/PSC Class D307 AUTOMATED INFORMATION SYSTEM SVCS
- FSC/PSC Class D308 PROGRAMMING SERVICES
- FSC/PSC Class D310 ADP BACKUP AND SECURITY SERVICES
- FSC/PSC Class D311 ADP DATA CONVERSION SERVICES
- FSC/PSC Class D313 IT AND TELECOM CAD/CM
- FSC/PSC Class D316 TELECOMMUNICATION NETWORK MGMT SVCS
 - IT Network Management Services -FSC/PSC Class D317 AUTO NEWS, DATA & OTHER SVCS
 - Creation/Retrieval of IT Related Data Services
 - Creation/Retrieval of Other Information Services
- FSC/PSC Class D399 OTHER ADP & TELECOMMUNICATIONS SVCS
 - Other Information Technology Services, Not Elsewhere Classified

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

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

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

CTR Management Group, LLC

11350 Random Hills Road

Fairfax, VA 22030

Website: [http:// Ctrmg.com](http://Ctrmg.com)

Phone: 703-934-6042

Fax: : 703-563-9284

8A Small Disadvantaged Business

Contract Number: GS-35F-170CA
Period Covered by Contract: 2/5/2015-2/4/2020
General Services Administration
Federal Acquisition Service

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
Contract period

Customer Information:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Description
132-51	IT Professional Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
- 2. Maximum Order:** \$500,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic
- 5. Point(s) of production (city, county, and state or foreign country):** N/A
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over the micropurchase threshold
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order and shall deliver or perform services in accordance with the terms negotiated in an agency’s order.
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es):

CTR Management Group, LLC

11350 Random Hills Road

Fairfax, VA 22030

Website: [http:// Ctrmg.com](http://Ctrmg.com)

Phone: 703-934-6042

Fax: : 703-563-9284

13b. Ordering procedures: For supplies and 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(es):

CTR Management Group, LLC

11350 Random Hills Road

Fairfax, VA 22030

Website: <http:// Ctrmg.com>

Phone: 703-934-6042

Fax: : 703-563-9284

15. Warranty provision.: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact 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 applicable): 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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Numbering System (DUNS) number: 831054098

26. Notification regarding registration in the System for Award Management (SAM) Database: Registered

**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 apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the ordering activity location, as agreed to by the Contractor and the ordering activity.

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

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

3. ORDER

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

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.212-4 CONTRACT TERMS AND CONDITIONS -COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I - OCT 2008) (DEVIATION I - FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

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

9. INDEPENDENT CONTRACTOR

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

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

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

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

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

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

11. INVOICES

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

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or

(3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

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

14. INCIDENTAL SUPPORT COSTS

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

15. APPROVAL OF SUBCONTRACTS

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

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

CTR MG offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Stealth Entry allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. Stealth Entry criteria for substitution are as follows:

Undergraduate: An associate degree will equal 2 years of experience. A relevant bachelor's degree will equal 4 years of experience. A relevant Master's Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

Experience: For every year of full time specific field experience, the person shall be credited with one-half Year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any CTR MG employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee's labor category.

SIN(s)	Labor Category	2/5/15-2/4-/16	2/5/15-2/4-/17	2/5/15-2/4-/18	2/5/15-2/4-/19	2/5/15-2/4-/20
132-51	Information Technology Analyst	\$ 92.25	\$ 94.10	\$ 95.98	\$ 97.90	\$ 99.86
132-51	Management System Specialist	\$ 79.86	\$ 81.45	\$ 83.08	\$ 84.75	\$ 86.44
132-51	Program Specialist	\$ 40.56	\$ 41.37	\$ 42.19	\$ 43.04	\$ 43.90
132-51	Computer Operator I***	\$ 25.69	\$ 26.20	\$ 26.73	\$ 27.26	\$ 27.81
132-51	Computer Operator II ***	\$ 28.61	\$ 29.18	\$ 29.77	\$ 30.36	\$ 30.97
132-51	Network Engineer	\$ 76.57	\$ 78.11	\$ 79.67	\$ 81.26	\$ 82.89

*** SCA Labor Category

Labor Category	Functional Responsibility	Min Education	Min years of Experience
Information Technology Analyst	Installs, configures and maintains organization's operating systems. Analyzes and resolves problems associated with server hardware and applications software. Detects, diagnoses, and reports related problems on both server and desktop systems. Performs a wide variety of tasks in software/hardware maintenance and operational support of server systems. Analyzes general information assurance-related technical problems and provides basic engineering and technical support in solving these problems. Designs, develops, engineers, and implements solutions that meet network security requirements. Performs vulnerability/risk analyses of computer systems and applications during all phases of the system development life cycle. Is expected to serve in a management role and can manage personnel.	Bachelors	5

<p>Management System Specialist</p>	<p>Responsible for the implementation, maintenance, and integration of WAN, LAN, and server architecture. Responsible for implementation and administration of network security hardware and software, enforcing the network security policy and complying with requirements of external security audits and recommendations. Performs analysis of network security needs and contributes to design, integration, and installation of hardware and software. Analyzes, troubleshoots and corrects network problems remotely and on-site. Maintains and administers perimeter security systems such as firewalls and intrusion detection systems. Is expected to serve in a management role and can manage personnel.</p>	<p>Bachelors</p>	<p>4</p>
<p>Program Specialist</p>	<p>Conducts formal tests on software, hardware applications, networks, and other types of computer systems on a regular basis. Expected to work on assessments of servers, computer systems, and networks. Conducting regular security audits from both a logical/theoretical standpoint and a technical/hands-on standpoint. Expected to work on the security of wireless networks, databases, software development, and/or company secrets.</p>	<p>Associates</p>	<p>2</p>
<p>Computer Operator I***</p>	<p>Is responsible for Determining the sequence of operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output. Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs.</p>	<p>High School</p>	<p>2</p>

<p>Computer Operator II ***</p>	<p>Is responsible for Determining the sequence of operations by studying production schedule. Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output.Starts operations by entering commands. Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources. Documents problems and actions by completing production logs. Resolves user problems by answering questions and requests.</p>	<p>High School</p>	<p>2</p>
<p>Network Engineer</p>	<p>Responsible for the implementation, maintenance, and integration of WAN, LAN, and server architecture. Responsible for implementation and administration of network security hardware and software, enforcing the network security policy and complying with requirements of external security audits and recommendations. Performs analysis of network security needs and contributes to design, integration, and installation of hardware and software. Analyzes, troubleshoots and corrects network problems remotely and on-site. Maintains and administers perimeter security systems such as firewalls and intrusion detection systems.</p>	<p>Bachelors</p>	<p>4</p>

*** SCA Labor Category