

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

The Contractor **has** been awarded under the cooperative purchasing and disaster recovery programs for SIN 132-51 and 132-52 and 132-56.

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

FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**SPECIAL ITEM NUMBER 132 52 - Electronic Commerce and Subscription Services**

FSC/PSC Class D304 IT AND TELECOM E-Mail Services, Internet Access Services, Navigation Services, Value Added Network Services (VANS)  
FSC/PSC Class D399 IT AND TELECOM Other Data Transmission Services, Not elsewhere classified

**SPECIAL ITEM NUMBER 132-56 – Health Information Technology Services**

FSC/PSC Class D399 IT AND TELECOM Other Data Transmission Services, Not elsewhere classified

**Octo Consulting Group, Inc.  
1600 International Drive, 5th FL  
McLean, VA 22102-5135  
Tel: 703-847-3621 Fax: 703-880-0196  
www.octoconsulting.com**

**Contract Number: GS-35F-0234W**  
Period Covered by Contract: February 1, 2010 through January 31, 2020  
General Services Administration  
Federal Acquisition Service

Pricelist current through Modification PS-0021 dated August 25, 2016

*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 GSAAdvantage!®, a menu-driven database system. The INTERNET address for GSAAdvantage!® is: GSAAdvantage.gov.*

**TABLE OF CONTENTS**

INFORMATION FOR ORDERING OFFICES APPLICABLE TO ALL SPECIAL ITEM NUMBERS .....3

IT PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51).....6

TERMS & CONDITIONS APPLICABLE TO ELECTRONIC COMMERCE & SUBSCRIPTION SERVICES (SIN 132-52) ....10

TERMS & CONDITIONS APPLICABLE TO HEALTH IT SERVICES (SIN 132-56).....13

IT PROFESSIONAL SERVICES LABOR CATEGORY DESCRIPTIONS .....17

HEALTH IT SERVICES LABOR CATEGORY DESCRIPTIONS .....27

IT PROFESSIONAL SERVICES GSA AUTHORIZED PRICELIST .....30

HEALTH IT SERVICES GSA AUTHORIZED PRICELIST .....31

ELECTRONIC COMMERCE & SUBSCRIPTION SERVICES GSA AUTHORIZED PRICELIST .....32

**INFORMATION FOR ORDERING OFFICES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**General Terms and Conditions:**

- 1a. Awarded Special Item Numbers (SIN):  
*Special Item Number 132-51 - Information Technology Professional Services*  
*Special Item Number 132 52 - Electronic Commerce and Subscription Services*  
*Special Item Number 132-56 – Health Information Technology Services*
- 1b. Lowest Priced Model Number and Price: *Approved GSA Pricing*
- 1c. Contractor hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors:  
*Refer to page 18 for IT Professional Labor Category Descriptions*  
*Refer to page 28 for Health IT Services Labor Category Descriptions*
2. Maximum order.  
*\$500,000*
3. Minimum order.  
*\$100*
4. Geographic coverage (delivery area).  
*The Geographic Scope of Contract will be domestic delivery only.*
5. Point of production (city, county, and State or foreign country).  
*1600 International Drive, 5th FL*  
*McLean, VA 22102-5135*
6. Discount from list prices or statement of net price.  
*Prices shown are NET Prices; Basic Discounts have been deducted.*
7. Quantity discounts.  
*None*
8. Prompt payment terms.  
*0% - net 30 days from receipt of invoice or date of acceptance, whichever is later.*
- 9a. The Government purchase Card will be accepted for payment on orders below the micro-purchase threshold.
- 9b. The Government purchase Card will be accepted for payment on orders above the micro-purchase threshold.
10. Foreign items are *not applicable*.
- 11a. Time of delivery: *As negotiated on the task order level.*

- 11b. Expedited Delivery: *As negotiated on the task order level.*
- 11c. Overnight and 2-day delivery: *As negotiated on the task order level.*
- 11d. Urgent Requirements: *As negotiated on the task order level.*
- 12. F.O.B. point.  
*Destination*
- 13a. Ordering address.  
*Octo Consulting Group, Inc.  
Attn: Stacy Toth/Contracts  
1600 International Drive, 5th FL  
McLean, VA 22102-5135*
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address.  
*Octo Consulting Group, Inc.  
Attn:Accounts Receivable/  
1600 International Drive, 5th FL  
McLean, VA 22102-5135*
- 15. Warranty provision *is not applicable.*
- 16. Export packing charges are *not applicable.*
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
*None*
- 18. Terms and conditions of rental, maintenance, and repair (if applicable).  
*See critical information section for SIN specific warranty information.*
- 19. Terms and conditions of installation (if applicable).  
*All equipment is self-installable.*
- 20. Terms and conditions of repair parts are *not applicable.*  
*See Critical Information section for SIN specific information.*
- 20a. Terms and conditions for any other services are *not applicable.*
- 21. List of service and distribution points:  
*1600 International Drive, 5th FL*

*McLean, VA 22102-5135*

- 22. List of participating dealers is *not applicable*.
- 23. Preventive maintenance is *not applicable*.
- 24a. Special attributes such as environmental attributes are *not applicable*.
- 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. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Number System (DUNS) number: *800127859*
- 26. Notification regarding registration in SAM.gov database: *4RSCO*

**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 end 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.

f“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. EDUCATION SUBSTITUTION LANGUAGE**

DEGREE MAY BE SUBSTITUTED AS FOLLOWS: ASSOCIATE DEGREE = 2 YEARS EXPERIENCE BACHELOR DEGREE = 4 YEARS EXPERIENCE MASTERS DEGREE = 6 YEARS EXPERIENCE PHD = 8 YEARS EXPERIENCE

EDUCATION MAY BE SUBSTITUTED AS FOLLOWS:

2 YEARS EXPERIENCE = ASSOCIATE DEGREE 4 YEARS EXPERIENCE = BACHELOR DEGREE 6 YEARS EXPERIENCE = MASTERS DEGREE 8 YEARS EXPERIENCE = PHD

**17. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING are on page 15.**

**TERMS AND CONDITIONS APPLICABLE TO ELECTRONIC COMMERCE AND SUBSCRIPTION SERVICES  
(SPECIAL ITEM NUMBER 132-52)**

**TERMS AND CONDITIONS APPLICABLE TO ELECTRONIC COMMERCE AND SUBSCRIPTION SERVICES  
(SPECIAL IDENTIFICATION NUMBER 132-52)**

**1. SCOPE**

The prices, terms and conditions stated under Special Item Number 132-52 Electronic Commerce (EC) Services apply exclusively to EC Services within the scope of this Information Technology Schedule.

**2. ELECTRONIC COMMERCE CAPACITY AND COVERAGE** The Ordering Activity shall specify the capacity and coverage required as part of the initial requirement.

**3. INFORMATION ASSURANCE**

a. The Ordering Activity is responsible for ensuring to the maximum extent practicable that each requirement issued is in compliance with the Federal Information Security Management Act (FISMA)

b. The Ordering Activity shall assign an impact level (per Federal Information Processing Standards Publication 199 & 200 (FIPS 199, “Standards for Security Categorization of Federal Information and Information Systems”) (FIPS 200, “Minimum Security Requirements for Federal Information and Information Systems”) prior to issuing the initial statement of work. Evaluations shall consider the extent to which each proposed service accommodates the necessary security controls based upon the assigned impact level. The Contractor awarded SIN 132-52 is capable of meeting at least the minimum security requirements assigned against a low-impact information system (per FIPS 200).

c. The Ordering Activity reserves the right to independently evaluate, audit, and verify the FISMA compliance for any proposed or awarded Electronic Commerce services. All FISMA certification, accreditation, and evaluation activities are the responsibility of the ordering activity.

**4. DELIVERY SCHEDULE.**

The Ordering Activity shall specify the delivery schedule as part of the initial requirement. The Delivery Schedule options are found in *Information for Ordering Activities Applicable to All Special Item Numbers*, paragraph 6. *Delivery Schedule*.

**5. INTEROPERABILITY.**

When an Ordering Activity requires interoperability, this requirement shall be included as part of the initial requirement. Interfaces may be identified as interoperable on the basis of participation in a sponsored program acceptable to the Ordering Activity. Any such access or interoperability with teleports/gateways and provisioning of enterprise service access will be defined in the individual requirement.

## **6. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering electronic services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all electronic 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.

## **7. PERFORMANCE OF ELECTRONIC SERVICES**

The Contractor shall provide electronic services on the date agreed to by the Contractor and the ordering activity.

## **8. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## **9. RIGHTS IN DATA**

The Contractor shall comply FAR 52.227-14 RIGHTS IN DATA – GENERAL and with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character.

## **10. ACCEPTANCE TESTING**

If requested by the ordering activity the Contractor shall provide acceptance test plans and procedures for ordering activity approval. The Contractor shall perform acceptance testing of the systems for ordering activity approval in accordance with the approved test procedures.

## **11. WARRANTY**

The Contractor shall provide a warranty covering each Contractor-provided electronic commerce service. The minimum duration of the warranty shall be the duration of the manufacturer's commercial warranty for the item listed below:

**No equipment is being offered. Any hardware involved in delivering the services is covered by the corresponding manufacturer's warranty.**

The warranty shall commence upon the later of the following:

- a. Activation of the user's service
- b. Installation/delivery of the equipment The Contractor, by repair or replacement of the defective item, shall complete all warranty services within five working days of notification of the defect. Warranty service shall be deemed complete when the user has possession of the repaired or replaced item. If the Contractor renders warranty service by replacement, the user shall return the defective item(s) to the Contractor as soon as possible but not later than ten (10) working days after notification.

## **12. MANAGEMENT AND OPERATIONS PRICING**

The Contractor shall provide management and operations pricing on a uniform basis. All management and operations requirements for which pricing elements are not specified shall be provided as part of the basic service.

## **13. TRAINING**

The Contractor shall provide normal commercial installation, operation, maintenance, and engineering interface training on the system. If there is a separate charge, indicate below: See attached pricelist for pricing information.

## **14. MONTHLY REPORTS**

In accordance with commercial practices, the Contractor may furnish the ordering activity/user with a monthly summary ordering activity report.

## **14. ELECTRONIC COMMERCE SERVICE PLAN**

(a) Describe the electronic service plan and eligibility requirements. Source.Select™ is a web-based software tool designed to facilitate and streamline the Federal source selection process from receipt of proposals through contract award.

(b) Describe charges, if any, for additional usage guidelines: See attached pricelist for pricing information.

(c) Describe corporate volume discounts and eligibility requirements: Volume Discounts are shown in the attached pricelist

**TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES  
(SPECIAL ITEM NUMBER 132-56)**

**TERMS AND CONDITIONS APPLICABLE TO HEALTH INFORMATION TECHNOLOGY (IT) SERVICES (SPECIAL ITEM  
NUMBER 132-56)**

**1. SCOPE**

- a. The labor categories, prices, terms and conditions stated under Special Item Number 132-56 Health Information Technology Services apply exclusively to Health IT Services within the scope of this Information Technology Schedule.
- b. This SIN is limited to Health IT Services only. Software and hardware products are out of scope. Hardware and software can be acquired through different Special Item Numbers on IT Schedule 70 (e.g. 132-32, 132-33, 132-8).
- c. This SIN provides ordering activities with access to Health IT services.
- d. Health IT Services provided under this SIN shall comply with all Healthcare certifications and industry standards as applicable at the task order level.
- e. 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. ORDER**

- a. Agencies may use written orders, Electronic Data Interchange (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.

**3. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity. All Contracts will be fully funded.
- 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 Health 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. All travel will be agreed upon with the client prior to the Contractor's travel.

**4. 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.

## **5. 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.

## **6. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

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

## **7. INDEPENDENT CONTRACTOR**

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

## **8. 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.

## **9. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for Health 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.

## **10. RESUMES**

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

## **11. INCIDENTAL SUPPORT COSTS**

Incidental support costs are not considered part of 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.

## 12. 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.

## 13. DESCRIPTION OF HEALTH IT SERVICES AND PRICING

Octo Consulting Group, Inc. (Octo), has the relevant experience and capabilities to support the addition of the Health IT Special Item Number (SIN) to our existing GSA IT Schedule 70 GWAC. Octo is not a typical small business IT systems developer or integrator. We are a nimble, customer-focused mid-sized business with the maturity, scale, and experience to deliver large complex Health IT projects. Because of our size, we maintain an intense focus on all of our customers. Our record of attracting and retaining the talented resources that are required to bring new ideas and to drive innovations in digital services and supporting the evolving needs of Federal Health agencies. Octo has relevant capabilities around Agile development, using the methodology to support a number of critical mission systems. We also have a strong user interface / user-experience (UI/UX) design capability wherein we work with users directly to build systems faster, more accurately, and with greater customer loyalty and adoption. We round out our digital services offerings with data visualization, cloud computing, and consulting to help transform Health applications.

Octo has capabilities to support four different Health perspectives in the Federal government:

**SUPPORTING RESEARCH AND DEVELOPMENT** - We can help organizations find new opportunities to enable collaboration and foster creative discoveries, leverage pooled data from distributed information sources and communicate information more effectively through graphical and interactive means, and streamline the grants administration process through improved document management workflow. Our specific capabilities in this area include Data Analytics / "Big Data", Grants Administration, and Crowd Sourcing / Idea Management.

**CAPABILITIES SUPPORTING THE PROVIDER** – We can help providers with assessments and acquisitions of technology products and vendor services, improving interoperability and sustainability of HIEs, redesigning their underlying infrastructure and/or operations in order to support secured information exchanges, and using evidence-based medicine and science to systematically drive preventative and remedial care.

**CAPABILITIES SUPPORTING THE PAYER** – We can help payers transform their businesses into a 21st century-ready organization by identifying and recommending opportunities for cost-savings and improved operational efficiency, such as replacing outdated technologies with emerging ones to reduce the massive costs associated with the manual processing of claims; re-engineering business processes to keep pace with the evolution of payments and reimbursements; planning and implementing case management solutions to enhance efficiency, better handle increasingly complex cases, and ensure regulatory compliance.

**CAPABILITIES SUPPORTING THE REGULATOR / POLICY MAKER** - Regulators / policy makers in health are charged with protecting and promoting health and safety by creating, instituting, and enforcing plans, actions, and decisions. Octo can help organizations more easily establish, implement, and manage these changes by harnessing the power of "big data" and data analytics to help uncover trends and patterns and supporting the development of strategic plans and policies to shape and guide the direction of the organization.

## EDUCATION SUBSTITUTION LANGUAGE

DEGREE MAY BE SUBSTITUTED AS FOLLOWS: ASSOCIATE DEGREE = 2 YEARS EXPERIENCE BACHELOR

DEGREE = 4 YEARS EXPERIENCE MASTERS DEGREE = 6 YEARS EXPERIENCE PHD = 8 YEARS EXPERIENCE

EDUCATION MAY BE SUBSTITUTED AS FOLLOWS:

2 YEARS EXPERIENCE = ASSOCIATE DEGREE 4 YEARS EXPERIENCE = BACHELOR DEGREE 6 YEARS

EXPERIENCE = MASTERS DEGREE 8 YEARS EXPERIENCE = PHD

**DESCRIPTION OF LABOR CATEGORIES AND PRICING are on page 15.**





**OCTO CONSULTING GROUP, INC.  
IT SERVICES LABOR CATEGORY DESCRIPTIONS  
SPECIAL ITEM NUMBER 132-51**

Labor Category	Description	Minimum Experience	Education
Project Manager 3	Responsible for overall program management of complex, multi-task IT projects. Oversees all technical operations, prepares financial and contractual requirements. Responsible for cost control. Works with client representatives to ensure smooth project operation. Manages technical and administrative personnel when necessary.	10 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification (e.g. PMP) preferred.
Project Manager 2	Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Takes projects from original concept through final implementation. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.	8 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification (e.g. PMP) preferred.
Project Manager 1	Responsible for all aspects of the development and implementation of assigned projects and provides a single point of contact for those projects. Assists in the definition of project scope and objectives. Assists in the development of detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solutions of problems.	5 years	Bachelors Degree in Business/ Management /IT or related field.
IT Subject Matter Expert 2	Provides skilled technical and functional expertise on advanced and state-of-the-art methods, theories, and techniques required in the planning, design, development and implementation of complex large scale distributed systems. Assesses user needs to determine technical, programmatic, and functional requirements; determines the most appropriate implementation strategies.	8 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Advanced degree/ relevant professional certification preferred.
IT Subject Matter Expert 1	Provides technical and functional expertise on advanced and state-of-the-art methods, theories, and techniques required in the planning, design, development and implementation of complex large scale distributed systems. Assists in analyzing user needs to determine technical, programmatic, and functional requirements; determine the most appropriate implementation strategies.	5 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Advanced degree/ relevant professional certification preferred.



Labor Category	Description	Minimum Experience	Education
Business Subject Matter Expert 3	Possesses extensive functional and technical knowledge of highly specialized applications and operational environments. Possesses extensive experience in analyzing and solving exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Capable of providing expert advice as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and implementation phases.	10 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.
Business Subject Matter Expert 2	Possesses extensive functional and technical knowledge of highly specialized applications and operational environments. Possesses experience in analyzing and solving complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and implementation phases.	8 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.
Business Subject Matter Expert 1	Possesses functional and technical knowledge of highly specialized applications and operational environments. Possesses relevant experience in analyzing and solving moderately complex to complex systems. Identifies problems, analyzes and develops solution with the assistance of senior SME's. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems.	5 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/ relevant professional certification preferred.
COTS Product Specialist	Possesses extensive experience in specialized COTS products. Provides very skilled technical expertise required in configuring and integrating specialized COTS products in complex large scale distributed systems environment.	3 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field, with additional product-specific training.
Application Architect	Works independently designing and developing architecture for new software products or major enhancements to existing systems. May lead a large development team in the design of highly complex software systems. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms. Responsible for project completion.	8 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Advanced degree/ relevant professional certification preferred.
Information Architect	Translates business needs into long-term information architecture solutions. Defines, designs, and builds dimensional databases. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.	8 years	Bachelors Degree in Computer Sciences/Information Systems/ Engineering or related field. Advanced degree/ relevant professional certification preferred.



Labor Category	Description	Minimum Experience	Education
Systems Administrator 2	Responsible for activities related to system administration. Assigns personnel to various projects, directs their activities, and evaluates their work. Ensures long-term requirements of systems operations and administration are included in the overall information systems planning of the organization. Oversees installation, maintenance, configuration, and integrity of computer systems and operating environments. Implements operating system enhancements that will improve the reliability and performance of the system.	8 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
Systems Administrator 1	Under general supervision, responsible for installing, configuring, and maintaining operating system workstations and servers, including web servers, in support of business processing requirements. Performs software installations and upgrades to operating systems and layered software packages. Schedules installations and upgrades and maintains them in accordance with established IT policies and procedures. Monitors and tunes the system to achieve optimum performance levels. Ensures workstation/server data integrity by evaluating, implementing, and managing appropriate software and hardware solutions. Ensures data/media recoverability by implementing a schedule of system backups and database archive operations. Develops and maintains a comprehensive operating system hardware and software configuration database/library of all supporting documentation.	3 years	Bachelors/Associates Degree in Computer Science/Information Systems or related field.
Configuration Manager	Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.	7 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
Information Assurance Specialist 2	Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.	10 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
Information Assurance Specialist 1	Analyzes and defines security requirement for computer systems which may include mainframes, workstations, and personal computers. Designs, develops, engineers, and implements solutions that meet security requirements. Provides integration and implementation of the computer system security solution.	5 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field.



Labor Category	Description	Minimum Experience	Education
Quality Assurance Specialist 2	Carries out procedures to ensure that all information systems, products and services meet organization standards and end-user requirements. Performs and leads tests of software to ensure proper operation and freedom from defects. May create test data for applications. Documents and works to resolve all complex problems. Reports progress on problem resolution to management. Devises improvements to current procedures and develops models of possible future configurations. Acts as information resource about assigned areas to technical writers and other Quality Assurance Analysts. Performs complex workflow analysis and recommends quality improvements.	10 years	Bachelors Degree in Information Systems or related field. Additional relevant professional certification preferred.
Quality Assurance Specialist 1	Assists in the development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.	5 years	Bachelors/Associates Degree in information Systems or related field.
Systems Developer 3	Leads development teams and provides highly skilled expertise in designing, developing, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. Provides subject matter expertise and mentors less experienced software development staff.	10 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
Systems Developer 2	Under general direction, participates as high-level technical expert in design development, coding, testing, and debugging new software or significant enhancements to existing software. Works with technical staff to understand problems with software and develops specifications to resolve them. Resolves customer complaints and responds to suggestions for improvements and enhancements. Participates in the development of software user manuals. May act as team leader on less complex projects. Assists in training less experienced software development staff.	5 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field.
Systems Developer 1	Under general supervision, develops code, tests, and debugs new software or enhancements to existing software. Has good understanding of business applications. Works with technical staff to understand problems with software and resolve them. Resolves customer complaints with software and responds to suggestions for improvements and enhancements. May assist in development of software user manuals.	2 years	Bachelors/Associates Degree in Computer Science/Information Systems or related field.



Labor Category	Description	Minimum Experience	Education
Systems Engineer 2	Formulates and defines specifications for complex operating software programming applications or modifies/maintains complex existing applications using engineering releases and utilities from the manufacturer. Designs, codes, tests, debugs, and documents programs. Responsible for applications dealing with the overall operating system, such as sophisticated file maintenance routines, large telecommunications networks, computer accounting, and advanced mathematical/scientific software packages. Competent to work at this highest technical level on all phases of software systems programming applications. May have responsibility for the evaluation of new and existing software products. May assist other systems programmers to effectively utilize the system's technical software.	6 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
Systems Engineer 1	Performs a variety of systems engineering tasks and activities that are broad in nature and are concerned with major systems design, integration, and implementation, including personnel, hardware, software, budgetary, and support facilities and/or equipment. Provides quality assurance review and the evaluation of new and existing software products.	3 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field.
Business/Systems Analyst 2	Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Guides and advises less-experienced Business Systems Analysts. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.	5 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field.
Business/Systems Analyst 1	Under general supervision, formulates and defines systems scope and objectives through research and fact-finding combined with an understanding of applicable business systems and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less- experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.	2 years	Bachelors/Associates Degree in Computer Science/Information Systems or related field.



Labor Category	Description	Minimum Experience	Education
Test Engineer	Subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.	8 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Additional technical training preferred.
Technical Writer	Writes a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Coordinates the display of graphics and the production of the document.	5 years	Bachelors/Associates Degree in Computer Science/Information Systems or related field.
Product Manager	Lead one or more multi-disciplinary agile delivery teams to deliver excellent new products and/or iterations to existing products to meet user needs. Gather user requirements based on a communicable understanding of diverse audience groups. Define and get stakeholder buy-in for product definition and delivery approach Create effective, prioritized product descriptions, and delivery plans to meet user needs in a cost-effective way. Interpret user research in order to make the correct product decisions, noting that users do not always know what they want. Continually keep abreast of changes to user habits, preferences, and behaviors across various digital platforms and their implications for successful delivery of government digital services. Underpin the delivery and iteration of digital services through effective analysis of qualitative and quantitative user data. Communicate credibly with a wide range of digital delivery disciplines and talent	9 years	Bachelors Degree
Technical Architect	Architecting the overall system, by using prototyping and proof of concepts, which may include: modern programming languages (e.g., Ruby, Python, Node.js) and web frameworks (e.g., Django, Rails), modern front-end web programming techniques (e.g., HTML5, CSS3, RESTfulAPIs) and frameworks (e.g., Twitter Bootstrap, jQuery), relational databases (e.g., PostgreSQL), and “NoSQL” databases (e.g., Cassandra, MongoDB), automated configuration management (e.g., Chef, Puppet, Ansible, Salt), continuous integration/deployment, and continuous monitoring solutions. Use of version control systems, specifically Git and GitHub. Ensuring strategic alignment of technical design and architecture to meet business growth and direction, and stay on top of emerging technologies. Decomposing business and system architecture to support clean-interface multi-team development. Developing product roadmaps, backlogs, and measurable success criteria, and writing user stories (i.e., can establish a path to delivery for breaking down stories). Clearly communicates and works with stakeholders at every level	8 years	Bachelors



Labor Category	Description	Minimum Experience	Education
Interaction Designer / User Researcher / Usability Tester	<p>Conduct stakeholder interviews, user requirements analysis, task analysis, conceptual modeling, information architecture, interaction design, and usability testing. Design and specify user interfaces and information architecture. Lead participatory and iterative design activities, including observational studies, customer interviews, usability testing, and other forms of requirements discovery. Produce user requirements specifications &amp; experience goals, personas, storyboards, scenarios, flowcharts, design prototypes, and design specifications. Effectively communicate research findings, conceptual ideas, detailed design, and design rationale and goals both verbally and visually. Plan and facilitate collaborative critiques and analysis &amp; synthesis working sessions. Work closely with visual designers and development teams to ensure that customer goals are met and design specifications are delivered upon. Designs and develops primarily internet/web pages and applications. Develops proof-of-concepts and prototypes of easy-to-navigate user interfaces (UIs) that consists of web pages with graphics, icons, and color schemes that are visually appealing. Researches user needs as well as potential system enhancements. Has familiarity to, or may actually: code, test, debug documents, and implement web applications using a variety of platforms. Planning, recruiting, and facilitating the usability testing of a system. Analyzing and synthesizing the results of usability testing in order to provide recommendations for change to a system. May create such artifacts as Usability Testing Plan, Testing Scripts, and Usability Testing Report.</p>	5 years	Bachelors
Visual Designer	<p>The Visual Designer starts with a deep understanding of the goals of customers and the business so that they can create experiences that delight. Visual Designers will be well-versed in all aspects of current visual design standards and trends and will be responsible for managing project design reviews, resource planning, and execution for all project work related to visual design. Oversees all visual design efforts. Guides, mentors, and coaches team members while leading projects to successful Completion. Develops and maintains relationships with key peers in Marketing, Branding, UX leaders, IT leaders, and others to identify and plan creative solutions. Manages external service resources and budgets for visual design. Ensures successful completion of all work executed by the team (on time, on budget, and ensuring quality). Ensures compliance with the project management methodologies and the Project Management Office processes and standards. Develops, maintains, and ensures compliance of application release management, outage management and change control processes and standards. Defines, creates, communicates, and manages resource plans and other required project documentation such as style guides and provides updates as necessary.</p>	4 years	Bachelors



Labor Category	Description	Minimum Experience	Education
<p>Writer / Content Designer / Content Strategist</p>	<p>Improves content creation efforts by helping to lead the research &amp; development of interactive and experiential storytelling for projects. Advise how to improve the ongoing iteration of content models. Collaborate with designers and other content strategists to improve how the effectiveness of digital, print, and other content is measured. Develop and maintain appropriate voice for produced content. Advise how to streamline content production and management solutions and processes, based on user research. Assign, edit, and produce content for products, services, and various projects. Plan and facilitate content strategy workshops and brainstorming sessions on developing content and content services (including API development). Collaborate closely with developers and designers to create, test, and deploy effective content marketing experiences using the Agile method of software development. Offer educated recommendations on how to deliver a consistent, sustainable and standards-driven execution of content strategy across products, services, and projects. Collaborate with content managers, writers, information architects, interaction designers, developers, and content creators of all types. Participate, as needed, on an Agile software development scrum teams</p>	<p>4 years</p>	<p>Bachelors</p>
<p>Frontend Web Developer</p>	<p>Frontend web development using modern techniques and frameworks (e.g., HTML5, CSS3, CSS frameworks like LESS and SASS, Responsive Design, Bourbon, Twitter Bootstrap). JavaScript development using modern standards, including strict mode compliance, modularization techniques and tools, and frameworks and libraries (e.g., jQuery, MV* frameworks such as Backbone.js and Ember.js, D3). Consuming RESTful APIs. Using and working in team environments that use agile methodologies (e.g., Scrum, Lean). Use of version control systems, specifically Git and GitHub. Ensuring Section 508 Compliance. Quickly researching and learning new programming tools and techniques. Using and working with open source solutions and community. Creating web layouts from static images. Creating views and templates in full-stack frameworks like Rails, Express, or Django.</p>	<p>4 years</p>	<p>Bachelors</p>
<p>Backend Web Developer</p>	<p>Web development using open-source web programming languages (e.g., Ruby, Python) and frameworks (e.g., Django, Rails). Developing and consuming web-based, RESTful APIs. Using and working in team environments that use agile methodologies (e.g., Scrum, Lean). Authoring developer-friendly documentation (e.g., API documentation, deployment operations). Test-driven development. Use of version control systems, specifically Git and GitHub. Quickly researching and learning new programming tools and techniques. Relational and non-relational database systems. Scalable search technology (e.g. Elasticsearch, Solr). Handling large data sets and scaling their handling and storage. Using and working with open source solutions and community. Communicating technical concepts to a non-technical audience.</p>	<p>4 years</p>	<p>Bachelors</p>





Labor Category	Description	Minimum Experience	Education
DevOps Engineer	Deploying and configuring services using infrastructure as a service providers (e.g., Amazon Web Services, Microsoft Azure, Google Compute Engine, RackSpace/OpenStack). Configuring and managing Linux-based servers to serve a dynamic website. Debugging cluster-based computing architectures. Using scripting or basic programming skills to solve problems. Installation and management of open source monitoring tools. Configuration management tools (e.g., Puppet, Chef, Ansible, Salt). Architecture for continuous integration and deployment, and continuous monitoring. Containerization technologies (e.g., LXC, Docker, Rocket).	7 years	Bachelors
Security Engineer	Performing security audits, risk analysis, application-level vulnerability testing, and security code reviews. Develop and implement technical solutions to help mitigate security vulnerabilities. Conduct research to identify new attack vectors.	10 years	Bachelors
Delivery Manager	Deliver projects and products using the appropriate agile project management methodology, learning & iterating frequently. Work with the Product Manager to define the roadmap for any given product and translate this into user stories. Lead the collaborative, dynamic planning process -- prioritizing the work that needs to be done against the capacity and capability of the team. Matrix-managing a multi-disciplinary team. Ensure all products are built to an appropriate level of quality for the stage (alpha/beta/production). Actively and openly share knowledge of best practices	8 years	Bachelors
Agile Coach	Embed an agile culture using techniques from a wide range or agile and lean methodologies and frameworks, but be methodology agnostic. Help to create an open and trust-based environment, which enables a focus on delivery and facilitates continuous improvement. Assess the culture of a team or organization and delivery processes in place to identify improvements and facilitate these improvements with the right type of support. Showcase relevant tools and techniques such as coaching, advising, workshops, and mentoring. Engage with stakeholders at all levels of the organization. Develop clear lines of escalation, in agreement with senior managers. Ensure any stakeholder can easily find out an accurate and current project or program status, without disruption to delivery. Work effectively with other suppliers and agencies. Apply best tools and techniques to: team roles, behaviors, structure and culture, agile ceremonies and practices, knowledge transfer and sharing, program management, cross-team coordination, and overall governance of digital service delivery. Ensure key metrics and requirements that support the team and delivery are well defined and maintained. Equip staff with the ability to coach others. If organization level, executive coaching on the fundamental considerations of digital service delivery design	6 years	Bachelors



Labor Category	Description	Minimum Experience	Education
Business Analyst	Support agencies by analyzing propositions and assessing decision-making factors such as strategic alignment, cost/benefit, and risk. Work closely with the Product Manager to define a product approach to meet the specified user need. Define skill requirements and map internal, agency, and external (partners/specialist contractors) resources. Work with the owning agency to ensure they have the budget to cover the proposed approach and resource requirements during delivery and analyze what provision they have for on going running costs. Analyze and map the risks of this product approach and propose mitigation solutions. Define how the predicted user and financial benefit can be realized, and how channel shift will be measured. Make a recommendation for action against the analysis done	5 years	Bachelors
Digital Performance Analyst	Support the Product Manager to make sure their service meets performance requirements. Communicate service performance against key indicators to internal and external stakeholders. Ensure high-quality analysis of agency transaction data. Support the procurement of the necessary digital platforms to support automated and real- time collection and presentation of data. Share examples of best practice in digital performance management across government. Identify delivery obstacles to improving transactional performance in agencies and working with teams to overcome those obstacles.	4 years	Bachelors
Health Business Analyst	Senior Health IT professional with experience conducting quantitative and qualitative analyses of business and clinical benefits achieved or missed through major IT acquisitions investments across an organization. Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable Health IT business systems and industry requirements. Experience supporting the evaluation of Health IT solutions, and ability to determine opportunities for business process improvements and drafting modifications to technical requirements. Ability to measure different types of usage and related best practices of Health IT technologies; makes recommendations to improve and/or standardize workflows; and Identifying best practices. Devises or modifies procedures to solve complex Health IT problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of Health Domain business and user needs, documentation of requirements, and translation into proper system requirement specifications.	2 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/ Relevant professional certification preferred.



OCTO CONSULTING GROUP, INC.  
HEALTH IT SERVICES LABOR CATEGORY DESCRIPTIONS  
SPECIAL ITEM NUMBER 132-56

Labor Category	Description	Min Experience	Education
Safety and Health Regulatory Analyst	Health business specialists with experience conducting evaluations and inspections of workplaces for safety and health violations. 5+ years of experience supporting inspections in hazardous industries, which were often triggered by multiple hospitalizations, worker complaints. Formulates and defines systems scope and objectives based on both user needs and a good understanding of applicable health and safety business systems and occupational safety and health industry requirements. Devises or modifies procedures to solve complex problems in industrial health considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of health and safety requirements, and translation into proper system requirement specifications. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.	5 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field.
HIPAA / Privacy Analyst	Responsible for all ongoing activities related to the availability, integrity and confidentiality of patient, provider, employee, and business information in compliance with the healthcare organization's privacy and security policies and procedures, federal and state regulations and laws. Possesses functional and technical knowledge of highly specialized Health IT applications and operational environments. Possesses experience in analyzing and solving complex problems that need extensive knowledge of Health subject matter for effective implementation. Possesses relevant experience in analyzing and solving moderately complex to complex privacy issues with Health IT systems. Identifies privacy and PII problems, analyzes and develops solution with the assistance of senior SME's. Performs initial and periodic information privacy risk assessments and coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems. Maintains current knowledge of applicable federal and state privacy laws and accreditation standards, and monitors advancements in information privacy technologies to ensure organizational adaptation and compliance.	5 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/ Relevant professional certification preferred.



Labor Category	Description	Min Experience	Education
Clinical Business Analyst	10+ years experience in collecting and managing clinical data and health data for research; working directly with patients to understand their concerns as it relates to sharing of data and participation in clinical research. Possesses extensive functional and technical knowledge of highly specialized Health IT applications and operational environments. Possesses experience in analyzing and solving complex problems that need extensive knowledge of Health subject matter for effective implementation. Experience with working with stakeholders to look into ways to optimize the underlying business process for health and clinical data collection, sharing and analysis, and identify innovative Health IT solutions that help streamline how health professionals manage and shared data. Capable of providing expert advice as needed in all phases of software development with emphasis on the planning, analysis, testing, integration, documentation, and implementation phases of health and clinical data collection systems. Experience working closely with clinical staff - physicians, nurses and statisticians – to enable collaboration and foster creative research discoveries, leverage pooled data from distributed information sources and communicate information more effectively through graphical and interactive means.	10 years	Bachelors Degree in Business/ Management /IT or related field. Advanced degree/
Health Data Analyst	Expertise with health-data standards including, but not limited to, HL7 and other data exchanges. Translates business needs into long-term information architecture solutions for Health IT purpose. Defines, designs, and builds dimensional databases using existing Health IT data standards. Responsible for developing data warehousing blueprints, evaluating hardware and software platforms, and integrating systems. Evaluates reusability of current health data for additional analyses. Conducts data cleaning to rid the system of old, unused, or duplicate data. Reviews object and data models and the metadata repository to structure health data for better management and quicker access. Experience in helping global health or research organizations adopt HL7 and data sharing standards; Experience with the latest health-data exchanges so that health-information / clinical research could be shared across health institutions, while protecting patient data; Experience with information sharing technologies that can be used to advance collaboration on research.	8 years	Bachelors Degree in Computer Sciences/Information Systems/ Engineering or related field. Advanced degree/relevant professional certification preferred.
Health IT Architect	Works independently designing and developing architecture for new Health IT software products or major enhancements to existing Health IT and clinical systems. May lead a large development team in the design of highly complex software systems that is automating clinical or health-delivery business processes, or processing of clinical / health data. Acts as highest-level technical expert, addressing problems of systems integration, compatibility, and multiple platforms and supervises other healthcare architects and team members.	8 years	Bachelors Degree in Computer Science/Information Systems/ Engineering or related field. Advanced degree/ relevant professional certification preferred.

DEGREE MAY BE SUBSTITUTED AS FOLLOWS:

ASSOCIATE DEGREE = 2 YEARS EXPERIENCE

BACHELOR DEGREE = 4 YEARS EXPERIENCE

MASTERS DEGREE = 6 YEARS EXPERIENCE

PHD = 8 YEARS EXPERIENCE

EDUCATION MAY BE SUBSTITUTED AS FOLLOWS:

2 YEARS EXPERIENCE = ASSOCIATE DEGREE

4 YEARS EXPERIENCE = BACHELOR DEGREE

6 YEARS EXPERIENCE = MASTERS DEGREE

8 YEARS EXPERIENCE = PHD



**OCTO CONSULTING GROUP, INC.  
IT SERVICES GSA AUTHORIZED PRICELIST  
SPECIAL ITEM NUMBER 132-51**

Labor Category	02/01/15 – 01/31/16	02/01/16 – 01/31/17	02/01/17 – 01/31/18	02/01/18 – 01/31/19	02/01/19 – 01/31/20
Project Manager 3	\$238.75	\$244.24	\$249.86	\$255.60	\$261.48
Project Manager 2	\$193.28	\$197.72	\$202.27	\$206.92	\$211.68
Project Manager 1	\$147.79	\$151.19	\$154.67	\$158.23	\$161.87
IT Subject Matter Expert 3	\$244.44	\$250.06	\$255.81	\$261.69	\$267.71
IT Subject Matter Expert 2	\$204.64	\$209.35	\$214.16	\$219.09	\$224.13
IT Subject Matter Expert 1	\$170.53	\$174.46	\$178.47	\$182.57	\$186.77
Business Subject Matter Expert 3	\$221.69	\$226.79	\$232.01	\$237.35	\$242.80
Business Subject Matter Expert 2	\$181.90	\$186.08	\$190.36	\$194.74	\$199.22
Business Subject Matter Expert 1	\$159.17	\$162.83	\$166.57	\$170.41	\$174.33
COTS Product Specialist	\$284.22	\$290.76	\$297.44	\$304.29	\$311.28
Application Architect	\$153.48	\$157.01	\$160.62	\$164.32	\$168.10
Information Architect	\$147.79	\$151.19	\$154.67	\$158.23	\$161.87
Systems Administrator 2	\$125.06	\$127.94	\$130.88	\$133.89	\$136.97
Systems Administrator 1	\$102.32	\$104.67	\$107.08	\$109.54	\$112.06
Network Administrator	\$113.69	\$116.30	\$118.98	\$121.71	\$124.51
Database Administrator	\$119.37	\$122.12	\$124.93	\$127.80	\$130.74
Configuration Manager	\$159.17	\$162.83	\$166.57	\$170.41	\$174.33
Information Assurance Specialist 2	\$170.53	\$174.46	\$178.47	\$182.57	\$186.77
Information Assurance Specialist 1	\$125.06	\$127.94	\$130.88	\$133.89	\$136.97
Quality Assurance Specialist 2	\$164.85	\$168.64	\$172.52	\$176.48	\$180.54
Quality Assurance Specialist 1	\$102.32	\$104.67	\$107.08	\$109.54	\$112.06
Systems Developer 3	\$136.43	\$139.57	\$142.78	\$146.06	\$149.42
Systems Developer 2	\$125.06	\$127.94	\$130.88	\$133.89	\$136.97
Systems Developer 1	\$73.90	\$75.60	\$77.34	\$79.12	\$80.94
Systems Engineer 2	\$142.12	\$145.38	\$148.73	\$152.15	\$155.65
Systems Engineer 1	\$90.95	\$93.05	\$95.19	\$97.38	\$99.62
Business/Systems Analyst 2	\$136.43	\$139.57	\$142.78	\$146.06	\$149.42
Business/Systems Analyst 1	\$102.32	\$104.67	\$107.08	\$109.54	\$112.06
Test Engineer	\$142.12	\$145.38	\$148.73	\$152.15	\$155.65
Technical Writer	\$113.69	\$116.30	\$118.98	\$121.71	\$124.51
Product Manager	\$235.33	\$240.74	\$246.28	\$251.95	\$257.74
Technical Architect	\$202.06	\$206.71	\$211.46	\$216.33	\$221.30
Interaction Designer/ User Researcher/ Usability Tester	\$168.38	\$172.26	\$176.22	\$180.27	\$184.42
Writer/ Content Designer/ Content Strategist	\$148.48	\$151.89	\$155.39	\$158.96	\$162.62
Visual Designer	\$152.88	\$156.40	\$160.00	\$163.68	\$167.44
Frontend Web Developer	\$158.92	\$162.58	\$166.32	\$170.14	\$174.06
Backend Web Developer	\$153.20	\$156.72	\$160.32	\$164.01	\$167.78
DevOps Engineer	\$157.17	\$160.78	\$164.48	\$168.26	\$172.13
Security Engineer	\$164.95	\$168.74	\$172.62	\$176.59	\$180.65
Delivery Manager	\$190.85	\$195.24	\$199.73	\$204.32	\$209.02
Agile Coach	\$190.53	\$194.91	\$199.39	\$203.98	\$208.67
Business Analyst	\$156.71	\$160.31	\$164.00	\$167.77	\$171.63
Digital Performance Analyst	\$150.03	\$153.48	\$157.01	\$160.62	\$164.31

**OCTO CONSULTING GROUP, INC.  
HEALTH IT SERVICES GSA AUTHORIZED PRICELIST  
SPECIAL ITEM NUMBER 132-56**

Labor Category	08/25/16 – 01/31/17	02/01/17 – 01/31/18	02/01/18 – 01/31/19	02/01/19 – 01/31/20
Health Business Analyst	\$104.67	\$107.08	\$109.54	\$112.06
Safety and Health Regulatory Analyst	\$139.57	\$142.78	\$146.06	\$149.42
HIPAA / Privacy Analyst	\$162.83	\$166.57	\$170.41	\$174.33
Clinical Business Analyst	\$226.79	\$232.01	\$237.35	\$242.80
Health Data Analyst	\$151.19	\$154.67	\$158.23	\$161.87
Health IT Architect	\$157.01	\$160.62	\$164.32	\$168.10

**OCTO CONSULTING GROUP, INC.  
ELECTRONIC COMMERCE AND SUBSCRIPTION SERVICES GSA AUTHORIZED PRICELIST  
SPECIAL ITEM NUMBER 132-56**

MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	QUANTITY/VOLUME DISCOUNT	WARRANTY
Source.Select-Small-SetUp	Source.Select	Initial Setup Fee. Storage Capacity: Up to 25GB, Offeror Portal: Yes, Evaluation Portal Yes, Help Desk: Email Only, Maintenance: Yes, Max # of Solicitations: 1.	One Time Set up fee	\$9,874.06	None	SCW
Source.Select-Small-Sub-10Users	Source.Select	User License - 10 users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month	\$10,851.59	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW
Source.Select-Small-Sub-11-25Users	Source.Select	Additional User Licenses - 11 - 25 users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month, Per User	\$1,085.16	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW
Source.Select-Small-Sub-11-26+Users	Source.Select	Additional User Licenses - 26 or more users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month, Per User	\$1,085.16	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW
Source.Select-Medium-SetUp	Source.Select	Initial Setup Fee. Storage Capacity: Up to 200GB, Offeror Portal: Yes, Evaluation Portal Yes, Help Desk: Email Only, Maintenance: Yes, Max # of Solicitations: 1.	One Time Set up fee	\$14,811.08	None	SCW
Source.Select-Medium-Sub-10Users	Source.Select	User License - 10 users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month	\$12,826.40	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW



MFR PART NO	PRODUCT NAME	PRODUCT DESCRIPTION	UOI	GSA PRICE	QUANTITY/VOLUME DISCOUNT	WARRANTY
Source.Select-Medium-Sub-11-25Users	Source.Select	Additional User Licenses - 11 - 25 users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month, Per User	\$1,282.64	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW
Source.Select-Medium-Sub-11-26+Users	Source.Select	Additional User Licenses - 26 or more users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month, Per User	\$1,282.64	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW
Source.Select-Large-SetUp	Source.Select	Initial Setup Fee. Storage Capacity: Up to 500 GB, Offeror Portal: Yes, Evaluation Portal Yes, Help Desk: Email and Phone (Phone during the last 72 Hours only), Maintenance: Yes, Max # of Solicitations: 1.	One Time Set up fee	\$24,685.14	None	SCW
Source.Select-Large-Sub-10Users	Source.Select	User License - 10 users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month	\$14,801.21	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW
Source.Select-Large-Sub-11-25Users	Source.Select	Additional User Licenses - 11 - 25 users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month, Per User	\$1,480.12	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW
Source.Select-Large-Sub-11-26+Users	Source.Select	Additional User Licenses - 26 or more users. Minimum Purchase of 6 Months and 10 User subscriptions.	Subscription Fee, Per Month, Per User	\$1,480.12	10 users, no discount 11 – 25 users, 10% discount on each license starting at user 11 26 users and above, 15% discount on each license starting at user 26	SCW