



**JBH**

**J & B Hartigan, Inc.**

**103 Adams Court  
Carrollton, VA 23314**

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**Contract Number: GS-35F-107BA**

**Information Technology Professional Services**

**Period Covered by Contract:**

**12-02-2018 to 12-03-2023**

**Tax Identification Number (TIN): 45-3362524**

**CCR Registration Completed**

**DUNS No: 969770747**

**Cage Code: 6K1P9**

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

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

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

**CONTRACT NUMBER:** GS-35F-107BA

**CONTRACT PERIOD:** 12/02/2018 to 12/03/2023

For more information on ordering from Federal Supply go to this website: [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**CONTRACTOR:**           **J&B Hartigan, Inc.**  
103 Adams Ct  
Carrollton, VA 23314-2695  
Phone number: (757)745-7775  
Fax number: 888)828-8321  
E-Mail: barbara.brann@jbhartigan.com

**CONTRACTOR'S ADMINISTRATION SOURCE:**   Barbara Brann Vice President  
103 Adams Ct  
Carrollton, VA 23314-2695  
Phone number: (757)745-7775  
Fax number: 888)828-8321  
E-Mail: barbara.brann@jbhartigan.com

**BUSINESS SIZE:** Service Disabled Veteran Owned Small Business

**CUSTOMER INFORMATION:**

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

<b>SIN</b>	<b>DESCRIPTION</b>
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132.51	INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES FPDS Code D308 Programming Services
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**1b.    LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**  
(Government net price based on a unit of one)

**N/A**

**1c. HOURLY RATES (Services only):**

SIN	Approved Labor Category	12/02/2018 To 12/02/2019	12/02/2019 To 12/02/2020	12/02/2020 To 12/02/2021	12/02/2021 To 12/02/2022	12/02/2022 To 12/02/2023
132 51	Program Manager	\$235.05	\$235.05	\$235.05	\$235.05	\$235.05
132 51	Project Manager	\$213.49	\$213.49	\$213.49	\$213.49	\$213.49
132 51	Project Lead/Technical Lead	\$186.12	\$186.12	\$186.12	\$186.12	\$186.12
132 51	Senior Consultant	\$189.77	\$189.77	\$189.77	\$189.77	\$189.77
132 51	Systems Engineer	\$138.10	\$138.10	\$138.10	\$138.10	\$138.10
132 51	Trainer	\$204.00	\$204.00	\$204.00	\$204.00	\$204.00

**2. MAXIMUM ORDER\*:**

132-51 \$500,000

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

**3. MINIMUM ORDER: \$100**

**4. GEOGRAPHIC COVERAGE:** Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities or give details as negotiated]

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

**6. DISCOUNT FROM LIST PRICES:** *GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.*

*For calculation of the GSA Schedule price see Page 1A.*

**7. QUANTITY DISCOUNT(S): None**

**8. PROMPT PAYMENT TERMS: None**

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

- 9.b Government Purchase Cards [are or are not] accepted above the micro-purchase threshold. Contact contractor for limit.**
- 10. FOREIGN ITEMS:** N/A
- 11a. TIME OF DELIVERY:** TBD @ Task Order Level
- 11b. EXPEDITED DELIVERY:** Items available for expedited delivery are noted in this price list.
- 11c. OVERNIGHT AND 2-DAY DELIVERY:** Overnight and 2-day delivery are available. Contact the Contractor for rates.
- 11d. URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. FOB POINT:** Destination
- 13a. ORDERING ADDRESS:** Same as contractor
- 13b. ORDERING PROCEDURES:** Ordering activities shall use the ordering procedures described in Federal Acquisition Regulation 8.405-3 when placing an order or establishing a BPA for supplies or services. The ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).
- 14. PAYMENT ADDRESS:** Same as contractor
- 15. WARRANTY PROVISION:** Standard Commercial Warranty.
- 16. EXPORT PACKING CHARGES:** N/A
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** (any thresholds above the micropurchase level may be inserted by contractor)
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. Section 508 Compliance for Electronic and Information Technology (EIT):** N/A
- 25. DUNS NUMBER:** 969770747

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.

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

**1. SCOPE**

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

**2. PERFORMANCE INCENTIVES 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**

The Inspection of Services—Fixed Price (AUG 1996) (Deviation 1 – 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 (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the product of a task order is software, then FAR 52.227-14 (Deviation – 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 (OCT 2008) (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 (OCT 2008) (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**

- a. The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 132-51 IT Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b. Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices.

**Commercial Job Title: Program Manager**

**Minimum/General Experience:** Seven (7) years' experience managing multiple, diverse projects within a specific client or manages a single, highly complex project; requires competence in all phases of program management; must possess deep expertise in complex program management, technology or a specific industry.

**Functional Responsibility:** Guides client relationship management, high-level coordination of project resources, budget and vendor management. Applies project management tools to track work deadlines and budgets, including creating and managing project plans, performing risk assessments and issue tracking, providing routine project status reports, coordinating knowledge sharing and documentation, using other industry standard project management tools.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Information Technology or related field. Possess a project management certification (PMP) or equivalent.



### **Commercial Job Title: Project Manager**

**Minimum/General Experience:** Four (4) years' experience managing single complex project; requires competence in all phases of program management; must possess deep expertise in complex program management, technology or a specific industry.

**Functional Responsibility:** Guides the day-to-day management of project teams and for ensuring that deliverables meet time specifications and quality goals. Applies project management tools to track work deadlines and budgets, including creating and managing project plans, performing risk assessments and issue tracking. Provides routine project status reports, coordinates knowledge sharing and documentation, using other industry standard project management tools.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Information Technology or related field. Possession of a project management certification (PMP) or equivalent preferred.

### **Commercial Job Title: Project Lead/Technical Lead**

**Minimum/General Experience:** Three (3) years' experience managing day-to-day efforts of a project or major component of a project.

**Functional Responsibility:** Guides the management of the project resources, budget, deliverables, quality control, and issue resolution and client sign-off. Performs analyses of fundamental client issues, assesses appropriate alternatives, and recommends solutions. Coordinates schedules, deliverables and related project impacts. Monitors tasks and advises Project Manager of any issues related to the task.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Information Technology or related field.

### **Commercial Job Title: Senior Consultant**

**Minimum/General Experience:** Four (4) years' experience managing a project, such as complex data analysis, deliverable development or training.

**Functional Responsibility:** Leads major activities within a project, such as complex data analysis, deliverable development, facilitation, briefings or training. Assists in completing project tasks, data gathering, analysis, database/spreadsheet development, report development and development of other relevant materials. Provides support to develop strategic planning that refocus an organization on making that strategy a reality. Consults with clients to identify, clarify, and resolve complex issues by thoroughly preparing/conducting interviews, gathering required data, executing required analyses, identifying issues and problems, and recommending approaches to address them. The senior consultant possesses subject matter expertise, special proficiency, or knowledge of a variety information technology and business disciplines.

**Minimum Education:** Bachelor's Degree in Computer Science, Engineering, Information Technology or related field.

**Commercial Job Title: Systems Engineer**

**Minimum/General Experience:** Three (3) years' experience in all phases of Systems Engineering to include design, integration and formal testing

**Functional Responsibility:** leads and coordinates system development tasks to the development of system specifications, technical and logistical requirements and other disciplines including IS Engineer, Information Systems Security Engineer, IT Engineer, and Network Systems Engineer. Creates and maintains programmatic and technical documentation to insure efficient planning and execution. Manages and documents system configurations. Possess the ability to work under pressure and time constraints; successfully presents technical information.

**Minimum Education:** Bachelor's Degree in Computer Science or related field

**Commercial Job Title: Trainer**

**Minimum/General Experience:** Two (2) years of experience in all phases of training development and presentation.

**Functional Responsibility:** Develops and delivers training, including curriculum design, course content, material, training presentations, and proficiency examinations. Facilitates group discussions. Supports training documentation requirements, assists in completing project tasks, such as data gathering and analysis, database and spreadsheet development, draft report development and development of other relevant materials

**Minimum Education:** Bachelor's Degree, significant oral and written communication skills and subject matter expertise on training topic.