On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAdvantage.gov

Inalab Consulting, Inc.

GENERAL PURPOSE INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES

- Special Item No. 874 6  Acquisition Management Support
- Special Item No. 541-4B  Video/Film Production
- Special Item No. 520-1  Program Financial Advisor
- Special Item No. 520-12  Budgeting
- Special Item No. 520-13  Complementary Financial Management Services
- Special Item No. 520-15  Outsourcing Recurring Commercial Activities for Financial Management Services

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>GS-00F-184GA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period Covered by Contract:</td>
<td>May 11, 2017 – May 10, 2022</td>
</tr>
<tr>
<td>Mod #</td>
<td>PS-0005</td>
</tr>
</tbody>
</table>

Inalab Consulting, Inc.
3949 Pender DR, Suite 150 Fairfax, VA. 22030
Attn: Vikas Balani
Tel: 703.884.4060 | Fax: 703.636.4893
vbalani@inalabgroup.com
www.inalabgroup.com
Inalab Consulting, Inc. is a Small Business

CONTRACTOR INFORMATION
Inalab Consulting is a leading (SBA 8a Certified) IT solutions and strategy consulting firm focused on providing solutions that transform enterprise operations in the government and commercial sectors by dependably bridging the gap between business strategy and technology.

Prices Shown Herein are Net (discount deducted)
Table of Contents

1a. AWARDED SPECIAL ITEM NUMBER: ........................................................................ 4
1b. LOWEST PRICED ITEM ........................................................................................... 4
1c. HOURLY RATES: SIN 874-6, 541-4B, 520-1, 520-12, 520-13, and 520-15 (including IFF) ........................................................................ 4
2. MAXIMUM ORDER GUIDELINE .................................................................................. 6
3. MINIMUM ORDER ...................................................................................................... 7
4. GEOGRAPHIC COVERAGE ......................................................................................... 7
5. PRODUCTION POINT .................................................................................................. 7
6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE .............................. 7
7. QUANTITY DISCOUNTS .............................................................................................. 7
8. PROMPT PAYMENT TERMS ....................................................................................... 7
9a. GOVERNMENT PURCHASE CARDS ....................................................................... 7
9b. GOVERNMENT PURCHASE CARDS ....................................................................... 7
10. FOREIGN ITEMS ...................................................................................................... 7
11a. TIME OF DELIVERY ................................................................................................. 7
11b. EXPEDITED DELIVERY ........................................................................................... 7
11c. OVERNIGHT AND 2-DAY DELIVERY ................................................................... 7
11d. URGENT REQUIREMENTS ................................................................................... 7
12. FOB POINT .............................................................................................................. 7
13a. ORDERING ADDRESS ............................................................................................. 8
13b. ORDERING PROCEDURES ..................................................................................... 8
14. PAYMENT ADDRESS ................................................................................................ 8
15. WARRANTY PROVISION ........................................................................................... 8
16. EXPORT PACKING CHARGES. Not applicable .......................................................... 9
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE. Not applicable .......................................................... 9
18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR. Not applicable .......................................................... 9
19. TERMS AND CONDITIONS OF INSTALLATION. Not applicable ............................. 9
20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES. Not applicable .......................................................... 9
21. LIST OF SERVICE AND DISTRIBUTION POINTS. Not applicable ............................. 9
22. LIST OF PARTICIPATING DEALERS. Not applicable ................................................ 9

GSA SCHEDULE #GS-00F-184GA

Inalab Consulting, Inc.
23. PREVENTIVE MAINTENANCE. Not applicable ................................................................. 9
24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES. Not applicable ........ 9
24b. INDICATE SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY SUPPLIES AND SERVICES. www.inalabgroup.com ...................................................... 9
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER. .................................................. 9
26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM), PREVIOUSLY CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE. ..................................................... 9
Labor Category Descriptions ........................................................................................................ 10
1a. AWARDED SPECIAL ITEM NUMBER:

<table>
<thead>
<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-6</td>
<td>Acquisition Management Support</td>
</tr>
<tr>
<td>541-4B</td>
<td>Video/Film Production</td>
</tr>
<tr>
<td>520-1</td>
<td>Program Financial Advisor</td>
</tr>
<tr>
<td>520-12</td>
<td>Budgeting</td>
</tr>
<tr>
<td>520-13</td>
<td>Complementary Financial Management Services</td>
</tr>
<tr>
<td>520-15</td>
<td>Outsourcing Recurring Commercial Activities for Financial Management Services</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED ITEM. Production Assistant I - $32.92

1c. HOURLY RATES: SIN 874-6, 541-4B, 520-1, 520-12, 520-13, and 520-15 (including IFF) See attachment for experience, functional responsibility and education-
<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>874-6 520-1 520-12 520-13 520-15</td>
<td>Admin Support I**</td>
<td>Both</td>
<td>$45.38</td>
<td>$46.51</td>
<td>$47.68</td>
<td>$48.87</td>
<td>$50.09</td>
</tr>
<tr>
<td>2</td>
<td>874-6 520-1 520-12 520-13 520-15</td>
<td>Admin Support II**</td>
<td>Both</td>
<td>$59.61</td>
<td>$61.10</td>
<td>$62.63</td>
<td>$64.19</td>
<td>$65.80</td>
</tr>
<tr>
<td>3</td>
<td>541-4B</td>
<td>Audio Technician with gear</td>
<td>Both</td>
<td>$648.36</td>
<td>$664.57</td>
<td>$681.19</td>
<td>$698.22</td>
<td>$715.67</td>
</tr>
<tr>
<td>4</td>
<td>541-4B</td>
<td>Audio Visual Specialist II**</td>
<td>Both</td>
<td>$48.88</td>
<td>$50.10</td>
<td>$51.35</td>
<td>$52.63</td>
<td>$53.95</td>
</tr>
<tr>
<td>5</td>
<td>874-6 520-1 520-12 520-13 520-15</td>
<td>Budget Analyst I</td>
<td>Both</td>
<td>$55.48</td>
<td>$56.87</td>
<td>$58.29</td>
<td>$59.75</td>
<td>$61.24</td>
</tr>
<tr>
<td>6</td>
<td>874-6 520-1 520-12 520-13 520-15</td>
<td>Budget Analyst II</td>
<td>Both</td>
<td>$81.76</td>
<td>$83.81</td>
<td>$85.90</td>
<td>$88.05</td>
<td>$90.25</td>
</tr>
<tr>
<td>7</td>
<td>541-4B</td>
<td>Camera/Jib Operator</td>
<td>Both</td>
<td>$548.61</td>
<td>$562.33</td>
<td>$576.39</td>
<td>$590.80</td>
<td>$605.57</td>
</tr>
<tr>
<td>8</td>
<td>541-4B</td>
<td>Closed Captioning Technician</td>
<td>Both</td>
<td>$10.77</td>
<td>$11.04</td>
<td>$11.32</td>
<td>$11.60</td>
<td>$11.89</td>
</tr>
<tr>
<td>9</td>
<td>874-6</td>
<td>Contract Specialist I</td>
<td>Both</td>
<td>$48.38</td>
<td>$49.59</td>
<td>$50.83</td>
<td>$52.10</td>
<td>$53.40</td>
</tr>
<tr>
<td>10</td>
<td>874-6</td>
<td>Contract Specialist II</td>
<td>Both</td>
<td>$74.81</td>
<td>$76.68</td>
<td>$78.60</td>
<td>$80.56</td>
<td>$82.58</td>
</tr>
<tr>
<td>11</td>
<td>874-6</td>
<td>Contract Specialist III</td>
<td>Both</td>
<td>$103.74</td>
<td>$106.33</td>
<td>$108.99</td>
<td>$111.71</td>
<td>$114.51</td>
</tr>
<tr>
<td>12</td>
<td>541-4B</td>
<td>Director III</td>
<td>Both</td>
<td>$104.74</td>
<td>$107.35</td>
<td>$110.04</td>
<td>$112.79</td>
<td>$115.61</td>
</tr>
<tr>
<td>13</td>
<td>541-4B</td>
<td>High Definition – 3-person crew (onsite)</td>
<td>Both</td>
<td>$1935.11</td>
<td>$1983.49</td>
<td>$2033.08</td>
<td>$2083.91</td>
<td>$2136.00</td>
</tr>
<tr>
<td>14</td>
<td>541-4B</td>
<td>Media Editor I</td>
<td>Both</td>
<td>$49.87</td>
<td>$51.12</td>
<td>$52.40</td>
<td>$53.71</td>
<td>$55.05</td>
</tr>
<tr>
<td>15</td>
<td>541-4B</td>
<td>Production Assistant I</td>
<td>Both</td>
<td>$32.92</td>
<td>$33.74</td>
<td>$34.58</td>
<td>$35.45</td>
<td>$36.33</td>
</tr>
<tr>
<td>16</td>
<td>541-4B 520-1 520-12 520-13 520-15</td>
<td>Project Manager I</td>
<td>Both</td>
<td>$67.83</td>
<td>$69.52</td>
<td>$71.26</td>
<td>$73.04</td>
<td>$74.87</td>
</tr>
<tr>
<td>17</td>
<td>541-4B</td>
<td>Scriptwriter</td>
<td>Both</td>
<td>$653.35</td>
<td>$669.68</td>
<td>$686.43</td>
<td>$703.59</td>
<td>$721.18</td>
</tr>
<tr>
<td>18</td>
<td>541-4B</td>
<td>Senior Strategy &amp; Creative Consultant III</td>
<td>Both</td>
<td>$139.65</td>
<td>$143.14</td>
<td>$146.72</td>
<td>$150.38</td>
<td>$154.14</td>
</tr>
<tr>
<td>19</td>
<td>520-1 520-12 520-13 520-15</td>
<td>Admin Support I**</td>
<td>Both</td>
<td>$45.38</td>
<td>$46.51</td>
<td>$47.68</td>
<td>$48.87</td>
<td>$50.09</td>
</tr>
<tr>
<td>20</td>
<td>520-1 520-12 520-13 520-15</td>
<td>Admin Support II**</td>
<td>Both</td>
<td>$59.61</td>
<td>$61.10</td>
<td>$62.63</td>
<td>$64.19</td>
<td>$65.80</td>
</tr>
<tr>
<td>21</td>
<td>520-1 520-12 520-13 520-15</td>
<td>Budget Analyst I</td>
<td>Both</td>
<td>$55.48</td>
<td>$56.87</td>
<td>$58.29</td>
<td>$59.75</td>
<td>$61.24</td>
</tr>
<tr>
<td>22</td>
<td>520-1 520-12 520-13 520-15</td>
<td>Budget Analyst II</td>
<td>Both</td>
<td>$81.76</td>
<td>$83.81</td>
<td>$85.90</td>
<td>$88.05</td>
<td>$90.25</td>
</tr>
</tbody>
</table>
### SCA covered labor categories

The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Support I</td>
<td>01311 – Secretary I</td>
<td>2005-2013</td>
</tr>
<tr>
<td>Admin Support II</td>
<td>01312 - Secretary II</td>
<td>2005-2013</td>
</tr>
<tr>
<td>Audio Visual Specialist II</td>
<td>13063 – Media Specialist III</td>
<td>2005-2013</td>
</tr>
</tbody>
</table>

### 2. MAXIMUM ORDER GUIDELINE.

$1,000,000 per order

---

GSA SCHEDULE #GS-00F-184GA

Inalab Consulting, Inc.
3. **MINIMUM ORDER.**
$100 per order

4. **GEOGRAPHIC COVERAGE.** Domestic only.

5. **PRODUCTION POINT.** United States (Services)

6. **DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE.**
Prices are net prices; discounts have been deducted

7. **QUANTITY DISCOUNTS.** See item 1 above.

8. **PROMPT PAYMENT TERMS.** Net 30.

9a. **GOVERNMENT PURCHASE CARDS.**
Accepted at or below the micro-purchase threshold

9b. **GOVERNMENT PURCHASE CARDS.**
Not accepted above the micro-purchase threshold

10. **FOREIGN ITEMS.** None

11a. **TIME OF DELIVERY.** As mutually agreed on between the vendor and ordering activity.

11b. **EXPEDITED DELIVERY.** As mutually agreed on between the vendor and ordering activity.

11c. **OVERNIGHT AND 2-DAY DELIVERY.** As mutually agreed on between the vendor and ordering activity.

11d. **URGENT REQUIREMENTS.** As mutually agreed on between the vendor and ordering activity.

12. **FOB POINT.** Destination

GSA SCHEDULE #GS-00F-184GA

Inalab Consulting, Inc.
13a. ORDERING ADDRESS.  3949 Pender DR, Suite 150 Fairfax, VA. 22030

13b. ORDERING PROCEDURES.
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an establishing BPA for services. These procedures apply to all schedules. (BPA attached)
  a. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. PAYMENT ADDRESS.  3949 Pender DR, Suite 150 Fairfax, VA. 22030

15. WARRANTY PROVISION.  Not applicable
16. EXPORT PACKING CHARGES. Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE. Not applicable

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

21. LIST OF SERVICE AND DISTRIBUTION POINTS. Not applicable

22. LIST OF PARTICIPATING DEALERS. Not applicable

23. PREVENTIVE MAINTENANCE. Not applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES. Not applicable

24b. INDICATE SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY SUPPLIES AND SERVICES. www.inalabgroup.com

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER. 606715733

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM), PREVIOUSLY CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE. Registration valid
Labor Category Descriptions

**Admin Support I**

- **Minimum Education:** HS Diploma
- **Minimum Years’ Experience:** At least one year of experience along with required education.
- **Responsibilities:**
  - Under direct supervision, works to support needs of the professionals within their sector.
  - Typical responsibilities may be typing, shipping, answering phones, preparing spreadsheets, documents and presentations, ordering or issuing supplies from stock, maintaining stock records, compiles reports on use of stock handling equipment, adjustments of inventory counts, etc.

**Admin Support II**

- **Minimum Education:** HS Diploma and some college.
- **Minimum Years’ Experience:** Requires three years of experience along with required education.
- **Responsibilities:**
  - Under direct supervision, works to support needs of the professionals within their sector.
  - Typical responsibilities may be typing, shipping, answering phones, preparing spreadsheets, documents and presentations, ordering or issuing supplies from stock, maintaining stock records, compiles reports on use of stock handling equipment, adjustments of inventory counts, etc.

**Audio Technician with gear**

- **Minimum Education:** A Bachelor’s degree in Video/Film Production or related field is preferred. Professional experience in lieu of education will be considered.
- **Minimum Years’ Experience:** 5 years of experience in commercial, higher education or federal environments.
- **Responsibilities:**
  - The Audio Technician is responsible for mixing audio in live and recorded productions for an international audience.
  - The primary duties and responsibilities of the Lighting Technician include, but are not limited to setting up microphones, mixing and monitoring the quality control of audio sources for live and taped productions; working closely with Directors and Producers to develop audio schemes for all current and new productions.

**Audio Visual Specialist II**

- **Minimum Education:** High School Diploma/GED or equivalent experience.
Minimum Years’ Experience: 5 years of experience in commercial, higher education or federal environments.

Responsibilities:
- This position is responsible for assisting customers with all audio visual needs in a timely and efficient manner.
- They shall strive to provide exceptional service at all times.
- Will maintain complete knowledge of correct maintenance and use of equipment, anticipate customer’s needs, respond promptly and acknowledge all customers and customers of the facilities, however busy and whatever time of day.

Budget Analyst I

Minimum Education: Bachelor’s degree in business or related field.
Minimum Years’ Experience: 1-3 years of experience in a related field

Responsibilities:
- Plan, organize, coordinate, and carry out annual and multi-year budgeting in support of assigned appropriations, bureau(s), or major components or programs.
- Provide management information support and evaluation of financial and administrative requirements as reflected in the applicable statement of work.
- Assess products, procedures, and planned and anticipated program initiatives and activities for compliance with client’s standards through detailed analyses and prepare annual budget estimates and cost-benefit analysis for the Department.
- Review, analyze, consolidate, and revise budget execution plans.
- Coordinate the execution of the approved budget.
- Advise program and other managers of the necessity for and type of budgetary action to be implemented to meet their particular programmatic requirements.
- Demonstrate ability to understand of interrelationships between financial management requirements and automation solutions within relevant system environment.
- Prepare status reports, White Papers and presentations for colleagues and customers.
- Prepare reports, charts, graphs, diagrams and solutions to assist the client in analyzing management issues.
- Demonstrate experience in project control and administration, finance and accounting, Budgeting, project planning and scheduling and cost estimating.

Budget Analyst II

Minimum Education: Bachelor’s degree in business or related field.
Minimum Years’ Experience: 3-5 years of experience in a related field

Responsibilities:
- Plan, organize, coordinate, and carry out annual and multi-year budgeting in support of assigned appropriations, bureau(s), or major bureau components or programs.
- Assess planned and anticipated program initiatives, activities products and procedures for compliance with client’s standards, accounting principles, and multi-tiered system application standards.
- Prepare annual budget estimates and cost-benefit analysis.
- Review, analyze, consolidate, and revise budget execution plans.
### GSA Professional Services Schedule

- Advise program and other managers of the necessity for and type of budgetary action to be implemented to meet their particular programmatic requirements.
- Develop cost-benefit and other analysis for recommending changes in funding and budget plans, and highlights the impact, including out-years, on programs, projects, or activities.
- Develop, review, and/or recommend the reprogramming of funds within an appropriation or between or among programs and object classes.
- Review and analyze requests for apportionments, transfers, and allotments for accuracy of technical treatment and format, mathematical accuracy, adequacy of supporting narrative documentation, and conformance with budgetary policy and guidelines.
- Demonstrate ability to understand of interrelationships between financial management requirements and automation solutions within relevant system environment.
- Analyze trends or deviations from standards or forecast figures.
- Possess expert knowledge in one or more accounting/financial areas and advise on complex accounting problems for system, user interface, and/or processes to enhance data integrity and fidelity in capturing, reporting, and archiving records.

### Camera/Jib Operator

**Minimum Education:**
- BA, Communication/Film or equivalent or additional years of relevant experience acceptable

**Minimum Years’ Experience:**
- 5 years’ experience in the field and the studio as camera operator and with gear.

**Responsibilities:**
- This person is responsible for recording and editing lectures, events and presentations for the studio using state of the art video production equipment.
- They are storytellers who use their skills to help develop and produce short training videos.

### Closed Captioning Technician

**Minimum Education:**
- BA degree in English, Media/Communications or equivalent or additional years of relevant experience acceptable.

**Minimum Years’ Experience:**
- 2 years’ experience in editing film or video; working knowledge of technical video editing equipment and the closed captioning process.

**Responsibilities:**
- This person will ingest video content into an editing system and add metadata (descriptions) creating closed captioning for ADA compliance.

### Contract Specialist I

**Minimum Education:**
- Bachelor’s degree in business or related field.

**Minimum Years’ Experience:**
- Requires two years related experience and proficiency in IBM/PC and IBM/PC compatible computers, general office equipment, MS Office

---

GSA SCHEDULE #GS-00F-184GA

Inalab Consulting, Inc.
### Contract Specialist II

**Minimum Education:** Bachelor’s degree in business or related field.

**Minimum Years’ Experience:** Requires five years of related experience and proficiency in IBM/PC and IBM/PC compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills and the proven ability to act in a leadership role. Supervises junior staff.

**Responsibilities:**
- Provides support to senior staff under the scope of work for specific projects through quality review, logistical, administrative, and document management services.
- Assists in contract procedural aspects, expediting the work of the office or peer review panel.
- Proposes process improvements.
- Performs quality checks of project database, ensuring that data is complete and accurate.
- Ensures that all task assignments are completed as directed, on time, and within budget.
- Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems.
Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems.

Acts as Task Leader when supervisor is absent.

**Contract Specialist III**

**Minimum Education:** Bachelor’s degree in business or related field.

**Minimum Years’ Experience:** Requires seven years of related experience and proficiency in IBM/PC and IBM/PC-compatible computers, general office equipment, MS Office Suite, the Internet, and databases. Must have knowledge of office management principles, practices, and procedures, and have excellent written communication skills. Must have knowledge of advanced functions of a variety of computer software and the ability to use and integrate these software packages to develop the desired results. Must be an effective team worker with excellent interpersonal communications skills and the proven ability to act in a leadership role. Supervises junior staff.

**Responsibilities:**
- Provides support to senior staff under the scope of work for specific projects.
- Assists in contract procedural aspects, expediting the work of the office or peer review panel.
- Proposes and implements process improvements.
- Performs quality checks of project database, ensuring that data is complete and accurate.
- Ensures that all task assignments are completed as directed, on time, and within budget.
- Maintains necessary records and files, and establishes, maintains, and reorganizes electronic and physical filing systems.
- Acts as Task Leader when supervisor is absent.

**Director III**

**Minimum Education:** BA, Communication/Film or equivalent or additional years of relevant experience acceptable

**Minimum Years’ Experience:** 8 years’ experience in the field and the studio as camera operator and director with gear.

**Responsibilities:**
- Full responsibility for the overall look, composition, lighting, and production of shooting; studies scripts to determine artistic interpretation, plans and arranges for shoots; plans, directs, and coordinates filming or taping, instructs camera operators on the position and angle of shots, coordinates lighting and sound; may select, and cast for roles, conduct screen tests and auditions; directs the shoot in the field and/or studio and; acts as liaison with the Producer, actors, and the technical staff.
**GSA Professional Services Schedule**

- Works closely with the lighting designer and supervising or executive producer and has control over the setup of shots, oversees the film or video scope and direction; full responsibility for the overall look, composition, lighting, and production of shooting; works with the cinematographer to determine power and equipment requirements for each location.

<table>
<thead>
<tr>
<th>High Definition – 3-person crew (onsite)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
</tr>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Media Editor I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
</tr>
<tr>
<td><strong>Minimum Years’ Experience:</strong></td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Production Assistant I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Education:</strong></td>
</tr>
</tbody>
</table>
Minimum Years’ Experience: 5 years’ experience in editing film or video; working knowledge of video production and equipment operations.

Responsibilities:
- Provides event logistics for meetings, conferences and training sessions and supports event planning, coordination and execution of video production projects.
- This includes all live broadcast events and conferences.
- Will also maintain communications and effective working relationships between different offices and across the customer base.

Project Manager I
Minimum Education: Bachelor’s Degree
Minimum Years’ Experience: 1+ Years of experience in a related field
Responsibilities:
- Responsible for full life cycle project performance.
- Develop and communicate scope of work, project timeline, system design, and budget for projects to operations team, management and client.
- Research, identify and recommend resources required for task execution and completion.
- Create and maintain project documentation including system procedures, presentations, and training materials.
- Prepare reports such as status, issues, risks, financial and other requested reports.
- Integrate and validate project data and liaison within and across departments or experts to acquire and report relevant facts, relational information, or statistical impact to timelines, financial execution/spend plans.

Project Manager II
Minimum Education: Bachelor’s degree in business or related field
Minimum Years’ Experience: 3+ Years of experience in a related field
Responsibilities:
- Responsible for full life cycle project performance.
- Develop and communicate scope of work, project timeline, system design, and budget for projects to operations team, management and client.
- Research, identify and recommend resources required for task execution and completion.
- Create and maintain project documentation including system procedures, presentations, and training materials.
- Prepare reports such as status, issues, risks, financial and other requested reports.
- Integrate and validate project data and liaison within and across departments or experts to acquire and report relevant facts, relational information, or statistical impact to timelines, financial execution/spend plans.
- Assess overall performance and operations.
- Manage budget, schedule and performance and staff teams.
### Project Manager V

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s degree in business or related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>7+ years of experience in a related field</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Responsible for full life cycle project performance.
- Develop and communicate scope of work, project timeline, system design, and budget for projects to operations team, management and client.
- Research, identify and recommend resources required for task execution and completion.
- Create and maintain project documentation including system procedures, presentations, and training materials.
- Prepare reports such as status, issues, risks, financial and other requested reports.
- Integrate and validate project data and liaison within and across departments or experts to acquire and report relevant facts, relational information, or statistical impact to timelines, financial execution/spend plans.
- Assess overall performance and operations.
- Manage budget, schedule and performance and staff teams.
- Advise client managers on calculated or known changes in status, logistics and/or crucial data influencing the progress of projected and realized events.
- Analyze complex program requirements and identify problems, research and synthesizes data, and propose unique solutions or alternatives for a variety of activities IT activities.

### Scriptwriter

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>BA degree in English, Media/Communications or equivalent or additional years of relevant experience acceptable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>5 years’ experience in writing for film or video; working knowledge of video production process. Ideal candidates have experience writing and editing video scripts, a passion for technology, innovation, design, and an interest in digital marketing.</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- This person will be responsible for writing scripts and generating storyboards for effective, visually engaging video projects on educational topics.

### Senior Strategy & Creative Consultant III

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>BA, Communication/Film, Marketing or equivalent or additional years of relevant experience acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>10 plus years’ experience in the diversified media and creative field. This is the public face for our company as we establish, elevate, and champion brand marketing work on behalf of our clients.</td>
</tr>
</tbody>
</table>

---

GSA SCHEDULE #GS-00F-184GA

Inalab Consulting, Inc.
Responsibilities:
• A key collaborator with our customers, who enjoys rolling up the sleeves and being in the work, leading by doing (and by example to your teams) as capably as leading by inspiring and directing.

### Technical Specialist I

**Minimum Education:** Bachelor’s degree in business or related field  
**Minimum Years’ Experience:** 2+ years of experience in related field

**Responsibilities:**
• Work independently designing and developing new software products or major enhancements to existing software.  
• Prepare and maintain security Assessment and Authorization documentation.  
• Consult with hardware engineers and other engineering staff members to evaluate interfaces between hardware and software and operational and performance requirements of the overall system.  
• Provide configuration management and accurately assess the impact of modifications and vulnerabilities for each system.  
• Formulate and designs software systems, using scientific analysis and mathematical models to predict and measure outcomes and consequences of design.  
• Develop and direct software system testing, programming, and documentation.  
• Develop documentation describing program design, program maintenance, and testing.  
• Perform systems analyst duties relating to the evaluation of computer hardware and software.

### Technical Specialist II

**Minimum Education:** Bachelor’s degree in business or related field  
**Minimum Years’ Experience:** 4+ years of experience in a related field

**Responsibilities:**
• Works independently designing and developing new software products or major enhancements to existing software.  
• Provide support in the oversight, management, and compliance with Cyber Security requirements.  
• Able to lead a large development team in the design of highly complex presentation architecture.  
• Analyze software requirements to determine the feasibility of a design within requirement constraints.  
• Consult with hardware engineers and other engineering staff members to evaluate interfaces between hardware and software and operational and performance requirements of the overall system.  
• Formulate and design software systems using scientific analysis and mathematical models to predict and measure outcomes and consequences of design.  
• Develop and directs software system testing, programming, and documentation.  
• Consult with customers concerning maintenance of software system.
- Perform activities related to design, configuration, installation and experience in computer/IT networks and collaborative systems across IT systems, data centers, or networks to enhance services, performance, or replacement/upgrades to augment characteristics or security of systems in addition to supporting independent systems or system-of-systems.
- Gather requirements, process documents, and contribute to business process reengineering.
- Develop documentation describing program design, program maintenance, and testing.

### Business Consultant I

**Minimum Education:** Bachelor’s degree in business or related field

**Minimum Years’ Experience:** 1-3 years of experience in a related field

**Responsibilities:**
- Determine customer requirements and translates these requirements into organizational plans.
- Formulate and define systems scope and objectives based on customer needs and business systems and industry requirements.
- Assist or lead management, organizational, or business improvement projects including strategic consulting, surveys, process work, training, facilitation, and program management and integration.
- Gather financial information, analyze it, and make recommendations.
- Analyze business or operating procedures to devise the most efficient method of accomplishing the work.
- Perform variety of logistics tasks which are broad in nature and are concerned with design, implementation, financial, payroll, asset management, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance.
- Recommend inventory management reporting and record keeping efficiencies.
- Provide technical knowledge and analyses of highly specialized applications and operational environments, high-level functional systems analyses, design, integration, documentation and implementation.
- Demonstrate experience in developing comprehensive requirements specifications for complex systems/applications.

### Business Consultant II

**Minimum Education:** Bachelor’s degree in business or related field

**Minimum Years’ Experience:** 3-5 years of experience in a related field

**Responsibilities:**
- Analyze complex user business problems to be solved with automated systems
- Determine customer requirements and translate these requirements into organizational plans.
- Support or lead management, organizational, or business improvement projects including consulting, surveys, process reengineering, training, change management, facilitation, and program management.
**Business Consultant III**

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s degree in business or related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>5-7 years of experience in a related field</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Analyze complex user business problems to be solved with automated systems.
- Formulate and define information system scope and objectives through research, analyses, testing and fact finding with a basic understanding of business systems and industry requirements.
- Support business leadership for management, organizational, or business improvement projects such as strategic consulting, surveys, business process, reengineering activities, change management, training, facilitation, and program management.
- Gather financial information, analyzes it, and makes recommendations.
- Analyze business or operating procedures to devise the most efficient method of accomplishing the work.
- Perform the tasks of the project manager, senior manager, team lead, or other similar roles.
- Perform a variety of logistics tasks which are broad in nature and are concerned with design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance.
- Establish priorities, standards, procedures, and work plans.
- Identify and collect data associated with the configuration management system and maintains web-portal databases and other shared computer platforms.
### Business Consultant IV

<table>
<thead>
<tr>
<th>Minimum Education</th>
<th>Bachelor’s degree in business or related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience</td>
<td>7+ years of experience in a related field</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Provides business leadership for management, organizational, or business improvement projects such as strategic consulting, surveys, business process, reengineering activities, change management, training, facilitation, and program management.
- Gathers financial information, analyzes it, and makes recommendations.
- Analyzes business or operating procedures to devise the most efficient method of accomplishing the work.
- May perform the tasks of the project manager, senior manager, team lead, or other similar roles.
- Perform a variety of logistics tasks which are broad in nature and are concerned with design, implementation, operation, and performance of logistics functions, including supply chain, acquisition, distribution, transportation, warehousing, training, and operations and maintenance.
- Establish priorities, standards, procedures, and work plans.
- May be Company subject matter expert in a technical or professional field.
- Determines customer requirements and translates these requirements into organizational plans.
- Develops long-range objectives and strategic plans.
- Consult with clients and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations.
- Plan study of work problems and procedures (i.e., organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses).
- Organize and document findings of studies and prepare recommendations for implementation of new systems, procedures, or organizational changes.
- Provide specialized knowledge in specific functional or operational domains, or in analyses methods or disciplines.
- Advise the client on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
## Business Consultant V

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>Bachelor’s degree in business or related field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>8+ years of experience in a related field</td>
</tr>
</tbody>
</table>

**Responsibilities:**

- Provide business leadership for mission oriented business improvement projects such as strategic consulting, surveys, business process, reengineering activities, change management, training, facilitation, and program management.
- Perform the tasks of the project manager, senior manager, team lead, or other similar roles as necessary.
- Gather financial information, analyzes it, and makes recommendations.
- Analyze business or operating procedures to devise the most efficient method of accomplishing the work.
- Establish priorities, standards, procedures, and work plans.
- Develop mechanisms for monitoring project progress and for intervention and problem solving with project team, line managers, and customers.
- Knowledgeable of state-of-the-art or emerging technologies and methodologies.
- May be company subject matter expert in a technical or professional field.
- Determines customer requirements and translates these requirements into organizational plans.
- Develops long-range objectives and strategic plans.
- Plan study of work problems and procedures (i.e., organizational change, communications, information flow, decision-making processes, control processes, operational effectiveness, and cost analyses).
- Organize and document findings of studies and prepare recommendations for implementation of new systems, procedures, or organizational changes.
- Provide specialized knowledge in specific functional or operational domains, or in analyses methods or disciplines.
- Advise the clients on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation.
<table>
<thead>
<tr>
<th>Level</th>
<th>Education &amp; Experience Levels</th>
<th>Equivalent Education and Experience</th>
<th>Minimum Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>High school diploma or GED and 1 year</td>
<td>Less than High School/GED</td>
<td>2 years</td>
</tr>
<tr>
<td>II</td>
<td>Associate’s degree or higher and 2 years</td>
<td>High School/GED</td>
<td>4 years</td>
</tr>
<tr>
<td>III</td>
<td>Bachelor’s degree or higher and 5 years</td>
<td>High School/GED</td>
<td>9 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associate</td>
<td>7 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master</td>
<td>3 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Doctorate</td>
<td>1 year</td>
</tr>
<tr>
<td>IV</td>
<td>Master’s degree or higher and 6 years</td>
<td>High School/GED</td>
<td>12 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associate</td>
<td>10 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor</td>
<td>8 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Doctorate</td>
<td>4 years</td>
</tr>
</tbody>
</table>