



Information Technology Professional Services

**GSA** Contract #  
47QTCA19D000D  
U.S. General Services Administration



**FSS Multiple Award Schedule**  
Special Item No. 54151S Information Technology Professional  
Services  
Special Item Number OLM – Order Level Materials (OLMs)

**CONTRACT NUMBER:**

47QTCA19D000D

**BUSINESS SIZE:**

8(a) Small Business  
Small Disadvantaged Business Administration  
(SBA) – certified  
Service-Disabled Veteran Owned (SDVOSB)  
Women-owned (WOSB)  
Economic Disadvantaged Women-Owned  
(EDWOSB)  
HUBZone - certified

**CONTRACT PERIOD:**

October 5, 2018 through October 4, 2023

**COMPANY INFORMATION:**

Bridgecross, LLC  
202 Church Street SE Suite 214  
Leesburg, VA 20175  
(703) 232-1712  
mdcoll@bridgecrossllc.com

**SINS:**

54151S

**DESCRIPTIONS:**

Information Technology Professional Services

**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 purchase separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 - Information Technologies Schedule is not 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 service. 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.

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

**Information Technology Professional Services**

**Table of Contents**

SECTION I - CUSTOMER INFORMATION ..... 2

SECTION II - TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES SPECIAL ITEM NUMBERSIN 54151S ..... 4

SECTION III – GSA PRICING (includes IFF of .75%)..... 8

SECTION IV - LABOR CATEGORY DESCRIPTIONS ..... 8

SECTION V - EDUCATION / EXPERIENCE SUBSTITUTIONS ..... 11

**SECTION I - CUSTOMER INFORMATION**

<b>Awarded Special Item Number</b>	54151S Information Technology Professional Services
<b>Lowest priced model number and lowest unit price for that model</b>	Web Designer / Web Developer - \$85.78
<b>For Hourly Rates, Labor Category Descriptions, and Degree / Experience Substitutions, see:</b>	GSA Pricing Labor Category Descriptions Education / Experience Substitutions
<b>Maximum order</b>	The maximum dollar value per order for the SIN 54151S is \$500,000
<b>Minimum order</b>	The minimum dollar value of orders to be issued is \$100
<b>Geographic Scope of Contract:</b>	Domestic Delivery  Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and the U.S. Territories.
<b>Discounts</b>	Prices shown are NET Prices; Basic Discounts have been deducted.  <ul style="list-style-type: none"> <li>- Prompt Payment: 1% - 10 calendar days from receipt of electronic invoice</li> <li>- Quantity: ½% discount on Single Task Orders over \$250,000</li> </ul>
<b>Government Purchase Card Acceptance</b>	a. The Government purchase Card will be accepted for payment on orders below the micro-purchase threshold.  b. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-

**Information Technology Professional Services**

	purchase level.
<b>Foreign items</b>	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.
<b>Delivery Schedule</b>	Time of delivery: The Contractor shall deliver to destination as negotiated between ordering activity and Bridgecross. Urgent Requirements: Urgent delivery is negotiated on the task order level. Agencies are advised to contact Bridgecross to affect a faster delivery.
<b>FOB</b>	Destination
<b>Ordering Address</b>	Bridgecross, LLC 202 Church St. SE #518 Leesburg, VA 20175
<b>Ordering Procedures for Federal Supply Schedule Contracts</b>	Ordering activities will 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.  a) FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work. b) FAR 8.405-2 Ordering procedures for services requiring a statement of work. c) FAR 8.405-3 Ordering procedures for Blanket Purchase Agreements (BPA's).
<b>Payment address:</b>	Bridgecross, LLC 202 Church St. SE #518 Leesburg, VA 20175
<b>Contractor Commitments, Warranties and Representations</b>	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.

**Information Technology Professional Services**

	<p>b) The above is not intended to encompass items not currently covered by the GSA Schedule contract.</p> <p>c) The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.</p>
<b>Export packing charges</b>	Not Applicable
<b>List of service and distribution points</b>	Bridgecross, LLC 202 Church St. SE Ste 214 Leesburg, VA 20175
<b>Data Universal Number System (DUNS) number:</b>	078596873
<b>Cage Code</b>	7MPS7

**SECTION II - TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES SPECIAL ITEM NUMBERSIN 54151S**

**1. SCOPE**

- a) The prices, terms and conditions stated under Special Item Number 54151S 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

## Information Technology Professional Services

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.

## Information Technology Professional Services

- 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**

Definitions.

- a) "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**

## Information Technology Professional Services

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

- a) The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S 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, minimum general experience and minimum education.  
The following is an example of the manner in which the description of a commercial job title

**Information Technology Professional Services**

should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

**SECTION III – GSA PRICING (includes IFF of .75%)**

LABOR CATEGORY	Year 1 10/5/2018 thru 10/4/2019	Year 2 10/5/2019 thru 10/4/2020	Year 3 10/5/2020 thru 10/4/2021	Year 4 10/5/2021 thru 10/4/2022	Year 5 10/5/2022 thru 10/4/2023
IT Senior Consultant	\$ 146.31	\$ 149.68	\$ 153.12	\$ 156.64	\$ 160.24
Project Manager	\$ 169.22	\$ 173.11	\$ 177.09	\$ 181.16	\$ 185.33
Technical Expert	\$ 172.75	\$ 176.72	\$ 180.78	\$ 184.94	\$ 189.19
Senior Business Analyst	\$ 95.70	\$ 97.90	\$ 100.15	\$ 102.45	\$ 104.81
Program Analyst	\$ 95.70	\$ 97.90	\$ 100.15	\$ 102.45	\$ 104.81
Enterprise Architect Level II	\$ 120.95	\$ 123.73	\$ 126.58	\$ 129.49	\$ 132.47
Functional Subject Matter Expert	\$ 120.95	\$ 123.73	\$ 126.58	\$ 129.49	\$ 132.47
Web Designer / Web Developer	\$ 85.78	\$ 87.75	\$ 89.77	\$ 91.83	\$ 93.94

**SECTION IV - LABOR CATEGORY DESCRIPTIONS**

Bridgecross, LLC offers the following Labor Category Descriptions to support the contemplated effort.

Title	IT Senior Consultant
<b>Minimum Education</b>	Bachelor's degree required in a relevant functional area.
<b>Minimum Years of Experience</b>	Minimum 10 years in the IT field or other related work experience. Experience typically includes proficiency in analysis and defining business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. Ability to acquire U.S. Security Clearance preferred, but not required.
<b>Functional Responsibilities:</b>	Responsible for the installation, implementation, and management of Systems, Applications, and Products (SAP); including administration of application infrastructure for the environment; including, technical, monitoring, support, and administration of the system. Setup and maintenance of security infrastructure. Performs upgrades, conversions, migrations, and tuning and configuration; including backup and data resources. Performs system maintenance on a recurring basis. Provides ongoing internal and external customer / system operating and maintenance troubleshooting. Setup and maintenance of security infrastructure. Monitors, troubleshoots, and documents issues.

Title	Project Manager
<b>Minimum Education</b>	Bachelor's degree required in a relevant functional area.
<b>Minimum Years of Experience</b>	Minimum 10 years of IT experience; including, at least 5 years of IT



**Information Technology Professional Services**

<b>Experience</b>	software management experience. Ability to acquire U.S. Security Clearance preferred, but not required.
<b>Functional Responsibilities:</b>	Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information and systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills.

<b>Title</b>	<b>Technical Expert</b>
<b>Minimum Education</b>	Bachelor's degree required in a relevant functional area.
<b>Minimum Years of Experience</b>	Must have 10 or more years of experience in technical area of expertise. Ability to acquire U.S. Security Clearance preferred, but not required.
<b>Functional Responsibilities</b>	Provides expert consultative support to a functional technical area of the project. Develops solutions to complex problems. Works closely with the information technologists to identify the best technological solution to technical issues.

<b>Title</b>	<b>Senior Business Analyst</b>
<b>Minimum Education</b>	Bachelor's degree required in a relevant functional area.
<b>Minimum Years of Experience</b>	Must have 5 or more years of relevant experience. Ability to acquire U.S. Security Clearance preferred, but not required.
<b>Functional Responsibilities:</b>	Provides knowledge in business process and system analysis, design, improvement, and implementation efforts or in translating business process needs into technical requirements. Uses available computer systems resources and personnel to carry out analysis to support management's quest for performance improvement to determine the most useful business solution. Implements a comprehensive management plan for each project and holds regular stakeholder meetings to keep all interested parties updated in project progress. Determines and documents user requirements for business processes and abides by those requirements for future projects

<b>Title</b>	<b>Program Analyst</b>
<b>Minimum Education</b>	Bachelor's degree required in a relevant functional area.
<b>Minimum Years of Experience</b>	Must have 5 or more years of relevant experience. Ability to acquire U.S. Security Clearance preferred, but not required.
<b>Functional Responsibilities:</b>	Develops and facilitates an IT capital planning and investment control process; including, investment selection, investment control, and investment evaluation. Collects and evaluates IT requirements, develops business case analysis using Government templates, as provided, conducts analysis of investment cost/schedule/benefit/performance/return on investment, assesses and determines strategic plan/objective linkages, analyzes alternatives and risk assessment, and facilitates stakeholder coordination in the ranking of IT investments based on a defined set of evaluation criteria.

**Information Technology Professional Services**

	<p>Leverages Federal best practices in the completion of the project, as requested. Assists in updating and maintaining existing capital planning and investment control user and process guides, detailing end-to-end processes and business rules. Provides assistance in implementing lessons learned, best practices, improvements, and suggestions on processes and products. Ensures alignment with Federal policy and guidelines, as requested. Recommends solutions based on Government/industry IT portfolio management best practices. Provides updates and maintains the repository with the processes, templates, and completed plans. Reviews IT investments and funding requests, and reports whether the document complied with spend plans, strategic initiatives, IT road-maps, and compliance to investment review processes. Provides analysis and recommendations to the Government for approval and decision. Assists in review of proper alignment with the Government business enterprise architecture.</p>
--	--

<b>Title</b>	<b>Enterprise Architect Level II</b>
<b>Minimum Education</b>	Bachelor's degree required in a relevant functional area.
<b>Minimum Years of Experience</b>	Must have 7 or more years of relevant experience. Ability to acquire U.S. Security Clearance preferred, but not required.
<b>Functional Responsibilities</b>	Provides expertise with Federal enterprise architecture framework; including, scope, direction, and governance practices. Selects and implements Commercial Off-the-Shelf (COTS) enterprise solution applications. Provides recommendations in the design, execution, and oversight of large-scale IT projects. Supports functional lead for requirements definition to the IT system development project and support fit/gap analyses of Government Off-the-Shelf (GOTS) and COTS software. Engages with stakeholders to determine how IT enterprise platforms enable organizational business strategies and functions. Assists with developing IT strategies and designing enterprise architectures that align IT capabilities to strategic goals and priorities. Participates in business case development by supporting identification of functional impacts for alternative solutions.

<b>Title</b>	<b>Functional Subject Matter Expert</b>
<b>Minimum Education</b>	Bachelor's degree required in a relevant functional area.
<b>Minimum Years of Experience</b>	Must have 7 or more years of relevant experience. Experience in leading teams, developing solutions, and preparing and delivering briefings. Ability to acquire U.S. Security Clearance preferred, but not required.
<b>Functional Responsibilities</b>	Provides guidance and recommendations to existing project teams. Helps develop estimates of work proposed and conducts research as needed. Assesses the team's strategy and approach and provides knowledge to help meet the requirements of the project. Keeps abreast of the trends and technologies affecting the project. Provides functional knowledge and perspective to enterprise-wide IT solution teams. Facilitates participation of the client's functional specialists and provides functional knowledge for business process and re-engineering and implementation of best IT and business practices.

<b>Title</b>	<b>Web Designer / Web Developer</b>
--------------	-------------------------------------

**Information Technology Professional Services**

<b>Minimum Education</b>	Bachelor's degree in computer science, web design, or business is required.
<b>Minimum Years of Experience</b>	Must have 2 or more years of relevant experience.
<b>Functional Responsibilities</b>	Designs, plans, or executes the design and layout for Internet sites and web pages, which may include combining text with sounds, pictures, graphics, and video clips. Interacts with client to assess their needs, discuss requirements, and clarify their goals for establishing a website. Meets with client on a regular basis to evaluate and modify site as it seems appropriate and keeps them informed of project progress. Designs custom-tailored plan for a proposed site using combination of graphic and written materials and modifies proposal as necessary until the client is satisfied. Designs, maintains, and updates information and digitized images, banners, bullets, charts, image maps, and other graphics to enhance appearance of site and keep the content and graphics current. Maintains site appearance by developing and enforcing content and display standards

**SECTION V - EDUCATION / EXPERIENCE SUBSTITUTIONS**

The labor category definitions in our Pricelist describe the functional responsibilities and education and experience requirements for each labor category. These requirements are a guide to the types of experience and educational background of typical personnel in each labor category.

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for 1 year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education with the written approval of the ordering activity.

**Education Substitutions for Labor Categories:**

<b>Degree</b>	<b>Experience Equivalent*</b>	<b>Other Equivalent</b>
Associate's	1 year relevant experience	Vocational or technical training in work-related field
Bachelor's	Associate's plus 2 years relevant experience, or 4 years relevant experience	Professional certification
Master's	Bachelor's plus 2 years relevant experience, or 4 years relevant experience	Professional license
PhD/Doctorate	Master's plus 2 years relevant experience, or Bachelor's plus 4 years relevant experience	

May be used to satisfy Education when the minimum Experience requirements have been met.

**Information Technology Professional Services**

\*Successful completion of each year of higher education that has not yet resulted in a degree may be counted 1- for-1 for a year of experience.

**Experience Substitutions for Labor Categories:**

Advanced Degree	Equal-To Years of Experience
Master's	2 years
PhD/Doctorate	4 years

May be used to satisfy Experience requirements when the minimum Education requirements are met.

Further, both parties recognize that, on occasion, there may be a need to waive the Education or Experience requirements in order to use the best individual for the task. Therefore, waivers to the Education/Experience requirements may be granted by either the task order contracting officer or contracting officer technical representative. If such a waiver is included in our proposal, award of said proposal is deemed a grant of the waiver.