Information First, Inc.
8605 Lenfant Pl
Manassas, VA 20112-2434
Phone: 703-626-5464
Website: https://www.info-first.com/

Business Size: Small Business
Contractor’s Administration Source: Joseph W Chrisinger

CONTRACT NUMBER
47QTCA19D0097

PERIOD COVERED BY CONTRACT
April 1, 2019 through March 31, 2024

PRICE LIST CURRENT THROUGH
Modification #0019, effective July 6, 2022

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.
TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

<table>
<thead>
<tr>
<th>SIN</th>
<th>RECOVERY</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>511210</td>
<td>511210RC</td>
<td>Software License</td>
</tr>
<tr>
<td>611420</td>
<td>611420RC</td>
<td>Information Technology Training</td>
</tr>
<tr>
<td>54151S</td>
<td>54151SRC</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>518210ERM</td>
<td>518210ERMRC</td>
<td>Electronics Records Management Solutions</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLMs)</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED MODEL NUMBER AND PRICE PER SIN: See Awarded Price List

1c. HOURLY RATES: See Awarded Price List

2. MAXIMUM ORDER:
   SIN 511210 & SIN 54151S - $500,000; SIN 611420 & OLM - $250,000; SIN 518210ERM - $1,000,000
   *Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. MINIMUM ORDER: $100.00

4. GEOGRAPHIC COVERAGE: Domestic delivery

5. POINT OF PRODUCTION: United States

6. DISCOUNT FROM LIST PRICES: Prices are listed as GSA Net, discount deducted and IFF included.

7. QUANTITY DISCOUNT: None

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

9. FOREIGN ITEMS: None

10a. TIME OF DELIVERY: As Negotiated

10b. EXPEDITED DELIVERY: To be negotiated at the task order level.

10c. OVERNIGHT AND 2-DAY DELIVERY: To be negotiated at the task order level.

10d. URGENT REQUIREMENTS: Contact Contractor

11. FOB POINT: Destination

12a. ORDERING ADDRESS: Information First, Inc.
     8605 Lenfant Pl
     Manassas, VA 20112-2434
     Phone: 855-693-2821
     Email: orders@info-first.com
     Website: https://www.info-first.com/
12b. **ORDERING PROCEDURES:** Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **PAYMENT ADDRESS:** Information First, Inc.
703-625-9821
8605 Lenfant Pl
Manassas, VA 20112-2434
Phone: 703-625-9821
Email: finance@info-first.com

14. **WARRANTY PROVISION:** See Awarded pricelist

15. **EXPORT PACKING CHARGES:** None

16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** N/A

17. **TERMS AND CONDITIONS OF INSTALLATION:** N/A

18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** N/A

18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** N/A

19. **LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A

20. **LIST OF PARTICIPATING DEALERS:** N/A

21. **PREVENTIVE MAINTENANCE:** N/A

22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b. **SECTION 508 COMPLIANCE:** If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and will be addressed on a task order basis. The EIT standards can be found at: www.Section508.gov

23. **UNIQUE ENTITY IDENTIFIER (UEI) NUMBER:** L4YRB111WR81

24. **NOTIFICATION REGARDING IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Information First, Inc. has an Active Registration in the SAM database.
CAGE CODE: 3C5L1

**INFORMATION FIRST, INC. PARTICIPATING DEALER**

**NAME:** infoCorvus
**ADDRESS:** 1613 Chesterwood Cv, Austin TX 78746
**POC NAME:** Sampath Sreetharan
**POC PHONE:** (512) 785-0954
**POC EMAIL:** sampath@infocorvus.com
### GSA TRAINING

<table>
<thead>
<tr>
<th>SIN</th>
<th>Course Title</th>
<th>Course Length</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>611420</td>
<td>Virtual Training Class</td>
<td>8 hours</td>
<td>$3,350.13</td>
</tr>
<tr>
<td>611420</td>
<td>Content Manager Rapid Start Package</td>
<td>3 months</td>
<td>$47,858.94</td>
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</tbody>
</table>

### GSA LABOR RATES AND CATEGORIES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>54151S, Project Manager II</td>
<td>$143.58</td>
<td>$146.88</td>
<td>$150.26</td>
<td>$153.71</td>
<td>$157.25</td>
</tr>
<tr>
<td>54151S, Project Manager I</td>
<td>$134.01</td>
<td>$137.09</td>
<td>$140.24</td>
<td>$143.47</td>
<td>$146.77</td>
</tr>
<tr>
<td>54151S, System Implementation Expert II</td>
<td>$143.58</td>
<td>$146.88</td>
<td>$150.26</td>
<td>$153.71</td>
<td>$157.25</td>
</tr>
<tr>
<td>54151S, System Implementation Expert I</td>
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<td>$132.19</td>
<td>$135.23</td>
<td>$138.34</td>
<td>$141.52</td>
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<td>54151S, Application Developer III</td>
<td>$191.44</td>
<td>$195.84</td>
<td>$200.34</td>
<td>$204.95</td>
<td>$209.66</td>
</tr>
<tr>
<td>54151S, Application Developer II</td>
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<td>$125.73</td>
<td>$128.62</td>
<td>$131.58</td>
<td>$134.60</td>
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<td>54151S, Technical Writer II</td>
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<td>$83.23</td>
<td>$85.15</td>
<td>$87.10</td>
<td>$89.11</td>
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<td>54151S, Information Management Specialist</td>
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<td>$137.09</td>
<td>$140.24</td>
<td>$143.47</td>
<td>$146.77</td>
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<tr>
<td>54151S, Information Management Designer</td>
<td>$143.58</td>
<td>$146.88</td>
<td>$150.26</td>
<td>$153.71</td>
<td>$157.25</td>
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<tr>
<td>54151S, Information Management Consultant</td>
<td>$191.44</td>
<td>$195.84</td>
<td>$200.34</td>
<td>$204.95</td>
<td>$209.66</td>
</tr>
<tr>
<td>54151S, Information Management Consultant</td>
<td>$143.58</td>
<td>$146.88</td>
<td>$150.26</td>
<td>$153.71</td>
<td>$157.25</td>
</tr>
</tbody>
</table>
**Project Manager II**

**Functional Responsibility:** Leads team on large projects or significant segments of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

- Duties include but are not limited to:
  - Accountable for the quality and timely delivery of all contractual items;
  - Develops project plans, presentations, and monthly contract status and project reports;
  - Responsible for ensuring program schedule, performance, and deliverables are met;
  - Responsible for the effective management of all resources;
  - Establishes and manages budget;
  - Organizes, directs and coordinates planning and execution of all program and technical support activities;
  - Assigns duties and reviews the work of subordinates; and
  - Works with the customer to resolve problems, issues or conflicts as required.

**Minimum/General Experience:** 7 years’ experience  
**Minimum Education:** Bachelor’s Degree and PMP certification

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**Project Manager I**

**Functional Responsibility:** Plans, directs, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters. Leads team on small to medium projects or significant segment of large complex projects. Analyzes new and complex project related problems and creates innovative solutions involving finance, scheduling, technology, methodology, tools, and solution components.

- Duties include but are not limited to:
  - Accountable for the quality and timely delivery of all contractual items;
  - Develops project plans, presentations, and monthly contract status and project reports;
  - Responsible for ensuring program schedule, performance, and deliverables are met;
  - Responsible for the effective management of all resources;
  - Establishes and manages budget;
  - Organizes, directs and coordinates planning and execution of all program and technical support activities;
  - Assigns duties and reviews the work of subordinates; and
  - Works with the customer to resolve problems, issues or conflicts as required.

**Minimum/General Experience:** 3 years’ experience  
**Minimum Education:** Bachelor’s Degree required; PMP certification preferred

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**System Implementation Expert II**

**Functional Responsibility:** Works under minimal supervision to assist customer representatives in developing information management system user requirements and system level performance specifications. Researches plans, coordinates and recommends information management software to meet customer requirements. Develops system level architecture from system specifications. Develops, implements, and executes information systems consistent with system requirements. Performs a variety of tasks, which are broad in nature and are concerned with the design and implementation of integrated system.

**Minimum/General Experience:** 2 years experience.  
**Minimum Education:** Associate’s Degree
SYSTEM IMPLEMENTATION EXPERT I

**Functional Responsibility:** Works under minimal supervision to assist customer representatives in developing information management system user requirements and system level performance specifications. Researches plans, coordinates and recommends information management software to meet customer requirements. Develops system level architecture from system specifications. Develops, implements, and executes information systems consistent with system requirements. Performs a variety of tasks, which are broad in nature and are concerned with the design and implementation of integrated system.

**Minimum/General Experience:** 1 year experience.

**Minimum Education:** Associate’s Degree

APPLICATION DEVELOPER III

**Functional Responsibility:** Develops, tests and documents large and highly complex computer programs and web-based applications. Leads the development or analysis of large scale software projects. Gathers user requirements from customer and prepares written software requirements, design, code, and documentation. Develops, writes, and submits technical reports for technical presentations and meetings. Provides overall guidance, leadership, and training to junior programmers. Supervises and conducts performance evaluations for junior programmers. Designs, develops, and conducts user training and training programs for custom applications. Acts as the direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed. Maintains liaison with outside hardware and system vendors for system upgrades and maintenance. Ensures that all systems, programs, and application software are developed according to quality management policies, procedures, and established practices.

**Minimum/General Experience:** 10 years of programming experience.

**Minimum Education:** Bachelor’s Degree

APPLICATION DEVELOPER II

**Functional Responsibility:** Develops, tests and documents large and highly complex computer programs and web-based applications. Leads the development or analysis of large scale software projects. Gathers user requirements from customer and prepares written software requirements, design, code, and documentation. Develops, writes, and submits technical reports for technical presentations and meetings. Provides overall guidance, leadership, and training to junior programmers. Supervises and conducts performance evaluations for junior programmers. Designs, develops, and conducts user training and training programs for custom applications. Acts as the direct on-site customer interface for software installation, testing, systems integration, programming, debugging, and other computer system tasks as needed. Maintains liaison with outside hardware and system vendors for system upgrades and maintenance. Ensures that all systems, programs, and application software are developed according to quality management policies, procedures, and established practices.

**Minimum/General Experience:** 5 years of programming experience.

**Minimum Education:** Bachelor’s Degree

TECHNICAL WRITER II

**Functional Responsibility:** Manages the collection and organization of technical information required for the preparation of user and operation manuals; training materials; requirements, design, test and integration documents; deployment plans; installation guides; technical proposals; graphics, flowcharts, and other reports and deliverables. Prepares and maintains software, hardware and network system documentation, procedures and methods, and maintains technical documentation library. Performs other documentation services as required. Edits and proofreads including the review and correction of grammar and spelling. Oversees the composition and finalization of technical documentation, including specifications and user manuals, in accordance with IT industry standards in the style and format required by the task. Provides technical direction and advice on new developments, techniques and procedures that would enhance IT publications. Trains and coordinates work schedules for subordinates.

**Minimum/General Experience:** 6 years experience.

**Minimum Education:** Bachelor’s Degree.
INFORMATION MANAGEMENT TRAINING SPECIALIST

**Functional Responsibility:** Prepares and delivers formal and informal IT technical training by conducting classroom courses, workshops, and seminars—both virtual and in-person. Develops and revises computer/web-based training courses and prepares appropriate instructor materials including course outline, materials including Information Management training catalogs related to system architecture. Prepares student background material, and training aids. Prepares student related course manuals, workbooks, handouts, completion certificates, and course critique forms.

**Minimum/General Experience:** 2 years experience

**Minimum Education:** Associate’s Degree.

INFORMATION MANAGEMENT INSTRUCTIONAL DESIGNER

**Functional Responsibility:** Responsible for designing, creating, and developing informal and formal learning solutions to meet organizational needs. Designs, creates, and develops informal and formal learning solutions in a blended learning environment, including classroom, instructor led, virtual led and e-learning. Selects, modifies, or creates an appropriate design and plan for a given project, identifies and documents measurable learning objectives and business outcomes. Creates logical learning units/objects as appropriate; designs or builds assets (such as role plays, self-assessment tests, job aids). Create interactive engaging e-learning in using authoring tools such as HPE ART, Adobe Captivate, etc.

**Minimum/General Experience:** 5 years experience

**Minimum Education:** Bachelor’s Degree.

INFORMATION MANAGEMENT CONSULTANT II

**Functional Responsibility:** Performs extensive interface with clients for Information Management related service requirements. Applies process improvement methodologies and principles to effect process improvements. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishments of Information Management project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Functions as the key coordinator between multiple project teams to ensure enterprise-wide integration of Information Management efforts.

**Minimum/General Experience:** 10 years experience

**Minimum Education:** Master’s Degree.

INFORMATION MANAGEMENT CONSULTANT I

**Functional Responsibility:** Performs extensive interface with clients for Information Management related service requirements. Applies process improvement methodologies and principles to effect process improvements. Responsible for effective transitioning of existing project teams, and the facilitation of project teams in the accomplishments of Information Management project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Functions as the key coordinator between multiple project teams to ensure enterprise-wide integration of Information Management efforts. May be under the supervision of the Information Management Consultant II, or may work independently.

**Minimum/General Experience:** 5 years experience

**Minimum Education:** Bachelor’s Degree.
ALLOWABLE SUBSTITUTIONS OF EDUCATION AND EXPERIENCE

When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be as shown in Table 1-1: Allowable Education Substitutions for Experience. Additional educational achievements in excess of requirements can be substituted for experience requirements as follows:

<table>
<thead>
<tr>
<th>Required Education</th>
<th>Actual Education Obtained</th>
<th>Additional Years of Experience Credited to Info First Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A./M.S.</td>
<td>Ph.D.</td>
<td>4</td>
</tr>
<tr>
<td>B.A./B.S.</td>
<td>Ph.D.</td>
<td>6</td>
</tr>
<tr>
<td>B.A./B.S.</td>
<td>M.A./M.S.</td>
<td>2</td>
</tr>
<tr>
<td>H.S./GED</td>
<td>B.A./B.S.</td>
<td>4</td>
</tr>
</tbody>
</table>

**TABLE 1-1: ALLOWABLE EDUCATION SUBSTITUTIONS FOR EXPERIENCE.**

Additional experience in excess of requirements can be substituted for educational requirements as demonstrated in Table 1-2: Allowable Experience Substitutions for Education Requirements below:

<table>
<thead>
<tr>
<th>Actual Education</th>
<th>Required Education</th>
<th>Additional Yrs of Exp Needed for Educational Requirement Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>H.S./GED</td>
<td>2</td>
</tr>
<tr>
<td>H.S./GED</td>
<td>Technical Institute/Military Training</td>
<td>2</td>
</tr>
<tr>
<td>Relevant Technical or Other Professional Certifications</td>
<td>B.A./B.S.</td>
<td>2</td>
</tr>
<tr>
<td>H.S./GED</td>
<td>B.A./B.S.</td>
<td>4</td>
</tr>
<tr>
<td>H.S./GED</td>
<td>M.A./M.S.</td>
<td>6</td>
</tr>
<tr>
<td>H.S./GED</td>
<td>Ph.D.</td>
<td>No equivalency</td>
</tr>
<tr>
<td>B.A./B.S.</td>
<td>M.A./M.S.</td>
<td>2</td>
</tr>
<tr>
<td>B.A./B.S.</td>
<td>Ph.D.</td>
<td>6</td>
</tr>
<tr>
<td>M.A./M.S.</td>
<td>Ph.D.</td>
<td>4</td>
</tr>
</tbody>
</table>

**TABLE 1-2: ALLOWABLE EXPERIENCE SUBSTITUTIONS FOR EDUCATION REQUIREMENTS.**

The minimum education and experience will be met for all positions when the educational equivalencies in the tables above are considered.