



INNOVATIVE TECHNOLOGY PARTNERSHIPS, LLC.

An innovative approach to enhancing your business success into the 21st century.

4604 Columbine Avenue NE
Albuquerque, New Mexico 87113-2236
Phone: (505) 796-0996
Fax: (505) 796-0995

Point of Contact Tom James xjames@itpnm.com
Website: www.itpnm.com



General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List Federal Supply Group: Professional Services

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: <http://www.GSAAdvantage.gov>.

Multiple Award Schedule (MAS) Contract Number: 47QRAA18D008Z

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button on fss.gsa.gov

Period Covered by Contract: 05/05/2018– 05/04/2023

Pricelist is current as of Modification #PS-A812, effective February 6, 2020

Innovative Technology Partnerships, LLC. (ITP)

4604 Columbine Avenue NE
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Small Veteran Owned Business



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CUSTOMER INFORMATION

1a) Table of Awarded SINS

MAS SIN	MAS Description	Reference
541611	Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Management Services	<ul style="list-style-type: none"> ▪ Extended SIN Description Matrix* ▪ SIN Pricing Matrix**
611430	Professional and Management Development Training	<ul style="list-style-type: none"> ▪ Extended SIN Description Matrix* ▪ SIN Pricing Matrix**
611512	Includes aviation and flight training	<ul style="list-style-type: none"> ▪ Extended SIN Description Matrix* ▪ SIN Pricing Matrix**
541614SVC	Supply and Value Chain Management	<ul style="list-style-type: none"> ▪ Extended SIN Description Matrix* ▪ SIN Pricing Matrix**
541614	Deployment, Distribution and Transportation Logistics Services	<ul style="list-style-type: none"> ▪ Extended SIN Description Matrix* ▪ SIN Pricing Matrix**
561210FS	Facilities Support Services	<ul style="list-style-type: none"> ▪ Extended SIN Description Matrix* ▪ SIN Pricing Matrix**
OLM	Order-Level Materials	<ul style="list-style-type: none"> ▪ Extended SIN Description Matrix*

*refer to Extended SIN Description Matrix in Attachment 2

**refer to Labor Category and Price List in Attachment 4

1b) Identification of Lowest Priced Model:

Not Applicable

1c) Description of all Corresponding Commercial Job Titles, Experience, Functional Responsibility, Education:

See Labor Category and Price List, Attachment 4.

2) Maximum order:

The contractor is not obligated to honor item(s) in excess of **\$1,000,000.00**.



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3) Minimum order:

The ordering activity is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract less than **\$100.00**

4) Geographic coverage (delivery area):

The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories, as well as overseas (worldwide).

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

Same as company address or as specified in individual delivery orders.

6) Discount from list prices or statement of net price:

See Preferred Price List. Other discounts may apply for:

- Delivery orders with a value over \$1,000,000
- Blanket Purchase Agreements (BPAs)
- Services performed at Government Facilities

7) Quantity discounts:

Not applicable.

8) Prompt payment terms:

1% 15 Days, 0% Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated in exchange for other concessions.

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

Innovative Technology Partnerships will accept Government purchase cards at or below the micro-purchase threshold.

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

Innovative Technology Partnerships does accept Government purchase cards above the micro-purchase threshold.



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10) Foreign items (list items by country of origin):

None.

11a) Time of delivery:

Time of delivery will be as specified in individual delivery orders.

11b) Expedited Delivery:

Please contact ITP for availability.

11c) Overnight and 2-day delivery:

Not applicable.

11d) Urgent Requirements:

Agencies may contact the Contractor's representatives for faster delivery options.

Point of Contact: Tom James Email: xjames@itpnm.com

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

F.O.B. Destination 48 contiguous states, or as specified in individual delivery orders.

13a) Ordering address(es):

Innovative Technology Partnerships
4604 Columbine Avenue NE
Albuquerque New Mexico 87113-2236

13b) Ordering procedures:

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

14) Payment Address(es):

Innovative Technology Partnerships
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15) Warranty provision:

Innovative Technology Partnerships, LLC warrants that all services and deliverables provided under this Schedule will satisfy the requirements of the contracts or task orders issued.

16) Export packing charges, if applicable:

Not Applicable

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):

Not Applicable

19) Terms and conditions of installation (if applicable):

Not Applicable

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

Not Applicable

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

Not Applicable

21) List of service and distribution points (if applicable):

Not Applicable

22) List of participating dealers (if applicable):

Not Applicable

23) Preventive maintenance (if applicable):

Not Applicable

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

Not Applicable



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24b) 508 Compliance:

Items in this pricelist may subject to Section 508 compliance. The EIT standards can be found at: www.Section508.gov/.

25) Data Universal Number System (DUNS) number: 100017073

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

ITP is registered and updated in SAM per contract requirements, Cage Code 1PGK9.



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COMPANY OVERVIEW

Innovative Technology Partnerships, LLC (ITP) was formed as a New Mexico company in November of 1997 to assist business, education, healthcare and government organizations to prepare for the uncertainties of the 21st century. ITP is a veteran-owned, small business registered under several NAICS categories. ITP provides consulting, management, engineering, and technical support services in national security missions to the Department of Energy (DOE), National Nuclear Security Administration (NNSA), and the National Laboratories and Management and Operating (M&O) contractors associated with the nation's Nuclear Security Enterprise, as well as to other federal agencies and public/private sector organizations.

Results, Value, Innovation

ITP provides world-class performance improvement and organizational learning processes that will assist an organization in today's rapidly changing environment and global economy. Our integrated solutions focus on results, promote innovation, and maximize the value of helping people do their jobs.

ITP's experienced professionals provide superior customer service and incorporate a commitment to excel that is in ITP's operating philosophy. Whether the project calls for innovative design, operational best practices, program level assessments, sophisticated technology programs, or ongoing support, you can expect a result distinguished by its quality and innovation.

ITP provides solutions to assist organizations while they navigate organizational change and the resulting performance and learning needs of individuals. Solutions are offered through our many services that we tailor to meet the specific needs of your organization.

Combined, the four partners at ITP have over 100 years of experience in the Department of Energy contractor community, as well as over 80 years of experience in Safeguards and Security, Transportation Safeguards, Inspection, Evaluation, Survey and Assessments, Emergency Management, and Training. ITP's 80 employees and over 30 team members, additional part-time and adjunct personnel, and numerous business partners offer hundreds of



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years of management and technical experience in a wide range of government business operations that can be drawn upon to assist during periods of stress and significant change.

ITP NAICS Codes Supported

ITP supports multiple NAICS codes per our SAM registration with the primary codes being 541611.

- 1 Attachment – [ITP GSA MAS Contract Overview](#)**
- 2 Attachment – [Extended SIN Descriptions](#)**
- 3 Attachment – [Labor Categories](#)**
- 4 Attachment – [Labor Category and Price List](#)**
- 5 Attachment – [SCLS Labor Category Matrix](#)
[Link to Terms and Conditions](#)**



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ATTACHMENT 1 - ITP GSA MAS CONTRACT OVERVIEW

On September 30, 2002, the GSA Federal Supply Service awarded Innovative Technology Partnerships, LLC (ITP) a five-year Federal Supply Schedule under contract number GS-10F-0495M. The contract was extended through September 30, 2012, the first of three, five-year extension options. The second option was awarded in June of 2012 and the remaining five-year option left on the contract was awarded on September 20, 2017 which will be used for legacy awarded contracts September 29, 2022, with an additional six month extension available, if exercised by GSA through March 29, 2023 (clause 52.217-8 *OPTION TO EXTEND SERVICES (NOV 1999)*).

In February of 2013, and on March 27, 2013, ITP was awarded additional SINs so that customers can acquire services to not only manage a business program or project, but to provide operational support services relating to that program/project.

In October 2015 GSA consolidated several schedules.

In December of 2016 ITP received approval to add additional SINs for logistics support.

On May 4, 2018 ITP was awarded a new “Continuity” contract (47QRAA18D008Z), which replaces the previous contract for all new awards, allowing ITP to also continue to pursue Task Orders under Blanket Purchase Agreements (BPAs) it is a CTA Team Member on with Periods of Performance 5 years or greater.

In January 2020, ITP accepted the Multiple Award Schedule (MAS) modification.

ITP's official price list and labor categories are located at the: [GSA Advantage web site](#).

The GSA MAS Schedule is a streamlined procurement vehicle available to federal agencies and other government organizations for obtaining services from pre-qualified vendors. GSA has already completed the federally mandated contracting requirements normally required by federal regulations prior to obtaining services — including competition, pricing, and small business verification.



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ATTACHMENT 2 - EXTENDED SIN DESCRIPTIONS

MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
541611	<p>Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</p> <p>Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.</p> <p>Personal services as defined in FAR 37.104 are prohibited.</p>	541611	\$16.5M
611430	Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training	611430	\$12M



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MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
	<p>programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.</p> <p>Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.</p> <p>Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C)</p>		



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MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
	<p>Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).</p> <p>NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing OR http://icatalog.dau.mil/appg.aspx (click on commercial vendors). Training Audience – Acquisition professionals interested in completing FAC-C or DAWIA</p>		
611512	Includes aviation and flight training	611512	\$30M
541611	Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in	541611	\$16.5M



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MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
	<p>validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</p> <p>Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.</p> <p>Personal services as defined in FAR 37.104 are prohibited.</p>		
541614SVC	Includes supply and value chain management, which involves all phases of the planning, acquisition, and management of logistics systems.	541614	\$16.5M
541614	Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation	541614	\$16.5M



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	Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.		
541614	Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.	541614	\$16.5M
611430	Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-	611430	\$12M



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MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
	<p>learning methods. The training provided may include the use of simulators and simulation methods.</p> <p>Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.</p> <p>Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).</p> <p>NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course</p>		



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MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
	<p>equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing OR http://icatalog.dau.mil/appg.aspx (click on commercial vendors). Training Audience – Acquisition professionals interested in completing FAC-C or DAWIA</p>		
561210FS	<p>Providing operating staff to perform a combination of support services within an agency's facilities that include planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs.</p> <p>Examples include providing a combination of services, such as complete turnkey operations, maintenance and support services, Base facilities operation support services (excluding computer operations), depot maintenance, preventative maintenance planning, fleet/property management and maintenance, mobile utility support equipment operation, maintenance and</p>	*561210	\$41.5M



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MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
	repair, strategic account/project management, integrated facility management and operations management support., janitorial, maintenance, trash disposal, guard and security, mail routing, reception, laundry, and related services to support operations within facilities.		
OLM	<p>OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.</p> <p>OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.</p> <p>OLM SIN-Level Requirements/Ordering Instructions: OLMs are: - Purchased under the authority of the FSS Program - Unknown until an order is placed - Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115</p>	None	N/A



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MAS SIN	Description	Applicable NAICS Codes (August 2019)	Size Standards (August 2019)
	<p>Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)</p> <ul style="list-style-type: none"> - Only authorized for use in direct support of another awarded SIN. - Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) - Subject to a Not To Exceed (NTE) ceiling price <p>OLMs are not:</p> <ul style="list-style-type: none"> - "Open Market Items." - Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level) <p>OLM Pricing:</p> <ul style="list-style-type: none"> - Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). - The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%. 		

*NAICS 561210 – Facilities Support Services:

a) If one or more activities of Facilities Support Services as defined in paragraph (b) (below in this footnote) can be identified with a specific industry and that industry accounts for 50% or more of the value of an entire procurement, then the proper classification of the procurement is that of the specific industry, not Facilities Support Services.



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b) "Facilities Support Services" requires the performance of three or more separate activities in the areas of services or specialty trade contractors industries. If services are performed, these service activities must each be in a separate NAICS industry. If the procurement requires the use of specialty trade contractors (plumbing, painting, plastering, carpentry, etc.), all such specialty trade contractors activities are considered a single activity and classified as "Building and Property Specialty Trade Services." Since "Building and Property Specialty Trade Services" is only one activity, two additional activities of separate NAICS industries are required for a procurement to be classified as "Facilities Support Services."



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ATTACHMENT 3 - LABOR CATEGORIES¹

Labor Category	Description
Subject Matter Expert "V"	PhD degree and 20 or more years of specific experience directly related to the area of their expertise. Provides the highest level of credentialed expertise to senior management and/or senior government officials in technical, management, legal, administrative and other professional disciplines. This can include review and analysis of national-level policies and procedures, transition support for major contracts, strategic planning, design of complex systems, program management at high levels of large organizations, and at the senior management levels of federal agencies.
Subject Matter Expert "IV"	Master's Degree and 18 or more years of specific experience directly related to the area of their expertise. Provides a high level of credentialed expertise to senior management and/or senior government officials in technical, management, legal, administrative and other professional disciplines. This can include review and analysis of national-level policies and procedures, transition support for major contracts, strategic planning, design of complex systems, program management at high levels of large organizations, and at the senior management levels of federal agencies.
Subject Matter Expert "III"	Master's Degree and 15 or more years of specific experience directly related to the area of their expertise. Provides support and expertise to senior management and/or senior government officials in technical, management, legal, administrative and other professional disciplines. This can include review and analysis of national-level policies and procedures, transition support for major contracts, strategic planning, design of complex systems, program management at high levels of large organizations, and at the senior management levels of federal agencies.
Subject Matter Expert "II"	Bachelor's Degree and 12 or more years of specific experience directly related to the area of their expertise. Provides support and expertise to management and/or government officials in technical, management, legal, administrative and other professional disciplines. This can include review and analysis of organizational policies and procedures, transition support for contracts, strategic planning, design of complex systems, program management at high levels of organizations, and at the management levels of federal agencies.
Subject Matter Expert "I"	Bachelor's Degree and 10 or more years of specific experience directly related to the area of their expertise. Provides support and expertise to management and/or government officials in technical, management, legal, administrative and

¹ Note: ITP employs a policy based on the Experience and Education Equivalency Criteria established by the U.S. Office of Personnel Management (OPM) under their General Schedule Qualification Standards, with one year of related experience equivalent to one year of higher education.



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Labor Category	Description
	other professional disciplines. This can include review and analysis of policies and procedures, transition support for contracts, strategic planning, design of complex systems, program management of large organizations, and at various management levels of federal agencies.
Senior Program Manager	Schedules and allocates work. Provides advice, guidance and training to subordinates and recommends / determines personnel actions for contractor staff. Skilled project manager with demonstrated experience managing project cost and schedule. Responsible for program planning execution and performance. Bachelor's Degree and 15 years of work experience to include a 2-year formal assignment in a managerial or supervisory capacity.
Principal Partner	Bachelor's Degree and 15 or more years of senior management experience in Fortune 500 companies and government contracting. Provides a broad range of management and technical expertise in multiple functional areas associated with the successful operation and management of medium to large sized organizations. Support can include but is not limited to review and analysis of policies and procedures, assessments and surveys of critical systems and functions, transition support for contracts, strategic planning, design of complex systems, and program and project management of large and/or complex activities.
General Partner	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Provides a broad range of management and technical expertise in multiple functional areas associated with the successful operation and management of organizations. Support can include but is not limited to review and analysis of policies and procedures, assessments and surveys of activities and functions, transition support for contracts, strategic planning, design of complex systems, and program and project management.
Senior Staff Consultant	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Works closely with senior management to identify issues, make recommendations and assist with the evaluation of implementation activities. Recognized expertise in specific technical, management or administrative is required to provide this support. Can work independently with little or no direction. Duties may include management and oversight of other consultants.
Staff Consultant	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Works closely with management to identify issues, make recommendations and assist with the evaluation of implementation activities. Recognized expertise in specific technical,



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	management or administrative is required to provide this support. Can work with minimum direction.
Program Manger	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Works closely with management to ensure the overall success of activities in a technical or administrative program. Capable of preparing timelines, resource schedules, budget reports and other related documents. May also include management and oversight of project personnel.
Project Manager	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Familiar with project management tools and common software such as Microsoft Project to ensure that projects are on schedule and within budget. May include work in the field under operational conditions.
Network Engineering Consultant	Bachelor's Degree and 10 or more years of experience in design development and implementation of LAN/WAN network communications. Work includes analyze, design, develop, and maintain both hardware and software needed for network communications including local area networks (LANs), wide area networks (WANs), the Internet, intranets and other data communication systems. This position requires knowledge of LAN/WAN systems to help design and install internal and external networks and test and evaluate network systems to eliminate problems and make improvements, in addition to, monitoring network performance and analyzing data to provide recommendations for performance tuning.
Senior Analyst	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting. Expert in analyzing issues. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards. Assists in developing criteria to measure effectiveness of solutions. Bachelor's Degree and 10 years of experience in Fortune 500 companies and government contracting; BS/BA.
Analyst IV	Bachelor's Degree and 8 or more years of experience in Fortune 500 companies and government contracting. Expert in analyzing issues. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards. Assists in developing criteria to measure effectiveness of solutions. Bachelor's Degree and 10 years of experience in Fortune 500 companies and government contracting; BS/BA.
Analyst III	Bachelor's Degree and 7 or more years of experience in Fortune 500 companies and government contracting. Experience in analyzing issues and data and



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Labor Category	Description
	reaching conclusions and/or making recommendations that can be presented to management. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards with some guidance. Assists in measuring the effectiveness of solutions
Analyst II	Associates Degree and 5 years of experience in Fortune 500 companies and government contracting. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards with some guidance. Assists in measuring the effectiveness of solutions.
Analyst I	Associates Degree and 3 years of experience in Fortune 500 companies and government contracting. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards with some guidance. Assists in measuring the effectiveness of solutions under the direction of more senior members of staff.
Field Service Engineer	Bachelor's Degree and 6-8 years of experience installing, troubleshooting, and maintaining products/equipment. Work requires ability to read and understand electrical and/or mechanical schematics and diagrams, troubleshooting skills, and an ability to analyze complex systems to identify and fix problems or make recommendations for improvement.
Senior Research Assistant	Bachelor's Degree and 5 years of experience in related business activities. Capable of performing a wide range of programmatic, technical, management and administrative research and analysis of complex systems and draw conclusions to improve and modify systems and organizations. Work includes ability to read and understand complex processes and procedures, perform Internet research, and analyze data to draw conclusions and develop recommendations for use by senior management.
Research Assistant	H.S. Diploma, pursuing college degree; 3 years of experience in related business activities. Capable of performing a wide range of research and analysis and draw conclusions to improve and modify systems and organizations. Work includes ability to read and understand processes and procedures, perform Intern research, and analyze data to draw conclusions and develop recommendations
Senior Administrative Assistant	H.S. Diploma plus some advanced education; 10 years of business-related experience. Work includes ability to work directly in support of senior management providing a wide range of support activities, often in a high stress environment. Skills include ability to work with Microsoft Office Suite programs, ability to set up meetings and travel, take notes and compose minutes at



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Labor Category	Description
	meetings, maintain complex schedules for multiple staff, compose memos and letters accurately, and work with budget materials.
Administrative Assistant	H.S. Diploma plus 5 years of business-related experience. Work includes ability to provide support to organizations, providing a wide range of support activities. Skills include ability to work with Microsoft Office Suite programs, ability to set up meetings and travel, take notes and compose minutes at meetings, maintain schedules for multiple staff, compose memos and letters accurately, and work with budget materials.
Training Specialist III	Expert in designing training using a systematic, performance-based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. MA Degree and 10 years of professional work experience.
Training Specialist II	Expert in designing training using a systematic, performance-based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. Bachelor's Degree and 7+ years of professional work experience.
Training Specialist I	Expert in designing training using a systematic, performance-based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. Bachelor's Degree and 5 years of professional work experience.
Data Manager	Responsible for duties related to effective implementation of Microsoft SharePoint, websites, databases, and Microsoft Project; as well as those duties related to SharePoint administration. Utilizes and modifies SharePoint web parts for processing and analyzing data. Performs SharePoint workflow design and implementation. Performs integration of Microsoft Project, Microsoft Excel and Microsoft SharePoint services. Designs and implements "out of the box" databases and SharePoint lists (including structure and relationships) to support effective business use of an Enterprise SharePoint Portal. Associate Degree plus 4 years of professional experience.
Graphic Designer	Expert in developing training materials and preparing illustrations to represent complex systems or concepts. Experience using commercial computer graphics and desktop publishing systems. Bachelor's Degree with emphasis in graphic design plus 4 years' experience.
Multimedia Specialist I	Develops and modifies web-based training courseware and applications. Utilizes Internet and WBT authoring software such as Flash, Articulate, SharePoint Designer or Claro. Fluent in ActionScript and/or HTML 5. Acts independently under general direction. Bachelor's Degree and 2 years' experience.
Information Architect	Develops strategies for data acquisitions, archive recovery, and implementation of a database. Evaluates reusability of current data for additional analyses.



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	Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Bachelor's Degree in a relevant field of study and 7+ years of professional work experience.
IT Specialist III	Designs, develops, troubleshoots, debugs, and implements software code (e.g., HTML, CGI, and JavaScript) for a component of the website. Designs, develops, troubleshoots, debugs, and implements software code (e.g., HTML, CGI, and JavaScript) for a component of the website. Bachelor's Degree and 8 years of experience.
Program Lead	IPT lead and highly experienced in Instructional Technology. Acts independently under general direction. Provides leadership on complex projects. Defines and directs specification and tasks to be performed by team members, defines target dates of tasks and sub-tasks. Provides guidance and assistance in coordinating output and ensuring the adequacy of the end product. Analyzes training needs and prepares courses and related materials. Assists in developing criteria to measure effectiveness of classes. Master's Degree and 7+ years of experience.
Senior Cyber Security Specialist	Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Applies know-how to government systems requiring specialized security features and procedures. Master's Degree in a relevant field of study and 8 years of professional work experience.
Exercise Design Specialist	Experience designing discussion and operational exercises (tabletop, drills, full-scale, etc.) that comply with HSEEP guidelines. Experience as lead evaluator/controller. Experience as facilitator for tabletop exercises. Ability to serve as technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience instructing the principles of exercise design, development, delivery, and evaluation. Experience incorporating strategic planning into exercise development. Bachelor's Degree in a relevant field of study and 5+ years of professional work experience.
Senior Training Analyst	Expert in analyzing human performance and performance issues. Analyzes job tasks, desired skills, knowledge and abilities to determine required competencies. Acts independently under general direction of the IPT Lead. SABA Human Performance Technologist (HPT) certified or equivalent. Master's Degree and 10 years of professional work experience.
Training Analyst Specialist	Expert in analyzing performance issues. Conducts job/task analyses, functional analyses and other analytical processes IAW DOE standards. Assists in developing criteria to measure effectiveness of classes and other solutions. Bachelor's Degree plus 5+ years of professional work experience.



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Training Director	Schedules and allocates work. Provides advice, guidance and training to subordinates and recommends / determines personnel actions for contractor staff. Skilled instructional technologist capable of performing ISD functions. Responsible for program planning execution and performance. Master's degree and 5+ years directly related work experience to include a 2-year formal assignment in a managerial or supervisory capacity in a training environment.
Instructor / SME I	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 8 years' experience in area of expertise and Bachelor's Degree.
Instructor / SME II	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. Bachelor's Degree and 10 years' experience in area of expertise.
RND Technical Specialist	Experience with the law enforcement RND mission. Ability to use equipment associated with the RND mission. Ability to work in small groups to validate task analysis data. Experience reviewing training materials and making recommendations. Bachelor's Degree and 7 years' experience in law enforcement or emergency response.
Instructor / SME III	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 12 years' experience in area of expertise and BS/BA Degree
Instructor / SME IV	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 15 years' experience in area of expertise and Bachelor's Degree.
Instructor / SME V	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 18 years' experience in area of expertise and MS/MA Degree.
Instructor / SME VI	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. PhD/JD and 20 years' experience in area of expertise.
ICS LE Specialist	Served as incident commander during a unified command incident. Experience instructing the principles and techniques of ICS. Experience working in small groups to design ICS training and exercises. Knowledge of HSEEP guidelines for exercise design. Ability to serve as technical reviewer for training materials.



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Labor Category	Description
	Ability to make recommended revisions to existing training materials. Experience with strategic planning. Experience instructing FEMA ICS courses. Bachelor's Degree and 7 years of experience in law enforcement.
Crisis Communication Specialist	Ability to prepare and deliver statements to the media during a crisis event. Experience as lead negotiator. Skill to create and use message mapping. Experience working in small groups to produce training and exercises. Ability to serve as technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience instructing crisis communication principles and techniques. Experience with strategic planning. Bachelor's Degree and 7 years' experience in crisis communication
Armorer I	Assists the Senior Armorer and Lead Armorer in the overall operation of the Armory and/or a mobile armory when deployed for training. Responsible for the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry and related equipment. <ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Minimum of 2 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms. 4. Ability to obtain licenses and certifications to operate commercial motor vehicles in the support of OST program requirements.
Armorer II	Responsible for the overall operation of an armory. Provides general maintenance and repair, issue and return, storage and security, and inventory of all weaponry, related equipment, and ammunition at the section armory. <ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Minimum of 4 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms. 4. Minimum of one-year supervisory experience. 5. Ability to obtain licenses and certifications to operate commercial motor vehicles in the support of OST program requirements.
Armorer III	Responsible for the overall daily operation of an Armory and/or a mobile armory when deployed for training with responsibility for the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry and related equipment. Directs the day-to-day activities of assigned personnel to include munitions specialists. Assumes the duties and responsibilities of the Senior Armorer when he is absent or deployed. <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. Minimum of 4 years Armorer experience. 3. Factory or military certification on appropriate firearms. 4. A minimum of one year of supervisory experience. 5. Ability to obtain and maintain appropriate DOE-NNSA certification as a DOE Armorer.



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Labor Category	Description
	6. Ability to obtain a license and certification to operate vehicles up to Class III CDL with hazardous materials endorsement and any special equipment required to provide armory support to OST training and/or exercises.
Armory Coordinator	Responsible for the management, operation and security of the client sites, sections and mobile armory. Responsibility includes the management of all Armorers and the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry, and related equipment. 1. Academic high school diploma or G.E.D. 2. Minimum of 6 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms. 4. Minimum of 2 years of supervisory experience.
Driver	The primary function is to support the requirements of the client with the movement of trailers and equipment. The secondary function is to support the client mission through the safe and timely movement of equipment to designated destinations. Equipment movement might include new, existing and/or decommissioned tractors, trailers, vans, training equipment and critical mission transportation support needed to conduct and complete client contract requirements. Support may also include movement of hazardous materials requiring compliance with DOT regulations. 1. Academic high school diploma or G.E.D.; advanced education in specialized field(s); basic instructor's certificate desirable. 2. A minimum of 3 years of over-the-road 'accident-free' driving experience. 3. Must have current state CDL driver's license. 4. May require DOT HAZMAT endorsement.
Fleet Coordinator	Provide management of the client Non-Operations and Training vehicle fleet of GSA-owned vehicles. This includes tracking usage, performing monthly GSA on-line mileage report, coordinating maintenance/repairs/modifications to and replacement of vehicles, coordinating new vehicle requests, acting as primary point of contact for all GSA fleet matters. 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years' on-the-job experience in a related vehicle management position. 3. A minimum of 3 years' supervisory experience. 4. Working knowledge of federal and client orders and regulations related to management of government vehicles.
Fleet Specialist	Maintain the fleet of government vehicles assigned to client. Manage vehicle utilization and assignment and coordinate required maintenance. Operate all vehicles assigned to ensure delivery wherever required. Maintain accountability of all government vehicles. 1. Academic high school diploma or G.E.D.



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	2. A minimum of 5 years on-the-job experience in a related position. 3. Ability to obtain licenses and certifications to operate commercial motor vehicles in support of OST program requirements.
Fleet Specialist-Lead	Provide for the development and implementation of the Fleet Management Program (FMP) in support of the client guidelines at the designated satellite training sites. Plans, coordinates, and manages all FMP support efforts and assures delivery of operational training vehicles and related services, leading to a quality operation that results in efficiency, high quality, and cost effectiveness. Activities will comply with applicable federal, state, and client policies and procedures and be performed in accordance with contractual agreements. 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years' on-the-job experience in a logistics-related position. 3. A minimum of 2 years' supervisory experience. 4. Ability to obtain licenses and certifications to operate commercial motor vehicles and hazardous materials endorsement in support of OST program requirements.
Logistics Coordinator	Manage and coordinate all logistics, shipping and receiving and property management activities at the client sites, including satellite training sites. Specifically, responsible to the Logistics Program Manager for directing, managing, implementing, establishing, and maintaining an efficient logistic support operations and equipment inventory to fully satisfy the daily logistics requirements, support of training programs and agent operational needs. Plan, develop, implement, oversee, and assure delivery of logistical support and related services to training events, both on and off-site locations resulting in efficient, high quality, and cost-effective support operation. Ensure all activities comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements. 1. Academic high school diploma or G.E.D. (AA degree preferred). 2. A minimum of 10 years' on-the-job experience in a logistics-related position. 3. A minimum of 4 years' supervisory experience. 4. Licensed and certified to operate motor vehicles, forklifts and other specialized equipment as required.
Logistics Program Manager	Responsible and accountable for managing a comprehensive logistical support program for the client encompassing sites nationwide. Ensure that logistical support is conducted in accordance with client Orders, SOPs and the Performance Work Statement (PWS). Provide supervision and direction to logistics staff personnel. 1. Bachelor's degree in Management, Business or related field. 2. A minimum of 6 years of resource management experience. 3. A minimum of 3 years of property management experience.



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Labor Category	Description
Logistics Lead	<p>4. A minimum of 10 years of experience managing people.</p> <p>Assist the Logistics Coordinator, with the delegated responsibilities for the development and implementation of Logistical Plans supporting the client training programs. Coordinates logistics support efforts and assures delivery of logistical support and related services, leading to a quality operation that results in efficiency, high quality, high morale, and cost effectiveness. Activities comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreement.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. (AA degree preferred). 2. A minimum of 5 years of on-the-job experience in a logistics-related position. 3. A minimum of 2 years of supervisory experience. 4. Licensed and certified to operate motor vehicles and any other specialized equipment required for supporting and maintaining the requirements of the client.
Logistics Specialist	<p>Assist the Logistics Property Coordinator in the development, and implementation of the Logistics and Acquisitions in support of training and logistics programs. Operate, plan, maintain, and coordinate acquisition efforts and assures delivery of bench stock items and related services, leading to a quality operation that results in efficiency, high quality, and cost effectiveness for identified programs and training activities. Activities will comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 4 years of on-the-job experience in a logistics-related position. 3. Licensed and certified to operate motor vehicles and any other specialized equipment required for supporting and maintaining the requirements of the client.
Logistics-Carpenter	<p>Provide carpentry support for the construction of training aids. Identify tools, equipment and material needs as required. Assist the Logistics Lead with the development of corrective and preventive work plans.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years of on-the-job experience in all aspects of the carpentry trade or an equivalent combination of education and experience. 3. A valid state driver's license. 4. Knowledge of the methods, practices, materials and tools of the carpentry trade and of the hazards and safety precautions necessary in the carpentry trade.
Munitions Coordinator	<p>Responsible for the overall operation of the client Munitions Management Program (MMP) in coordination with Federal staff. Develop, operate, plan, coordinate, and maintain munitions and pyrotechnics support efforts that</p>



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	<p>assure proper shipment, storage, accountability, receipt, delivery, and transportation of munitions (Hazard Classification 1.1, 1.2, 1.3, and 1.4) and other related services. Supervise Munitions Specialist(s).</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 7 years of on-the-job experience in a related position. 3. Two years of supervisory experience. 4. Ability to obtain and maintain a Class-A CDL license with a hazardous materials endorsement. 5. Ability to obtain licenses and certifications to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client's training program.
Munitions Specialist-Lead	<p>Assist the Munitions Coordinator in the operation of client Munitions Management Program (MMP). Oversee daily operations of Munitions activities. Schedule, direct and supervise specialists in the storage, inspection, shipping and transportation of munitions. Assist in the munitions operation and maintain assigned munitions and pyrotechnics support efforts that assure proper shipment, storage, accountability, receipt, delivery, and transportation of munitions (Hazard Classification 1.1, 1.2, 1.3, and 1.4) and other related services.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years of on-the-job experience in a related position. 3. A minimum of 1 year of supervisory experience. 4. Ability to obtain and maintain a Class-A CDL license with a hazardous materials endorsement. 5. Ability to obtain licenses and certifications to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client's training program.
Property Coordinator	<p>Responsible for the management and operation of the client Property Management Program. Provide a full range of government property technical support, staff assistance, and audits.</p> <ol style="list-style-type: none"> 1. Bachelor's degree emphasizing business management or a minimum of 6 years of experience performing managerial-level property management and control. 2. A minimum of 3 years of supervisory experience. 3. Knowledge of and experience in the federal acquisition process with a thorough understanding of the FPMR, FAR, DEAR, DOE-PMR and ALPMI. 4. Ability to learn, understand and comply with the Federal Property Management.
Property Specialist	<p>Provide a full range of government property technical support and staff assistance, to include property management, and supply and equipment</p>



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	<p>management. This position requires an understanding of the Federal Property Management Regulations (FPMR & FMR) and the DOE Property Management Regulations (DOE-PMR).</p> <ol style="list-style-type: none"> 1. An academic high school diploma or G.E.D. 2. A minimum of 4 years of experience performing government property or logistics functions. 3. Ability to learn, understand and comply with the Federal Property Management Regulations (FPMR), the DOE Property Management Regulations (DOE-PMR) and the client Personal Property Management Manual to control government property.
Shipping/Receiving Clerk	<p>Assist the Logistics Lead by performing the shipping & receiving function in support of client training programs. Operate, plan, coordinate, and follow all shipping & receiving processes. Document, and assure the proper shipment, receipt, and delivery of operational/training supplies and equipment is completed in a high quality and cost-effective manner. Activities will comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements with the federal Agency.</p> <ol style="list-style-type: none"> 1. An academic high school diploma or G.E.D. 2. A minimum of 2 years' on-the-job experience in a related position. 3. License and certification to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client training program.
Inventory Specialist	<p>Provide inventory control as required to assist the Logistics Section (LS) in support of the client at various locations, and other designated satellite training sites. Performs inventory control support as assigned and derives his/her authority from the Logistics/Property Coordinator or his/her designee, the Property Coordinator, exercising this authority over specific support functions. The Property Coordinator provides direction through discussions, conferences or written directives outlining specific goals and objectives. The work involves minimal supervision with specific delegated responsibilities. Activities will comply with applicable federal, state, and client policies and procedures and be performed in accordance with contractual agreements with the federal Agency.</p> <ol style="list-style-type: none"> 1. An academic high school diploma or G.E.D. 2. A minimum of 3 years of on-the-job experience in a logistics-related position. 3. Ability to learn, understand and comply with the Federal Property Management Regulations (FPMR), the DOE Property Management Regulations (DOE-PMR) and the client Personal Property Management Manual to control client government property.



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Labor Category	Description
	4. License and certification to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client training program.
Project Planning Specialist	<p>Assist the client to develop, draft, coordinate and publish operational plans, deployment plans, security plans and execution plans for Joint Testing Exercises, and other specialized operations as assigned. Conduct inter-organization/agency liaison to plan, frame agreements, coordinate mutual support, etc. Prepare and coordinate any necessary Agreements and/or Memorandums.</p> <ol style="list-style-type: none"> 1. High school diploma (bachelor's degree preferred) in a relevant field. 2. Five years of experience in security operations, training and planning functions. 3. Knowledge of and experience in the development of government plans and procedures.
Business Systems Developer	<p>Assist the Budget Planning and Evaluation Division (BPED) with developing and maintaining project-related systems as well as providing financial oversight for Client programs and projects through reporting and analysis. Position involves significant interaction with Office Budget Representatives, Project Managers, contracts and finance personnel, senior technical personnel and other functional or support organizations. Assists in developing and providing guidance on the implementation of the following: Enterprise Project Structure (EPS) and related documents, Funds Management Tools (Checkbook, Primavera, etc.) Project/Budget/Procurement related documents (Project Plan, Project Change Form, etc.) and reports utilizing internal and external data sources. Assist with the generation of required projections and requirements data analysis.</p> <ol style="list-style-type: none"> 1. Associate degree (Bachelor's degree preferred) in business, engineering or related disciplines; professional experience can be substituted for educational requirements. 2. Project Management Professional (PMP) education or certification preferred. 3. A minimum of 3 years of experience with project/program management, scheduling, cost control and quality management. 4. Strong knowledge of PCs and related MS programs, including MS Project, significant training and/or experience with Microsoft Access, Microsoft SQL Server, and Adobe LiveCycle Form Developer. 5. Ability to utilize Crystal Reports to develop and modify reports derived from various data sources and models. 6. Familiarity with JavaScript, T-SQL and other related programming languages with an emphasis on Object-Oriented Programming.



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Labor Category	Description
Financial Specialist	<p>Support client personnel by using their financial system and retrieve electronic invoice(s), review corresponding contract(s) and modifications for correct invoicing information (check amounts, quantities, periods of performance, funds availability, etc.), log pending invoice(s) and forward invoice to appropriate approving authority with contract balance sheet.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. Experience reading and understanding federal contracts and allocated funding and period of performance of contract line items (CLINs) and task orders (TOs). 3. Minimum of 3 years of office/clerical experience. 4. Working knowledge of PCs and related Microsoft programs to include an intermediate level of proficiency in Excel. 5. Ability to learn and understand the Federal Travel regulations (FTRs) and apply that knowledge to acceptable invoice costs.
ES&H Specialist, Senior	<p>Responsible for the development and implementation of client ES&H Programs to ensure compliance with Federal, State and local laws. Conduct ES&H assessments in support of client mission objectives. Advise Coordinators, Managers/Leads and employees on ES&H programs and issues. Conduct ES&H training for all employees and ensure training is documented through standard procedures.</p> <ol style="list-style-type: none"> 1. Bachelor's degree or equivalent emphasizing environmental health, hygiene or safety. 2. Formal education/training in ES&H program management at a university, with armed services or a federal agency. 3. Minimum of 2 years of experience in accident investigation and reporting. 4. Five years of experience in applied firearms/munitions safety, industrial safety, environmental protection, driving safety and industrial health programs. 5. Minimum of 2 years of supervisory experience.
ES&H Specialist	<p>Assist the ES&H Coordinator in the development and implementation of client ES&H Programs to ensure compliance with Federal, State and local laws. Conduct ES&H assessments in support of client mission objectives. Assist the ES&H Coordinator in advising managers and employees on ES&H programs and issues. Conduct ES&H training for all employees.</p> <ol style="list-style-type: none"> 1. Bachelor's degree or equivalent emphasizing environmental health, hygiene or safety. 2. Formal education/training in ES&H program management at a university, with armed services or a federal agency. 3. Five years of experience in applied firearms/munitions safety, industrial safety, environmental protection, driving safety and industrial health programs.



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Labor Category	Description
Payroll/Travel Specialist	<p>Payroll data entry for the assigned federal and contractor staff, and or management. Provide back up support to Payroll Specialist as requested or required to ensure all timelines are met. Perform clerical duties in preparing, maintaining and updating records and reports from data provided by the Unit Commanders.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. Minimum of 2 years of office/clerical experience. 3. Knowledge of Federal Travel Regulations (FTR) and time and attendance regulations, guidelines and processes.
Budget Assistant	<p>Support client budget execution activities, to include tracking, and reconciliation of funding requirements. Assists with the maintenance of budget related systems to include checkbooks and associated budget adjustments; a source to reconcile, ensure funds are appropriately allocated and tracked. Utilizes various software products to organize, present and integrate budget documentation. Software includes Excel, Access, Crystal Reports, PowerPoint and Word. Provides advice to program staff on format, content, processes, and strategies utilized to meet budget-related requirements and deliverables. Recommends or adapts process improvements. Works with Budget Execution Staff, Project Managers, and other support staff to resolve discrepancies, ensuring that changes are appropriately reported to all interested parties and modifications are made to the financial management systems. Participates and assists in the preparation of program review documentation to include the evaluation of activities to ensure proper program integration, completeness and adequacy. Generates budget reports and supports client staff with reconciliation of various cost data.</p> <ol style="list-style-type: none"> 1. Associate degree in business or related disciplines; professional experience can be substituted for educational requirements. 2. A minimum of 3 years of experience performing budget assistant functions. 3. Experience in generating written guidance on budget/financial-related processes and procedures. 4. A minimum of 2 years of experience with budget execution related duties. 5. Experience working in a team environment with varying skill and knowledge levels.
Technical Writer	<p>Assists the Executive Officer by serving as an expert consultant to the organizational staff on correspondence standards, goals and products. Recommends editorial changes and prepares a variety of written products including special projects, decision memoranda, letters, policies, procedures, manuals, forms, report templates and oral and/or PowerPoint presentations. Guides the revision of finished products to ensure quality, relevance and timeliness.</p>



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Labor Category	Description
	<ol style="list-style-type: none">1. Bachelor’s degree from an accredited college in a field of study which provides knowledge and use of technical writing.2. A minimum of two years of experience performing technical writing and editing functions.3. Ability to learn and understand the company policies and procedures of editing, graphics, printing and distribution for reports, manuals, briefs, proposals, instruction books and related technical and administrative materials within the organization.

Service Contract Labor Standards (SCLS) Labor Category Matrix – see Attachment 5



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ATTACHMENT 4 - LABOR CATEGORY AND PRICE LIST

Rates Negotiated Annually.

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
541611, 611430, 611512	Subject Matter Expert V	\$320.94
541611, 611430, 611512	Subject Matter Expert IV	\$231.62
541611, 611430, 611512	Subject Matter Expert III	\$216.17
541611, 611430, 611512	Subject Matter Expert II	\$200.74
541611, 611430, 611512	Subject Matter Expert I	\$193.01
541611, 611430, 611512	Senior Program Manager	\$172.28
541611, 611430, 611512	Principal Partner	\$141.45
541611, 611430, 611512	General Partner	\$141.45
541611, 611430, 611512	Senior Staff Consultant	\$141.45
541611, 611430, 611512	Program Manager	\$141.45
541611, 611430, 611512	Staff Consultant	\$141.45
541611, 611430, 611512	Project Manager	\$141.45
541611, 611430, 611512	Senior Analyst	\$141.45
541611	Network Engineering Consultant	\$123.23
541611	Analyst IV	\$117.44
541611	Analyst III	\$97.87
541611	Analyst II	\$86.67
541611	Field Service Engineer	\$85.81
541611	Analyst I	\$75.05
541611, 611430, 611512	Technical Writer	\$61.00
541611	Senior Research Assistant**	\$63.23
541611	Research Assistant**	\$50.81
541611	Senior Administrative Assistant	\$40.40
541611	Administrative Assistant**	\$34.62



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SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
611430, 611512	Training Specialist III	\$53.28
611430, 611512	Training Specialist II	\$45.67
611430, 611512	Training Specialist I	\$39.21
611430, 611512	Data Manager	\$31.38
611430, 611512	Graphic Designer	\$34.22
611430, 611512	Multimedia Specialist I	\$32.60
611430, 611512	Information Architect	\$81.42
611430, 611512	IT Specialist III	\$104.69
611430, 611512	Program Lead	\$81.42
611430, 611512	Senior Cyber Security Specialist	\$99.98
611430, 611512	Exercise Design Specialist	\$59.63
611430, 611512	Senior Training Analyst	\$98.87
611430, 611512	Training Analyst Specialist	\$53.28
611430, 611512	Training Director	\$105.61
611430, 611512	Instructor/SME I	\$60.29
611430, 611512	Instructor/SME II	\$69.80
611430, 611512	RND Technical Specialist	\$174.47
611430, 611512	Instructor/SME III	\$81.43
611430, 611512	Instructor/SME IV	\$104.69
611430, 611512	Instructor/SME V	\$144.31
611430, 611512	Instructor/SME VI	\$157.81
611430, 611512	ICS LE Specialist	\$126.11
611430, 611512	Crisis Communication Specialist	\$127.95
541614SVC, 541614, 611430, 561210FS	Armorer I**	\$39.97
541614SVC, 541614 611430, 561210FS	Armorer II**	\$41.34



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SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
541614SVC, 541614, 611430, 561210FS	Armorer III**	\$46.36
541614SVC, 541614, 611430, 561210FS	Armory Coordinator	\$68.34
541614SVC, 541614, 611430, 561210FS	Driver**	\$35.41
541614SVC, 541614, 611430, 561210FS	Fleet Coordinator	\$48.25
541614SVC, 541614, 611430, 561210FS	Fleet Specialist**	\$34.50
541614SVC, 541614, 611430, 561210FS	Fleet Specialist Lead	\$40.43
541614SVC, 541614, 611430, 561210FS	Logistics Coordinator	\$52.89
541614SVC, 541614, 611430, 561210FS	Logistics Program Manager	\$76.77
541614SVC, 541614, 611430, 561210FS	Logistic Lead	\$35.52
541614SVC, 541614, 611430, 561210FS	Logistics Specialist**	\$33.54
541614SVC, 541614, 611430, 561210FS	Logistics-Carpenter**	\$29.66
541614SVC, 541614, 611430, 561210FS	Munitions Coordinator	\$53.21
541614SVC, 541614, 611430, 561210FS	Munition Specialist Lead	\$38.99
541614SVC, 541614, 611430, 561210FS	Property Coordinator	\$46.70
541614SVC, 541614, 611430, 561210FS	Property Specialist	\$39.05



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SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
541614SVC, 541614, 611430, 561210FS	Shipping/Receiving Clerk**	\$23.48
541614SVC, 541614, 611430, 561210FS	Inventory Specialist**	\$32.69
541614SVC, 541614, 611430, 561210FS	Project Planning Specialist	\$97.62
541614SVC, 541614, 611430, 561210FS	Business System developer	\$77.90
541614SVC, 541614, 611430, 561210FS	Financial Specialist	\$55.71
541614SVC, 541614, 611430, 561210FS	ES&H Specialist Sr.	\$62.12
541614SVC, 541614, 611430, 561210FS	ES&H Specialist	\$45.53
541614SVC, 541614, 611430, 561210FS	Payroll/Travel Specialist**	\$31.50
541614SVC, 541614, 611430, 561210FS	Budget Assistant**	\$37.04
Note: Awarded rates do not include the New Mexico Gross Receipts tax. If a task order is subject to the New Mexico Gross Receipts tax it will be identified at the task order level as a separate line item.		



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ATTACHMENT 5 – SCLS LABOR CATEGORY MATRIX

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).

SCLS Eligible Contract Labor Category	SCLS Equivalent Code Title	WD Number
Armorer I	23391 Gunsmith I	15-5443
Armorer II	23392 Gunsmith II	15-5443
Armorer III	23393 Gunsmith III	15-5443
Fleet Specialist	21020 Forklift Operator	15-5443
Shipping / Receiving Clerk	21130 Shipping/Receiving Clerk	15-5443
Logistic Specialist	21150 Stock Clerk	15-5443
Logistic Carpenter	23130 Carpenter, Maintenance	15-5443
Driver	31364 Driver Tractor Trailer	15-5443
Administrative Assistant	01020 Admin Assistant	15-5443
Research Assistant	01052 Data Entry Operator II	15-5443
Senior Administrative Assistant	01263 Per. Assistant III	15-5443
Inventory Specialist	01410 Supply Tech	15-5443
Payroll / Travel Specialist	01013 Accounting Clerk III	15-5443
Budget Assistant	01012 Accounting Clerk II	15-5443