



**inverness**  
TECHNOLOGIES

## **GENERAL SERVICES ADMINISTRATION**

### **Federal Acquisition 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 is available through **GSA Advantage!**<sup>™</sup>, a menu-driven database system.

The INTERNET address for **GSA Advantage!**<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

### **Schedule for Professional Services Schedule (PSS)**

**Federal Supply Group: 00CORP**

**Contract Number: GS-00F-0009S**

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

**Contract Period: June 9, 2006 to June 8, 2021**

**Contractor: Inverness Technologies, Inc**

**7619 Little River Turnpike, Suite 430**

**Annandale, VA 22003**

**Phone: (703) 820-0055**

**Fax: (703) 880-0488**

**[www.invernesstechnologies.com](http://www.invernesstechnologies.com)**

**Contract Administration: Elizabeth LeMonds / [llemonds@invernesstechnologies.com](mailto:llemonds@invernesstechnologies.com)**

**Business Size: Small, Service Disabled, Veteran Owned Small Business**

**Per Mod # PO0024 Dated May 18, 2016**

## Corporate Information

**Inverness Technologies, Inc.**, is a Service Disabled Veteran Owned Business specializing in program management, training, and consulting support for all your business needs. *Inverness* expertise is built on more than two decades experience with government clients, enabling us to deliver on our customer promise.....**doing IT right the first time!** Inverness has vast experience in establishing worldwide web functionality, document management systems, Hospital Information Systems (HIS), collaborative work environments, video teleconference systems, telephony systems as well as network security and operations. Our consulting arm experience includes technical assessments, HIPAA compliant assessments, strategic planning, change management support, return on investments, new functionalities or capabilities, business case analysis, and various presentations for executive leadership. Headquartered in the Skyline Towers complex of Falls Church, Virginia, *Inverness'* experts have nearly a century of cumulative experience assessing the appropriate applications of mature and emerging technologies to improve business decision making, to automate standardized and customized business processes, and to broaden the effective reach of complex organizations. We have the experience, the expertise, and the commitment to client service to deliver the highest return for your project investment.

We help government and private organizations develop comprehensive strategies for the efficient and effective management of information and technology. Through the combination of technology and proven methodologies, Inverness is committed to helping clients solve their biggest business challenges.

### **Brief Summary of Corporate Expertise:**

#### Program Management

Our experienced and accomplished program management professionals have decades of experience helping clients manage a variety of projects ranging from small response tasks to major acquisition programs. Our management services include extensive tools and processes to help clients manage virtually every aspect of your programs and projects – delivering results on time and within budget. Inverness personnel have extensive knowledge about the unique requirements of the DoD acquisition process.

#### Accessible Technology

Inverness works with clients on their toughest technology issues. The Inverness Team has a proven track record of managing and supporting 24/7/365 computing and communications networks. Through innovative problems solving and the application of diverse experiences, we help organizations creatively address the special challenges of managing information technology in a variety of government settings. Our in-depth understanding of how to manage information systems, as well as our expertise in combining technology and business processes, empowers Inverness experts to effectively identify and implement solutions that help organizations reduce costs and improve efficiencies.

#### Training

Training is a core function of Inverness' skill set. With a back ground in education and experience teaching high school and college level courses the founder and President of Inverness, Pete Peters, understands the value of training. Every project has a training aspect associated with it; where it is teaching the use of a new tool or a specific software package, there needs to be a solid training plan and skilled personnel to provide the training. Our training experience includes the management of a \$50million worldwide program for the Military HealthCare System.

### Evaluation/Studies/Analysis

Inverness employees have substantial experience in Business Process Reengineering, Modeling and Simulation, Strategic Plan Development and Implementation, Organizational Design, Program Evaluation and cost reduction and Policy and Procedure Development to name a few. Technical White papers, Trade-off studies and Market surveys are all available through Inverness. When it comes to managing business processes no one does it better!

## Customer Information:

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

SIN	SIN Description
C132-51	Information Technology Professional Services
874-1	Integrated Consulting 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. This is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit price based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:**

*See Attached Pricing*

2. **Maximum Order Limitation:** *C132-51 and 874-1: \$1,000,000.00*
3. **Minimum Order:** *\$100.00*
4. **Scope of Delivery:** *Domestic Delivery Only*
5. **Point(s) of performance:** *Same as Company Address*
6. **Discount from list prices or statement of net price:** *Government net prices (discounts already deducted). See Attached Pricing.*
7. **Quantity discounts:** *None*
8. **Prompt payment terms:** *Net 30 days*
- 9a. **Notification that Government purchase cards are accepted or not accepted up to the micro-purchase threshold:** *Yes*
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** *Will not accept over micro purchase threshold.*
10. **Foreign Items (list items by country of origin):** *None*
- 11a. **Time of Delivery:** *Specified on the Task Order*
- 11b. **Expedited Delivery:** *Contact Contractor*
- 11c. **Overnight and 2-day delivery:** *Contact Contractor*
- 11d. **Urgent Requirements:** *When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact Inverness for the purpose of obtaining accelerated delivery. Inverness will reply*

*to the inquiry within 3 workdays after receipt. (Telephonic replies will be confirmed by Inverness in writing.) If Inverness offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.*

12. **FOB Point(s):** *Destination*
13. **Ordering Address(es):** *Same as Company Address*
14. **Payment Address(es):** *Same as Company Address*
15. **Warranty provision:** *Commercial Standard Warranty*
16. **Export packaging Charges (if applicable):** *N/A*
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact Contractor*
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
19. **Terms and conditions of installation (if applicable):** *N/A*
20. **Terms and conditions of repair parts indicating the date of parts price lists and any discounts from list prices (if applicable):** *N/A*
21. **List of service and distribution points (if applicable):** *N/A*
22. **List of participating dealers (if applicable):** *N/A*
23. **Preventive maintenance (if applicable):** *N/A*
- 24a. **Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *N/A*
- 24b. **All Electronic and Information Technology (EIT) services are Section 508 compliant. For further information please see our web site at [www.invernesstechnologies.com](http://www.invernesstechnologies.com) or the EIT standards at [www.Section508.gov](http://www.Section508.gov).**
25. **Data Universal Numbering System (DUNS) Number:** *03-634-9327*
26. **Notification regarding registration in Central Contractor Registration (CCR) Database:**  
*Registered*
27. **Final Pricing:** *The Attached Pricing includes the Industrial Funding Fee (IFF).*

## **Labor Category Descriptions for IT Professional Services (C132-51)**

### **SIN C132-51 - JOB TITLE: SR. SUBJECT MATTER EXPERT**

**Minimum/General Experience:** A minimum of fifteen (15) years experience within the past twenty (20) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include an expansive variety of expertise in the field of specialization.

**Responsibilities:** Recognized for strong expertise in a particular subject area. Provides high-level analysis, program management and integration, documentation and implementation advice on complex studies that require specialized and/or unique skills or knowledge of the particular field. Prepares and delivers senior management presentations and briefings as required by the project. May serve as a task leader, responsible for providing work direction and guidance to other personnel and to ensure the quality and timeliness of the product or services delivered. Contributes exceptional insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.

**Minimum Education:** Master's Degree in a Management, Information Systems, Legal, Financial or related field or a Bachelor's Degree and 20 years experience.

### **SIN C132-51 - JOB TITLE: SUBJECT MATTER EXPERT**

**Minimum/General Experience:** A minimum of ten (10) within the past fifteen (15) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include an expansive variety of expertise in the field of specialization.

**Responsibilities:** Recognized for strong expertise in a particular subject area. . Provides high-level analysis, program management and integration, documentation and implementation advice on complex studies that require specialized and/or unique skills or knowledge of the particular field. Prepares and delivers senior management presentations and briefings as required by the project. May serve as a task leader, responsible for providing work direction and guidance to other personnel and to ensure the quality and timeliness of the product or services delivered. Contributes exceptional insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.

**Minimum Education:** Master's Degree in a Management, Systems, Legal, Financial or related field or a Bachelor's Degree and 15 years experience.

### **SIN C132-51 - JOB TITLE: SR. PROJECT DIRECTOR**

**Minimum/General Experience:** Minimum of 15 years of directly related and progressively responsible management experience in one or a combination of senior administrative, management, financial, technical or related field positions. Required to have extensive experience in developing, managing and delivering services to government and private sector clients.

**Responsibilities:** Provide executive leadership and management expertise in project management, contract management, business development, budgeting and customer relations. Manage project lifecycle, milestones, and deliverables, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's degree in a Management, Information Systems, Legal, Financial or related field. MS/MA degree will substitute for 4 years experience. High school diploma and twenty years specific experience will substitute for Bachelor's degree.

### **SIN C132-51 - JOB TITLE: PROJECT DIRECTOR**

**Minimum/General Experience:** Minimum of twelve (12) years of experience in one or a combination of senior administrative, management, financial, or technical positions in which he/she had authority over at least one complex project and five (5) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree in a Management, Information Systems, Legal, Financial or related field. A Master's Degree will substitute for 4 years of experience. High school diploma and eighteen or more years specific experience will substitute for a Bachelor's degree.

### **SIN C132-51 - JOB TITLE: PROJECT MANAGER**

**Minimum/General Experience:** Minimum of ten (10) years of experience in one or a combination of senior administrative, management, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree in a Management, Information Systems, Legal, Financial or related field. A Master's Degree will substitute for 4 years of experience; high school diploma fourteen (14) or more years experience will substitute for a Bachelor's degree.

### **SIN C132-51 - JOB TITLE: TECHNICAL MANAGER**

**Minimum/General Experience:** Seven (7) years of experience in managing technical projects/tasks.

**Functional Responsibilities:** Manages technical development of a project. May serve as technical lead in the design and implementation of technical solutions and project deliverables. Responsible for quality of deliverables and provides technical insight and leadership to enhance system performance and operating efficiencies.

**Minimum Education:** Bachelor's Degree in Management, Information Systems, Scientific, Engineering or equivalent field, Advanced Degree will substitute for 3 years experience; high school diploma and eleven (11) years experience will substitute for Bachelor's degree.

### **SIN C132-51 - JOB TITLE: SENIOR TECHNICAL ADMINISTRATOR**

**Minimum/General Experience:** Five (5) years of experience in systems analysis and development.

**Functional Responsibilities:** Responsible for gathering, analyzing, developing, and documenting requirements. Formulates systems scope and objectives. Develops concepts, gap analysis, process reengineering, and prototypes. Proficient with requirement tools, software development methodologies, and programming languages.

**Minimum Education:** Bachelor's Degree in Management, Information Systems, Scientific, Engineering or equivalent field, Advanced Degree will substitute for 3 years experience, high school diploma and nine (9) years experience will substitute for Bachelor's degree.

### **SIN C132-51 - JOB TITLE: DATABASE ADMINISTRATOR**

**Minimum/General Experience:** Five (5) years of experience in a broad range of database development and management skills.

**Functional Responsibility:** Responsible for the performance, integrity and security of a database. This includes planning, development, maintenance, and troubleshooting. Solid knowledge of database management system (DBMS) is required. Ability to work with IT Project Managers, programmers, and web developers in designing and implementing efficient database structures.

**Minimum Education:** Bachelor's Degree in Management, Information Systems, Scientific, Engineering or equivalent field; Advanced Degree will substitute for 3 years experience; high school diploma and nine (9) years experience will substitute for Bachelors.

### **SIN C132-51 - JOB TITLE: TECHNICAL ADMINISTRATOR**

**Minimum/General Experience:** Three (3) years of experience in two or more of the following areas: software application programming, web development, database development, systems analysis, desktop publishing, word processing, graphics design, and spreadsheet packages.

**Functional Responsibilities:** Participates in technical implementation of project deliverables. Prepares and translates information into electronic deliverables. Participates in requirements analysis, technical reviews, and prepares project documentation as required.

**Minimum Education:** Bachelor's Degree in Management, Information Systems, Scientific, Engineering or equivalent field; Advanced Degree will substitute for three (3) years experience; high school diploma and seven (7) years experience will substitute for Bachelors.

### **SIN C132-51 - JOB TITLE: TECHNOLOGY RESEARCH ANALYST**

**Minimum/General Experience:** Minimum of five (5) years of experience using different research methods for decision making processes.

**Functional Responsibility:** Responsibilities include studying and analyzing emerging trends in the information technology field and their ramifications to the organization. Educates staff on the use of new technology; ensures products and solutions are applied in a manner that maximizes their worth. Familiar with field's concepts, practices and procedures.

**Minimum Education:** Bachelor's Degree in Management, Information Systems, Scientific, Engineering or equivalent field or high school diploma and minimum 8 years experience.

### **SIN C132-51 - JOB TITLE: TRAINER/FACILITATOR**

**Minimum/General Experience:** Minimum of 1 year experience of directly related and progressively more responsible experience in the delivery of training instruction and services.

**Responsibilities:** Provides training to clients using course material developed by the training support staff. Prepares material including handouts, completion certificates, and course critique forms. May assist the Senior Trainer in the conduct of formal classroom courses, workshops, and seminars, as needed. Familiar with standard concepts, practices, and procedures within field of study.

**Minimum Education:** Bachelor's Degree or AA degree and minimum 4 years experience; high school diploma and seven (7) years experience will substitute for Associate's degree.

### **SIN C132-51 - JOB TITLE: IT SPECIALIST**

**Minimum/General Experience:** Two (2) years of experience in systems analysis, requirements analysis, testing, and design and development of IT projects.

**Functional Responsibilities:** Gathers and documents user requirements, develops preliminary system design specifications, prototypes and models, and test plans. Performs quality assurance testing and documents test results for resolution. Assists end users with troubleshooting problems, documents, analyzes, and make recommendations for fixes and system improvements.

**Minimum Education:** Bachelor's Degree or AA degree and minimum 5 years experience; high school diploma and seven (7) years experience will substitute for degree.

### **SIN C132-51 - JOB TITLE: TECHNICAL SUPPORT\***

**Minimum/General Experience:** Entry Level or experience providing Help Desk support and troubleshooting.

**Functional Responsibilities:** Supports all areas of the technical staff. Demonstrated ability to assist users in the use of software and hardware, servers, printers, network components, and other peripheral components. Ability to provide technical guidance to customers with little or no background in computers. Ability to conduct component level diagnostics. Demonstrated ability to assist in the use of a variety of business software and operating systems. Ability to develop and maintain documentation for procedures and processes, as well as, maintenance logs and equipment databases. Ability to effectively communicate orally and in writing.

**Minimum Education:** Bachelor's Degree or AA degree and minimum 4 years experience; high school diploma and five (5) years experience will substitute for degree.

## **Labor Category Descriptions –Integrated Consulting Services (SIN 874-1)**

### **SIN 874-1 - JOB TITLE: SR. SUBJECT MATTER EXPERT**

**Minimum/General Experience:** A minimum of fifteen (15) years experience within the past twenty (20) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include an expansive variety of expertise in the field of specialization.

**Responsibilities:** Recognized for strong expertise in a particular subject area. Provides high-level analysis, program management and integration, documentation and implementation advice on complex studies that require specialized and/or unique skills or knowledge of the particular field. Prepares and delivers senior management presentations and briefings as required by the project. May serve as a task leader, responsible for providing work direction and guidance to other personnel and to ensure the quality and timeliness of the product or services delivered. Contributes exceptional insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.

**Minimum Education:** Master's Degree in a Management, Information Systems, Legal, Financial or related field or a Bachelor's Degree and 20 years experience.

### **SIN 874-1 - JOB TITLE: SUBJECT MATTER EXPERT**

**Minimum/General Experience:** A minimum of ten (10) within the past fifteen (15) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include an expansive variety of expertise in the field of specialization.

**Responsibilities:** Recognized for strong expertise in a particular subject area. . Provides high-level analysis, program management and integration, documentation and implementation advice on complex studies that require specialized and/or unique skills or knowledge of the particular field. Prepares and delivers senior management presentations and briefings as required by the project. May serve as a task leader, responsible for providing work direction and guidance to other personnel and to ensure the quality and timeliness of the product or services delivered. Contributes exceptional insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.

**Minimum Education:** Master's Degree in a Management, Systems, Legal, Financial or related field or a Bachelor's Degree and 15 years experience.

### **SIN 874-1 - JOB TITLE: SR. PROJECT DIRECTOR**

**Minimum/General Experience:** Minimum of 15 years of directly related and progressively responsible management experience in one or a combination of senior administrative, management, financial, technical or related field positions. Required to have extensive experience in developing, managing and delivering services to government and private sector clients.

**Responsibilities:** Provide executive leadership and management expertise in project management, contract management, business development, budgeting and customer relations. Manage project lifecycle, milestones, and deliverables, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff

recruitment and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's degree in a Management, Information Systems, Legal, Financial or related field. MS/MA degree will substitute for 4 years experience. High school diploma and twenty years specific experience will substitute for Bachelor's degree.

### **SIN 874-1 - JOB TITLE: PROJECT DIRECTOR**

**Minimum/General Experience:** Minimum of twelve (12) years of experience in one or a combination of senior administrative, management, financial, or technical positions in which he/she had authority over at least one complex project and five (5) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree in a Management, Information Systems, Legal, Financial or related field. A Master's Degree will substitute for 4 years of experience. High school diploma and eighteen or more years specific experience will substitute for a Bachelor's degree.

### **SIN 874-1 - JOB TITLE: PROJECT MANAGER**

**Minimum/General Experience:** Minimum of ten (10) years of experience in one or a combination of senior administrative, management, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

**Responsibilities:** Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

**Minimum Education:** Bachelor's Degree in a Management, Information Systems, Legal, Financial or related field. A Master's Degree will substitute for 4 years of experience; high school diploma and fourteen (14) or more years experience will substitute for a Bachelor's degree.

### **SIN 874-1 - JOB TITLE: SR. ANALYST**

**Minimum/General Experience:** Minimum of seven (7) years of experience in providing business and management analysis, information technology, quality control, financial, or consulting management support.

**Responsibilities:** Provide analysis to develop efficient management and business processes. Solve business problems and develop creative solutions. Ability to incorporate innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability to find solutions to a myriad of business issues and problems. Analyze and provide requirements for software development or systems integration. Demonstrated experience and ability to supervise or lead a team of analysts. Solid knowledge of quality assurance principles. Ability to develop a quality control plan and monitor, analyze, and report on quality control issues. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with relevant computer software tools/applications.

**Minimum Education:** Bachelor's Degree in a Management, Information Systems, Legal, Financial or related field. A Master's Degree will substitute for 4 years of experience; high school diploma and eleven (11) years experience will substitute for Bachelor's degree.

#### **SIN 874-1 - JOB TITLE: ANALYST**

**Minimum/General Experience:** Minimum of five (5) years of experience in providing business and management analysis, information technology, quality control, financial, or consulting management support.

**Responsibilities:** Provide analysis to develop efficient management and business processes. Solve business problems and develop creative solutions. Ability to incorporate innovative management, operational, and financial techniques that result in increased productivity and sustained organizational growth. Ability to find solutions to a myriad of business issues and problems. Analyze and provide requirements for software development or systems integration. Solid knowledge of quality assurance principles. Ability to develop a quality control plan and monitor, analyze, and report on quality control issues. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with relevant computer software tools/applications.

**Minimum Education:** Bachelor's Degree in a Management, Information Systems, Legal, Financial or related field, or AA degree and minimum 8 years experience; or high school diploma and minimum of 10 years experience.

#### **SIN 874-1 - JOB TITLE: SR. ASSOCIATE**

**Minimum/General Experience:** Minimum of seven (7) years of experience in analysis, evaluation and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of documentation.

**Responsibilities:** Ability to gather and analyze information and develop relevant technical, business, and conceptual documentation. Ability to analyze deficiencies and provide solutions to a myriad of business issues and problems. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with relevant computer software tools/applications.

**Minimum Education:** Bachelor's Degree or AA degree and minimum 10 years experience; or high school diploma and minimum twelve (12) years experience.

#### **SIN 874-1 - JOB TITLE: ASSOCIATE**

**Minimum/General Experience:** Minimum of five (5) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of documentation.

**Responsibilities:** Ability to gather and analyze information and develop relevant technical, business, and conceptual documentation. Ability to analyze deficiencies and provide solutions to a myriad of business issues and problems. Excellent oral and written communicator with exceptional interpersonal skills. Experienced with relevant computer software tools/applications.

**Minimum Education:** Bachelor's Degree or AA degree or minimum 8 years experience.; or minimum of ten (10) years experience.

### **SIN 874-1 - JOB TITLE: TRAINER/FACILITATOR**

**Minimum/General Experience:** Minimum of 1 year experience of directly related and progressively more responsible experience in the delivery of training instruction and services.

**Responsibilities:** Provides training to clients using course material developed by the training support staff. Prepares material such as handouts, completion certificates, and course critique forms. May assist the Senior Trainer in conducting formal classroom courses, workshops, and seminars, as needed. Familiar with standard concepts, practices, and procedures within field of study.

**Minimum Education:** Bachelor's Degree or AA degree and minimum 4 years experience, or high school diploma and minimum of 6 years experience

### **SIN 874-1 - JOB TITLE: TECHNICAL ASSISTANT**

**Minimum/General Experience:** Minimum of two (2) years experience in providing Information Technology support.

**Responsibilities:** Provide information technology support such as web site development and maintenance, graphics development, desktop publishing support and other technical communication needs.

**Minimum Education:** Bachelor's Degree or high school diploma and minimum 5 years experience.

### **SIN 874-1 - JOB TITLE: PROJECT COORDINATOR**

**Minimum/General Experience:** Minimum of three (3) years of experience as a team member in at least two projects providing services in various areas of specialization such as research, management and analysis, quality assurance and staff support.

**Responsibilities:** Provide both general and specialized support as required. Duties include participation in research design and development, data management, organizing and maintaining database and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.

**Minimum Education:** Bachelor's Degree or high school diploma minimum 6 years experience.

### **SIN 874-1 - JOB TITLE: PROJECT ASSISTANT\***

**Minimum/General Experience:** Minimum of two (2) years administrative support experience. Familiarity with various programs required for word processing, presentations and spreadsheets.

**Responsibilities:** Perform duties in all aspects of administration and public production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and report graphics.

**Minimum Education:** Bachelor's Degree or high school diploma and minimum 5 years experience.

## GSA Awarded Pricelist (Net prices)

SIN	GSA SERVICE	UNIT OF ISSUE	Option term 2				
			GSA Rate w/ IFF (Jan 28, 2016 – Jan 27, 2017)	GSA Rate w/ IFF (Jan 28, 2017 – Jan 27, 2018)	GSA Rate w/ IFF (Jan 28, 2018 – Jan 27, 2019)	GSA Rate w/ IFF (Jan 28, 2019 – Jan 27, 2020)	GSA Rate w/ IFF (Jan 28, 2020 – Jan 2021)
<b>IT Professional Services</b>							
C132 51	Sr. Subject Matter Expert	Hour	\$257.14	\$260.74	\$264.39	\$268.09	\$271.85
C132 51	Subject Matter Expert	Hour	\$198.68	\$201.46	\$204.28	\$207.14	\$210.04
C132 51	Sr. Project Director	Hour	\$168.85	\$171.21	\$173.61	\$176.04	\$178.51
C132 51	Project Director	Hour	\$136.82	\$138.74	\$140.68	\$142.65	\$144.64
C132 51	Project Manager	Hour	\$122.80	\$124.52	\$126.26	\$128.03	\$129.82
C132 51	Technical Manager	Hour	\$118.68	\$120.34	\$122.03	\$123.73	\$125.47
C132 51	Sr. Technical Admin	Hour	\$104.72	\$106.19	\$107.67	\$109.18	\$110.71
C132 51	Database Administrator	Hour	\$89.03	\$90.28	\$91.54	\$92.82	\$94.12
C132 51	Technical Admin	Hour	\$85.30	\$86.49	\$87.71	\$88.93	\$90.18
C132 51	Technical Research Analyst	Hour	\$67.48	\$68.42	\$69.38	\$70.35	\$71.34
C132 51	Trainer/Facilitator	Hour	\$59.06	\$59.89	\$60.73	\$61.58	\$62.44
C132 51	IT Specialist	Hour	\$46.73	\$47.38	\$48.05	\$48.72	\$49.40
C132 51	Technical Support*	Hour	\$34.82	\$35.31	\$35.80	\$36.30	\$36.81
<b>Integrated Business Consulting</b>							
874-1	Sr. Subject Matter Expert	Hour	257.14	\$260.74	\$264.39	\$268.09	\$271.85
874-1	Subject Matter Expert	Hour	198.68	\$201.46	\$204.28	\$207.14	\$210.04
874-1	Sr. Project Director	Hour	168.85	\$171.21	\$173.61	\$176.04	\$178.51
874-1	Project Director	Hour	136.82	\$138.74	\$140.68	\$142.65	\$144.64
874-1	Project Manager	Hour	122.8	\$124.52	\$126.26	\$128.03	\$129.82
874-1	Sr. Analyst	Hour	118.68	\$120.34	\$122.03	\$123.73	\$125.47
874-1	Analyst	Hour	104.72	\$106.19	\$107.67	\$109.18	\$110.71
874-1	Sr. Associate	Hour	87.37	\$88.59	\$89.83	\$91.09	\$92.37
874-1	Associate	Hour	73.82	\$74.85	\$75.90	\$76.96	\$78.04
874-1	Trainer/Facilitator	Hour	59.06	\$59.89	\$60.73	\$61.58	\$62.44
874-1	Technical Assistant	Hour	46.13	\$46.78	\$47.43	\$48.09	\$48.77
874-1	Project Coordinator	Hour	41.81	\$42.40	\$42.99	\$43.59	\$44.20
874-1	Project Assistant*	Hour	38.13	\$38.66	\$39.21	\$39.75	\$40.31

### **Service Contract Act (SCA) Matrix**

Below is the Inverness SCA matrix that identifies all SCA labor categories. Inverness understands that escalation for the SCA labor categories will be governed by the applicable escalation clause contained in the renewal of our contract.

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>
*Project Assistant	01112 General Clerk III
*Technical Support	14042 Computer Operator II

*The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.*