



GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system.  
The INTERNET address GSA Advantage!® is: GSAAadvantage.gov.

**GENERAL PURPOSE COMMERCIAL INFORMATION  
TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES**

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**Contract Number:** 47QTCA19D007K  
**Contract Period:** 3/13/2019 – 3/12/2024

**First Line Defense, LLC**  
521 C. St., Quantico, VA 22134  
**Phone:** 703.677.6491  
**Fax:** Not Available  
<https://www.firstlinedefensellc.com>

**Contract Administration Source:** Bradley Stegman, President and CEO  
**Email:** [bstegman@firstlinedefensellc.com](mailto:bstegman@firstlinedefensellc.com)  
**Business Size:** Small Business; SBA Certified HUBZone

**FSC GROUP:** 70  
General Purpose Commercial Information  
Technology Equipment, Software and Services

**Special Item Number:** 132-51  
IT Professional Services

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For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at  
<https://www.gsa.gov/acquisition/purchasing-programs/gsa-schedules/federal-agency-customers-ordering-from-schedules>

Prices Shown Herein are Net (discount deducted)

Pricelist Current through Modification – A732 (Refresh #52, dated 02/13/2019)

**Customer Information**

**1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s)**

Special Item Number	Description	Description Page	Price Page
132-51	IT Professional Services	9-11	8

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply**

See page 8.

**1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item**

See page 8 (hourly rates); 9-11 (job titles, experience, functional responsibility, education)

**2. Maximum order**

\$500,000

**3. Minimum order**

\$100

**4. Geographic coverage (delivery area)**

Domestic, including Alaska, Hawaii, and Puerto Rico.

**5. Point(s) of production (city, county, and State or foreign country)**

First Line Defense’s corporate office is located at 521 C. St., Quantico, VA 22134, which will be used as a point of production for offerings of professional services.

**6. Discount from list prices or statement of net price**

Prices shown herein are net (discounted deducted).

**7. Quantity discounts**

None

**8. Prompt payment terms**

Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.



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**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold**

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Government purchase cards are accepted at or below the micro-purchase threshold.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold**

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Government purchase cards are accepted above the micro-purchase threshold.

**10. Foreign items (list items by country of origin)**

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None

**11a. Time of delivery**

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As agreed upon between First Line Defense, LLC and the Ordering Activity.

**11b. Expedited Delivery**

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As agreed upon between First Line Defense, LLC and the Ordering Activity.

**11c. Overnight and 2-day delivery**

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As agreed upon between First Line Defense, LLC and the Ordering Activity.

**11d. Urgent Requirements**

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As agreed upon between First Line Defense, LLC and the Ordering Activity.

**12. F.O.B. point(s)**

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Destination

**13a. Ordering address(es)**

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First Line Defense, LLC  
Attn: Bradley Stegman  
521 C. St., Quantico, VA 22134

**13b. Ordering procedures**

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For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment Address(es)**

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First Line Defense, LLC  
Attn: Bradley Stegman  
521 C. St., Quantico, VA 22134

**15. Warranty provision**

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Not Applicable

**16. Export packing charges, if applicable**

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Not Applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)**

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Government purchase cards are accepted above the micro-purchase threshold.



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**18. Terms and conditions of rental, maintenance, and repair (if applicable)**

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Not Applicable

**19. Terms and conditions of installation (if applicable)**

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Not Applicable

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**

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Not Applicable

**20a. Terms and conditions for any other services (if applicable)**

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Not Applicable

**21. List of service and distribution points (if applicable)**

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Not Applicable

**22. List of participating dealers (if applicable)**

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Not Applicable

**23. Preventive maintenance (if applicable)**

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Not Applicable

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)**

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Not Applicable

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

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See First Line Defense's website at [www.firstlinedefensellc.com](http://www.firstlinedefensellc.com) for specific Section 508 compliance information. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/)

**25. Data Universal Number System (DUNS) number**

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833233062

**26. Notification regarding registration in System for Award Management (SAM) database**

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The Contractor is registered in the System for Award Management (SAM) database.



## **Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 132-51)**

### **1. Scope**

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

### **2. Performance Incentives I-FSS-60 Performance Incentives (April 2000)**

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

### **3. Order**

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

### **4. Performance of Services**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. Stop-Work Order (FAR 52.242-15) (AUG 1989)**

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a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. Inspection of Services**

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In accordance with FAR 52.212-4 Contract Terms and Conditions--Commercial Items (Mar 2009) (Deviation I - Feb 2007) for Firm-Fixed Price orders and FAR 52.212-4 Contract Terms and Conditions Commercial Items (Mar 2009) (Alternate I - Oct 2008) (Deviation I - Feb 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

## **7. Responsibilities of the Contractor**

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

## **8. Responsibilities of the Ordering Activity**

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

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## **9. Independent Contractor**

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

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## **10. Organizational Conflicts of Interest**

a. Definitions.

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

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

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

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

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## **11. Invoices**

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

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## **12. Payments**

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

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

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

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. Resumes**

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

### **14. Incidental Support Costs**

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

### **15. Approval of Subcontracts**

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



**GSA Hourly Rates (SIN 132-51)**

Labor Category	Year 1
Systems Analyst	\$134.58
Web Administrator	\$123.26
Systems Administrator	\$90.95
Program Manager	\$175.40
Subject Matter Expert	\$210.27

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## Labor Category Descriptions

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### Systems Analyst

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**Functional Responsibility:** Participate in data collection, modeling, analysis, documentation and product generation. Organize and translate data into information for studies, reports, and documentation. Conduct analyses, including defining parameters of requested data output and analysis. Collect, compile and assemble data for financial and analytical reports. Provide research support. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Construct sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and system architecture objectives.

**Minimal/General Experience:** Six (6) years general experience in a systems analyst environment; four (4) of which should be specific functional responsibility experience performing data collection, modeling, analysis, documentation and helping organizations with business improvement areas that translate to performance and cost savings efficiencies. Should possess sound managerial and communication skills that facilitate excellent presentation and promotion of integrated solutions to customers.

**Minimal Education:** Bachelor's Degree in statistics, engineering, computer science, or business management + 6 years' experience  
Associates + 9 years' experience  
High School Diploma + 12 years' experience

### Web Administrator

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**Functional Responsibility:** Manage web environment design, deployment, development and maintenance activities. Perform testing and quality assurance of web sites and web applications. Collaborate with web developers to create and operate internal and external web sites, or to manage projects, such as e-marketing campaigns. Recommend web site improvements, and develop budgets to support recommendations. Develop web site performance metrics. Test issues such as system integration, performance, and system security on a regular schedule or after any major program modifications. Determine sources of web page or server problems, and take action to correct such problems. Gather, analyze, or document user feedback to locate or resolve sources of problems. Document application and web site changes or change procedures. Provide training or technical assistance in web site implementation or use.

**Minimal/General Experience:** Six (6) years general and specific functional responsibility experience in a web administration environment performing design, development, deployment and maintenance activities.

**Minimal Education:** Bachelor's Degree in computer science, engineering, technical field, or business management + 6 years relevant experience  
Associates + 9 years' experience  
High School Diploma + 12 years' experience



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## Systems Administrator

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**Functional Responsibility:** Provide technical support for implementation, administration, troubleshooting and maintenance of IT systems. Manage IT system infrastructure and processes related to these systems. Provide support to IT systems including: day-to-day operations, monitoring and problem resolution for client problems. Provide second level problem identification, diagnosis and resolution of problems. Provide support for hardware problems and remain involved in the resolution process. Provide support for the escalation and communication of status to management and internal customers.

**Minimal/General Experience:** Four (4) years general and specific functional responsibility experience working independently and with other technical staff in support one or more IT systems in a day-to-day operational environment. Should possess excellent communication and team skills.

**Minimal Education:** Bachelor's Degree in computer science, engineering, technical field, or management information systems + 4 years' experience

Associates + 7 years' experience

High School Diploma + 10 years' experience

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## Program Manager

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**Functional Responsibility:** Responsible for the performance of Information Technology (SW development, engineering, cloud migration, virtualization, cybersecurity, helpdesk, etc.) programs and/or projects, or subsystems of major programs or projects. Consults with the client on a routine basis to ensure program/project compliance and success. Must be familiar with all phases of the systems development life cycle (i.e., identification, design, development, implementation, & maintenance of IT systems). Oversees the analysis, design and development of new systems as well as system enhancements (software releases/sprints). Serves as the primary program and technical point of contact with the customer for all program matters. Responsible for assigning and delegating responsibilities to subordinates. Responsible for ensuring all program/project documentation is produced and maintained; i.e. Charters, Work Breakdown Structures, Integrated Master Schedules (IMSS) and subordinate schedules, Communications Plans, Change Management Plans, Risk/Issues Management Plans and Registers, Quality Management Plans and Quality Standards/Acceptance Criteria, Performance Management Plans (Scope, Schedule, Cost) and Performance Metrics, Resource/Staffing Plans, Cost Estimates/Budgets, Configuration Management Plans, Transition Plans, and other associated work plans).

**Minimal/General Experience:** Ten (10) years of general experience working in a program/project environment; eight (8) years of which should be specific functional responsibility experience performing tasks focused on developing and standardizing clients Integrated Program Management Support Services capability and improving operational efficiency and effectiveness in executing IT projects, while maintaining compliance with end user policies, processes, and related directives.

**Minimal Education:** Bachelor's Degree in computer science, engineering, information systems, or business management + 10 years' experience

Associates + 13 years' experience

High School Diploma + 16 years' experience

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## Subject Matter Expert

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**Functional Responsibility:** Serves as an Expert in a single or multiple technical discipline. Provides expert guidance and insight into technical areas that include but are not limited to; system architectures, IT infrastructures, software development, approaches and methodologies; i.e. Agile, DevSecOps, Cloud environments (AWS, Azure, etc.) and their application in diverse environments. Function as an instrumental voice working in collaboration with a varied customer base (DoD, DHS, etc.). Capable of mentoring technical staff when need. Responsible for leading and contributing to highly complex technical/engineering initiatives, and sought after for recommendations and solutions. Collaborate with senior managers, technical government and contractor peers on developing information technology solutions as well as contributing to cost / benefits analysis and prioritization.

**Minimal/General Experience:** Twelve (12) years general experience working with senior managers/executives; ten (10) of which should be specific functional responsibility experience performing research and implementing analytical methodologies, environmental and/or information technology and tools. Specializing in management, business development, and resource allocation or environmental and/or information technology. Possess and apply highly developed leadership and managerial skills which cross-functional areas and core competencies. Possess executive level, managerial and communication skills that allow for development, presentation and promotion of integrated solutions to customers.

**Minimal Education:** Master's Degree in computer science, engineering, management information systems, communications, or business management + 12 years' experience  
Bachelors + 15 years' experience