On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

Multiple Award Schedule
Industrial Group: MAS
Class: R408

Contract Number: 47QRAA18D003N
Contract Period: January 24, 2018 – January 23, 2023
Pricelist is current through MOD PS-0004 Effective October 20, 2020

Contractor: INOVATE SOLUTIONS, INC.
2201 COOPERATIVE WAY, SUITE 600
HERNDON, VA, 20171-2917

Business Size: Small, Disadvantaged, Economically Disadvantaged Woman Owned Business

Telephone: 703-868-5876
FAX Number: 866-673-4506
Web Site: http://www.inovatesolutions.com/
E-mail: arao@inovatesolutions.com
Contract Administration: Anuradha Rao

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
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<th>Recovery</th>
<th>SIN Description</th>
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<tbody>
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<td>541611 RC</td>
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<td>54151S ST/LOC 54151S RC</td>
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<td>OLM</td>
<td>OLM ST/LOC OLN RC</td>
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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. Please refer to Page 5 for awarded Labor Category Hourly Pricing.

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. Please refer to Page 7 for awarded Labor Category Descriptions.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Same as company address


7. Quantity discounts: May be negotiated at the task order level

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

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

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

10. Foreign items (list items by country of origin): None
11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es): Same as company address

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address(es): Same as company address

15. Warranty provision.: Contractor’s standard commercial warranty.

16. Export Packing Charges (if applicable): N/A

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

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

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

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

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/.
25. **Data Universal Numbering System (DUNS) number:** 800611324

26. **Notification regarding registration in System for Award Management (SAM) database:**
   Contractor maintains an active SAM registration. CAGE Code: 4W7K9
**AWARDED GSA PRICING (INCLUSIVE OF THE INDUSTRIAL FUNDING FEE OF .75%)**

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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).

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<th>SCLS Eligible Labor Category</th>
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<td>2015-4281</td>
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<td>Help Desk Specialist</td>
<td>14170- System Support Specialist</td>
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AWARDED LABOR CATEGORY DESCRIPTIONS

Analyst I
**Functional Responsibilities:** Provide project support services analyzing specific aspects of a project. Works to the direction of consulting, Program and Project resources. Assists with design and implementation of solutions to business improvement problems. Assists with analysis of user needs to determine functional requirements and business issues related to implementation of systems.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 1 year

Analyst II
**Functional Responsibilities:** Assists with design and implementation of solutions to business improvement problems. Assists with analysis of user needs to determine functional requirements and business issues related to implementation of systems. Works with lead analysts to incorporate best practices into the implementation of the business solution.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 3 years

Analyst III
**Functional Responsibilities:** Responsible for application of high-level knowledge of industry best practices, business process reengineering, or change management methods to business improvement problems. Analyzes user needs to determine functional requirements and business issues related to implementation of solutions. Evaluates and designs solutions for knowledge management, business process reengineering, and information engineering projects. Incorporates best practices into the implementation of business solutions.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 5 years

Business Process Consultant I
**Functional Responsibilities:** Responsible for evaluation and reengineering of business processes. Recommends and designs cost effective strategies to increase the effectiveness and efficiency of organization’s business processes through changes in policies, procedures, organization structure, and the application of enabling technology.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 4 years

Business Process Consultant II
**Functional Responsibilities:** Directs and coordinates all phases of consulting engagements and leads complex engagements. Develops engagement strategies and guidelines and ensures all obligations are met.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 8 years

Documentation Specialist I
**Functional Responsibilities:** Under general supervision, prepares and/or maintains process, training and project documentation. Maintains a current internal documentation library. Competent to work on most phases of documentation.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 1 years
Documentation Specialist II

**Functional Responsibilities:** Under general supervision, prepares and/or maintains process, training and project documentation. Maintains a current internal documentation library. Competent to work on most phases of documentation. Competent to work at the highest level of all phases of documentation. May act as project leader for large positions.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 3 years

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Project Leader II

**Functional Responsibilities:** Responsible for task management and ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks. May act as a Subject Matter Expert with particular functional expertise.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 5 years

---

Project Leader III

**Functional Responsibilities:** Provides leadership of program teams. Interacts with teams to build relationships, gather input, conduct needs assessments, and manage the overall team dynamics. Develops agendas, summary reports, and other materials. Ensures data collection and tracking. Identifies and communicates team issues or risks. Completes research and summarizes information and engages subject matter experts to present on relevant topics. May act as a Subject Matter Expert with particular functional expertise.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 10 years

---

Specialist I

**Functional Responsibilities:** Plans and develops methods and procedures for implementing program, directs and coordinates project activities. Manages, coordinates, and establishes priorities for complete life-cycle of projects including the planning, design, and implementation of task order requirements designed to meet requirements of various departments in the organization.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 2 years

---

Specialist II

**Functional Responsibilities:** Plans and develops methods and procedures for implementing program, directs and coordinates project activities. Manages, coordinates, and establishes priorities for complete life-cycle of projects including the planning, design, and implementation of task order requirements designed to meet requirements of various departments in the organization. Provide support and assistance in which advanced or complex knowledge and expertise is required.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 4 years

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Specialist III

**Functional Responsibilities:** Plans and develops methods and procedures for implementing program, directs and coordinates project activities. Manages, coordinates, and establishes priorities for complete life-cycle of projects including the planning, design, and implementation of task order requirements designed to meet requirements of various departments in the organization. Provide support and assistance in which advanced or complex knowledge and expertise is required. Could provide supervision and oversight of Specialist I and Specialist II.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 6 years
Sr. Specialist I
**Functional Responsibilities:** Provides financial management and administrative activities evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual task issues which would require a report and recommend solutions. Provide support and assistance in which advanced or complex knowledge and expertise is required. Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for executing one or more subtasks on a project.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 8 years

Sr. Specialist II
**Functional Responsibilities:** Provides financial management and administrative activities evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual task issues which would require a report and recommend solutions. Provide support and assistance in which advanced or complex knowledge and expertise is required. Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for integrating results from multiple subtasks.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 10 years

Sr. Specialist III
**Functional Responsibilities:** Provides financial management and administrative activities evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual task issues which would require a report and recommend solutions. Provide support and assistance in which advanced or complex knowledge and expertise is required. Serves as the lead analyst or Subject Matter Expert on large complex projects. May be responsible for executing projects. Could provide supervision and oversight of Sr. Specialist I and Sr. Specialist II.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 12 years

Subject Matter Expert
**Functional Responsibility:** Provides subject matter proficiency and expertise in business processes and technology for formulating system scope and objectives related to the organization’s business plan and industry requirements. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level policy, functional systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require in-depth knowledge of the subject matter for effective implementation.

**Minimum Experience:** 10 years of IT experience

**Minimum Education:** Bachelors

Project Manager
**Functional Responsibility:** Performs day-to-day management of assigned delivery order projects that involve teams of data processing and other information system and management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Demonstrates writing and oral communication skills. Prepares status reports and supports quality control efforts.

**Minimum Experience:** 8 years of IT experience

**Minimum Education:** Bachelors
Information Technology Consultant

Functional Responsibility: Provides functional and technical knowledge and expertise of specialized systems and applications. Could perform the role of a specialist/architect in information system solutions that support data warehousing, business intelligence, enterprise systems, information sharing endeavors and other systems and operational environments. Provides specific knowledge and methodologies for process improvement or reengineering of systems and solutions.

Minimum Experience: 6 years of IT experience
Minimum Education: Bachelors

Functional Consultant

Functional Responsibility: Provides functional and IT process expertise to develop and configure applications to ensure that the systems meet corporate needs. Reviews, analyzes, and evaluates business systems and user needs. Documents requirements, defines scope and objectives, and formulates systems to parallel overall business strategies. Analyzes data from internal and external sources; and, makes expert recommendations. Provides specific knowledge and methodologies for process improvement or reengineering of systems. Performs a variety of tasks including – testing, quality assurance, application configuration, documentation and training.

Minimum Experience: 6 years of IT experience
Minimum Education: Bachelors

Technical Consultant

Functional Responsibility: Provides technical expertise to develop and configure applications to ensure that the systems meet corporate needs. Provides expert consultation and/or leads technical teams in the accomplishment of complex analytical and architectural, design and development efforts. Familiar with a variety of the field's concepts, practices, and procedures. Responsible for technical approach and execution tasks analyzes client technical requirements; analyzes data from internal and external sources; and makes expert recommendations. Participates in migration, deployment and operations planning, systems installation, configuration and management.

Minimum Experience: 6 years of IT experience
Minimum Education: Bachelors
Data Management Consultant
**Functional Responsibility:** Establishes and maintains data management infrastructure. Oversees project level data management and document controls. Aligns the DM process with relevant program tools and performs routine audits on system configurations. Establishes reports and recommendations as needed.
**Minimum Experience:** 4 years of IT experience
**Minimum Education:** Bachelors

Programmer Analyst
**Functional Responsibility:** Provides translation of client requirements into a useable program and implements solutions for effective development of a program in order to meet specifications and deadlines. Responsibilities may include but are not limited to design and development of new applications. Modernization of existing legacy systems and maintaining existing programs and apps.
**Minimum Experience:** 4 years of IT experience
**Minimum Education:** Bachelors

IT Tech Support
**Functional Responsibility:** Provides technical support to implementation, administration and maintenance of information systems. Performs all procedures to ensure the security of information systems assets. Supports in migration, deployment, systems installation, configuration, administration, recovery and management. Assists in coding, testing, debugging, and documentation of programs and systems procedures. Provides support to end-users on a variety issues; identifies, researches and resolves technical and system problems.
**Minimum Experience:** 2 years of experience
**Minimum Education:** Bachelors

Quality Assurance Specialist
**Functional Responsibility:** Provide technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, review of program documentation to assure government standards/requirements are adhered to, and for progress in accordance with schedules. Coordinate with the Project Manager and/or Quality Assurance Manager to ensure that problems are solved to the user’s satisfaction.
**Minimum Experience:** 2 years of experience
**Minimum Education:** Bachelors

Help Desk Specialist
**Functional Responsibility:** Operate a help desk to provide daily user assistance via phone and email which accommodates client requirements. Responsible for notification to authorized Key Personnel of outages or major system hardware/software failure occurs. Responds to all user inquiries in a timely manner and effectively notify the system administrator and program manager when complex issues arise. Maintains approval of all organization account administrators, communicating new policies with them to ensure proper management of user accounts and permissions. Implements and administers effective training for the user community which accommodates the demographics of the primary user groups and allows the users to complete required tasks in their community roles.
**Minimum Experience:** 2 years of experience
**Minimum Education:** Bachelors
## Substitution Methodology for iNovate Solutions, Inc.

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