

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 order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is:
<http://www.GSAAdvantage.gov>.

Multiple Award Schedule (MAS)
CONTRACT NUMBER: GS00F018GA

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

CONTRACT PERIOD: 10/17/2016 TO 10/16/2021

LWH Enterprises, Inc
d.b.a.: Allis Information Management (AIM)

4300 W Sugnet Road
Midland, MI

Business Size: Small, Woman Owned

PHONE: (989) 835-5811
FAX: (989) 794-5011

Website: www.allisinfo.com

Contract Administrators: Anne Herron
Email: aherron@allisinfo.com



Customer Information

1a. Awarded Special Item Numbers:

SIN	Recovery	SIN Description
541910	541910RC	Marketing Research and Analysis
OLM	OLMRC	Order-Level Materials (OLM)

1b. Labor Rates: Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. Labor Category Descriptions: If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area): Domestic.

5. Point of Production: Same as company address

6. Discount from List Prices: All prices listed are net prices.

7. Quantity Discounts:

2% for task orders over the SAT of \$150,000.00;

3% for task orders between \$250,000.00 and \$500,000.00;

5% for task orders over \$500,000.00.

8. Prompt Payment Terms: Net 30

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

9b. 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$3,000.

10. Foreign Items: None



A World of Information
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- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

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

13a. Ordering Address: Same as Contractor

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 is as Follows: Same as company address

15. Warranty Provision: Contractors standard commercial warranty

16. Export Packing Charges: Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance: Contact Contractor

18. Terms and Conditions of Rental, Maintenance, and Repair: Not applicable.

19. Terms and Conditions of Installation: Not applicable.

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: Not applicable.

20a. Terms and Conditions for Any Other Services: Not applicable.

21. List of Service and Distribution Points: Not applicable.

22. List of Participating Dealers: Not applicable.

23. Preventive Maintenance: Not applicable.

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable.



24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
www.Section508.gov/

25. Data Universal Numbering System (DUNS) Number: 010776958

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

27. Final Pricing:

The rates show below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Labor Category	Minimum Education	Unit	Year 1	Year 2	Year 3	Year 4	Year 5
541910	Director of Research	Masters	Hour	\$129.22	\$131.42	\$133.65	\$135.92	\$138.23
541910	Senior IT Professional	Bachelors	Hour	\$143.58	\$146.02	\$148.50	\$151.03	\$153.60
541910	Information Analyst	Masters	Hour	\$105.29	\$107.08	\$108.90	\$110.75	\$112.63
541910	Administration Professional	High School	Hour	\$50.52	\$51.38	\$52.25	\$53.14	\$54.04

The Service Contract Labor Standards (SCLS) also referred to as Service Contract Act (SCA) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



Director of Research / Project Manager Job Description

Background: At AIM, Business Intelligence is the gathering and analysis of information about competitors, customers, products, markets, technologies and government regulations affecting our clients. Our clients receive customized deliverables - including reports, alerts, databases, mapping and other specialized offerings.

Minimum Education: Masters in Library and Information Sciences (MLIS)

Minimum Experience: 5 Years

Research Team Management:

- 1) Will direct the research efforts within the team – assign people, determine priorities, establish time guidelines
- 2) Will mentor and train members of the research team to increase their knowledge, independence and skill sets

Project Design and Tracking:

- 1) Lead the project design team
- 2) As part of the project design team will have client contact
- 3) May be asked to assist business leaders in budgets and proposals by offering estimates for the research and analysis.
- 4) Will be responsible for budget administration and tracking for the research and analysis team
- 5) Will continuously evaluate the research sources during a project (quality, innovative sources, timing)

Evaluation/Recommendation/Training of Research Resources, Services and Tools:

- 1) Evaluate resources to determine applicability for AIM
- 2) Introduce new resources, services, search techniques and tools to the office (This could be accomplished through hands-on training (i.e. Factiva), research bulletins with tips, or specific hand-outs for AIM project leads (strategy, collection of sources and techniques))

In addition, the Director of Research/ Project Manager will take portions of the research and project load and may be asked to serve on an AIM Advisory Council. It is anticipated that this position will require an employee to work 30 hours or more a week.



Senior Information Technology Professional Job Description

Background: At AIM, Business Intelligence is the gathering and analysis of information about competitors, customers, products, markets, technologies and government regulations affecting our clients. Our clients receive customized deliverables - including reports, alerts, databases, mapping and other specialized offerings.

Minimum Education: Bachelors in Computer Science, Microsoft Certification

Minimum Experience: 5 Years

Job Requirements: A bachelor's degree in Information Technology or equivalent work experience is required. Preference will be given to candidates with demonstrated experience and competencies in programming/application development, database administration/troubleshooting, and geographic information systems mapping. Strong written and verbal English language communication and analysis skills are required.

Job Competencies:

Inherent Abilities:

- Inquisitive
- Persistent
- Observant
- Creative
- Self-motivated
- Self-directed
- Analytical
- Ethical

Knowledge:

- Business, Market & Technical Terminology
- Project Management Skills
- Geographic Information Systems (GIS) Experience
- Languages: C#, VB.NET, JAVA, C++, XML, HTML, JSON, SQL, KML, Flash, VBA
- Tools: ASP.NET, Visual Studio 6, MS VB6, IIS, Eclipse, Quantum GIS, SQL, Navicat
- Platforms: MS Windows 98, NT, ME, 2000, XP; Windows Server 2000, 2003; MS Exchange, Android, MS DOS



Information Research Analyst Job Description

Minimum Education: A Master's Degree in Information Science is preferred

Minimum Experience: Preference will be given to candidates with demonstrated experience and competencies. Strong written and verbal English language communication and analysis skills are required.

Job Competencies:

Inherent Abilities:

- Inquisitive
- Persistent
- Observant
- Creative
- Self-motivated
- Self-directed
- Analytical
- Good Pattern Recognition
- Strategic Thinker / Big Picture Oriented
- Ethical

Learnable Skills & Knowledge:

- Business, Market & Technical Terminology
- Project Management Skills
- Business Research Techniques
- Information Sources and Research Tools
- Analytical Methodologies

Job Description: A Business Intelligence Associate position has the following aspects:

- Ability to navigate numerous information sources (online and offline) such as global news media, patents & trademarks, grants & funding, financial and market reports, government databases, phone interviews, and subject matter expert interviews.
- Ability to gather and distill information from multiple online and offline sources
- Ability to clearly organize and create insightful analysis within written communication of findings
- Ability to spot business / market trends and connections
- Efficiently manage the information gathering and analysis process – by organizing customized report layouts, reducing redundancies, evaluating sources, maintaining processes, utilizing analytical methodologies
- Demonstrates high standards of integrity, including the maintaining of client confidentiality agreements
- Ability to prioritize, while maintaining budget and time sensitive deadlines
- Candidate should be client-centered: excellent interaction with clients on the phone, in writing and in-person meetings. Candidate should be focused on developing a long-term relationship and knowledge base for client
- Candidate should be detail-oriented: spotting mistakes in procedures and reports, an active participant in the quality control process

Administrative Professional Job Description

Background: At AIM, Business Intelligence is the gathering and analysis of information about competitors, customers, products, markets, technologies and government regulations affecting our clients. Our clients receive customized deliverables - including reports, alerts, databases, mapping and other specialized offerings.

Minimum Education: No Degree Required - Experience in professional role

Minimum Experience: 2 Years

Job Description: AIM administrators often have responsibility for being the initial contact to AIM for the outside world. This means the job includes greeting visitors at the front and answering the phones as well as providing administrative support to others in the office. This support includes database entry, photocopying, formatting reports, filing, and other jobs to ensure the smooth functioning of the office.

Much of the time this job will entail some degree of pressure to meet deadlines and to be able to multi-task without loss of accuracy.

Skill Requirements: The following skills are necessary for this job:

- Have a friendly yet highly professional telephone and receptionist manner.
- Have a strong attention to detail and high accuracy in taking messages and in data entry.
- Write letters, arrange meetings, and anticipate office needs.
- Be able to learn a variety of formats for data entry.
- Be able to notice what needs to be done in the office and do it.

Computer Knowledge: This job requires good expertise in Microsoft Office:

Word – be able to format letters, reports, tables, templates, labels, and mail merge for all types of office needs. Be knowledgeable of and able to use the advanced features of Word. Be able to help others trouble shoot problems in Word.

Excel – be able to perform data entry, sort, total and sub-total, create charts and graphs, and run macros.

Access – be able to perform data entry in tables and forms, create and run queries, and understand table structure.

Power Point – be able to create and format slides and presentations using the advanced features of Power Point.

Outlook – be able to use the calendar to schedule meetings, use the address book to create distribution lists, and understand the use of folders and other advanced features.

Understand how to copy and move files and tables among various computer platforms.

Personal Requirements: AIM office professionals must project a professional, friendly, willing-to-go-the-extra-mile attitude not only to customers and service providers, but also to other AIM employees. **They must also have the highest standards of integrity and confidentiality since they will be dealing with very sensitive information.**

