GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

http://www.gsaadvantage.gov

General Services Administration
Multiple Award Schedule
Contract Number 47QRAA19D008W

PERIOD COVERED BY CONTRACT:
June 5, 2019 through June 4, 2024
Current Through Modification PS-A812 Effective 02.03.2020

4260 Capefield Dr
Wake Forest, NC 27587-3441
www.theinsgroup.com

For Contract Information, please contact Ruth Peebles
Rpeebles@theinsgroup.com

Business Size: Small Business
Prices Shown Herein are Net (discount deducted)
1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

SIN 541611/RC  Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract (base year):

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Administrative Assistant II*</td>
<td>$41.62</td>
</tr>
</tbody>
</table>

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. Please refer to The Innovative Nonprofit Solutions Group, LLC attached labor category descriptions.

2. Maximum Order: $1,000,000

3. Minimum Order: $100

4. Geographic Coverage (delivery area): CONUS; Washington, DC

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

6. Discount from list prices or statement of net price: MFC Discount 0%; GSA Discount 2%

7. Quantity/Volume discounts: None

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 at or below the micro-purchase threshold: Government purchase cards are accepted for orders at or below the micro-purchase level.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards are accepted for orders above the micro-purchase level. Contact the contractor for limit.

10. Foreign items (list items by country of origin): N/A

11a. Time of delivery: To be determined between contractor and ordering activity
11b. Expedited Delivery: To be determined between contractor and ordering activity

11c. Overnight and 2-day delivery: To be determined between contractor and ordering activity

11d. Urgent Requirements: Agencies can contact the Contractor’s representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

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

13a. Ordering Address: The Innovative Nonprofit Solutions Group, LLC
4260 Capefield Dr
Wake Forest, NC 27587-3441

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: The Innovative Nonprofit Solutions Group, LLC
4260 Capefield Dr
Wake Forest, NC 27587-3441

15. Warranty Provision: N/A

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): The Innovative Nonprofit Solutions Group, LLC will accept the Government purchase card for purchases above and below the micro-purchase level.

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 services and distribution points (if applicable): N/A

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

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

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

24b. Section 508 Compliance for Electronic and Information Technology (EIT): N/A

25. Data Universal Number System (DUNS) number: 605982615

26. Notification regarding registration in Supply Award Management (SAM) database: The Innovative Nonprofit Solutions Group, LLC has an active registration in the SAM database. Registration is valid in SAM, CAGE Code # 45MH8.

Contract Number: 47QRAA19D008W
The Innovative Nonprofit Solutions Group, LLC
ESCALATION CHART

The rates listed below contain a 2% escalation per year including IFF.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Base Year 1 6.5.2019 to 6.4.2020</th>
<th>Base Year 2 6.5.2020 to 6.4.2021</th>
<th>Base Year 3 6.5.2021 to 6.4.2022</th>
<th>Base Year 4 6.5.2022 to 6.4.2023</th>
<th>Base Year 5 6.5.2023 to 6.4.2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$146.91</td>
<td>$149.85</td>
<td>$152.85</td>
<td>$155.90</td>
<td>$159.02</td>
</tr>
<tr>
<td>Project Director</td>
<td>$118.92</td>
<td>$121.30</td>
<td>$123.73</td>
<td>$126.20</td>
<td>$128.73</td>
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<tr>
<td>Sr. Facilitator I</td>
<td>$106.00</td>
<td>$108.12</td>
<td>$110.28</td>
<td>$112.49</td>
<td>$114.74</td>
</tr>
<tr>
<td>Sr. Facilitator II</td>
<td>$161.45</td>
<td>$164.68</td>
<td>$167.97</td>
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</tr>
<tr>
<td>Specialist/Analyst I</td>
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<td>$86.76</td>
<td>$88.50</td>
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<td>Specialist/Analyst II</td>
<td>$118.68</td>
<td>$121.05</td>
<td>$123.47</td>
<td>$125.94</td>
<td>$128.46</td>
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<tr>
<td>Sr. Specialist/Analyst</td>
<td>$96.63</td>
<td>$98.56</td>
<td>$100.53</td>
<td>$102.54</td>
<td>$104.59</td>
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<tr>
<td>Meeting Planner I</td>
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<tr>
<td>Administrative Assistant II*</td>
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<td>Administrative Assistant III*</td>
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<td>$137.07</td>
<td>$139.82</td>
<td>$142.61</td>
<td>$145.46</td>
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<tr>
<td>Management Analyst II</td>
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<td>$142.66</td>
<td>$145.52</td>
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<td>Subject Matter Expert/Content Manager</td>
<td>$158.89</td>
<td>$162.07</td>
<td>$165.31</td>
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<tr>
<td>Administrative Officer*</td>
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<td>Senior Specialist I</td>
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<td>$156.57</td>
<td>$159.70</td>
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</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

Project Manager:
Functional Responsibilities-
Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Manages day-to-day operational aspects of a project and scope. Reviews deliverables prepared by team before passing to client. Effectively applies methodology and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Minimizes exposure and risk on project. Ensures project documents are complete, current, and stored appropriately.

Minimum Education - BA or BS degree
Minimum Experience – 10 years’ experience

Project Director:
Functional Responsibilities-
Performs quality control over the project to which they are assigned and ensure projects are meeting the contractual requirements and the assigned budget by understanding fully each contract requirement. Provides administrative and technical leadership to assigned projects; develops project plans that identify key issues, problems, approaches, etc. while designing processes to address identified problems.

Minimum Education - BA or BS degree
Minimum Experience - 7 years’ experience

Sr. Facilitator I:
Functional Responsibilities-
Plans, designs and conducts focus groups, forums and meetings to include developing agendas, use of problem-solving techniques, design and development of forum process and materials, including agendas. Responsible for recording meetings, analyzing data, and preparing final reports.

Minimum Education - BA or BS degree
Minimum Experience - 5 years’ experience

Sr. Facilitator II:
Functional Responsibilities-
Oversees and manages facilitation efforts, including the planning, design and conduct of collaborative efforts, working groups, or integrated product, process or self-directed teams. Oversees the development of agendas, recordation of meetings, analysis of data and preparation of final reports and meeting materials. Facilitates and leads groups and provides meeting leadership and problem-solving techniques. Oversees facilitators.

Minimum Education - BA or BS degree
Minimum Experience - 10 years’ experience

Specialist/Analyst I:
Functional Responsibilities-
Assesses research needs, establishes of methodologies, develops research tools and procedures; reviews and approves deliverable reports and studies. Identifies appropriate areas of research, evaluates feasibility, and develops priorities, develops research methodologies, establishes methods and procedures to assure quality of data collected. Identifies questionable or erroneous data, reviews and determines statistical accuracy of studies compiles or reviews conclusions and research summaries.

Minimum Education – BA or BS degree
Minimum Experience - 5 years’ experience

Specialist/Analyst II:
Functional Responsibilities
Assesses research needs, establishes of methodologies, develops research tools and procedures; reviews and approves deliverable reports and studies. Identifies appropriate areas of research, evaluates feasibility, and develops priorities, develops research methodologies, establishes methods and procedures to assure quality of data collected. Identifies questionable or erroneous data, reviews and determines statistical accuracy of studies compiles or reviews

Contract Number: 47QRAA19D008W
The Innovative Nonprofit Solutions Group, LLC
conclusions and research summaries. Approves draft reports, identifies areas suitable for follow-up studies ns needed. Supervises and directs research staff.
Minimum Education – BA or BS Degree
Minimum Experience - 10 years’ experience

Sr. Specialist/Analyst:
Functional Responsibilities-
Identifies appropriate areas of research, evaluates feasibility, and develops priorities, develops research methodologies, establishes methods and procedures to assure quality of data collected. Identifies questionable or erroneous data, reviews and determines statistical accuracy of studies compiles or reviews conclusions and research summaries. Approves draft reports, identifies areas suitable for follow-up studies. Supervises and directs research staff.
Minimum Education – BA or BS Degree
Minimum Experience - 7 years’ experience

Meeting Planner I:
Functional Responsibilities-
Manages hotel site selection, site visit planning, hotel database creation and management, event specific registration and rooming list management and research for client related platforms (registration, apps, etc.). Manages event planning to include menu planning, audio visual, speaker management, setup, etc. Supports other staff and takes on individual projects as needed.
Minimum Education - BA or BS degree
Minimum Experience – 5 years’ experience

Meeting Planner II:
Functional Responsibilities-
Develops, plans and manages overall operational execution of complex meetings, conferences, conventions, high-level incentive travel programs, and/or special events for customers. Oversees and facilitate all aspects of meeting planning from site selection, vendor negotiation, event registration, marketing, onsite staffing and post-event reporting. Works on multiple national meetings, large-scale conferences and events for a variety of clients simultaneously. Creates and send event marketing communications via email, web, print. Sends and tracks correspondence with speakers and sponsors/exhibitors. Coordinates creation of event publications and syllabus materials. Coordinates travel, lodging and expenses for participants traveling to meetings.

Minimum Education - BA or BS degree
Minimum Experience - 10 years’ experience

Administrative Assistant II:
Functional Responsibilities-
Provides a full-range of administrative support activities. The Administrative Assistant II may assign and/or monitor the work of a second full-time administrative support person, student interns/assistants. Completes administrative logistics and tasks in support with team including but limited to document record keeping, assistance with travel coordination, review and editing of documents/materials as needed and other administrative duties upon request.
Minimum Education - Associates
Minimum Experience - 3 years’ experience

Administrative Assistant III:
Functional Responsibilities-
Under general supervision and with a focus on continuous improvement and customer service, provides support in administrative matters by performing varied responsible office support functions, including organizing, communicating and coordinating information, using independent judgment, problem-solving skills, and initiative to determine approach or action to take in non-routine situations. Performs a variety of tasks to manage operational details by organizing, completing and/or delegating office support work and making decisions. Anticipates and prepares materials as needed for correspondence, appointments, meetings, telephone calls, conferences, etc. Prepares correspondence and other documents, such as agendas, meeting minutes, reports, materials for presentations, proposals, manuscripts, curriculum materials, for approval by supervisor and distribution. Utilizes computer databases and computer applications, such as word processing, spreadsheets and desktop

Contract Number: 47QRAA19D008W
The Innovative Nonprofit Solutions Group, LLC
publishing. Responsible for completeness, accuracy and format of documents. Establishes and manages complex filing systems by receiving, sorting, and distributing documents for filing; creates files and records as necessary using judgment and knowledge of office requirements, updating files and records and retrieving and storing files as needed.

Minimum Education - BA or BS degree
Minimum Experience - 10 years of experience

Management Analyst I:
Functional Responsibilities:
Responsible for project management, data analysis and data management, process improvement, and communication and outreach initiatives related to: 1) Program and Project Management, 2) Data Analysis and Data Management support; 3) Process Improvement support: business process reengineering and project documentation, and 4) Communication and Outreach initiatives: customer engagement, information sharing, strategy, and marketing.

Minimum Education - BA or BS degree
Minimum Experience - 7 years’ experience

Management Analyst II:
Functional Responsibilities:
Oversees program and project management, data analysis and data management, process improvement, and communication and outreach initiatives related to: 1) Program and Project Management, 2) Data Analysis and Data Management support; 3) Process Improvement support: business process reengineering and project documentation, and 4) Communication and Outreach initiatives: customer engagement, information sharing, strategy, and marketing.

Minimum Education - BA or BS degree
Minimum Experience - 10 years’ experience

Subject Matter Expert/Content Manager I:
Functional Responsibilities:
Works under direct supervision of Subject Matter Expert/Content Manager II. Provides expertise in various programs and variety of federal government agencies, who contributes or verifies the accuracy of specific information needed by the project team.

Minimum Education - BA or BS degree
Minimum Experience - 7 years’ experience

Subject Matter Expert/Content Manager II:
Functional Responsibilities:
Oversees content advising. Provides expertise in various programs and variety of federal government agencies, who contributes or verifies the accuracy of specific information needed by the project team.

Minimum Education - BA or BS degree
Minimum Experience - 10 years’ experience

Administrative Officer:
Functional Responsibilities:
Plans, directs, and coordinates supportive services of various projects. Maintains facilities and supervise activities that include recordkeeping, mail distribution, and office upkeep. Manages office supplies stock and place orders; maintains and updates company databases, organizes filing systems, responds to internal and external queries. Maintains a company calendar and schedule appointments. Books meeting rooms as required. Distributes and manages correspondence (e.g. letters, emails and packages). Prepares reports and presentations with statistical data, as assigned. Arranges travel and accommodations as needed.

Minimum Education - Associates
Minimum Experience - 7 years’ experience

Contract Number: 47QRAA19D008W
The Innovative Nonprofit Solutions Group, LLC
Senior Specialist I:
Functional Responsibilities-
Works under direct supervision of Senior Specialist II. Provides expert knowledge, specialized expertise and technical and analytical support that aligns with the accomplishment of specific project outcomes. Manages multiple and changing priorities/projects and ensure timely completion. Provides team support, content development strategies and innovative uses of technology.
Minimum Education -  BA or BS degree
Minimum Experience - 7 years’ experience

Senior Specialist II:
Functional Responsibilities-
Applies knowledge of information to provide input into recommendations for improvement of processes and products. Prepares meeting materials, provides training as needed and participates in workgroup discussions. Provides database management as needed.
Minimum Education -  BA or BS degree
Minimum Experience - 10 years’ experience