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: GSAAdvantage.gov.

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services

Contract Number: GS-00F-061DA

For more information on ordering from Federal Supply Schedules
Go to the GSA Schedules page at GSA.gov

Contract Period: February 9, 2016 through February 8, 2026
Price list current as of Modification #PO-0028, effective March 28, 2022

Contractor: INTERNATIONAL TRADE MANAGEMENT GROUP, LLC
611 Live Oak Dr
McClean, VA 22101

Business Size: Small Business, Small Disadvantaged Business, SBA Certified 8(a) Program Participant
(Certification Expiration 5/12/2027)

Telephone: (703) 348-8008
FAX Number: (202) 903-0291
Web Site: www.itmlogistics.com
E-mail: isahm@itmlogistics.com
Contract Administration: Isahm Diab
**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSTOMER INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS</td>
<td>3</td>
</tr>
<tr>
<td>LABOR CATEGORY AND SERVICE RATES</td>
<td>5</td>
</tr>
<tr>
<td>LABOR CATEGORY DESCRIPTIONS</td>
<td>6</td>
</tr>
<tr>
<td>SERVICE CONTRACT LABOR STANDARDS</td>
<td>6</td>
</tr>
<tr>
<td>EDUCATION/EXPERIENCE SUBSTITUTIONS</td>
<td>10</td>
</tr>
</tbody>
</table>
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded prices:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
<th>Cooperative Purchasing</th>
<th>Disaster Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614</td>
<td>Deployment, Distribution and Transportation Logistics Services</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>541614SVC</td>
<td>Supply and Value Chain Management</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>493110RM</td>
<td>Physical Records Management Services</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 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. Please refer to the Labor Category Hourly Rates on Page 5.

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. If hourly rates are not applicable, indicate “Not applicable” for this item. Please refer to the Labor Category Descriptions on Page 7.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: 1% on purchase orders of $100,000.00

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.
9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified at the Task Order level

10b. 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

10c. 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

10d. 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

11. F.O.B Points(s): Destination

12a. Ordering Address(es): Same as Contractor

12b. 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(es): Same as company address

14. Warranty provision.: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

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

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

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. 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.
contactor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). Not Applicable

23. **Unique Entity Identifier (UEI) Number:** J951FEJKMZ4

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

**Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>493110RM, 541614SVC</td>
<td>Logistician/Analyst 3</td>
<td>Bachelors Degree</td>
<td>8</td>
<td>$72.60</td>
<td>$72.60</td>
<td>$74.49</td>
<td>$76.42</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$78.41</td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Project Manager 2</td>
<td>Bachelors Degree</td>
<td>10</td>
<td>$101.70</td>
<td>$101.70</td>
<td>$104.34</td>
<td>$107.06</td>
<td>$109.84</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Program Manager</td>
<td>Bachelors Degree</td>
<td>12</td>
<td>N/A</td>
<td>$123.53</td>
<td>$126.74</td>
<td>$130.04</td>
<td>$133.42</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Logistician/Analyst 4</td>
<td>Bachelors Degree</td>
<td>12</td>
<td>N/A</td>
<td>$81.76</td>
<td>$83.89</td>
<td>$86.07</td>
<td>$88.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Logistician/Analyst 5</td>
<td>Bachelors Degree</td>
<td>16</td>
<td>N/A</td>
<td>$114.51</td>
<td>$117.49</td>
<td>$120.54</td>
<td>$123.68</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Shipping-Receiving Clerk**</td>
<td>High School Diploma</td>
<td>2</td>
<td>N/A</td>
<td>$29.77</td>
<td>$30.54</td>
<td>$31.34</td>
<td>$32.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Material Expeditor**</td>
<td>High School Diploma</td>
<td>4</td>
<td>N/A</td>
<td>$40.93</td>
<td>$41.99</td>
<td>$43.09</td>
<td>$44.21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Material Coordinator**</td>
<td>High School Diploma</td>
<td>1</td>
<td>N/A</td>
<td>$25.19</td>
<td>$25.84</td>
<td>$26.52</td>
<td>$27.21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Procurement/Acquisition Specialist</td>
<td>Bachelors Degree</td>
<td>4</td>
<td>N/A</td>
<td>$132.00</td>
<td>$135.43</td>
<td>$138.95</td>
<td>$142.57</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Subject Matter Expert</td>
<td>Bachelors Degree</td>
<td>7</td>
<td>N/A</td>
<td>$210.50</td>
<td>$215.97</td>
<td>$221.59</td>
<td>$227.35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>Scientist</td>
<td>Bachelors Degree</td>
<td>4</td>
<td>N/A</td>
<td>$122.82</td>
<td>$126.01</td>
<td>$129.29</td>
<td>$132.65</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>493110RM, 541614SVC</td>
<td>IT Manager</td>
<td>Bachelors Degree</td>
<td>5</td>
<td>N/A</td>
<td>$125.00</td>
<td>$128.25</td>
<td>$131.58</td>
<td>$135.01</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping-Receiving Clerk</td>
<td>21130 - Shipping/Receiving Clerk</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technician Specialist 2</td>
<td>21050 – Material Handling Laborer</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Material Expediter</td>
<td>21040 – Material Expediter</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Technician Specialist 3</td>
<td>21050 – Material Handling Laborer</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Material Coordinator</td>
<td>21030 - Material Coordinator</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>

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).

LABOR CATEGORY DESCRIPTIONS
(See below for acceptable Substitutions)

Logistician/Analyst 3

**Functional Responsibilities:** Performs full-cycle logistics analyses, planning and execution including logistics processes, process engineering/re-engineering, high-level systems analyses, transportation analyses, site selection, warehousing and distribution modeling, organizational analyses, financial analyses, quality control/assurance analyses, and provides recommendations on improvements in relevant and functional areas. Works independently and supports managers and colleagues on project and programs including portions of acquisition/procurement. Helps guide and oversee less experienced staff. Considered the lead or 'go to' person.

**Minimum Required Education:** Bachelors Degree

**Minimum Required Experience:** 8 years

**Required Certifications and Licenses:** None

Logistician/Analyst 4

**Functional Responsibilities:** Performs full-cycle logistics analyses, planning and execution including logistics processes, process engineering/re-engineering, high-level systems analyses, transportation analyses, site selection, warehousing and distribution modeling, organizational analyses, financial analyses, quality control/assurance analyses, and provides recommendations on improvements in relevant and functional areas. Works independently and supports managers and colleagues on project and programs including portions of acquisition/procurement. Helps guide and oversee less experienced staff. Considered the lead or 'go to' person.

**Minimum Required Education:** Bachelors Degree

**Minimum Required Experience:** 12 years

**Required Certifications and Licenses:** Professional Certification

Logistician/Analyst 5
Functional Responsibilities: Performs full-cycle logistics analyses, planning and execution including logistics processes, process engineering/reverse engineering, high-level systems analyses, transportation analyses, site selection, warehousing and distribution modeling, organizational analyses, financial analyses, quality control/assurance analyses, and provides recommendations on improvements in relevant and functional areas. Works independently and supports managers and colleagues on project and programs including portions of acquisition/procurement. Helps guide and oversee less experienced staff. Considered the lead or 'go to' person.

Minimum Required Education: Bachelors Degree

Minimum Required Experience: 16 years

Required Certifications and Licenses: Professional Certification

Project Manager 2

Functional Responsibilities: Responsible for the planning, execution and closing of a project including accomplishing the stated project objectives. Key responsibilities include creating clear and attainable project objectives, building the project requirements, and managing cost, time, and quality.

Acts as client representative and has to determine and implement the exact needs of the client, based on knowledge of the organization. Is essential in ensuring that the key issues of cost, time, quality and above all, client satisfaction, are realized.

Minimum Required Education: Bachelors Degree

Minimum Required Experience: 10 years

Required Certifications and Licenses: None

Program Manager

Functional Responsibilities: Organizing programs and activities in accordance with the mission and goals of the organization. Developing new programs to support the strategic direction of the organization. Creating and managing long-term goals. Developing a budget and operating plan for the program. Developing an evaluation method to assess program strengths and identify areas for improvement. Writing program funding proposals to guarantee uninterrupted delivery of services. Managing a team with a diverse array of talents and responsibilities. Ensuring goals are met in areas including customer satisfaction, safety, quality, and team member performance. Implementing and managing changes and interventions to ensure project goals are achieved. Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services. Producing accurate and timely reporting of program status throughout its life cycle. Analyzing program risks. Working on strategy with the marketing team.

Minimum Required Education: Bachelors Degree

Minimum Required Experience: 12 years

Required Certifications and Licenses: None
Shipping-Receiving Clerk**

**Functional Responsibilities:** The Shipping-Receiving Clerk utilizes hand trucks, forklifts, hoists, conveyors, or other handling equipment to move material to and from aircraft, trucks or trains and within the storage facility. Loads and unloads material within a warehouse or storage facility. Relies on instructions and pre-established guidelines to perform the functions of the job. Has knowledge of commonly used practices, and procedures within a particular field. In addition, Shipping-Receiving Clerk may be designated a Team or Shift Lead. May require a high school diploma. Typically reports to supervisor or manager. Works under the close direction of senior personnel in the functional area. Possesses a moderate understanding of general aspects of the job.

**Minimum Required Education:** High School Diploma

**Minimum Required Experience:** 2 years

**Required Certifications and Licenses:** Forklift and HAZMAT License

Material Expeditor**

**Functional Responsibilities:** Ensures material inventory levels are sufficient to meet production schedules. Coordinates the transfer of raw materials, parts and finished products between various production areas and external warehouses. Collects and analyzes data on current orders, production levels, and sales forecasts to estimate future demand for materials. Typically reports to a manager. Works independently within established procedures associated with the specific job function.

**Minimum Required Education:** High School Diploma

**Minimum Required Experience:** 4 years

**Required Certifications and Licenses:** Professional Certification

Material Coordinator**

**Functional Responsibilities:** Coordinates the transfer of raw materials, parts and finished products between various production areas and external warehouses. Ensures material inventory levels are sufficient to meet production schedules. Typically reports to a supervisor or manager. Works under the close direction of senior personnel in the functional area. Possesses a moderate understanding of general aspects of the job.

**Minimum Required Education:** High School Diploma

**Minimum Required Experience:** 1 year

**Required Certifications and Licenses:** None

Procurement/Acquisition Specialist

**Functional Responsibilities:** Formulate strategies for acquiring materials, goods or services. Reviews the organization's needs, determine funding sources and analyze supplier markets. Evaluates the performance of existing acquisition strategies and makes adjustments where necessary. Maintains relationship with vendors or suppliers and negotiates contracts for major purchases. Manages all purchasing activities and establishes strategic purchasing processes and procedures. Evaluates and analyzes purchasing trend and price trend to identify
forecasting demand and minimize purchasing costs. Typically reports to a senior manager. Sourcing and procurement of materials; sourcing and management of lab, testing, and reporting. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes.

**Minimum Required Education:** Bachelors Degree

**Minimum Required Experience:** 4 years

**Required Certifications and Licenses:** None

**Subject Matter Expert**

**Functional Responsibilities:** Research, identifies, and makes recommendations about resources required for task execution and completion. Gathers, processes, and analyzes operational and training data. Assists with the testing and development of new curriculum or updates to existing curriculum to meet client needs. Identifies and recommends emergent relevant technologies that may result in improvements to current processes.

Writes and updates project documentation including system procedures, presentations, and training materials. May provide guidance and work leadership to less-experienced staff. Maintains current knowledge of relevant technologies and subject areas. Participates in special projects as required.

Excellent written communication skills are a requirement of employment. Must be able to work independently with minimal supervision.

**Minimum Required Education:** Bachelors Degree

**Minimum Required Experience:** 7 years

**Required Certifications and Licenses:** None

**Scientist**

**Functional Responsibilities:** Researches the formation, dissolution, and content of rock layers. Researches the effects of internal pressures, heat, water, pollution, and erosion. Studies variations in rock formations and densities to identify new mineral deposits. Estimates depth, quality and vastness of deposits. Tests mineral quality and purity to determine feasibility of mining. Typically reports to a supervisor or manager. Contributes to moderately complex aspects of a project. Work is generally independent and collaborative in nature.

**Minimum Required Education:** Bachelors Degree

**Minimum Required Experience:** 4 years

**Required Certifications and Licenses:** None

**IT Manager**

**Functional Responsibilities:** Manages the research, analysis, and design of information systems to meet the needs of an organization and that will integrate with existing and future systems. Leads the requirements gathering process. Consults with users to identify current operating procedures, problems, and requirements. Designs models
and utilizes analysis and solution development methods, including process maps, flow charts, and diagrams. Scopes project costs and timelines. Documents installation, maintenance, and operating procedures. Oversees the review and development of system specifications.

Minimum Required Education: Bachelors Degree

Minimum Required Experience: 5 years

Required Certifications and Licenses: None

<table>
<thead>
<tr>
<th>EDUCATION/EXPERIENCE SUBSTITUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labor category minimum</strong></td>
</tr>
<tr>
<td><strong>Labor Category</strong></td>
</tr>
<tr>
<td>Logistician/Analyst 3</td>
</tr>
<tr>
<td>Logistician/Analyst 4</td>
</tr>
<tr>
<td>Logistician/Analyst 5</td>
</tr>
<tr>
<td>Project Manager 2</td>
</tr>
<tr>
<td>Program Manager</td>
</tr>
<tr>
<td>Shipping-Receiving Clerk**</td>
</tr>
<tr>
<td>Material Expediter**</td>
</tr>
<tr>
<td>Material Coordinator**</td>
</tr>
<tr>
<td>Procurement/Acquisition Specialist</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
</tr>
<tr>
<td>Scientist</td>
</tr>
<tr>
<td>IT Manager</td>
</tr>
</tbody>
</table>