



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

**MULTIPLE AWARD SCHEDULE (MAS)**  
Thru Mass Mod A824 signed 8/24/2020  
Federal Supply Group: Professional Services PSC Code: R408

**Contract Number GS-00F-071DA**

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

**Contract Period**

February 24, 2016 through February 23, 2021

**Business Size**

Small

**Integrity Management Consulting, Inc.**

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

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## About Integrity Management Consulting, Inc.

**Integrity Management Consulting, Inc.** (Integrity) excels in the delivery of acquisition, business, financial, and contract management services to Federal customers, including GSA, DoD, HHS, and DHS. Integrity is a debt-free, small business (541611 NAICS) based in Tysons, VA with over a decade's experience providing acquisition and finance professionals to Federal clients. Our personnel have capably maintained a **99.9% obligation rate** across all our Federal acquisition clients.

### Our Mission: Maximize Impact to Your Program

Based on our collective expertise, best practices knowledge, successful innovation, and past performance, our proven methodologies maximize results and facilitate your mission success. From executive involvement to carefully composed teams of practitioners and credentialed subject matter experts, our team collaborates with your staff to optimize outcomes and minimize risk. We leverage strategic alliances, providing our clients with exceptional depth and breadth of resources while operating with the agility of a small business.

### Living Up to Our Name

We believe the personal integrity of our leadership has a ripple effect throughout the company, directly affecting customers. Our corporate culture regarding ethics is unwavering and we retain a solid workforce who enthusiastically supports our standards. Those professionals are highly valued and Integrity continues to invest in them, knowing they are vital to our continued success. We think these are all significant factors in our outstanding Past Performance Evaluation score for customer satisfaction and our award-winning growth.

Join our list of satisfied clients. Contact us today to learn more about Integrity Management Consulting. Email [impact@integritymc.com](mailto:impact@integritymc.com) or call Linda Baker at 703.349.3394 Ext. 1037.

### Core Service Offerings

Integrity offers valued-added consulting services in the following areas:

- Acquisition Management
- Contract Management
- Program Management
- Business Administration
- Information Technologies
- Financial Management & Audits
- Investment Decision Analysis
- Training

For more information, please visit our web site at [www.consultwithintegrity.com](http://www.consultwithintegrity.com).

## Customer Information

### 1. Awarded Special Item Numbers

#### a) Special Item Number(s):

<b>SIN</b>	<b>SIN Description</b>
541219	Budget and Financial Management Services
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
611430	Professional and Management Development Training
ANCILLARY	Ancillary Supplies and Services

b) **Pricing:** 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.

c) **Hourly Labor Rates:** see Pricing Appendix.

### 2. Maximum Order:

<b>SIN</b>	<b>Maximum Order</b>
541219	\$1,000,000
541611	\$1,000,000
611430	\$1,000,000
ANCILLARY	\$ 250,000

Notwithstanding this limit, agencies may place and Integrity may honor orders exceeding this limit in accordance with FAR 8.405. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the schedule even though it exceeds the maximum order threshold. There is no maximum ceiling for any task order. This maximum order value is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. The contractor may 1) offer a new lower price, 2) offer the lowest price available under the contract, or 3) decline the order within seven (7) days, with written notice stating the contractor's intent not to ship the item (or items) called for and the reason. Upon receiving this notice, the Government may acquire the supplies or services from another source.

For purchase card orders exceeding the maximum order limit, Integrity will provide written notice within 72 hours after receipt if we intend to decline the order.

3. **Minimum Order:** \$100 – all SINs
4. **Geographic Coverage:** The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico and all U.S. Government installations and/or agencies abroad.
5. **Point(s) of production (city, county, and State or foreign country):**  
Integrity Management Consulting, Inc.  
1521 Westbranch Dr, Suite 500  
Tysons, VA 22102
6. **Discount from list Prices or statement of net price:** Government net prices (discounts already deducted). See Pricing Appendix.
7. **Quantity Discounts:** None Offered.
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. **a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes. Government purchase cards are accepted at or below the micro-purchase threshold.  
**b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes. Government purchase cards are accepted above the micro-purchase threshold.
10. **Foreign items (list items by country of origin):** None.
11. **a. Time of delivery. (Contractor insert number of days.):** Specified on the Task Order.  
**b. Expedited delivery:** Contact Contractor.  
**c. Overnight and 2-day delivery:** Contact Contractor.  
**d. Urgent Requirements:** Contact Contractor.
12. **F.O.B. Point(s):** Destination.
13. **a. Ordering Address(es):**  
Integrity Management Consulting, Inc.  
Attention: Contracts Manager  
1521 Westbranch Dr, Suite 500  
Tysons, VA 22102  
**b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment Address(es)**

Check/U.S. Mail:

Integrity Management Consulting, Inc.  
Attention: Accounts Receivable  
1521 Westbranch Drive, Suite A500  
Tysons, VA 22102

ACH:

Integrity Management Consulting, Inc.  
c/o First Virginia Community Bank  
Account Number: 204230  
ABA Number: 056009505

**15. Warranty provision:** Contractor's standard commercial warranty.

**16. Export packing 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 date of parts price lists and any discounts from list prices (if applicable):** N/A

a. **Terms and conditions for any other services (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

**24. a. Environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

b. **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/** N/A

**25. Data Universal Number System (DUNS) number:** 621190102

**26. Notification regarding registration in System for Award Management (SAM) database:**  
Registered CAGE Code: 4C7A9

**27. Final Pricing:** See Pricing Appendix. All prices include the Industrial Funding Fee (IFF) of 0.75%.

**SIN 541611 Labor Category Descriptions**

(See Pricing Appendix for Hourly Rate Information)

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**Title: Junior Analyst**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Provides general administrative and basic analytical support to projects. Gathers and consolidates data from multiple sources. Typically performs tasks under the direction and guidance of an Analyst or Research Analyst.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 0 years of relevant experience with Bachelor's degree (or 2 years experience with an Associate's degree).

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**Title: Research Analyst**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Provides general research and analytical support to projects. Gathers and consolidates data from multiple sources. Typically performs tasks under the direction and guidance of an Analyst or Sr. Analyst.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 0 years of relevant experience with Bachelor's degree (or 2 years experience with an Associate's degree).

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**Title: Analyst**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Provides support to projects by applying analytic methodologies including but not limited to cost estimating and earned value management. Supports project objectives through activities such as conducting interviews, gathering data, analyzing data, and developing recommendations in support of project objectives. Typically performs tasks under the direction and guidance of a Sr. Analyst.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 0 years of relevant experience with a Bachelor's degree.

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1. **Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

2. **Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SIN 541611 Labor Category Descriptions (cont)**

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**Title: Senior Analyst**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Serves as a lead analyst on task or project. Provides support to projects by developing and applying analytic methodologies including but not limited to cost estimating and earned value management. Supports project objectives through analyzing and synthesizing data and presenting the analysis to the client.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 4 years of relevant experience (2 years with a Bachelor's degree or 0 years of relevant experience with a Master's degree).

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**Title: Sr. Management Consultant I**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Possesses demonstrated knowledge and extensive experience in the development of solutions and implementation of methodologies across multiple tasks. Is responsible for specific tasks including but not limited to developing customized templates, business cases, and risk management plans.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 4 years of relevant experience with a Bachelor's degree (1 year with a Master's degree).

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**Title: Sr. Management Consultant II**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Possesses demonstrated knowledge and extensive experience in the development of solutions and implementation of methodologies across multiple tasks. Is responsible for providing leadership for tasks as well as providing recommendations to improve organizational performance. Is responsible for specific tasks including but not limited to developing customized training materials and developing program management documents.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 6 years of relevant experience with a Bachelor's degree (2 years with a Master's degree).

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1. **Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

2. **Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SIN 541611 Labor Category Descriptions (cont)**

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**Title: Project Manager I**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Possesses demonstrated experience in project management and knowledge of project management methodologies. Responsible for project planning, project scope management, and necessary staff and financial management.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 6 years of relevant experience with a Bachelor's degree (2 years with a Master's degree).

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**Title: Acquisition Specialist**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Provides demonstrated acquisition experience in one or more specialized areas (e.g., program management, procurement, source selection, systems engineering, contract management). Typically performs under the direction of a Subject Matter Expert I or a Project Manager.

**Minimum Education:** A Bachelor's degree is required.

**Minimum Experience/Training:** 5 years of relevant experience with a Bachelor's degree (3 years with a Master's degree).

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**Title: Sr. Management Consultant III**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Possesses demonstrated knowledge and extensive experience in the development of solutions and implementation of methodologies across multiple tasks in multiple organizations. Is responsible for providing leadership to project teams as well as providing recommendations to improve organizational performance. Is responsible for specific tasks including but not limited to developing policy recommendations and developing program management plans.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 10 years of relevant experience with a Bachelor's degree (5 years with a Master's degree).

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1. **Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

2. **Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SIN 541611 Labor Category Descriptions (cont)**

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**Title: Sr. Acquisition Specialist**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Provides support to projects by performing complex analytical assignments in multiple areas of acquisition expertise. Possesses demonstrated knowledge and extensive experience in more than one areas of expertise within acquisition management.

**Minimum Education:** A Bachelor's degree or an equivalent combination of education and practical experience is required.

**Minimum Experience/Training:** 15 years of relevant experience with an Associate's degree (12 years with a Bachelor's degree and 6 years with a Master's Degree).

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**Title: Subject Matter Expert I**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Capable of providing subject matter expertise to support client requirements. Performs analysis and provides recommendations in areas of expertise. Additional duties include but are not limited to authoring guidance, strategic document reviews, and developing or delivering training.

**Minimum Education:** A Bachelor's degree is required.

**Minimum Experience/Training:** 15 years of relevant experience with a Bachelor's degree (10 years with a Master's degree).

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**Title: Sr. Management Consultant IV**

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Possesses significant demonstrated knowledge and extensive experience in the development of solutions and implementation of methodologies across multiple programs in multiple organizations. Is responsible for providing leadership to project teams as well as providing recommendations to improve organizational performance.

**Minimum Education:** A Bachelor's degree is required.

**Minimum Experience/Training:** 15 years of relevant experience with a Bachelor's degree (10 years with a Master's degree).

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**1. Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

**2. Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SIN 541611 Labor Category Descriptions (cont)**

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***Title: Program Manager***

***Applicable SIN(s):*** 541611

***Position Duties/Responsibilities:*** Possesses significant program management experience. Responsible for project planning, project scope management, and necessary staff and financial management on large, complex projects; manages multiple projects concurrently.

***Minimum Education:*** A Bachelor's degree is required.

***Minimum Experience/Training:*** 18 years of relevant experience with a Bachelor's degree (12 years with a Master's degree).

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***Title: Senior Program Manager***

***Applicable SIN(s):*** 541611

***Position Duties/Responsibilities:*** Possesses significant program management experience. Responsible for project planning, project scope management, and necessary staff and financial management on large, complex projects; manages multiple projects concurrently.

***Minimum Education:*** A Bachelor's degree is required.

***Minimum Experience/Training:*** 20 years of relevant experience with a Bachelor's degree (15 years with a Master's degree).

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***Title: Subject Matter Expert III***

***Applicable SIN(s):*** 541611

***Position Duties/Responsibilities:*** Provides subject matter expertise to support client requirements based on extensive relevant experience in the federal marketplace. Provides thought leadership and recommendations in areas of expertise. Additional duties include but are not limited to performing key reviews of guidance and strategic documents. Typically supports multiple engagements concurrently.

***Minimum Education:*** A Bachelor's degree is required.

***Minimum Experience/Training:*** 20 years of relevant experience with a Bachelor's degree (15 years with a Master's degree).

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**1. Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

**2. Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SIN 541611 Labor Category Descriptions (cont)**

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**Title:** *Executive Program Manager*

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Possesses extensive program management experience in a wide variety of environments. Oversees all program management activities across multiple programs and clients.

**Minimum Education:** A Bachelor's degree is required.

**Minimum Experience/Training:** 20 years of relevant experience with a Bachelor's degree (14 years with a Master's degree).

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**Title:** *Subject Matter Expert IV*

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Provides subject matter expertise to support client requirements based on extensive relevant experience in the federal marketplace. Provides a high degree of ingenuity and resourcefulness in problem-solving. Achieves objectives and solves problems in creative and innovative ways. Advises clients of technical, managerial, and program developments and anticipates needs to influence outcomes. Typically supports multiple engagements concurrently.

**Minimum Education:** A Bachelor's degree is required.

**Minimum Experience/Training:** 20 years of relevant experience with a Bachelor's degree (15 years with a Master's degree).

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**Title:** *Subject Matter Expert V*

**Applicable SIN(s):** 541611

**Position Duties/Responsibilities:** Provides subject matter expertise in one or more highly specialized areas to support client requirements. Provides broad leadership to resolve complex technical, program management and organizational problems. Provides critical and prominent subject matter input to high-impact decision-making processes. Typically supports multiple engagements concurrently.

**Minimum Education:** A Bachelor's degree is required.

**Minimum Experience/Training:** 22 years of relevant experience with a Bachelor's degree (17 years with a Master's degree).

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1. **Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

2. **Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SINs 541219, 541611, & 611430 Labor Category Descriptions**

(See Pricing Appendix for Hourly Rate Information)

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***Title: Principal Financial Consultant I***

***Applicable SIN(s):*** 541219, 541611, 611430

***Position Duties/Responsibilities:*** Provides primary interface with client management personnel regarding strategic issues and/or high-level subject matter expertise. Directs the completion of projects within estimated time frames and budget constraints, coordinates efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and client requirements. Responsible for delivery, presentations and leading strategic level client meetings.

***Minimum Education:*** A Bachelors degree or an equivalent combination of education and practical experience is required (e.g., an Associate's degree with two additional years of relevant work experience).

***Minimum Experience/Training:*** 18 years of relevant experience (14 years with a Masters degree)

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***Title: Sr. Financial Manager II***

***Applicable SIN(s):*** 541219, 541611, 611430

***Position Duties/Responsibilities:*** Possesses extensive financial management experience. Responsible for project planning, project scope management, and necessary staff and financial management on large, complex projects. Interfaces with client on project specific issues, directs the completion of projects within estimated time frames and budget constraints, coordinates project specific activities and reviews work products for completeness and adherence to applicable regulations and client requirements.

***Minimum Education:*** A Bachelors degree or an equivalent combination of education and practical experience is required (e.g., an Associate's degree with two additional years of relevant work experience).

***Minimum Experience/Training:*** 15 years of relevant experience (11 years with a Masters degree)

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**1. Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

**2. Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SINs 541219, 541611, & 611430 Labor Category Descriptions (cont)**

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***Title: Financial Manager I***

***Applicable SIN(s):*** 541219, 541611, 611430

***Position Duties/Responsibilities:*** Possesses significant demonstrated knowledge and extensive experience in the development of financial management solutions and implementation of methodologies across multiple programs in multiple organizations. Responsible for project planning, project scope management, and necessary staff and financial management on projects.

***Minimum Education:*** A Bachelors degree or an equivalent combination of education and practical experience is required (e.g., an Associate's degree with two additional years of relevant work experience).

***Minimum Experience/Training:*** 10 years of relevant experience (6 years with a Masters degree)

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***Title: Sr. Financial Consultant II***

***Applicable SIN(s):*** 541219, 541611, 611430

***Position Duties/Responsibilities:*** Interfaces with the client on a day-to-day basis, contributes to the completion of project specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and compliance. Possesses demonstrated knowledge and extensive experience in more than one area of financial management.

***Minimum Education:*** A Bachelors degree or an equivalent combination of education and practical experience is required (e.g., an Associate's degree with two additional years of relevant work experience).

***Minimum Experience/Training:*** 8 years of relevant experience (4 years with a Masters degree, 10 years with an Associate's degree)

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1. **Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

2. **Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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**SINs 541219, 541611, & 611430 Labor Category Descriptions (cont)**

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**Title: Sr. Financial Consultant I**

**Applicable SIN(s):** 541219, 541611, 611430

**Position Duties/Responsibilities:** Is responsible for assigned tasks including developing cost estimates, alternatives analyses and other financial management activities. Possesses demonstrated knowledge and experience in the development of financial management solutions and implementation of methodologies.

**Minimum Education:** A Bachelors degree or an equivalent combination of education and practical experience is required (e.g., an Associate's degree with two additional years of relevant work experience).

**Minimum Experience/Training:** 5 years of relevant experience (1 year with a Masters degree, 7 years with an Associate's degree)

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**Title: Financial Consultant II**

**Applicable SIN(s):** 541219, 541611, 611430

**Position Duties/Responsibilities:** Works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints. Assists in formulating solutions, preparing reports, studies and documentation while supporting presentations and client meetings.

**Minimum Education:** A Bachelors degree or an equivalent combination of education and practical experience is required (e.g., an Associate's degree with two additional years of relevant work experience).

**Minimum Experience/Training:** 1 year of relevant experience (3 years with an Associate's degree)

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**Title: Financial Consultant I**

**Applicable SIN(s):** 541219, 541611, 611430

**Position Duties/Responsibilities:** Assists drafting and preparing project deliverables. Provides support to projects by developing and applying analytic methodologies including but not limited to cost estimating and cost-benefit analysis. Supports project objectives through analyzing and synthesizing data.

**Minimum Education:** A Bachelors degree or an equivalent combination of education and practical experience is required (e.g., an Associate's degree with two additional years of relevant work experience).

**Minimum Experience/Training:** 0 years of relevant experience (2 years with an Associate's degree)

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1. **Degree/Experience Equivalency \***

**Bachelor's:** Associate's degree + two (2) years relevant experience or 4 years relevant experience will be considered equivalent to a Bachelor's degree.

\* Successful completion of higher education which has not yet resulted in a degree may be counted as one (1) for one (1) year of experience for each year of college completed.

2. **Experience/Certification Equivalency**

**Experience:** Three (3) years of experience will be recognized for successful completion of a relevant certification (e.g., PMP).

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## Labor Rates, Contract Years 1 through 5

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	541611	Subject Matter Expert V	Both	\$364.19	\$371.47	\$378.90	\$386.48	\$394.21
2	541611	Subject Matter Expert IV	Both	\$311.10	\$317.32	\$323.67	\$330.14	\$336.74
3	541611	Executive Program Manager	Both	\$293.60	\$299.47	\$305.46	\$311.57	\$317.80
4	541611	Subject Matter Expert III	Both	\$258.38	\$263.55	\$268.82	\$274.20	\$279.68
5	541611	Senior Program Manager	Both	\$234.88	\$239.58	\$244.37	\$249.26	\$254.25
6	541611	Program Manager	Both	\$187.89	\$191.65	\$195.48	\$199.39	\$203.38
7	541611	Sr. Mgmt. Consultant IV	Both	\$175.60	\$179.11	\$182.69	\$186.34	\$190.07
8	541611	Subject Matter Expert I	Both	\$167.64	\$170.99	\$174.41	\$177.90	\$181.46
9	541611	Sr. Acquisition Specialist	Both	\$152.68	\$155.73	\$158.84	\$162.02	\$165.26
10	541611	Sr. Mgmt. Consultant III	Both	\$149.67	\$152.66	\$155.71	\$158.82	\$162.00
11	541611	Acquisition Specialist	Both	\$136.30	\$139.03	\$141.81	\$144.65	\$147.54
12	541611	Project Manager I	Both	\$126.84	\$129.38	\$131.97	\$134.61	\$137.30
13	541611	Sr. Mgmt. Consultant II	Both	\$120.70	\$123.11	\$125.57	\$128.08	\$130.64
14	541611	Sr. Mgmt. Consultant I	Both	\$114.95	\$117.25	\$119.60	\$121.99	\$124.43
15	541611	Sr. Analyst	Both	\$107.75	\$109.91	\$112.11	\$114.35	\$116.64
16	541611	Analyst	Both	\$83.80	\$85.48	\$87.19	\$88.93	\$90.71
17	541611	Research Analyst	Both	\$77.84	\$79.40	\$80.99	\$82.61	\$84.26
18	541611	Jr. Analyst	Both	\$67.05	\$68.39	\$69.76	\$71.16	\$72.58
19	541219, 541611, 611430	Principal Financial Consultant I	Both	\$187.52	\$191.26	\$195.09	\$198.99	\$202.97
20	541219, 541611, 611430	Sr. Financial Manager II	Both	\$176.82	\$180.35	\$183.96	\$187.64	\$191.39
21	541219, 541611, 611430	Financial Manager I	Both	\$144.31	\$147.19	\$150.14	\$153.14	\$156.20
22	541219, 541611, 611430	Sr. Financial Consultant II	Both	\$129.50	\$132.09	\$134.73	\$137.42	\$140.17
23	541219, 541611, 611430	Sr. Financial Consultant I	Both	\$110.52	\$112.73	\$114.98	\$117.28	\$119.63
24	541219, 541611, 611430	Financial Consultant II	Both	\$88.29	\$90.06	\$91.86	\$93.70	\$95.58
25	541219, 541611, 611430	Financial Consultant I	Both	\$79.57	\$81.16	\$82.78	\$84.43	\$86.12



The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire MAS Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS 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 SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## **Ancillary Supplies/Services (SIN ANCILLARY)**

### **AcquTrak®**

Integrity is an authorized dealer of AcquTrak – a product of Noblis, Inc. AcquTrak is an electronic process tool that supports the acquisition life cycle from concept through contract award and operations. Program and acquisition professionals can use this tool to create and maintain a complete set of acquisition records in a secure collaborative environment. AcquTrak can be quickly tailored to the needs of the client through a requirements discovery process. This process is carried out at the start of the engagement and continues throughout the engagement, allowing AcquTrak to respond in a way that meets the client's evolving needs.

AcquTrak enhances acquisition quality and consistency by promoting structured, standardized, and repeatable processes. It also reduces costs and improves effectiveness of acquisition teams in a variety of ways:

- Incorporates workflow processes that are customized to the client's needs
- Provides real-time management overviews of progress
- Ensures that all necessary documentation is readily available
- Minimizes learning curve—training and familiarization time—for new staff

In the pre-proposal phase, AcquTrak maintains files of draft and final RFPs and revisions. Its built-in workflow capabilities facilitate handling of questions, comments, and responses received from vendors and other interested parties.

After proposals are submitted, AcquTrak maintains complete files of all materials received from offerors. It captures and tracks all communications with offerors—including such critical items as deficiency notices, clarification requests, and discussion issues—and resulting offeror responses. It facilitates and captures evaluators' analyses, ratings, and consensus, and documents these processes. The ready availability of all relevant material within AcquTrak facilitates preparation of final reports for the source selection authority decision.

Since the acquisition process does not necessarily end with the successful award of the contract, the AcquTrak Post Award service may be used by clients who have used AcquTrak for their source selection. Maintaining the contract documentation after the award can be as daunting as the source selection itself. AcquTrak Post Award service helps manage contract documents, maintain critical work flows, and sustain data organization throughout the life of the contract. All post award modules are tailored for each awarded contract to meet an organization's work flow, provide notification of tasks to be completed, and facilitate communication between the organization and the contractor. The post award modules provide the same features AcquTrak provides during the source selection phase, including:

- Consistent, user-friendly interface
- Full-text search for all information
- Robust role-based security

The data that AcquTrak collects during any phase of an acquisition belongs exclusively to the client. This data will be delivered to the client in a mutually agreed-upon format upon completion of the acquisition. If the use of AcquTrak is terminated prior to the end of the acquisition or the client does not specify a format for the data delivery, Integrity will provide a read-only version of the data in AcquTrak native format.

The client may also choose to have AcquTrak records archived by Integrity. The archived records provide the same structure and user-friendly access to the data as during the source selection, however the access is limited to read-only. Archived acquisition data retains the transparent corporate memory and audit trails of the completely documented acquisition and can also support a smooth transition into the operational phase.

Independent of the acquisition phase, AcquTrak's total customer-care package includes initial setup, training and ongoing enhancements, as needed, to meet the client's requirements. It is available in multiple deployment configurations to meet virtually all client access needs and security restrictions, including both web-based and client/server versions.

*Applicable AcquTrak Terms and Conditions, including data rights, will be included at the Task Order Level.*

**AcquTrak® (a NOBLIS product) Pricing**

Item	SIN	Support Item	Brand	Del Time	Location	Unit	Year 1-5
1	ANCILLARY	Pre-Source Selection Phase (5-User Minimum)	Noblis AcquTrak	Per agreed-to delivery on each Task Order	Both	Per Month, Per User, Per Acquisition	\$1,858.94
2	ANCILLARY	Pre-Source Selection Phase (Above 5-Users)	Noblis AcquTrak	Per agreed-to delivery on each Task Order	Both	Per Month, Per User, Per Acquisition	\$952.14
3	ANCILLARY	Source Selection Phase (10-User Minimum)	Noblis AcquTrak	Per agreed-to delivery on each Task Order	Both	Per Month, Per User, Per Acquisition	\$1,858.94
4	ANCILLARY	Source Selection Phase (Above 10-Users)	Noblis AcquTrak	Per agreed-to delivery on each Task Order	Both	Per Month, Per User, Per Acquisition	\$952.14
5	ANCILLARY	Archival Functions Only (Up to 3 Users)	Noblis AcquTrak	Per agreed-to delivery on each Task Order	Both	Per Month	\$952.14