3

SUBJECT: PIGGYBACK GSA Contract No. 47QTCA18D00C3 for MAS/SIN33411 Information Technology

BID #: PSC-0353-23 **OPEN DATE: N/A**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: PIGGYBACK CONTRACT – Period of service from May 21, 2018 through May 20, 2023, with ultimate contract end date until May 20, 2038

AGENCY: CLERK OF THE CIRCUIT COURT

BASIS OF AWARD: PIGGYBACK GSA Contract No. 47QTCA18D00C3 for MAS/SIN33411 Information Technology

NUMBER OF BIDS INVITED: ( ) NUMBER RECEIVED: ( ) OTHER ( )

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to Piggyback GSA Contract No. 47QTCA18D00C3 for MAS/SIN33411 Information Technology with Tera Consulting, Inc. to add and renew additional licenses to our Microsoft SQL Infrastructure. The requested total expenditure not-to-exceed $111,865.58.

To be executed by formal contract through the Office of General Counsel. Funding to be encumbered by Internal State Funding not available in 1Cloud. The Clerk's Office will issue the purchase order internally.

ATTACHMENTS: Recommendation Memo; Vendor Quote; GSA Contract; Risk Approval

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
RUBEN OLA
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Jennifer Spinelli, Chief Financial Officer, Clerk of the Circuit Court

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE
MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

JODY PHILLIPS
CLERK OF THE CIRCUIT COURT
DUVAL COUNTY, FLORIDA

March 15, 2023

To: Dustin Freeman, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Victoria Tomlin, Purchasing Specialist

Subject: Piggyback Request to GSA Contract 47QTCA18D00C3 – Tera Consulting, Inc.

The Clerk of the Circuit and County Courts is requesting to Piggyback on GSA Contract 47QTCA18D00C3 to add and renew additional licenses to our Microsoft SQL Infrastructure. This one-time purchase is not to exceed $111,865.58.

Funding for this to be encumbered by Internal State Funding not available in 1cloud. The Clerk's Office will issue the purchase order internally.

Attached: Tera Consulting, Inc Quote
GSA Contract Part Number 7NQ-00187
GSA Contract Part Number 7JQ-00281
GSA Contract Part Number 7NQ-00188
GSA Contract 47QTCA18D00C3

Tera Consulting, Inc.

29 Elves Lane	tpowell@teraconsultinginc.com
Levittown, NY 11756	www.teraconsultinginc.com
Phone: (800) 887-1885	Fax: (267) 750-5970

Price Quote

Quote # WEB03082023

GSA Contract	47QTCA18D00C3
Cage Code	7HT50
Duns #	969144018
UEI	PG4WWPKBCCZ7
Tax ID	611656179
GSA Contract Expiration	5/20/2023

SHIP TO: Duval County
501 West Adams St
Jacksonville, FL 32202

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
10	Microsoft SQL Svr Standard Core License/Software Assurance Pack Open Value 2 Licenses Level D Additional Product Core License 3 Year Acquired year 1 7NQ-00187	$6,692.42	$66,924.20
2	Microsoft SQL Svr Enterprise Core Software Assurance Open Value 2 Licenses Level D Additional Product Core License 3 Year Acquired year 1 7JQ-00281	$10,997.73	$21,995.46
8	Microsoft SQL Svr Standard Core Software Assurance Open Value 2 Licenses Level D Additional Product Core License 3 Year Acquired year 1 7NQ-00188	$2,868.24	$22,945.92

Subtotal	$111,865.58
Shipping	$0.00
Salex Tax	$0.00
TOTAL	$111,865.58

SBA 8(a) Certified DBE WBE MBE EDWOSB

Tera Consulting Inc.

Thank you for your business!

Microsoft

Click image for expanded view

SQL SERVER STANDARD CORE EDITION

Contractor Product Name:
MICROSOFT SQL SERVER STANDARD CORE EDITI

Mfr Part No.:
7NQ-00188

Contractor Part No.:
10488813

Manufacturer:
MICROSOFT OPEN VALUE GOV SQL

Contract No.:
47QTCA18D00C3 (ends: May 20, 2023)

MAS Schedule/SIN:
MAS/33411

Country of Origin:
UNITED STATES OF AMERICA

DISAST PURCH Disaster Purchasing items

COOP PURCH Cooperative Purchasing items

Report incorrect product information

Price
$2,868.24 EA

Qty: 1 **Add to cart**

sold and shipped by
TERA CONSULTING INC
Contract minimum order: $100.00

Product Details

Product Description
Microsoft SQL Server Standard Core Edition, Software Assurance, 2 Core, Price Level D, Additional Product, 3 Year Acquired Year 1, Microsoft Open Value, PC

Description Provided by TERA CONSULTING INC
Microsoft SQL Server Standard Core Edition - Software assurance - 2 cores - OpenValue - level D - additional product, 3 Year Acquired Year 1 - Win

Compare Available Sources

Instructions: Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below.

◈ Indicates when volume discounts are offered.

Price/Unit		Contractor	Socio	Deliv Days	Min Order	FOB/Shipping
$2,868.24	EA	**TERA CONSULTING INC**	s d w 8a v wo ew	15 days delivered ARO	$100.00	D-CONUS,AK,PR,H

*** WARNING ***

This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

View Privacy and Security policies

Microsoft

Click image for expanded view

SQL SERVER ENTERPRISE CORE EDITION

Contractor Product Name:

MICROSOFT SQL SERVER ENTERPRISE CORE EDI

Mfr Part No.:

7JQ-00281

Contractor Part No.:

10488691

Manufacturer:

MICROSOFT OPEN VALUE GOV SQL

Contract No.:

47QTCA18D00C3 (ends: May 20, 2023)

MAS Schedule/SIN:

MAS/33411

Country of Origin:

UNITED STATES OF AMERICA

DISAST PURCH Disaster Purchasing items

COOP PURCH Cooperative Purchasing items

Report incorrect product information

Price
$10,997.73 EA

Qty: 1 **Add to cart**

sold and shipped by
TERA CONSULTING INC
Contract minimum order: $100.00

Product Details

Product Description
Microsoft SQL Server Enterprise Core Edition, Software Assurance, 2 Core, Price Level D, Additional Product, 3 Year Acquired Year 1, Microsoft Open Value, PC

Description Provided by TERA CONSULTING INC
Microsoft SQL Server Enterprise Core Edition - Software assurance - 2 cores - Open Value - level D - additional product, 3 Year Acquired Year 1 - Win - Single Language

Compare Available Sources

Instructions: Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below.
◈ Indicates when volume discounts are offered.

Price/Unit	Contractor	Socio	Deliv Days	Min Order	FOB/Shipping
$10,997.73 EA	**TERA CONSULTING INC**	s d w 8a v wo ew	15 days delivered ARO	$100.00	D-CONUS,AK,PR

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View Privacy and Security policies

No image available
at this time

SQL SERVER STANDARD CORE EDITION

Contractor Product Name:

MICROSOFT SQL SERVER STANDARD CORE EDITI

Mfr Part No.:

7NQ-00187

Contractor Part No.:

10488812

Manufacturer:

MICROSOFT OPEN VALUE GOV SQL

Contract No.:

47QTCA18D00C3 (ends: May 20, 2023)

MAS Schedule/SIN:

MAS/33411

Country of Origin:

UNITED STATES OF AMERICA

DISAST PURCH Disaster Purchasing items

COOP PURCH Cooperative Purchasing items

Report incorrect product information

Price
$6,692.42 EA

Qty: 1 **Add to cart**

sold and shipped by
TERA CONSULTING INC
Contract minimum order: $100.00

Product Details

Product Description
Microsoft SQL Server Standard Core Edition, License & Software Assurance, 2 Core, Price Level D, Additional Product, 3 Year Acquired Year 1, Microsoft Open Value, PC

Description Provided by TERA CONSULTING INC
Microsoft SQL Server Standard Core Edition - License & software assurance - 2 cores - Open Value - level D - additional product, 3 Year Acquired Year 1 - Win

Compare Available Sources

Instructions: Select price below, enter qty at left, then Add to Cart. To view another contractor description, simply select the Contractor in the list below.

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View Privacy and Security policies

GSA eLibrary

GSA Federal Acquisition Service

eBuy - GSA Advantage -

Search: all the words Go

Contractor Information

(Vendors) How to change your company information

Contract #: 47QTCA18D00C3

Contractor: TERA CONSULTING INC
Address: 29 ELVES LN
LEVITTOWN, NY 11756-5522
Phone: 516-732-1888
E-Mail: tpowell@teraconsultinginc.com
Web Address: http://www.teraconsultinginc.com
SAM UEI: PG4WWPKBCCZ7
NAICS: 541512

Socio-Economic : Small business
Woman Owned business
Women Owned (WOSB)
Women Owned (EDWOSB)
Veteran Owned Small business
SBA Certified Small Disadvantaged business
SBA Certified 8(a) Firm

EPLS : Contractor not found on the Excluded Parties List System

Govt. Point of Contact:
Chester C Popham
Phone: 404-267-0843
E-Mail: chester.popham@gsa.gov

Contract Clauses/Exceptions:
View the specifics for this contract

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Current Option Period End Date	Ultimate Contract End Date	Category		View Catalog
MAS	Multiple Award Schedule	47QTCA18D00C3	Vi	May 20, 2023	May 20, 2038	322291	Ind	GSA Ad
						325611	Ind	GSA Ad
						325612	Ind	GSA Ad
						332510	Ind	GSA Ad
						332510C	Ind	GSA Ad
						33411	Ind Ind	GSA Ad
						334310	Ind	GSA Ad
						337121H	Ind	GSA Ad
						33721	Ind	GSA Ad
						339940	Ind	GSA Ad

511210	Ind Ind	GSA Ad
518210C	Ind Ind	GSA Ad
541430	Ind	GSA Ad
54151	Ind	GSA Ad
541511	Ind	GSA Ad
54151HEAL	Ind Ind	GSA Ad
54151S	Ind Ind	GSA Ad
541613	Ind	GSA Ad
541810ODC	Ind	GSA Ad
561450	Ind	GSA Ad
611420	Ind Ind	GSA Ad
OLM	Ind Ind	GSA Ad

Additional Contracts held by this contractor. To view more details of a contract, click the Contract Number below.

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Current Option Period End Date	Ultimate Contract End Date	Category	View Catalog
8ASTARS3	8(a) Streamlined Technology Acquisition Resource for Services (STARS) III	47QTCB21D0002	V	Jul 1, 2026		STARS3 STARS3 ET STARS3 OCONUS	

GSA eLibrary

GSA Federal Acquisition Service

Home | eBuy - quotes | GSA Advantage - online shopping | Help

Search: all the words Go

Contractor Information

(Vendors) How to change your company information

Contract #: 47QTCA18D00C3

Contractor: TERA CONSULTING INC
Address: 29 ELVES LN
LEVITTOWN, NY 11756-5522
Phone: 516-732-1888
E-Mail: tpowell@teraconsultinginc.com
Web Address: http://www.teraconsultinginc.com
SAM UEI: PG4WWPKBCCZ7
NAICS: 541512

Socio-Economic : Small business
Woman Owned business
Women Owned (WOSB)
Women Owned (EDWOSB)
Veteran Owned Small business
SBA Certified Small Disadvantaged business
SBA Certified 8(a) Firm

EPLS : Contractor not found on the Excluded Parties List System

Govt. Point of Contact:
Chester C Popham
Phone: 404-267-0843
E-Mail: chester.popham@gsa.gov

Contract Clauses/Exceptions:

View the specifics for this contract

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Current Option Period End Date	Ultimate Contract End Date	Category		View Catalog
MAS	Multiple Award Schedule	47QTCA18D00C3		May 20, 2023	May 20, 2038	322291	DISAST PURCH	GSA Advantage!
						325611	DISAST PURCH	GSA Advantage!
						325612	DISAST PURCH	GSA Advantage!
						332510	DISAST PURCH	GSA Advantage!
						332510C	DISAST PURCH	GSA Advantage!
						33411	COOP PURCH, DISAST PURCH	GSA Advantage!
						334310	DISAST PURCH	GSA Advantage!
						337121H	DISAST PURCH	GSA Advantage!
						33721	DISAST PURCH	GSA Advantage!
						339940	DISAST PURCH	GSA Advantage!
						511210	COOP PURCH, DISAST PURCH	GSA Advantage!
						518210C	COOP PURCH, DISAST PURCH	GSA Advantage!
						541430	DISAST PURCH	GSA Advantage!
						54151	DISAST PURCH	GSA Advantage!
						541511	DISAST PURCH	GSA Advantage!
						54151HEAL	COOP PURCH, DISAST PURCH	GSA Advantage!
						54151S	COOP PURCH, DISAST PURCH	GSA Advantage!
						541613	DISAST PURCH	GSA Advantage!
						541810ODC	DISAST PURCH	GSA Advantage!
						561450	DISAST PURCH	GSA Advantage!
						611420	COOP PURCH, DISAST PURCH	GSA Advantage!
						OLM	COOP PURCH, DISAST PURCH	GSA Advantage!

Additional Contracts held by this contractor. To view more details of a contract, click the Contract Number below.

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Current Option Period End Date	Ultimate Contract End Date	Category	View Catalog
8ASTARS3	8(a) Streamlined Technology Acquisition Resource for Services (STARS) III	47QTCB21D0002		Jul 1, 2026		STARS3 STARS3 ET STARS3 OCONUS	

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: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group:
8540, 7930, 5340, 5120,7010,3610,7105,7125,7030, D305, R499, J070, D304, D399, R701, R704, U012, 0000
FSC Class:
Facilities, Industrial Products and Services, Information Technology, Office Management, Furniture & Furnishings, Professional Services, Miscellaneous

Contract number: 47QTCA18D00C3

Contract period: May 21, 2018 through May 20, 2023

Tera Consulting Inc.

29 Elves LN
Levittown, NY 11756-5522
Phone: (516) 732-1888
Fax: (267) 750-5970
www.teraconsultinginc.com

Business size: Economically Disadvantaged Women Owned 8(a) Small Business

Contract Administration:
Terryann Powell
tpowell@teraconsultinginc.com

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Price list current as of Modification # - PO-0061 Effective: February 22, 2023

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

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

SIN	SIN NAME
322291	Restroom Products
325611	Cleaning Products
325612	Disinfectants, Sterilants and Deodorizers
332510	Hardware Manufacturing
332510C	Hardware Store, Home Improvement Center, Industrial or General Supply Store
33411	Purchasing of New Electronic Equipment
334310	Professional Audio/Video Products
337121H	Household, Dormitory & Quarters Furniture
33721	Office Furniture
339940	Office Products
511210	Software Licenses
518210C	Cloud and Cloud-Related IT Professional Services
541430	Graphic Design Services
54151	Software Maintenance Services
541511	Web Based Marketing
54151HEAL	Health Information Technology Services
54151S	Information Technology Professional Services
541613	Marketing Consulting Services
541810ODC	Other Direct Costs for Marketing and Public Relations Services
561450	Business Information Services (BIS)
611420	Information Technology Training
OLM	Order Level Materials

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 Price List**

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 Labor Category**

2. Maximum order: **$500,000**

3. Minimum order: **$100**

Tera Consulting Inc. Unit #7111
Hicksville, NY 11802
Email: tpowell@teraconsultinginc.com
Website: www.teraconsultinginc.com

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

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

29 Elves LN
Levittown, NY 11756-5522

6. Discount from list prices or statement of net price. **Government Net Prices (discounts already deducted.)**

7. Quantity discounts.

SIN 33411: 1.5% over $5000.00; 2% over $8,000; 3% over $10,000.00
SIN 54151S: 1% over $200,000; 2% over $500,000; 6% over $5,000,000

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

SIN 33411: Discount: 2 % if Payment is made within 10 days
Net 30 days

9. Foreign items (list items by country of origin). **Not Applicable**

10a. Time of delivery. (Contractor insert number of days.)

SIN 33411: 4 Days ARO

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**

10d. Urgent Requirements. **Contact Contractor**

11. F.O.B. point(s). **Destination for 48 contiguous states; freight charges apply outside 48 contiguous states.**

12a. Ordering address(es).

185 West John St.
Unit 7111
Hicksville, NY 11802

Tera Consulting Inc. Unit #7111
Hicksville, NY 11802
Email: tpowell@teraconsultinginc.com
Website: www.teraconsultinginc.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(es).

185 West John St.
Unit 7111
Hicksville, NY 11802

14. Warranty provision. **Standard Industry Warranty**

15. Export packing charges, if applicable. **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

17. Terms and conditions of installation (if applicable). **Not Applicable**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

18b. Terms and conditions for any other services (if applicable). **Not Applicable**

19. List of service and distribution points (if applicable).

185 West John St.
Unit 7111
Hicksville, NY 11802

20. List of participating dealers (if applicable). **Not Applicable**

21. Preventive maintenance (if applicable). **Not Applicable**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**

22b. 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/. **Not Applicable**

23. Unique Entity Identifier (UEI) number. **PG4WWPKBCCZ7**

24. Notification regarding registration in System for Award Management (SAM) database. **Contractor registered and active in SA**

Tera Consulting Inc. Unit #7111
Hicksville, NY 11802
Email: tpowell@teraconsultinginc.com
Website: www.teraconsultinginc.com

Services and Labor Offerings:

SIN	Labor Category	Year 5 May 21, 2022 to May 20, 2023 GSA PRICE including IFF
541511	Principal/Strategist	$223.81
541511	Deputy Project Manager/Strategist	$158.16
541511	Creative Director	$177.06
541511	Art Director	$160.06
541511	Website Developer/Technology Specialist	$138.40
541511	Media Relations Strategist	$141.25
541511	Public Engagement Specialist	$141.25
541511	Senior Project Manager/Task Manager	$158.16
541511	Communications Specialist	$141.25
541511	Events Coordinator	$91.52
541511	Senior Writer	$137.27
541511	Production Assistant	$74.61
541511	Media Buyer	$137.27
541511	Graphic Artist**	$91.52
541511	Editor/Writer**	$124.33
541511	Administrative**	$89.52
518210C, 54151, 54151HEAL, 54151S	Enterprise Architect	$164.70
518210C, 54151, 54151HEAL, 54151S	Information Technologist	$247.03
518210C, 54151, 54151HEAL, 54151S	Sr. SME	$214.11
518210C, 54151, 54151HEAL, 54151S	SME	$181.17
518210C, 54151, 54151HEAL, 54151S	Sr. Systems Engineer	$192.14
518210C, 54151, 54151HEAL, 54151S	Systems Engineer	$164.70
518210C, 54151, 54151HEAL, 54151S	Jr. Systems Engineer	$120.78
518210C, 54151, 54151HEAL, 54151S	Sr. Software Engineer	$192.14
518210C, 54151, 54151HEAL, 54151S	Software Engineer	$164.70
518210C, 54151, 54151HEAL, 54151S	Jr. Software Engineer	$120.78
518210C, 54151, 54151HEAL, 54151S	Master Data Manager	$163.04
518210C, 54151, 54151HEAL, 54151S	Data Analyst	$123.53
518210C, 54151, 54151HEAL, 54151S	Senior consultant	$170.57
518210C, 54151, 54151HEAL, 54151S	Midlevel Consultant	$106.53
518210C, 54151, 54151HEAL, 54151S	Programmer 1	$114.82
518210C, 54151, 54151HEAL, 54151S	Project Manager	$146.32
518210C, 54151, 54151HEAL, 54151S	Warranty IT Technician	$102.37

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

SIN(s)	Labor Category/Service Title	Labor Category/Service Description	Min Education	Minimum Years of Exp
541511	Principal/Strategist	Tasked with providing overall organizational vision and strategic management over multiple cross-cutting programs, functional and/or administrative areas including client/community relations and partnerships	Bachelors	10
541511	Deputy Project Manager/Strategist	Professional who has managed tasks or project activities and knows how to mobilize internal and external resources provide management (personnel and budgetary) oversight, interface with our clients, and be accountable for producing products in a timely fashion	Bachelors	6
541511	Creative Director	Oversees concept development and visual execution of all creative work. Examines and approves finished art and conceptual material. The Senior Creative Director is experienced in a broad array of advertising creative services and media, including television, print and online advertising, direct mail, brand identity and brand image collateral and other related creative services.	Bachelors	6
541511	Art Director	Oversees concept development and visual execution of creative work. Examines and approves finished art and conceptual material.. The Senior Art Director/Designer is experienced in a broad array of advertising creative services and media, including television, print and online advertising, direct mail, brand identity and brand image collateral and other related creative service	Bachelors	6
541511	Website Developer/Technology Specialist	Provides day-to-day or support level services in a direct or consulting role. Plans digital strategies, plans, channels, digital media reporting, research and executes on those digital media plans to achieve project objectives	Bachelors	5
541511	Media Relations Strategist	Responsible for overseeing communications to the media, including preparing articles, press kits, press releases, and other content initiatives. Cultivates and manages relationships with media reps.	Bachelors	5
541511	Public Engagement Specialist	Advises on specific media outlets/journalists for optimal Mission media engagement; negotiates timing, reporting and coverage ground rules and other concerns.	Bachelors	5
541511	Senior Project Manager/Task Manager	The Senior Program Manager has overall accountability for business solution programs. Senior Program Managers may be responsible for product delivery and/or financial management of client	Bachelors	8

SIN(s)	Labor Category/Service Title	Labor Category/Service Description	Min Education	Minimum Years of Exp
		engagements. A Senior Program Manager performs independent quality assurance reviews of program performance and deliverables.		
541511	Communications Specialist	Manage all internal and external communication of a company, and represent the company to the outside world. They draft media statements, answer media inquiries, compile publications, plan events and press conferences.	Bachelors	6
541511	Events Coordinator	Coordinates the smooth production of and ensures quality control of the technical and creative aspects of events, conferences, and seminars. Initiates site surveys and liaises with venue representatives and clients to ensure proper support throughout	Bachelors	4
541511	Senior Writer	Provides creative and original writing of editorial and creative content such as articles, advertisements, reports, speeches, presentations, website text, video scripts, and interactive materials. Leads research, such as interviews and focus groups. Provides in-depth analysis and develops insightful conclusions and creative recommendations from research data. Leads in creative development of themes, strategies, brands, and campaigns. May lead and facilitate meetings and input sessions. F	Bachelors	5
541511	Production Assistant	Provides general assistance during a video production, such as running errands and doing odd jobs for the crew. Coordinates craft services, logistics, arranges for transportation, and performs administrative duties such as copying scripts.	Associates	4
541511	Media Buyer	Media buyers negotiate with media outlets to acquire advertising space for print, radio, television, billboard, and online campaigns to grow brand awareness and increase sales. They conduct market research to optimize the advertising medium and placement to effectively reach the desired target audience.	Associates	4
541511	Graphic Artist**	Provides professional support designing, laying out, updating, and coordinating the production of a wide array of commercial graphic design and creative print media. Works primarily with internal clients and team members to develop collateral materials, publications, presentations, exhibits, signage, and other materials. Demonstrates thorough knowledge of graphic industry standards and graphic media. Able to produce appropriate file formats for various types of printing and electronic publication applications.	Associates	2
541511	Editor/Writer**	Writes or assists in the writing of editorial content such as articles, white papers, brochures, reports, speeches, presentations, website text, video scripts, interactive materials, press releases, media kits, and backgrounders. Assists with research, takes notes, transcribes content. Participates in creative development of themes, strategies, brands, and campaigns.	Bachelors	3
541511	Administrative**	Provides administrative support for project managers and other staff including printing, copying, and binding of documents. Arranges shipping, logistics, Arranges travel, including airfare, hotel, rental cars, and develops itineraries with directions and schedules. Keeps schedules and calendars. May provide arrangements for client meetings, interviews, focus groups, video shoots, and events	Associates	2

SIN(s)	Labor Category/Service Title	Labor Category/Service Description	Min Education	Minimum Years of Exp
518210C, 54151, 54151HEAL, 54151S	Enterprise Architect	Experienced enterprise architect with knowledge of various application and infrastructure components. Develops technology roadmaps diagrams, system roadmaps based on client's strategic direction. Recommends changes in infrastructure or applications to produce the most desirable results for the client.	Bachelors	10
518210C, 54151, 54151HEAL, 54151S	Information Technologist	Executive leader responsible for providing subject matter expertise, and leadership among multiple projects. An expert in varying Information Technology fields to consult senior clients of strategic direction.	Bachelors	10
518210C, 54151, 54151HEAL, 54151S	Sr. SME	Senior Executive/Expert of varying information technology applications, programming languages, and infrastructure components. Knowledgeable of innovations within the field including emerging technologies. Responsible for providing strategic direction, vision, leadership, and program management to the team. Develops complex solutions with multiple applications and infrastructure components. Maintains productive and effective client relationship with the most senior levels of client organization.	Bachelors	8
518210C, 54151, 54151HEAL, 54151S	SME	Senior Expert/Team Leader of varying information technology applications, programming languages, and infrastructure components. Knowledgeable of innovations with the field including emerging technologies. Often manages and motivates the team to drive performance. Acts as the lead client communicator. Addresses goals, issues, and results within the project. Recommends innovation and provides thought leadership to the client.	Bachelors	6
518210C, 54151, 54151HEAL, 54151S	Sr. Systems Engineer	Experienced as computer system engineer on large-scale systems. An expert of many programming languages and infrastructure. Develops complex systems, develops diagrams and logic flow charts, tests, debugs, and refine systems, analyzes systems for desired results.	Bachelors	7
518210C, 54151, 54151HEAL, 54151S	Systems Engineer	Experienced as a computer system engineer on various systems. An expert of many programming languages and infrastructure. Develops complex systems, develops diagrams and log flow charts, tests, debugs, and refine systems, analyzes for desired results. Prepares documentation.	Bachelors	4
518210C, 54151, 54151HEAL, 54151S	Jr. Systems Engineer	A computer system engineer certified in one or more programming languages and knowledgeable of infrastructure components. Develops complex systems, develops diagrams and logic flow charts, tests, debugs, and refine systems, analyzes systems for desired results. Prepares documentation.	Bachelors	2
518210C, 54151, 54151HEAL, 54151S	Sr. Software Engineer	Experienced as an applications programmer on large-scale applications. An expert of many programming languages and infrastructure. Develops complex software applications, develops diagrams and logic flow charts, tests, debugs, and refine applications, analyzes applications for desired results. Prepare documentation and provides technical direction.	Bachelors	10
518210C, 54151, 54151HEAL, 54151S	Software Engineer	Experienced as an applications programmer on various applications. An expert of many programming languages and infrastructure. Develops complex software applications, develops diagrams and logic flow charts, tests, debugs and refine applications, analyzes applications for desired results. Prepares documentation and provides technical direction.	Bachelors	5

SIN(s)	Labor Category/Service Title	Labor Category/Service Description	Min Education	Minimum Years of Exp
518210C, 54151, 54151HEAL, 54151S	Jr. Software Engineer	An applications programmer certified on one or more programming languages. Develops functional software applications, develops functional software applications, develops diagrams and logic flow charts, tests, debugs, and refine applications, analyzes applications for desired results. Prepares documentation and manuals	Bachelors	3
518210C, 54151, 54151HEAL, 54151S	Master Data Manager	Position will support operations by monitoring and analyzing master data, key data, and master relationship data within the organization.	Bachelors	5
518210C, 54151, 54151HEAL, 54151S	Data Analyst	Applies analytical methodologies to address clients' needs. Duties include data analysis collection, modeling, testing, performance metrics development, and other project activities. Inspects, transforms, and models data with the goal of discovering useful information, suggesting conclusions, and supporting decision-making. Develops descriptive statistics, performs exploratory data analysis (EDA), and confirmatory data analysis (CDA). Focuses on discovering new features in the data and CDA on confirming or falsifying existing hypotheses.	Bachelors	4
518210C, 54151, 54151HEAL, 54151S	Senior consultant	Design projects through technical and/or substantial expertise and leadership that address the client's needs. Oversee the planning, design, and implementation of technical work. Ensure specific deliverables are completed in a high-quality, timely and cost efficient manner. Manage client relations. Regarded as an expert in the field.	Bachelors	7
518210C, 54151, 54151HEAL, 54151S	Midlevel Consultant	Independently perform a variety of project tasks in such areas as data collection, analysis technical assistance, or project management. May provide training and technical supervision to less senior or less experienced staff. May use standard software packages and apply specialized quantitative and/or qualitative analysis techniques and methods. Work on assignments that are moderately complex with minimal direct supervision.	Bachelors	2
518210C, 54151, 54151HEAL, 54151S	Programmer 1	Manage programming support for projects. Provide management and technical support to senior programmers and other research staff in support of contracts or corporate functions. Special skills: multiple programming languages such as SAS, Access, and Python. Highly proficient in software packages necessary for the completion of our work. Skilled in all aspects of data processing management.	Bachelors	4
518210C, 54151, 54151HEAL, 54151S	Project Manager	Identify the goals and scope of the project. Identify the risks associated with the project. Work with Department management to secure appropriate executive support of projects and appropriate funding of projects. Work with Department management to determine the project budget. Build a structured approach to successfully complete the project in the allotted time. Develop and manage written project plans, including program schedules. Effectively communicate those plans with all project team members, users, and other parties involved in the project. Determine the personnel, capital resources, equipment, and tools needed to complete the project. Proactively manage resource and scheduling issues. Communicate project needs, goals and milestones with appropriate IT Department Managers, Department Director, and	Bachelors	8

SIN(s)	Labor Category/Service Title	Labor Category/Service Description	Min Education	Minimum Years of Exp
		Senior Management and Team members. Drive program issues through to resolution. Drive process improvement in the product development and delivery process. Develop and maintain project charter. Coordinate activities of cross-functional teams. Concurrently manage multiple projects.		
518210C, 54151, 54151HEAL, 54151S	Warranty IT Technician**	Responsible for maintaining any hardware issues for technology equipment.	Bachelors	2

Service Contract Labor Standards Matrix:

SCA/SCLS Matrix		
SCLS Eligible Contract Labor Category/Fixed Price Service	**SCLS Equivalent Code Title**	**WD Number**
Graphic Artist**	15080 Graphic Artist	2015-4157
Editor/Writer**	30463 Technical Writer III	2015-4157
Administrative**	01020 Administrative Assistant	2015-4157
Warranty IT Technician**	14160 Personal Computer Support Technician	2015-4157

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Tera Consulting Inc. Unit #7111
Hicksville, NY 11802
Email: tpowell@teraconsultinginc.com
Website: www.teraconsultinginc.com

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Website: www.teraconsultinginc.com

Labor Category	Minimuml Years of Experience	Education	Description
			components. Develops complex systems, develops diagrams and logic flow charts, tests, debugs, and refine systems, analyzes systems for desired results. Prepares documentation.
Sr. Software Engineer	10	Bachelor	Experienced as an applications programmer on large-scale applications. An expert of many programming languages and infrastructure. Develops complex software applications, develops diagrams and logic flow charts, tests, debugs, and refine applications, analyzes applications for desired results. Prepare documentation and provides technical direction.
Software Engineer	5	Bachelor	Experienced as an applications programmer on various applications. An expert of many programming languages and infrastructure. Develops complex software applications, develops diagrams and logic flow charts, tests, debugs and refine applications, analyzes applications for desired results. Prepares documentation and provides technical direction.
Jr. Software Engineer	3	Bachelor	An applications programmer certified on one or more programming languages. Develops functional software applications, develops functional software applications, develops diagrams and logic flow charts, tests, debugs, and refine applications, analyzes applications for desired results. Prepares documentation and manuals.
Master Data Manager	5	Bachelor	Position will support operations by monitoring and analyzing master data, key data, and master relationship data within the organization.
Data Analyst	4	Bachelor	Applies analytical methodologies to address clients' needs. Duties include data analysis collection, modeling, testing, performance metrics development, and other project activities. Inspects, transforms, and models data with the goal of discovering useful information, suggesting conclusions, and supporting decision-making. Develops descriptive statistics, performs exploratory data analysis (EDA), and confirmatory data analysis (CDA). Focuses on discovering new features in the data and CDA on confirming or falsifying existing hypotheses.
Senior Consultant	7	Bachelor	Design projects through technical and/or substantial expertise and leadership that address the client's needs. Oversee the planning, design, and implementation of technical work. Ensure specific deliverables are completed in a high-quality, timely and cost efficient manner. Manage client relations. Regarded as an expert in the field.

Tera Consulting Inc. Unit #7111
Hicksville, NY 11802
Email: tpowell@teraconsultinginc.com
Website: www.teraconsultinginc.com

Labor Category	Minimuml Years of Experience	Education	Description
Midlevel Consultant	2	Bachelor	Independently perform a variety of project tasks in such areas as data collection, analysis technical assistance, or project management. May provide training and technical supervision to less senior or less experienced staff. May use standard software packages and apply specialized quantitative and/or qualitative analysis techniques and methods. Work on assignments that are moderately complex with minimal direct supervision.
Programmer 1	4	Bachelor	Manage programming support for projects. Provide management and technical support to senior programmers and other research staff in support of contracts or corporate functions. Special skills: multiple programming languages such as SAS, Access, and Python. Highly proficient in software packages necessary for the completion of our work. Skilled in all aspects of data processing management.
Project Manager	8	Bachelor	Identify the goals and scope of the project. Identify the risks associated with the project. Work with Department management to secure appropriate executive support of projects and appropriate funding of projects. Work with Department management to determine the project budget. Build a structured approach to successfully complete the project in the allotted time. Develop and manage written project plans, including program schedules. Effectively communicate those plans with all project team members, users, and other parties involved in the project. Determine the personnel, capital resources, equipment, and tools needed to complete the project. Proactively manage resource and scheduling issues. Communicate project needs, goals and milestones with appropriate IT Department Managers, Department Director, and Senior Management and Team members. Drive program issues through to resolution. Drive process improvement in the product development and delivery process. Develop and maintain project charter. Coordinate activities of cross-functional teams. Concurrently manage multiple projects.
Warranty IT Technician	2	Bachelor	Responsible for maintaining any hardware issues for technology equipment.

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Terms and Conditions specific to SIN 511210 Software Licenses

a.) Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

b.) The words "term software" or "perpetual software" shall be the first word in the product title/name for: 1) the price proposal template and 2) the SIP file for GSA Advantage. The word "term software" or "perpetual software" shall be the first word in the product title/name for the GSA Pricelist pricing charts (I-FSS-600 CONTRACT PRICE LISTS (OCT 2016). The words "term software" or "perpetual software" shall be in each product title in any response to a customer Request for Quote (RFQ) or Request for Information (RFI).

c.) Contractors are encouraged to offer SIN 54151 Software Maintenance Services in conjunction with SIN 511210 - Software Licenses.

d.) Conversion From Term License To Perpetual License

i.) When standard commercial practice offers conversions of term licenses to perpetual licenses, and an ordering activity requests such a conversion, the contractor shall provide the total amount of conversion credits available for the subject software within ten (10) calendar days after placing the order.

ii.) When conversion credits are provided, they shall continue to accrue from one contract period to the next, provided the software has been continually licensed without interruption.

iii.) The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.

iv.) When conversion from term licenses to perpetual licenses is offered, the price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to a percentage of all term license payments during the period that the software was under a term license within the ordering activity.

e.) Term License Cessation

i.) After a software product has been on a continuous term license for a period of _____(Fill-in the period of time.) months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited. Contractors who do not commercially offer conversions of term licenses to perpetual licenses shall indicate that their term licenses are not eligible for conversion at any time.

ii.) Each separately priced software product shall be individually enumerated, if different accrual periods apply for the purpose of perpetual license attainment. iii.) Fill-in data and specific terms shall be attached to the GSA Price List (I-FSS-600 CONTRACT PRICE LISTS (OCT 2016)).

iv.) The Contractor agrees to provide updates and software maintenance services for the software after a perpetual license has accrued, at the prices and terms of SIN 54151 – Software Maintenance Services, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

f.) Utilization Limitations for Perpetual Licenses

i.) Software Asset Identification Tags (SWID) (Option 1 Perpetual License)

1.) Option 1 is applicable when the Offeror agrees to include the International Organization for Standardization/International Electrotechnical Commission 19770-2 (ISO/IEC 19770- 2:2015) standard identification tag (SWID Tag) as an embedded element in the software. An ISO/IEC 19970-2 tag is a discoverable identification element in software that provides licensees enhanced asset visibility. Enhance visibility supports both the goals of better software asset management and license compliance. Offerors may use the National Institute of Standards and Technology (NIST) document "NISTIR 8060: Guidelines for Creation of Interoperable Software Identification (SWID) Tags," December 2015 to determine if they are in compliance with the ISO/IEC 19770-2 standard.

2.) Section 837 of The Federal Information Technology Acquisition Reform Act (FITARA) of 2014, requires GSA to seek agreements with software vendors that enhance government- wide acquisition, shared use, and dissemination of software, as well as compliance with end user license agreements. The Megabyte Act of 2016 requires agencies to inventory software assets and to make informed decisions prior to new software acquisitions. In June of 2016, the Office of Management and Budget issued guidance on software asset management requiring each CFO Act (Public Law 101-576 – 11/15/1990) agency to begin software inventory management (M-16-12). To support these requirements, Offerors may elect to include the terms of Option 1 and/or Option 2, which support software asset management and government-wide reallocation or transferability of perpetually licensed software.

ii.) Reallocation of Perpetual Software (Option 2 Perpetual License)

1.) The purpose of SIN 511210 OPTION 2 is to allow ordering activities to transfer software assets for a pre-negotiated charge to other ordering activities.

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Hicksville, NY 11802
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Website: www.teraconsultinginc.com

2.) When an ordering activity becomes aware that a reusable software asset may be available for transfer, it shall contact the Contractor, identify the software license or licenses in question, and request that these licenses be reallocated or otherwise made available to the new ordering activity.
3.) Contractors shall release the original ordering activity from all future obligations under the original license agreement and shall present the new ordering activity with an equivalent license agreement. When the new ordering activity agrees to the license terms, henceforth any subsequent infringement or breach of licensing obligations by the new ordering activity shall be a matter exclusively between the new ordering activity and the Contractor.
4.) The original ordering activity shall de-install, and/or make unusable all of the software assets that are to be transferred. It shall have no continuing right to use the software and any usage shall be considered a breach of the Contractor's intellectual property and a matter of dispute between the original ordering activity/original license grantee and the licensor.
5.) As a matter of convenience, once the original licenses are deactivated, di-installed, or made otherwise unusable by the original ordering activity or license grantee, the Contractor may elect to issue new licenses to the new ordering activity to replace the old licenses. When new licenses are not issued, the Contractor shall provide technical advice on how best to achieve the functional transfer of the software assets.
6.) Software assets that are eligible for transfer that have lapsed Software Maintenance Services (SIN 54151) may require a maintenance reinstatement fee, chargeable to the new ordering activity or license grantee. When such a fee is paid, the new ordering activity shall receive all the rights and benefits of Software Maintenance Services.
7.) When software assets are eligible for transfer, and are fully covered under pre-paid Software Maintenance Services (SIN 54151), the new ordering activity shall not be required to pay maintenance for those license assets prior to the natural termination of the paid for maintenance period. The rights associated with paid for current Software Maintenance Services shall automatically transfer with the software licenses without fee. When the maintenance period expires, the new ordering activity or license grantee shall have the option to renew maintenance.
8.) The administrative fee to support the transfer of licenses, exclusive of any new incremental licensing or maintenance costs shall be _____percentage (%) of the original license fee. The fee shall be paid only at the time of transfer. In applying the transfer fee, the Software Contractor shall provide transactional data that supports the original costs of the licenses.

Tera Consulting Inc. Unit #7111
Hicksville, NY 11802
Email: tpowell@teraconsultinginc.com
Website: www.teraconsultinginc.com

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/21/2023

APPROVED
By WVerdejo at 8:31 am, Mar 22, 2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
DKM Insurance Agency Inc.
One Rabro Drive, Suite 11
Hauppauge, NY 11788

CONTACT NAME: DKM Insurance Agency Inc.
PHONE (A/C, No, Ext): 631 363-5200 FAX (A/C, No): 631 363-7649
E-MAIL ADDRESS: coi@dkminsurance.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hartford Insurance Company	22357
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
TERA CONSULTING INC.
185 WEST JOHN STREET, UNIT 7111
HICKSVILLE, NY 11802

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY ✓	Y		12SBAUQ3087	4/25/2022	4/25/2023	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N	N / A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

THE CITY OF JACKSONVILLE
501 West Adams Street
Jacksonville, FL 32202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Sarah K. Heerbrandt

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