

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 35

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/07/2019		2. CONTRACT NO. (If any) 693JJ319A000020		6. SHIP TO:	
3. ORDER NO.		4. REQUISITION/REFERENCE NO. WC2019S80CIOK0205		a. NAME OF CONSIGNEE Indicated on call	
5. ISSUING OFFICE (Address correspondence to) Federal Highway Administration OFC OF ACQUISITION AND GRANTS MGMT 1200 NEW JERSEY AVE, SE Washington DC 20590				b. STREET ADDRESS	
7. TO: FHWA WASHINGTON		f. SHIP VIA		8. TYPE OF ORDER	
a. NAME OF CONTRACTOR TCG INC		b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY REFERENCE YOUR: Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 7348 GEORGIA AVE NW		c. CITY WASHINGTON		e. STATE DC	
d. CITY WASHINGTON		e. STATE DC		f. ZIP CODE 20012-1720	
9. ACCOUNTING AND APPROPRIATION DATA Indicated on call				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Indicated on call	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS Indicated on call	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	GSA Contract #: GS35F069GA DUNS Number: 942134602 The contractor shall provide software engineering solution services for the Department of Transportation (USDOT). Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME Indicated on call						\$0.00
	b. STREET ADDRESS (or P.O. Box)						\$0.00
c. CITY		d. STATE		e. ZIP CODE			

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)
Sarah Berman
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO. 693JJ319A000020	ORDER NO.
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Ordering Period of Performance: May 7, 2019 through May 6, 2024 BPA Estimated Value Amount: \$280,000,000 In accordance with the terms and conditions contained in this BPA, the Contractor shall perform tasks as described in the Statement of Work incorporated in the award and individual calls issued against the BPA. IT Related Pur: YES Period of Performance: 05/07/2019 to 05/06/2024					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

U.S. Department of Transportation “Software Engineering Support”

1. OVERVIEW

This is a non-personal services blanket purchase agreement (BPA) for Information Technology (IT) Application Software Engineering Support for the Office of the Secretary (OST), Operating Administrations (OAs), and designated offices within the U.S. Department of Transportation (DOT), exclusive of the Federal Aviation Administration (FAA). This is a multi-award BPA with multiple orders supporting software maintenance and software development for OST and the OAs.

2. PERIOD OF PERFORMANCE

The period of performance of this BPA (for the purpose of placing orders) is five (5) years from the effective date of the agreement. Orders may be placed up to the final day of the agreement period of performance provided that the order can be completed in accordance with FAR 8.405-3(d). There are no option periods under the agreement. Options may be used for order performance.

3. SCHEDULE OF RATES

Fully burdened ceiling hourly rates for this agreement are provided in Attachment 1. The rates are applicable for years one through six as shown. Rates applicable during the year when the order is issued will remain in effect until 12 months after the order award date before escalating to the next year's rates.

4. BACKGROUND & SCOPE

The scope of this department-wide BPA encompasses a suite of approximately one hundred thirty (~130) active applications and new application development needs across a wide range of technology stacks. To more rapidly deliver value to stakeholders, the DOT is transitioning from a Waterfall development lifecycle based organization to an iterative development organization. The iterative processes may include Agile/scrum, Lean, Kanban, Extreme Programming (XP) and DevOps. Many OAs currently use specific iterative practices in the development or maintenance of their applications.

This BPA will also support the Department's digital transformation program, *DestinationsDIGITAL*. *DestinationsDIGITAL* is shifting the Department's technology deployment away from OA-specific point solutions that rely on custom software development with the goal to leverage a much broader array of shared services and a narrower set of technology stacks to meet mission needs. These shared services include commercially-available, Federal Information Technology Systems Security Requirement (FedRAMP) certified cloud services, a set of low-code development platforms, a suite of centrally-provided enterprise IT shared services and common suite of cyber security tools and services. Over time, the vision of *DestinationsDIGITAL* is to rationalize DOT's IT portfolio, resulting in fewer technology

solutions to meet mission needs, thereby maximizing the value delivered by IT spend and reducing our cyber-attack plane.

The BPA Holder shall have proven expertise in Agile Transformation to adapt best practices and Agile concepts and include, but is not limited to, the following core methodologies: DevOps, Agile, User-Centered Design, Scrum, Kanban and Scrumban. The BPA Holder shall have demonstrated success in moving customer organization from a Waterfall environment to an iterative software development environment.

Additionally, the BPA Holder shall abide DOT's Enterprise Program Management Review (EPMR) practices and procedures while conducting all types of project management activities (Waterfall and Agile). The BPA Holder shall ensure that all application software is properly maintained, developed, and performs in accordance with all applicable DOT IT policies and supporting operational guidance.

The BPA Holder is responsible for all layers of application development, including patching of middleware and its configuration. IT infrastructure is not included in this scope, but will be covered by a separate Enterprise IT Support Services (EITSS) contract vehicle for these services. Additional services provided through the Integrated Program Support Services 2 (IPSS2) contract are also not in the scope of this BPA.

For application developmental efforts that follow either Waterfall or Agile development methodology, the BPA Holder shall apply the practices, procedures and deliverables defined in EPMR throughout the life cycle of application.

The DOT ordering offices include:

- Federal Transit Administration (FTA)
- Federal Highway Administration (FHWA)
- National Highway Traffic Safety Administration (NHTSA)
- Federal Motor Carrier Safety Administration (FMCSA)
- Office of the Secretary of Transportation (OST)
- Federal Railroad Administration (FRA)
- Maritime Administration (MARAD)
- Office of Inspector General (OIG)
- Pipeline & Hazardous Materials Safety Administration (PHMSA)
- OST - Research & Technology (OST-R)
- Volpe National Transportation Systems Center (Volpe)
- Saint Lawrence Seaway Development Corporation (SLSDC)

5. OBJECTIVE

The objective of this BPA is to provide software engineering support services to the Department of Transportation (DOT), exclusive of FAA. The BPA Holder shall support all DOT and OA software development and maintenance needs.

Objectives of the BPA are to support both existing applications and new applications development. Support includes, but is not limited to:

- Integration of the Project Management Institute's (PMI) Risk Management framework as a part of their development methodology.
- Waterfall and incremental delivery software development methodologies, as well as transitioning from one methodology to another.
- Properly maintained and developed application software that performs in accordance with requirements, standards, procedures, etc.
- Development Activity – this is the environment in which the software developers exclusively develop their software and applicable changes prior to OA testing.
- Test Activity – this is the environment in which the OA Project Managers and Stakeholders review, test, and approve the BPA Holder's software changes prior to production implementation. This may include test-driven development.
- Maintenance Activity – this is a non-operational replication of the production environment in which the software developers debug and duplicate production problems. Incorporation of best practices and incremental delivery concepts with proven expertise to include the following core methodologies: DevOps, Agile, SWEBOK, User-Centered Design, Scrum, Kanban and Scrumban.

These high-quality services mean that DOT employees and other customers will continue to view our applications as usable, available, reliable, consistent, and up-to-date.

6. SOFTWARE ENGINEERING SOLUTIONS SERVICES (SESS) CROSS-OVER EXCEPTIONS

BPA Holders will generally be tasked with the development, support, and maintenance of software (open-source, or Government) as defined within the individual orders. This software can include the incorporation of commercial software and may include application development on “low code development platforms.” This work is often bounded, but will at times interact with other non-SESS DOT contractor(s), accomplishing tasks under new or existing DOT or OA contracts for Cybersecurity, DOT.GOV content management, and infrastructure support (on-premise, remote, or cloud-based).

Though generally the work is bounded and separate, when work is expected to cross boundaries the Government's Contracting Officer's Representatives (COR) or Call/Order Contracting Officer's Representative (TOCOR) for the impacted BPAs will make the necessary technical decisions to delineate the applicable interface boundaries and work assignments where standard operating procedures are not defined. As a condition of the BPA, BPA Holders agree to proactive and positive cooperation in supporting the Government's requirements and direction as related to the contractual touch points mentioned above.

7. DETAILED REQUIREMENTS

The BPA Holder shall perform in accordance with issued BPA orders. The BPA Holder shall be able to perform the order requirements in **all** the following areas that represent the type of work that may be required under the scope of this BPA:

7.1 PROJECT MANAGEMENT

7.1.1 SESS Program Management

The BPA Holder shall provide a primary point-of-contact to lead the BPA engagement, which may consist of one to many orders, and in turn, applications. The SESS order Program Manager (PM) is responsible for all program management activities for their company. This includes consolidating the weekly status reports, integrated project schedules, the monthly status reports and all financial and forecasting reports.

The BPA Holder shall perform the necessary management and administration functions required for effective BPA and call order performance. The BPA Holder shall provide effective leadership, planning, management, quality control, direction, and supervision of work activities and personnel needed for effective performance. Required activities include, but are not limited to, technical leadership, project management, financial and administrative management, and rapid staff recruitment and deployment.

7.1.2 Technical Leadership and Staffing

The BPA Holder shall provide BPA-level guidance and oversight and add technical value and leadership to projects, ensuring excellence in all work performed in support of the DOT. The BPA Holder shall demonstrate an understanding of the nature of the DOT's project staffing requirements to abide by the standards defined in the EPMR and ensure that all DOT requirements are met with appropriately skilled professionals.

The BPA Holder shall manage its workforce so that it is flexible enough to respond to changing call order requirements with minimal downtime. The BPA Holder shall provide a strong IT capability and have proven experience with the management of large projects to support the DOT, other federal agencies or large commercial entities, and establish effective communication mechanisms to define and document the DOT's technical projects' requirements. The BPA Holder shall collaborate with DOT in identifying emerging technologies and methodologies applicable to work performed and fulfill such other organizational development and subcontracting administration functions necessary to maintain a highly qualified and motivated workforce to support the DOT.

7.1.3 Task Order Management

The BPA Holder shall provide sound project planning and management capabilities and establish processes for coordinating the activities and results across multi-disciplinary teams.

The BPA Holder shall manage and utilize a project oversight system capable of tracking and reporting of value creation. The BPA Holder shall provide accurate tracking, reporting, and visibility into the scope, costs, schedule, deliverables, and resources supporting projects. The BPA Holder shall be responsible for assuring project goals are met on time, within budget, and with high quality deliverables. The BPA Holder shall maintain documented standards for tracking quality, definition of measures, and quality control procedures and shall establish policies to maintain effective configuration management control of projects.

Under this area, selected management approaches and control mechanisms must be tailored to ensure compliance to all applicable DOT IT policies and operational guidance, while producing

the data and/or deliverables required by the EPMR. The chosen management approach must establish a framework for coordinating the activities and results of multi-disciplinary teams. Support is required to: (1) institutionalize the project management process; (2) implement adequate measures of performance; and (3) execute continuous improvements.

Support may also be required in the establishment, development, and implementation of strategies and methods to plan and monitor project and task execution, in accordance with the EPMR framework. Support may be required in the development of project management artifacts that satisfy the data and deliverables required in the EPMR. The specific types of data and deliverables will depend on the project methodology used in the development process and are fully defined in the EPMR framework and applicable DOT IT policies.

Skills may be required to help organizations define, initiate, and manage individual projects consistent with strategic information systems architecture planning. Such projects may involve detailed definition of new/revised systems (including process change and technology alternatives) as well as minimum critical requirements, systems performance analyses, deployment strategies, risk identification, and mitigation analyses. An essential result of this phase is the decision whether to proceed with the implementation of technology and/or work system changes and preparing a plan for executing these changes. The BPA Holder shall provide a primary point-of-contact to lead each Application Project Management task and/or order.

In addition to closely working with other technical contractors, documents and information may be required by an independent Project Management contract to perform an independent quality review of the projects' health.

7.1.4 Financial and Administrative Management

The BPA Holder shall provide administrative support essential to meet overall BPA and call order requirements. These services include, but are not limited to, managing travel and teleworking arrangements, continuity of operations planning, asset management, IT security, storage and retrieval of classified or sensitive material, and security clearances. The BPA Holder shall, as applicable under call orders, provide IT security and administrative support essential to meet project requirements and ensure compliance with Federal and DOT policies, including Federal Desktop Core Configuration (FDCC), NIST, FISMA, the Chief Information Officer's CIO Policies (CIOP), and DOT IT policies. The BPA Holder shall provide a strong financial management capability to oversee the administration and management of contract costs. This includes managing all contract costs in accordance with the Technology Business Management (TBM) framework. This framework consists of planning and tracking all IT costs through two different lenses: IT cost pools and IT Towers. The BPA Holder shall track contract costs, including subcontractor costs and Other Direct Costs (ODC); provide data and methodologies for estimating costs; and satisfy other financial requirements set forth in individual call orders.

7.2 SYSTEM DEVELOPMENT METHODOLOGY

The BPA Holder shall comply with the DOT's EPMR. The EPMR framework is the DOT's standard IT investment management methodology for ensuring DOT investments achieve consistently successful outcomes that maximize alignment with business needs and meet approved cost, schedule, and performance milestones.

The EPMR framework promotes an integrated management oversight and life cycle review methodology that includes DOT stakeholder communities responsible for initiating, reviewing, approving, and monitoring DOT IT investments. In addition, it provides standard, executable investment management processes, activities, and templates that facilitate the efficient and effective procurement and management of IT investments.

The BPA Holder shall apply the EPMR for all software development activities, in conjunction with all DOT IT policies, which include but are not limited to: IT Management, Enterprise Architecture, Investment Management Guidance, Cybersecurity, Privacy, and Records Management, and Electronic Information and Accessibility.

7.2.1 Documentation

The BPA Holder shall develop and maintain system documentation and/or models throughout all phases of the development process. Documentation requirements (e.g., data, paper, multimedia and/or interactive methods) may include, but are not limited to, CONOPS, requirements analysis, feasibility study/cost-benefit analysis, system/subsystem design specifications, system test and acceptance procedures, lab test procedures, user manuals, malfunction and warning indicators, system administrator-level or operator-level operations and maintenance manuals, configuration control procedures, training manuals, disaster recovery plans, Continuity of Operations Plans (COOP), help desk policies and procedures, and system operation policies and procedures.

7.2.2 Software and Database Maintenance

The BPA Holder shall provide maintenance support for various software applications and databases. Typical activities in this area may include, but are not limited to, systems analysis and programming in response to production/execution failures; management of change requests, testing authorized changes, and implementing changes made to the software; design and implementation of modifications made in response to hardware/software technology upgrades, new operating procedures, operating system changes, or DOT guidelines and/or directives; design and implementation of modifications and/or enhancements made in response to approved functional requirements; performance evaluations to determine potential areas of improvement; and maintenance and upgrades to system and user documentation.

Services required may also include database modeling and design to include concepts of data warehousing, operational data store, and data marts and their use in meeting the business needs. Management and structure design of data intended for use in business intelligence toolsets including, but not limited to, star schema; fact tables; common and standardized structures; and business analysis to support updates to design shall also be required.

7.2.3 Configuration Management and Quality Assurance

The BPA Holder shall perform system and software configuration management and software product evaluation for quality assurance. The system/software configuration control support may include accounting, audits, and tracking of all the products throughout the life cycle.

Typical activities in this area may include, but are not limited to, providing a configuration identity scheme for each unique hardware/software project; tracking project-unique hardware/software configurations (e.g., computer files, electronic media, documents, software code); establishing and implementing configuration control procedures for access and tracking of

change requests, implemented changes, and version control; preparing and maintaining records of the configuration status of items under configuration control; providing support for configuration audits; establishing and implementing procedures for packaging, storage, handling, and delivery of software products; establishing quality objectives in evaluating hardware/software configurations based on the context of the quality objectives established for each project; and preparing, maintaining, and providing quality assurance records for the life of the project where no standards have been prescribed.

7.2.4 Site Installation

The BPA Holder shall support the IT infrastructure of sponsoring organizations by specifying, configuring, installing, integrating, and testing all required components, and systems; providing training; and furnishing integrated logistics support, both for fixed locations and mobile platforms.

7.2.5 System Deployment and Field Support

The BPA Holder shall support system deployment, operation and maintenance and the orderly transfer of organizational responsibility once system operational capability has been established and accepted. Activities in this area generally are targeted to transferring operations and information about the system to a variety of stakeholders to establish the operational status of the new system. Skill sets in this area may be required to support end-user, operator, and administrator training (e.g., paper or multimedia); data conversion process development and implementation; communication of the operational status of the new system to personnel responsible for interfacing applications and systems; support for system Security Accreditation and Authorization (SA&A); and support for the development of system disaster recovery plans and continuity of operations plans.

The BPA Holder shall provide short-term management and operation of system facilities and users during start-up operations, initial system integration, and/or transitional periods. Configuration management, error correction, special system diagnostic support, performance improvement, and capacity management are examples of activities included in this area for which skill sets may be required. Specialized deployment plans, field support plans, and risk mitigation strategies are developed as part of the overall project plan.

7.2.6 Support Hours

The BPA Holder shall provide varying levels of coverage, ranging from support during “traditional” work hours (7 a.m. to 7 p.m. Eastern Time five days per week) to continuous 24-hours-a-day, seven-days-a-week (24x7) support. Support may be required to staff and manage help desk services for individual software applications. Sub-areas may include, but are not necessarily limited to, the following functions, preventive maintenance schedules and ensuring that preventive maintenance schedules are met.

a. Help Desk Support

The BPA Holder shall support, maintain, manage, and/or administer Tier 3 help desk support for local and remote end-users of facilities and/or systems managed for a sponsor. Services provided shall include, but are not limited to, operating and managing the performance of a help desk to handle calls about problems with computing resources, software applications, databases, and/or systems that require up to continual 24x7

support; using the DOT automated database system for recording, tracking, and reporting problems and subsequent resolutions; providing status reports on help desk activities; integrating and coordinating help desk activities to ensure timely and effective accomplishment of required services; developing, updating, and maintaining policies and procedures for help desk operations in conformance with sponsor documentation standards; providing end-user follow-up on problems to confirm and document problem resolution.

b. Maintenance

Maintenance on all applications shall be consistent with published DOT IT policies, as well as the guidelines and standards defined in the EPMP framework.

The BPA Holder shall utilize the Government-provided software to maintain supported applications. The BPA Holder shall provide recommendations, as appropriate, to enhance the efficiency of the process and related toolsets.

The BPA Holder shall implement application-related changes only during the following maintenance windows:

- Monday through Saturday: 12:00 AM through 7:00 AM (Eastern Time)
- Sunday 12AM-12PM and 9PM-12AM (Eastern Time)
- The Government reserves the right to alter the maintenance window period. Any exceptions to the maintenance windows must be approved by the order's TOCOR.

c. Application Disaster Recovery

The BPA Holder shall maintain and update all existing disaster recovery (DR) plans for each application in conjunction with the Federal DR Coordinator. The BPA Holder shall create an Application DR Plan for any new application that is developed. The BPA Holder shall participate in all DR testing for these respective applications, in coordination with the IT Security Team and create a DR Exercise Report with recommended improvements.

7.2.7 System Hardware/Software Upgrades

As system hardware and software is upgraded, the BPA Holder shall ensure that all applications affected still process properly in accordance with system requirements. The BPA Holder shall perform and test all application modifications that are needed so that the application can be moved to the new environment. Currently, this includes: System Test Plan and Test – Execute the system test plan and document any system failures; Modified Application Software – Modify the application software to correct the system failure; and Retest – Retest the system to ensure the modifications corrected the system failure. The BPA Holder shall update Documentation - Make changes to all affected documentation.

7.2.8 SESS Project Schedule Updates

The BPA Holder shall develop a project schedule for all application development projects. The BPA Holder shall provide a full project schedule for each application project for completing the application analysis, development, testing, and implementation. Project Schedule development is to be based on best practices and standards such as those set by the PMI, resource loaded with

fully burdened rates (if applicable), and should at minimum contain the Baseline Cost and Schedule, Estimated Cost and Schedule, Actual Cost, and Schedule. Project schedule risks should be documented in the submitted Order Status Report in the format and time frame as prescribed in the Order.

7.2.9 Tracking Application Development

As application systems are developed, enhanced, and maintained, the BPA Holder shall provide reoccurring status updates as prescribed in the Order. Additionally, the BPA Holder shall be prepared to hold an in-person status meeting with all team members and/or stakeholders to review the status of all outstanding requests, risks, and on-going work as requested.

7.2.10 Application Implementation

The BPA Holder shall implement approved new, redesigned, or modified applications. The BPA Holder shall develop an Application Software Management ASM Implementation Plan for each application system to include, at a minimum, all implementation activities, dates, responsible parties, and any special resources needed to ensure the smooth installation of the system. The BPA Holder shall include detailed back out procedures in the implementation plan. The BPA Holder shall follow the approved Implementation Plan to implement the application system or system changes and shall prepare an operations manual for each application system. The BPA Holder shall ensure implementation is complete within 5 days after the final user acceptance testing.

The BPA Holder shall utilize or recommend an appropriate Configuration Management tool or shall utilize existing project Configuration Management tools.

Monthly SESS Summary Report

The BPA Holder shall include the following sub-reports as part of the Monthly ASM Summary reporting:

System-Owner-Funded Forecast Report shall include forecasting that details the forthcoming three-month period, utilizing average monthly burn rate projections.

- Funded Actual Hours Report –include actual hours worked, per month, on each application
- Fiscal Year Summary Report –include projected costs for forthcoming months, while detailing current month reported actual costs, as well as actual costs for all previous months.
- Critical Application Reports –include projected costs for all forthcoming months in the Fiscal Year, while detailing current month reported actual costs, as well as actual costs for all previous months. The BPA Holder shall submit a Critical Application Report for each of the three (3) mission-critical applications. The BPA Holder shall ensure that these reports include the percentage of all Contract Leads' time spent on each application.

7.2.11 Trouble Reporting for Outages

The BPA Holder shall avoid system downtime, and immediately notify the Government, via e-mail or telephone, of any production problem(s) affecting applications, including downed servers, interruptions in service, performance degradation, etc. In a proactive manner, this can be

performed in many ways including a periodic “health check” of the application. An initial Trouble Report shall be provided to detail any application related problems and to document the developed and implemented solution, as well as risk mitigation strategy for preventing reoccurrences. The BPA Holder shall ensure the Application Project Manager and person(s) supporting the specific application have reviewed and signed the final report for approval prior to submission to the application’s Government Project Manager. The final approval resides with the TOCOR.

7.2.12 Remediate Application Deficiencies

The BPA Holder shall address all deficiencies in applications, including those that have been identified in audit findings and SA&A efforts. The BPA Holder shall also provide information requested by IT Security for SA&A.

7.2.13 Audit Request and Data Calls

The BPA Holder shall provide and make available to the TOCOR relevant information being requested by external Government auditors. The BPA Holder shall also provide information requested by the Information System Security Manager (ISSM) for SA&A.

The BPA Holder shall provide and make available to the TOCOR relevant budget information for each application related to Capital Planning Data Calls.

7.3 FUTURE TECHNOLOGIES

The DOT as the steward of the nation’s transportations systems is responsible to find and utilize new and innovative technologies to support the evolving transportation ecosystem. The DOT will require BPA Holders to demonstrate knowledge and skills in advanced computer science technologies and procedures as means of solution design. As part of new system design, existing system modification or modernization, the use of advanced technologies will be examined and proposed to ensure the DOT is understanding of the potential of their systems.

Computer science tools and processes are rapidly iterating in both the private and education sectors. These advancements are rapidly being pushed into mission critical applications as the technology or process shows value to the system owners and stakeholders. The DOT will be embracing this thought process to quickly utilize new and stable technologies to rapidly, efficiently, and securely support the nation’s transportation infrastructure.

7.3.1 Artificial Intelligence/Machine Learning

The BPA Holder shall manage Machine Learning (ML) applications for DOT, in terms of research, conceptual and actual deployment as well as enforcement. The BPA Holder shall understand the uses and limitations of ML technologies and how to best take advantage of the tools. ML is a rapidly expanding field within computer science that allows a computer to “learn” with the given data, without explicit programming. There are many different approaches to ML and how associated tools and techniques might benefit the DOT. Using ML, DOT researchers, and scientists (academic, industry, and citizen) can gain a deeper insight into the myriad data points available and will often help to reveal hidden patterns. A prospective use of an artificial intelligence for the DOT would be the deployment of project specific chat bots as part of a

nationwide helpdesk to handle simple routine requests, releasing project resources to focus on critical customer service issues.

7.3.2 Internet of Things (IoT)

The development of portable, low-power system on chip devices and ubiquitous wireless networks has led to the exponential deployment of myriad internet connected devices both inside and outside the transportation environment. The BPA Holder shall support commercial off the shelf hardware with custom software during the deployment or integration of IoT devices. These devices may be deployed in a fixed (e.g. infrastructure) or non-fixed (e.g. connected vehicles) capacity. The BPA Holder shall have resources that can work with the deployment, maintenance, patching, coding, and operations of said devices, inclusive of the ingestion of potential streaming sensor package data (analog, digital).

7.3.3 Big Data

Beyond the concept of data warehousing, Big Data requirements will become a hurdle for DOT as Intelligent Transportation Systems, connected vehicles, and sensors platforms begin to see broader deployment across the infrastructure. The BPA Holder shall manage this data, both in terms of research and enforcement. The BPA Holder shall understand the uses and limitations of big data technologies and how to best take advantage of the tools.

7.3.3 Blockchain

As a relatively new technology that has made public recognition via the cryptocurrency news, the underlying Blockchain technology lends itself to some very interesting possibilities within the transportation sector. Potential uses within the transportation sector could include smart contracts, supply chain management, and regulatory requirements.

The BPA Holder shall look at how this technology may or may not disrupt a given transportation requirement, when tasked.

7.3.4 Low-Code/No Code Development Systems

The BPA Holder shall manage Low-Code/No-Code applications for DOT, in terms of research, conceptual and actual deployment as well as enforcement. The BPA Holder shall understand the uses and limitations of Low-Code/No-Code technologies and how to best take advantage of the tools. As enterprises such as DOT look to lower overall IT costs, the potential use of Low-Code and/or No-Code development systems will be examined. The use of such systems has gained an increasing market share to allow for the rapid delivery of usable code via modern drag and drop systems. These platforms are typically cloud based and have numerous connectors via standard methods to external and internal enterprise legacy data sources.

7.3.5 Open Source

The Office of Management and Budget released [Memorandum M-16-21](#) which provides guidelines to the departments on the policy for the use of open source resources, and the requirements for the release of custom code into an open source repository (e.g. GitHub). The BPA Holder shall support the initiative in the reuse of existing Government code, and when allowable the publishing of custom code to an open source repository.

7.3.6 Software Development Models and Standards

The BPA Holder shall support the DOT in its efforts to improve its awareness of and capability to apply information system development methodologies or to apply the guidelines or industry-wide standards such as:

- a. ITIL
A detailed set of practices for IT service management, ITIL aligns IT services with business needs. ITIL 2011 is a set of five core volumes covering a different lifecycle stage. The five core volumes within ITIL 2011 consist of: Service Strategy, Service Design, Service Transition, Service Operation, and Continual Service Improvement.
- b. ISO 9001
The International Organization for Standards (ISO) 9000 family of quality management systems help organizations ensure that customer and stakeholder needs are met, while also meeting statutory and regulation requirements. ISO 9001 defines the requirements that an organization wishing to meet the ISO 9000 standard must fulfill. The ISO 9000 series of quality management principles are: customer focus, leadership, engagement of people, process approach, improvement, evidence-based decision making, and relationship management.
- c. CMMI
The Software Engineering Institute (SEI) at Carnegie Mellon University (CMU) developed the Capability Maturity Model Integration (CMMI) as a process level improvement training and appraisal program. CMMI defines the following levels for processes: Initial, Managed, Defined, Quantitatively Managed, and Optimizing.
- d. SWEBOK
The Software Engineering Body of Knowledge (SWEBOK) is maintained by the Institute of Electrical and Electronics Engineers (IEEE). The SWEBOK is a guide to generally accepted software development practices. The SWEBOK has the following fifteen knowledge areas for the field of software engineering: Software requirements, Software design, Software construction, Software testing, Software maintenance, Software configuration management, Software engineering management, Software engineering process, Software engineering models and methods, Software quality, Software engineering professional practice, Software engineering economics, Computing foundations, Mathematical foundations, Engineering foundations.
- e. DevOps
DevOps is a culture and practice unifying software development (Dev) and software operations (Ops). DevOps strongly advocates automation and monitoring along the lifecycle path, from integration to testing, releasing to production, and infrastructure management. DevOps is a set of tools and practices that defines the overall culture. The DevOps toolbox focuses on cross-functional tools and range across the entire development and delivery process: Code, Build, Test, Package, Release, Configure, and Monitor. In recent times, the term has evolved or is being used as DevSecOps, inserting Security within the process. The DOT envisions that the use of any methodology including DevOps will include Security from the beginning as part of the process.

f. **Pace Layering**

Pace Layering or Shearing Layers is an approach to information systems development that recognizes that the different layers of a system change at different scales and rates. Pace Layering defines the different layers as Systems of Record, Systems of Differentiation and Systems of Innovation. Within an enterprise, the Systems support various aspects of the traditional information system infrastructure and respond to and accept change differently. For example, within an enterprise the critical data or processes will be held within the Record of Systems and will change little over time as business requirements change. The method for access, System of Innovation will adapt quickly as technologies and requirements change.

The BPA Holder shall prepare project management plans and documents that follow designated methodologies or standards; prepare such documents as tailored process guidelines, risk management plans, and software process improvement plans; or working with DOT software development tasks toward achieving various compliance initiatives.

8. SECURITY

Pass-Through of Security and Privacy Requirements to Subcontractors

The BPA Holder shall incorporate the substance of this task (“Security Management”), its terms and requirements, in all subcontracts under this BPA, and to require written subcontractor acknowledgement of the same. Violation by a subcontractor of any provision set forth in this task will be attributed to the BPA Holder.

Federal Information Technology Systems Security Requirement (FedRAMP)

The following are FedRAMP-related requirements that shall be applied to this BPA and subsequent Orders:

Privacy and Security Safeguards – The BPA Holder shall be responsible for the following privacy and security safeguards:

- a. To abide by all applicable DOT cybersecurity and privacy policies, including, but not limited to, DOT Order 1351.37 (Cyber Security Policy) and DOT Order 1351.38 (Privacy Policy for Information Sharing Environment (ISE))
- b. To the extent required to carry out the FedRAMP assessment and authorization process and FedRAMP continuous monitoring, to safeguard against threats and hazards to the security, integrity, and confidentiality of any non-public Government data collected and stored by the BPA Holder, the BPA Holder shall afford the Government access to the BPA Holder’s facilities, installations, technical capabilities, operations, documentation, records, and databases.
- c. If new or unanticipated threats or hazards are discovered by either the Government or the BPA Holder, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party.
- d. The BPA Holder shall also comply with any additional FedRAMP privacy requirements.
- e. The Government has the right to perform manual or automated audits, scans, reviews, or other inspections of the vendor's IT environment being used to provide or facilitate services for the Government.

- f. The BPA Holder shall not publish or disclose in any manner, without the Contracting Officer's written consent, the details of any safeguards either designed or developed by the BPA Holder under this BPA or otherwise provided by the Government. Exception – Disclosure to a Consumer Agency for purposes of Certification and Accreditation (C&A) verification.
- g. To the extent required to carry out a program of inspection to safeguard against threats and hazards to the security, integrity, and confidentiality of Government data, the BPA shall afford the Government access to the BPA Holder's facilities, installations, technical capabilities, operations, documentation, records, and databases within 72 hours upon request.
- h. The program of inspection shall include, but is not limited to:
 - i. Authenticated and unauthenticated operating system/network vulnerability scans;
 - ii. Authenticated and unauthenticated web application vulnerability scans;
 - iii. Authenticated and unauthenticated database application vulnerability scans;
 - iv. Automated scans can be performed by Government personnel, or agents acting on behalf of the Government, using Government operated equipment; and
 - v. Government specified tools.
- i. If new or unanticipated threats or hazards are discovered by either the Government or the BPA Holder, or if existing safeguards have ceased to function, the discoverer shall immediately bring the situation to the attention of the other party. If the BPA Holder chooses to run its own automated scans or audits, results from these scans may, at the Government's discretion, be accepted in lieu of Government performed vulnerability scans. In these cases, scanning tools and their configuration will be approved by the Government. The TOCOR, in consultation with the Chief Information Security Officer and the BPA COR, will provide the approval. In addition, the results of BPA Holder conducted scans shall be provided, in full, to the Government.

8.1.1 Sensitive Information Storage

For Official Use Only (FOUO) information, data, and/or equipment will only be disclosed to authorized personnel on a Need-To-Know basis. The BPA Holder shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of this information, data, and/or equipment is properly protected. When no longer required, this information, data, and/or equipment will be returned to Government control, destroyed, or held until otherwise directed. Destruction of items shall be accomplished by following NIST Special Publication 800-88, Guidelines for Media Sanitization.

The disposition of all data will be at the written direction of the COR or TOCOR; this may include documents returned to Government control; destroyed; or held as specified until otherwise directed.

8.1.2 Protection of Information

The Government will retain unrestricted rights to Government data. The ordering activity retains ownership of any user created/loaded data and applications hosted on vendor's infrastructure, as well as maintains the right to request full copies of these at any time.

Government data loaded into or processed by the cloud services shall be protected against unauthorized access, disclosure or modification, theft, or destruction. The BPA Holder shall ensure that the facilities that house the network infrastructure are physically secure.

The data must be available to the Government upon request within one business day or within the timeframe specified otherwise, and shall not be used for any other purpose other than that specified at the order level. The BPA Holder shall provide requested data at no additional cost to the Government.

No data shall be released by the BPA Holder without the consent of the Government. This includes intentional or unintentional unauthorized availability or access of the data. All requests for release must be submitted in writing to the COR/CO.

8.1.3 Security Classification

The BPA Holder shall prepare all deliverables at a Sensitive but Unclassified level.

8.1.4 Disclosure of Information

Any information made available to the BPA Holder by the Government shall be used only for carrying out the provisions of this BPA and shall not be divulged or made known in any manner to any persons except as may be necessary in the performance of the Order. In performance of this BPA, the BPA Holder assumes responsibility for protection of the confidentiality of Government records and shall ensure that all work performed by its subcontractors shall be under the supervision of the BPA Holder or the BPA Holder's responsible employees. Each officer or employee of the BPA Holder or any of its subcontractors to whom any Government record may be made available or disclosed shall be notified in writing by the BPA Holder that information disclosed to such officer or employee can be used only for that purpose and to the extent authorized herein. Further disclosure of any such information, by any means, for a purpose or to an extent unauthorized herein, may subject the offender to criminal sanctions imposed by 18 U.S.C. §§ 1030.

8.1.5 Audit, Inspection, and Access

The BPA Holder shall respond to Government requests for documentation and/or access to the BPA Holder facilities for any lawful Government purpose to include oversight, audit, and inspection within a reasonable period of notification from the Government not less than two (2) business days unless otherwise negotiated as specific terms within the governing contract. The BPA Holder shall provide access and documentation without requirement for separate or additional non-disclosure. The Government commits to the BPA Holder that information provided by the BPA Holder shall be retained no longer than required by law or applicable Department/Agency policy, shall be appropriately protected while within the Government's possession, and shall be destroyed in accordance with Federal requirements for the destruction of sensitive information and media when no longer required.

9. BPA LEVEL DELIVERABLES

9.1 BPA MONTHLY PROGRESS REPORTS

The BPA Holder shall submit an electronic copy of a consolidated monthly progress report to the USDOT Operating Administrations (OAs) Ordering Contacting Officer, the OA Task Order Contracting Officer's Representative (TOCOR), the Contract Specialist (CS)/administrator, and

the COR, by the 15th of the month following the calendar month being reported. The report shall provide at a minimum:

- a. Invoicing Executive Summary that includes at a minimum:
 - i. A listing, by Order, of all submitted invoices, invoice amounts, payment status, and obligated funds balance.
- b. For each Order under the agreement, a summary that includes at a minimum:
 - i. Order number, Order title, Order type, period of performance.
 - ii. A description of any problem encountered or anticipated that will affect the completion of any individual Order within the time and fiscal constraints as set forth in the Order, together with recommended solution to such problem; or, a statement that no problem was encountered.
 - iii. A tabulation of the planned, actual and cumulative person-hours expended by the personnel identified in each Order (for Time-and-Materials(T&M)/Labor-Hour(LH) orders only).
 - iv. A chart showing:
 1. Current and cumulative expenditures versus planned expenditure for each Order (for T&M/LH orders only).
 2. Cumulative expenditures versus obligated funds (for T&M/LH Orders only).
 - v. A summary on a task by task basis for all work under the specific Order that includes:
 1. A clear and complete account of work performed on each task and an outline of the work to be accomplished during the next reporting period.
 2. Identified risks.
 3. Plan to mitigate identified risks.
 4. Project schedule status based on opinion of PM, shown as red (major delays and significant impact overall), yellow (slight delay to schedule but minimum impact overall), and green (on schedule).
 - vi. For Orders that the period of performance has expired and/or the technical requirement have been completed, the BPA Holder shall include a statement indicating this status.

9.2 ANNUAL REPORT

The BPA Holder shall furnish 1 electronic copy (in Microsoft Office Suite or equivalent) of a letter-type annual report to the Contracting Officer and to the Contracting Officer's Representative (COR) on or before 30 calendar days before the end of each contract year. The annual report shall contain the following:

- a. A brief narrative commenting on performance during the reporting period for each of the following areas:
 - i. Quality of Product/Service
 - ii. Schedule
 - iii. Cost Control
 - iv. Business Relations

- v. Management of Key Personnel
- vi. Utilization of Small Businesses
- vii. Other

The annual report will be used by the COR as part of the annual performance review.

9.3 TECHNICAL REPORT SPECIFICATIONS

As required by BPA orders, Technical Reports shall be prepared in accordance with the “Guidelines for Preparing Federal Highway Administration Publications.” Specifically, the BPA Holder shall provide the Government with the following for each report developed under this BPA:

- a. An executive summary under separate cover; an executive summary may be required as a convenience to the readers depending on the requirements of individual BPA orders.
- b. An electronic version of the report (files in Quark Express or Adobe products) with GPO Form 952 shall be provided.

10. DELIVERABLE SUBMISSION

Unless otherwise stated in the order SOW, the BPA Holder shall send all deliverables via email to the CS, CO, COR and Order COR (TOCOR), if applicable.

11. KICK-OFF MEETING

The BPA Holder’s Key Personnel shall attend an in-person kick-off meeting. A single kickoff meeting will be held for all BPA Holders. Details on the date, time, and location of the kickoff meeting will be finalized after award. The objective of this meeting is to introduce attendees to FHWA/USDOT staff, provide an opportunity for BPA Holders to meet with the Contracting Officer and/or contract administrator, define roles and responsibilities, and respond to questions. There will be no cost to the Government for the BPA Holder’s attendance to the kickoff meeting.

12. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STANDARDS AND GUIDELINES COVERED BY SECTION 508 AND SECTION 255

The following applies to all FHWA Contracts issued on or after January 18, 2018 containing Information and Communication Technology (ICT) as a deliverable. In addition to the work requirements specified in this statement of work, vendors must ensure that all ICT that they prepare will meet the requirements of Section 508 of the Rehabilitation Act and the Information and Communication Technology (ICT) Final Standards and Guidelines (508 Refresh) at 36 CFR Part 1194.

As defined in the 508 Refresh, at 36 CFR Part 1194, Appendix A, E103.4, ICT is “Information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include, but are not limited to: computers and peripheral equipment; information kiosks and transaction machines;

telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; Web sites; videos; and, electronic documents.”

Section 508 requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments.

Applicable Standards:

- [Appendix A to Part 1194 – Section 508 of the Rehabilitation Act: Application and Scoping Requirements](#)
- [Appendix B to Part 1194 – Section 255 of the Communications Act: Application and Scoping Requirements](#)
- [Appendix C to Part 1194 – Functional Performance Criteria and Technical Requirements](#)

Section 508 Refresh standards are available at <https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh>.

Before final acceptance of any ICT item, including updates and replacements, if the BPA Holder claims its products or services satisfy the applicable Revised 508 Standards specified in the statement of work, and the COR, in coordination with the CO, determines that any furnished ICT item is not in compliance with such requirements, the contracting officer will promptly inform the BPA Holder in writing of the noncompliance. The BPA Holder shall, at no cost to the agency, repair or replace the non-compliant products or services within the period specified by the contracting officer.

13. DATA FORMAT REQUIREMENTS

Reports and materials produced under this BPA shall be provided in Microsoft Office Suite, (including, Word, Excel, etc.) and other digital formats (such as Adobe PDF) as directed by the COR.

Documents shall be prepared in the Government Printing Office (GPO)-required format for printing. The following programs are used to create a majority of the print publishing work received by GPO:

- Page layout: QuarkXPress, Adobe PageMaker, Adobe FrameMaker, Adobe In-Design, Corel Ventura and Microsoft Publisher 2010 (or higher).
- Drawings/Illustrations: Adobe Illustrator, Macromedia FreeHand, and Corel Draw.
- Image Manipulation: Adobe Photoshop and Corel PhotoPaint.

These are also the preferred programs of the commercial printing industry. The most recent versions of these software programs shall be used. The BPA Holder shall check the software vendors' web site for current versions and upgrade patches. A BPA Holder who use programs other than those listed above shall consider supplying high-resolution PDF files instead of native files. For more information on creating PDF files references, visit the GPO E-Pub's web site.

14. SUPERVISORY CONTROLS

All BPA Holder employees shall work under the direct supervision of the BPA Holder's PM. The COR or his/her designee in the local organizational office being supported will provide general oral or written guidance and the overall objectives of the work to be performed to the PM and establish priorities. The BPA Holder is fully responsible for all supervisory functions related to the staff provided.

15. NON-PERSONAL SERVICES

This is a non-personal services agreement as defined in Federal Acquisition Regulation 37.101, under which the services performed by the BPA Holder are rendered in its capacity as an independent Contractor. The Government will evaluate the quality of the services provided, but retains no control over the BPA Holder's employees or agents. The BPA Holder is solely liable for, and expressly agrees to indemnify the Government with respect to any liability producing acts or omissions by it or by its employees or agents.

16. CONTRACTING OFFICER'S REPRESENTATIVE (COR) AND TASK ORDER COR (TOCOR)

- a. The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work delivered under this contract.
- b. The Contracting Officer has designed Walter Bohorfoush as the Contracting Officer's Representative (COR) for this award. The COR's responsibilities shall include technical monitoring of the contractor's performance on the overall contract award and inspecting and accepting deliveries under the contract. The COR shall be appointed in writing, at which time ALL of the responsibilities of the COR shall be detailed, and a copy of the appointment memorandum shall be furnished to the contractor. Any changes to the COR delegation shall be made in writing through modification to this contract and changes to the existing memorandum or by issuance of a new appointment memorandum. Copies of any changes shall be provided to the contractor.

As needed, the Contracting Officer may appoint a Task Order Contracting Officer's Representative (TOCOR). The TOCOR's responsibilities shall include technical monitoring of the contractor's performance as well as inspecting and accepting deliveries under specified task order(s). Any changes to the TOCOR delegation will be made in writing, either by changes to the existing memorandum or by issuance of a new appointment memorandum. Notification of any changes will be provided to the contractor and COR.

- c. The COR and, if designated, the TOCOR are not authorized to perform, formally or informally, any of the following actions:

- i. Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;
 - ii. Waive or agree to any modification of the delivery schedule;
 - iii. Make any final decision on any contract matter subject to the Disputes Clause;
 - iv. Terminate, for any reason, the contractor's right to proceed, or issue any order causing the contractor to stop work; or
 - v. Obligate in any way, the payment of money by the Government.
- d. The BPA Holder shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The contractor need not proceed with direction that it considers to have been issued without proper authority. The contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR or TOCOR, if applicable, has taken an action or has issued direction (written or oral) that the contractor considers to exceed the COR or TOCOR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the Contracting Officer's response issued under paragraph (e) of this clause.
- e. The CO shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.
- f. The BPA Holder shall provide copies of all correspondence to the Contracting Officer and the COR and TOCOR, if applicable.
- g. Any action(s) taken by the contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the contractor's risk.

17. ORDERING PROCEDURES

This BPA is limited to the USDOT. Only an authorized USDOT CO can issue an Order under the BPA. Other OAs shall contact the FHWA CO or representative prior to placing an order. For recording and tracking purposes, a final copy of the OA awarded Order shall be submitted electronically to the FHWA CO and COR within five days of award.

The following ordering procedures apply to all Orders issued under the BPA. Any supplies/services to be furnished under the BPA will be ordered by issuance of written Orders:

- a. All Orders are subject to the terms and conditions of the BPA. In the event of a conflict between an Order and the BPA, the BPA will take precedence.
- b. All costs associated with preparation, presentation, and/or discussion of the BPA Holder's Order quotation shall not be billable as direct BPA expenses.

- i. The CO/Contract Specialist will issue a RFQ. Each RFQ will indicate the objectives or results desired by the Government. These objectives will be within the scope, period, and maximum value of the agreement and any additional selection criteria not specifically identified in Order Selection Criteria.

Each RFQ will contain, as a minimum, the following information:
 1. Quote submission date and time;
 2. Description of work;
 3. Delivery/performance schedule;
- ii. The RFQ may be placed by written communication or electronic means.
- c. The RFQ shall outline the BPA Holder's overall approach for completing the Order and shall, at a minimum, include the following information:
 - i. The BPA and GSA contract number at the top of the quotation;
 - ii. Discussion of technical approach for performing the work;
 - iii. A detailed price quotation including:
 1. Proposed level of effort and labor categories;
 2. The corresponding labor rates, total labor hours estimated to complete the task, and identification of specific staff, including new or updated resumes, as necessary;
 3. Travel and material cost estimates; and
 4. The total price for completion of the Order.
- d. Each quote will be evaluated to determine whether it demonstrated an understanding of the work to be performed, and that the price is reasonable. The CO may contact the BPA Holder to discuss elements of the quote and may request quote revisions.
- e. Upon selection of the successful Order quote, the Contracting Officer shall execute an Order. This Order shall contain, as a minimum, the following information:
 - i. Name and signature of CO
 - ii. Order Number and BPA Number
 - iii. Effective Date of Order
 - iv. Description of Services (including deliverables)
 - v. Period of Performance
 - vi. Total Amount of Order
 - vii. Accounting Data
- f. No work will be performed and no payment will be made except as authorized by an Order.
- g. The CO may modify Orders in the same manner as they are issued.
- h. In accordance with FAR 8.405-3, RFQs may or may not be competed among all BPA holders.

ORDER CONFLICTS OF INTEREST: The Offerors shall provide a brief statement in each order proposal/quotation that describes in a concise manner all past, present, or planned organizational, contractual, or other interest(s), which may affect the Offeror's ability to perform the proposed order in an impartial and objective manner, including conflicts that may exist with subcontractors. The CO will review the statement and may require additional relevant information from the Offerors. In accordance with FAR Subpart 9.5, all such information, and any other relevant information known to USDOT, will be used to determine whether an award to the Offeror may create an actual or potential conflict of interest. If any such conflict of interest

is found to exist, the CO may (a) disqualify the Offeror, or (b) determine that it is otherwise in the best interest of the United States to contract with the Offeror and include appropriate provisions to mitigate or avoid such conflict in the contract award.

NOTE: In accordance with FAR 8.405-3(b)(2)(ii), Orders issued under the BPA may be Time-and-Materials, Labor-Hour or Firm-Fixed-Price depending on the nature of the work requested and the CO's determination.

18. ORDER SELECTION CRITERIA

The Government anticipates issuing orders on a competitive basis and making best value order selection decisions. If deemed appropriate, the ordering CO may make a best value selection decision based on the lowest price technically acceptable (LPTA) quotation. If deemed appropriate, the ordering CO may use a trade-off method to accept potentially higher evaluated prices in return for a higher level of technical quality to support the diverse and complex program needs. Technical expertise and ability to fulfill the requirements of the planned order are essential for successful performance of the work to be conducted.

For trade-off method orders, in determining which quote provides the best value to the Government, an integrated evaluation and assessment of quotes will be conducted. The evaluation will consist, at a minimum, of two factors: Technical Capability and Price. If deemed appropriate, the CO may include other evaluation factors such as Past Performance.

19. RESTRICTIONS AND STANDARDS OF CONDUCT (APPLICABLE TO ANY WORK PERFORMED ON-SITE AT USDOT)

The BPA Holder and their employees shall conduct only business covered by Orders during the periods paid for by the Government and shall not conduct any other business on Government premises. BPA Holder personnel shall abide by the normal rules and regulations applicable to Government premises, including any applicable safety and security regulations.

20. BPA HOLDER PERSONNEL IDENTIFICATION (APPLICABLE TO ANY WORK PERFORMED ON-SITE AT USDOT)

A BPA Holder requesting an initial or renewal identification (ID) badge must complete the Identification Card/Credential Application (DOT F1681). All BPA Holders who have access to DOT facilities, sensitive information, and/or resources must complete the Questionnaire for Public Trust Positions (SF-85P) form. Copies of these forms will be provided to the BPA Holder at award. The only exception to completing and submitting the SF-85P will be for those BPA staff members serving on a contract for less than 120 days, and BPA staff members who already have completed background investigations. BPA staff members who will work for less than 120 days will be subject to a fingerprint check. If the BPA staff member's position is extended beyond 120 days, however, he or she will be required to complete the SF-85P, which is the office form required to initiate background investigations.

To obtain an initial identification badge, BPA staff member must submit the completed SF-85P, and the DOT F1681 signed by the appropriate COR. A staff member from the Office of Human

Resources (HR) will serve as authorizing official for identification badges. New BPA staff members should bring both forms to HR for review and authorization prior to being photographed for a badge.

The HR Staff checks to see if the BPA staff members has a completed investigation. If an investigation can be verified, the DOT F1681 is authorized by HR Staff. The BPA staff member can then proceed to the Office of the Secretary (OST) Security Processing Office to obtain a new ID.

If the HR Staff cannot verify an investigation, they will contact the OST Security Processing Office so that they can query additional records in an effort to find the information. In the event the Security Office cannot verify the investigation, the BPA staff member will have to complete a new SF-85P and be fingerprinted prior to HR Staff signing the DOT F1681. Once the necessary paperwork is completed, BPA staff members can proceed to the OST Security Processing Office to receive new photo identification.

NOTE: BPA Holders will not be allowed to obtain or renew identification badges unless they have had a suitability investigation. BPA Holder personnel will not be granted access to USDOT Information Technology Systems until they have obtained an identification badge.

21. INFORMATION SECURITY REQUIREMENTS (APPLICABLE TO ANY WORK PERFORMED ON-SITE AT USDOT)

Access to Sensitive Information. Work under the BPA may involve access to sensitive information* which shall not be disclosed by the BPA Holder unless authorized by the CO. To protect sensitive information, the BPA Holder shall provide training to any BPA Holder employee authorized access to sensitive information and, upon request of the Government, provide information as to an individual's suitability to have such authorization. BPA Holder employees found by the Government to be unsuitable or whose employment is deemed contrary to the public interest or inconsistent with the best interest of national security may be prevented from performing work under the particular agreement when requested by the CO.

The BPA Holder shall ensure that their employees are: (1) citizens of the United States of America or an alien who has been lawfully admitted for permanent residence or employment (indicated by immigration status) as evidenced by Immigration and Naturalization Service documentation; and (2) have background investigations in accordance with DOT Order 1632.2B, Personnel Security Management.

The BPA Holder shall include the above requirements in any subcontract awarded involving access to Government facilities, sensitive information, and/or resources.

Sensitive information is proprietary data or other information that, if subject to unauthorized access, modification, loss or misuse could adversely affect national interest, conduct of Federal programs, or privacy of individuals specified in the Privacy Act, but has not been specifically authorized to be kept secret in the interest of national defense or foreign policy under an Executive Order or Act of Congress.

In addition to the work requirements specified in the BPA, BPA Holders shall ensure that all electronic documents that they prepare will meet the requirements of Section 508 of the Rehabilitation Act. The act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments.

22. POST-AWARD EVALUATION OF BPA HOLDER PERFORMANCE

Interim and final evaluations of BPA Holder performance will be prepared on this BPA in accordance with FAR 42.1502 and Transportation Acquisition Manual (TAM) 1242.1502. The final performance evaluations will be prepared at the time of completion of work. The USDOT utilizes the BPA Holder Performance Assessment Reporting System (CPARS) to record and maintain past performance information

23. TELEWORKING

The BPA Holder's personnel performing work on-site may telework from their homes or the BPA Holder's facility, in the event of closure of the Government's office(s), or by prior approval of the COR. Each BPA Holder must have a telework policy in place and a signed telework agreement for each BPA Holder personnel. The signed telework agreement shall be provided to the COR and TOCOR, if applicable, before telework is authorized.

24. TAR 1252.237-73 KEY PERSONNEL (APR 2005)

- a. The personnel as specified below are considered essential to the work being performed under this agreement and may, with the consent of the contracting parties, be changed from time to time during the course of the agreement by adding or deleting personnel, as appropriate.
- b. Before removing, replacing, or diverting any of the specified individuals, the BPA Holder shall notify the contracting officer, in writing, before the change becomes effective. The BPA Holder shall submit information to support the proposed action to enable the contracting officer to evaluate the potential impact of the change on the agreement. The BPA Holder shall not remove or replace personnel under this agreement until the Contracting Officer approves the change.

The Key Personnel under this BPA are:

- Senior Program Manager – Mark Bevilacqua
- Senior Project Manager – Kim Aguirre

The above-named individuals are designated as key personnel for this BPA, and are considered essential for its successful performance. In the event any of the key personnel are unavailable, a proposed replacement by someone of equal or better qualifications and experience shall be provided. All replacements are subject to the prior concurrence of the Contracting Officer. However, the Government reserves the

right to concur on such replacements retroactively when circumstances prevent advance approval.

Prior to replacement or addition of a new employee, the BPA Holder shall submit to the COR the employee's security application and current résumé, and identify the proposed labor category. The COR will notify the BPA Holder with comments on the proposed replacement or addition in terms of skills necessary to complete the tasks compared to those in the Statement of Work for the proposed labor category. When the FHWA provides a favorable suitability determination of a new employee's security application, the COR will notify the BPA Holder. The BPA Holder personnel shall not begin any work under the Order until they have received a favorable suitability determination from the FHWA.

ADMINISTRATIVE INFORMATION

25. SUBCONTRACTS – ADVANCE NOTIFICATION AND CONSENT

Under this BPA, the approved subcontractors are:

Grant Thornton LLP
NTT DATA Services Federal LLC
Groundswell Consulting Group
Incapsulate LLC
I3Solutions Inc.
Perficient Inc.
RGB Projects
Mythics
Macro Solutions
Information Analysis Incorporated
Mobiquity Inc.
Infiniti Consulting Group Inc.

The BPA CO must approve in writing any changes to the above list of subcontractors prior to a new subcontractor performing any work under this BPA and Orders issued hereunder. Subcontractors shall not have access to any USDOT systems, data, or information without express written approval of the CO.

26. PAYMENT

FFP ORDERS. Unless otherwise negotiated, the Government shall pay the BPA Holder, upon the submission of a proper invoice, for the total price stipulated in this order for services rendered and accepted.

T&M/LH ORDERS. The BPA Holder shall be paid for the labor hours and allowable cost reimbursable materials no more than monthly.

Please identify a person to be contacted for prompt notification regarding the receipt of an insufficient invoice.

Name _____
 Title _____
 E-mail Address _____

27. INVOICING REQUIREMENTS

Invoices should be submitted separately for each order.

A proper invoice includes the following information:

- a. Name of the business concern, invoice date and number (sequential numbering of invoices under each Order is required).
- b. Order number
- c. Service being invoiced
- d. Amount of current invoice
- e. Signature of an authorized official, certifying that the invoiced amounts are proper.
- f. Taxpayer Identification Number
- g. Date of delivery or service

The cumulative amount billed to date, and supporting documentation for travel and per diem or other reimbursable costs should be displayed on subsequent pages of the invoice.

Submit all invoices to one of the following invoice addresses:

All invoices and required supporting documents may be sent via e-mail to the following e-mail address: [*to be included at the order level*]

- a. Include the invoice as an attached PDF document
- b. Include in the e-mail subject line the following:
 - i. Invoice No. #
 - ii. BPA/Order Number
 - iii. Name of your Company/Organization.
 - iv. Attention: *To be filled in at time of award*

Example: Invoice No. 35 – 693JJ3F1800001 – ABC Company – Attention: John Doe

If the invoice and supporting documents exceed 8 MB as an e-mail attachment, the BPA Holder must select one of the other submission options presented below:

Invoices submitted via an overnight service must use the following physical address:

MMAC
 FHWA/AMZ-150

6500 S. MacArthur Blvd
Oklahoma City, OK 73169
Attention: *To be filled in at time of award*
Express Delivery Point of Contact: Lead Accounting Technician, HQ Room 291

Invoices may be submitted via regular U.S. Postal Service to the following address:

Federal Highway Administration
Markview Processing
P.O. Box 268865
Oklahoma City OK 73126-8865
Attention: *To be filled in at time of award*

All invoices, regardless of submission method, must identify the Contract Specialist as the invoicing point of contact. An invoice submitted to an address other than those identified above will be returned to the vendor as non-conforming.

28. TRAVEL AND PER DIEM

Travel and per diem will be reimbursed in accordance with the Federal Acquisition Regulation and the Federal Travel Regulations in effect at the time of the travel. Travel reimbursed under the Orders shall be based on the most economical form of transportation available only. This includes using connecting rather than direct flights, and reasonable efforts to insure the most economical flights are secured. All travel shall be scheduled sufficiently in advance to take advantage of available discount rates. Simply relying on a travel agent may not be sufficient. If economy class transportation is not available, the invoice must include justification for use of higher class travel indicating dates, times, and flight numbers.

Any costs deemed unreasonable will be reduced to a reasonable amount. Improper costs will be disallowed and deducted from the invoice. Any exceptions shall be fully justified and documented with the invoice.

If the BPA Holder purchases non-refundable tickets as a cost saving measure, and then is required to change or cancel the tickets due to causes beyond their control, the BPA Holder may claim reimbursement for service charges. Unused tickets paid for by the Government must be sent promptly to the Contracting Officer, unless it is likely they can be reissued for a later trip and the company maintains an adequate accounting system to protect the tickets from misuse, and insures the Government will not be billed for the subsequent trip. Complete justification and accounting must be provided with the invoice.

Saturday night stays are not required to take advantage of lower fares, but if the traveler chooses to stay over, the Government will reimburse the BPA Holder for the additional lodging and per diem expenses if the reduced cost of the airline ticket offsets these expenses. Complete justification and accounting must be provided with the invoice.

Use of a rental car shall always be justified, and their use is to be the exception rather than the rule. Alternate methods of local travel shall be used whenever possible such as hotel or airport

shuttles and taxis. If using a rental car, your justification must include: the distance from the airport to the hotel and then to the training site, also the name, phone number, and cost of a shuttle service, or statement that none are available. Remember, the Government is only obligated to pay reasonable costs, and without proper justification, charges will be reduced or eliminated as being unreasonable.

Personal convenience or “club” membership is not a justification for higher airfares, rental cars or the choice of airlines or hotels. The BPA Holder shall always attempt to receive the Government rate for auto rentals and hotel rooms. Authorization letters will be issued to travelers upon request.

29. ACKNOWLEDGEMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of USDOT support and a disclaimer must appear in any publication of any material, whether copyrighted or not, based on or developed under this order in the following terms:

“This material is based upon work supported by the U.S. Department of Transportation under order number TBD##.”

Additionally, all materials must contain the following statement:

“Any opinions, findings and conclusions or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Transportation.”

30. PRINTING RESTRICTIONS

All printing must be done in conformance with Joint Committee on Printing regulations as prescribed in Title 44, United States Code, and Section 308 of Public Law 101-163, and all applicable Government Printing Office and Department of Transportation regulations.

31. PROTECTION OF INFORMATION

- a. It is anticipated that in performance of this agreement, the BPA Holder through its employees may have access to, or be in receipt of, certain confidential and proprietary information of Government Contractors, and/or data relating to USDOT’s plans, programs, technical requirements, budgetary matters, and such other information, the disclosure of which may give the BPA Holder a competitive advantage or be adverse to the interests of the Government. The BPA Holder shall not disclose such information acquired to anyone, other than the Government, including BPA Holder’s other employees, without the prior written consent of the Contracting Officer. Based on the nature of the work, the BPA Holder may be asked to sign a Nondisclosure/Confidentiality Agreement to perform on an Order.
- b. To the extent that the work under this agreement requires access to proprietary, business confidential, or financial data of other companies, and provided such data is marked “Proprietary and Confidential,” the BPA Holder shall protect such information from unauthorized use and disclosure and agrees not to use it to compete against such companies.

- c. For these purposes, "Proprietary and Confidential" information shall mean any information reasonably so designated that is not generally available to the public; but not information that becomes available on a non-confidential basis from another source, or was known to BPA Holder on a non-confidential basis prior to its disclosure to BPA Holder in the performance of this agreement.
- d. The BPA Holder shall include the substance of this confidentiality agreement in all subcontracts and Consultant agreements for performance of work under this agreement unless excused in writing by the Contracting Officer.

32. IDENTIFICATION OF CONTRACTOR EMPLOYEES

All contractor personnel attending meetings, answering Government telephones, and working in other situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression in the minds of members of the public that they are Government officials. They must also ensure that all documents or reports produced by BPA Holders/Contractors are suitably marked as contractor products or that contractor participation is appropriately disclosed.

33. RESTRICTIONS ON INTERNAL CONFIDENTIALITY AGREEMENTS

The BPA Holder shall not require employees or subcontractors to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

34. CLOSEOUT OF THE BPA AND ORDERS

The Government will initiate the administrative closeout of Orders after receiving evidence that all technical requirements have been completed. The BPA Holder shall furnish all required documents in support of the closeout of this BPA and Orders. The Government anticipates the timeframe to complete administrative close out of Orders will not exceed 6 months. The costs incurred in the administrative closeout of Orders and BPA files are unallowable direct costs under the BPA and, therefore, cannot be charged as direct costs to the Government. BPA Holders are to handle such costs in accordance with their disclosure statements/cost accounting systems.

35. FEDERAL ACQUISITION REGULATION (FAR) CLAUSES

In addition to the FAR Clauses included in the contractor's base GSA Schedule Contract, the following additional FAR Clauses will apply to this Order:

- 52.-217-8 **OPTION TO EXTEND SERVICES (NOV 1999)**
The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting

Officer may exercise the option by written notice to the BPA Holder within the period of performance.

- 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)
 (a) The Government may extend the term of this contract by written notice to the Contractor within 5 days of period of performance expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend before the contract expires. The preliminary notice does not commit the Government to an extension.
 (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
 (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months.
- 52.232-1 PAYMENTS (APR 1984)
 52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS (AUG 2012)
- 52.249-4 TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (SERVICES) (SHORT FORM) (APR 1984)
 52.249-8 DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) (APR 1984)

36. DEPARTMENT OF TRANSPORTATION ACQUISITION REGULATION (48 CFR 12) CLAUSES

- 1252.223-73 SEAT BELT USE POLICIES AND PROGRAMS (APR 2005)
 1252.237-70 QUALIFICATIONS OF CONTACTOR EMPLOYEES (APR 2005)
 1252.242-71 CONTRACTOR TESTIMONY (OCT 1994)

37. LIST OF ATTACHMENTS

- i. Labor Categories Definitions & Hourly Rate Pricelist

ATTACHMENT 1
Labor Category Definitions & Hourly Rate Pricelist

TCG, INC.
RATES – YEAR ONE THROUGH SIX

Labor ID#	Labor Category and Description	GSA Hourly Rate Year 1	Hourly Burdened Rate Year 1	Hourly Burdened Rate Year 2	Hourly Burdened Rate Year 3	Hourly Burdened Rate Year 4	Hourly Burdened Rate Year 5	Hourly Burdened Rate Year 6
1	On-site Senior Program Manager (KEY)	\$271.83	\$193.51	\$199.32	\$205.30	\$211.46	\$217.80	\$224.33
2	Off-site Senior Program Manager (KEY)	\$271.83	\$209.27	\$215.55	\$222.02	\$228.68	\$235.54	\$242.61
3	On-site Senior Project Manager (KEY)	\$234.68	\$163.10	\$167.99	\$173.03	\$178.22	\$183.57	\$189.08
4	Off-site Senior Project Manager (KEY)	\$234.68	\$181.78	\$187.23	\$192.85	\$198.64	\$204.60	\$210.74
5	On-site Task Manager	\$234.68	\$131.18	\$135.12	\$139.17	\$143.35	\$147.65	\$152.08
6	Off-Site Task Manager	\$234.68	\$146.47	\$150.86	\$155.39	\$160.05	\$164.85	\$169.80
7	On-site Senior Software Engineer	\$168.96	\$143.48	\$147.78	\$152.21	\$156.78	\$161.48	\$166.32
8	Off-site Senior Software Engineer	\$168.96	\$164.03	\$168.95	\$174.02	\$179.24	\$184.62	\$190.16
9	On-site Senior Analyst/Programmer	\$123.27	\$121.57	\$125.22	\$128.98	\$132.85	\$136.84	\$140.95
10	Off-site Senior Analyst/Programmer	\$123.27	\$123.27	\$126.97	\$130.78	\$134.70	\$138.74	\$142.90
11	On-site Software Engineer	\$129.58	\$129.58	\$133.47	\$137.47	\$141.59	\$145.84	\$150.22
12	Off-site Software Engineer	\$129.58	\$129.58	\$133.47	\$137.47	\$141.59	\$145.84	\$150.22
13	On-site Intermediate Analyst/Programmer	\$78.25	\$77.80	\$80.13	\$82.53	\$85.01	\$87.56	\$90.19
14	Off-site Intermediate Analyst/Programmer	\$78.25	\$77.80	\$80.13	\$82.53	\$85.01	\$87.56	\$90.19
15	On-site Senior Programmer	\$142.24	\$123.99	\$127.71	\$131.54	\$135.49	\$139.55	\$143.74
16	Off-site Senior Programmer	\$142.24	\$137.35	\$141.47	\$145.71	\$150.08	\$154.58	\$159.22
17	On-site Applications Programmer	\$97.79	\$97.78	\$100.71	\$103.73	\$106.84	\$110.05	\$113.35
18	Off-site Applications Programmer	\$97.79	\$97.78	\$100.71	\$103.73	\$106.84	\$110.05	\$113.35
19	On-site Senior Web Software Developer	\$197.54	\$117.99	\$121.53	\$125.18	\$128.94	\$132.81	\$136.79
20	Off-site Senior Web Software Developer	\$197.54	\$117.99	\$121.53	\$125.18	\$128.94	\$132.81	\$136.79
21	On-site Web Software Developer	\$197.54	\$93.97	\$96.79	\$99.69	\$102.68	\$105.76	\$108.93
22	Off-site Web Software Developer	\$197.54	\$93.97	\$96.79	\$99.69	\$102.68	\$105.76	\$108.93
23	On-site Junior Web Software Developer	\$105.62	\$75.98	\$78.26	\$80.61	\$83.03	\$85.52	\$88.09
24	Off-site Junior Web Software Developer	\$105.62	\$75.98	\$78.26	\$80.61	\$83.03	\$85.52	\$88.09
25	On-site Solutions Architect	\$195.97	\$152.26	\$156.83	\$161.53	\$166.38	\$171.37	\$176.51
26	Off-site Solutions Architect	\$195.97	\$173.56	\$178.77	\$184.13	\$189.65	\$195.34	\$201.20
27	On-site Software Tester	\$113.78	\$96.99	\$99.90	\$102.90	\$105.99	\$109.17	\$112.45
28	Off-site Software Tester	\$113.78	\$96.99	\$99.90	\$102.90	\$105.99	\$109.17	\$112.45

Labor ID#	Labor Category and Description	GSA Hourly Rate Year 1	Hourly Burdened Rate Year 1	Hourly Burdened Rate Year 2	Hourly Burdened Rate Year 3	Hourly Burdened Rate Year 4	Hourly Burdened Rate Year 5	Hourly Burdened Rate Year 6
29	On-site Senior Systems Analyst	\$156.45	\$82.00	\$84.46	\$86.99	\$89.60	\$92.29	\$95.06
30	Off-site Senior Systems Analyst	\$156.45	\$86.50	\$89.10	\$91.77	\$94.52	\$97.36	\$100.28
31	On-site Systems Analyst	\$123.27	\$113.75	\$117.16	\$120.67	\$124.29	\$128.02	\$131.86
32	Off-site Systems Analyst	\$123.27	\$122.24	\$125.91	\$129.69	\$133.58	\$137.59	\$141.72
33	On-site Junior Systems Analyst	\$102.73	\$95.50	\$98.37	\$101.32	\$104.36	\$107.49	\$110.71
34	Off-site Junior Systems Analyst	\$102.73	\$98.37	\$101.32	\$104.36	\$107.49	\$110.71	\$114.03
35	On-site Web Based Training Developer	\$123.27	\$113.51	\$116.92	\$120.43	\$124.04	\$127.76	\$131.59
36	Off-site Web Based Training Developer	\$123.27	\$116.92	\$120.43	\$124.04	\$127.76	\$131.59	\$135.54
37	On-site Senior Cloud Systems Engineer	\$213.35	\$149.03	\$153.50	\$158.11	\$162.85	\$167.74	\$172.77
38	Off-site Senior Cloud Systems Engineer	\$213.35	\$149.03	\$153.50	\$158.11	\$162.85	\$167.74	\$172.77
39	On-site Cloud Systems Engineer	\$129.58	\$125.81	\$129.58	\$133.47	\$137.47	\$141.59	\$145.84
40	Off-site Cloud Systems Engineer	\$129.58	\$129.58	\$133.47	\$137.47	\$141.59	\$145.84	\$150.22
41	On-site Senior Data Warehouse Architect	\$195.97	\$178.94	\$184.31	\$189.84	\$195.54	\$201.41	\$207.45
42	Off-site Senior Data Warehouse Architect	\$195.97	\$184.31	\$189.84	\$195.54	\$201.41	\$207.45	\$213.67
43	On-site Data Architect	\$148.54	\$135.99	\$140.07	\$144.27	\$148.60	\$153.06	\$157.65
44	Off-site Data Architect	\$148.54	\$141.53	\$145.78	\$150.15	\$154.65	\$159.29	\$164.07
45	On-site Mobile Application Developer	\$97.79	\$70.57	\$72.69	\$74.87	\$77.12	\$79.43	\$81.81
46	Off-site Mobile Application Developer	\$97.79	\$85.45	\$88.01	\$90.65	\$93.37	\$96.17	\$99.06
47	On-site Mobile Web Developer	\$142.24	\$93.99	\$96.81	\$99.71	\$102.70	\$105.78	\$108.95
48	Off-site Mobile Web Developer	\$142.24	\$93.99	\$96.81	\$99.71	\$102.70	\$105.78	\$108.95
49	On-site Senior Cyber Software Engineer	\$195.97	\$187.64	\$193.27	\$199.07	\$205.04	\$211.19	\$217.53
50	Off-site Senior Cyber Software Engineer	\$195.97	\$193.27	\$199.07	\$205.04	\$211.19	\$217.53	\$224.06
51	On-site Cyber Software Engineer	\$168.96	\$157.03	\$161.74	\$166.59	\$171.59	\$176.74	\$182.04
52	Off-site Cyber Software Engineer	\$168.96	\$159.25	\$164.03	\$168.95	\$174.02	\$179.24	\$184.62
53	On-site Database Administrator	\$157.30	\$138.78	\$142.94	\$147.23	\$151.65	\$156.20	\$160.89
54	Off-site Database Administrator	\$157.30	\$142.94	\$147.23	\$151.65	\$156.20	\$160.89	\$165.72
55	On-site App Support Help Desk	\$88.91	\$66.57	\$68.57	\$70.63	\$72.75	\$74.93	\$77.18
56	Off-site App Support Help Desk	\$88.91	\$67.55	\$69.58	\$71.67	\$73.82	\$76.03	\$78.31
57	On-site Technical Writer	\$75.85	\$75.85	\$78.13	\$80.47	\$82.88	\$85.37	\$87.93
58	Off-site Technical Writer	\$75.85	\$75.85	\$78.13	\$80.47	\$82.88	\$85.37	\$87.93
59	On-site Senior Business Analyst	\$123.27	\$123.27	\$126.97	\$130.78	\$134.70	\$138.74	\$142.90
60	Off-site Senior Business Analyst	\$123.27	\$123.27	\$126.97	\$130.78	\$134.70	\$138.74	\$142.90
61	On-site Business Analyst	\$102.73	\$102.72	\$105.80	\$108.97	\$112.24	\$115.61	\$119.08

Labor ID#	Labor Category and Description	GSA Hourly Rate Year 1	Hourly Burdened Rate Year 1	Hourly Burdened Rate Year 2	Hourly Burdened Rate Year 3	Hourly Burdened Rate Year 4	Hourly Burdened Rate Year 5	Hourly Burdened Rate Year 6
62	Off-site Business Analyst	\$102.73	\$102.72	\$105.80	\$108.97	\$112.24	\$115.61	\$119.08
63	On-site System Integration Specialist	\$148.54	\$148.53	\$152.99	\$157.58	\$162.31	\$167.18	\$172.20
64	Off-site System Integration Specialist	\$148.54	\$148.53	\$152.99	\$157.58	\$162.31	\$167.18	\$172.20
65	On-site Quality Assurance Specialist	\$113.78	\$105.83	\$109.00	\$112.27	\$115.64	\$119.11	\$122.68
66	Off-site Quality Assurance Specialist	\$113.78	\$113.77	\$117.18	\$120.70	\$124.32	\$128.05	\$131.89
67	On-site Subject Matter Expert	\$253.46	\$197.91	\$203.85	\$209.97	\$216.27	\$222.76	\$229.44
68	Off-site Subject Matter Expert	\$253.46	\$229.42	\$236.30	\$243.39	\$250.69	\$258.21	\$265.96