GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List
Multiple Award Schedule (MAS)

# FSC Group PSS (Professional Services)

Contract Number: GS-00F-336GA

Contract Period: August 17, 2017 through August 16, 2027

Pricelist current Modification PO-0015, effective August 10, 2022

Infotrend Incorporated
8013 High Castle Rd
Ellicott City, MD 21043 5517
Phone: (301) 580-4592
www.infotrendusa.com
Contract Administrator: Gurpreet Singh
E-mail: gsingh@infotrendusa.com

Business Size: 8(a), Small, Disadvantaged Business

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The internet address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
CUSTOMER INFORMATION:

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLMs)</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.

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.

2. Maximum Order: 541611: $1,000,000.00
   OLM: $250,000

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic only

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


7. Quantity discounts: an additional 1.0% for Task Orders over $25,000.00

8. Prompt payment terms: 0.5 % 10 Days 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 on the Task Order

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/.

23. Unique Entity Identifier (UEI) number: KWCRVLRB3VF7

24. Notification regarding registration in System for Award Management (SAM) database: Registered (5U0E2)
Labor Categories Pricing

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Yr 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>541611/RC</td>
<td>Senior Project Manager</td>
<td>Both</td>
<td>$51.64</td>
</tr>
<tr>
<td>2</td>
<td>541611/RC</td>
<td>Senior Program Manager</td>
<td>Both</td>
<td>$120.96</td>
</tr>
<tr>
<td>3</td>
<td>541611/RC</td>
<td>Junior Project Manager</td>
<td>Both</td>
<td>$143.47</td>
</tr>
<tr>
<td>4</td>
<td>541611/RC</td>
<td>Junior Analyst</td>
<td>Both</td>
<td>$46.20</td>
</tr>
<tr>
<td>5</td>
<td>541611/RC</td>
<td>Business Subject Matter Expert</td>
<td>Both</td>
<td>$115.41</td>
</tr>
<tr>
<td>6</td>
<td>541611/RC</td>
<td>Business Analyst</td>
<td>Both</td>
<td>$276.03</td>
</tr>
<tr>
<td>7</td>
<td>541611/RC</td>
<td>Administrative Specialist **</td>
<td>Both</td>
<td>$165.25</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards (SCLS) Matrix

<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>Administrative Assistant</td>
<td>01020</td>
<td>2005-2247</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

Labor Category Descriptions:

**Administrative Specialist**

**Functional Responsibilities:** Performs a variety of administrative and secretarial duties for a top executive, program director or manager, such as typing reports and memos, maintaining computer based and paper files, answers office inquiries, and performs administrative tasks. Performs special projects of a moderate to highly skilled nature. Must be proficient in the use of a personal computer and have excellent typing skills. Requires very little supervision.

**Minimum Years of Experience:** Requires minimum 2 years providing service desk expertise

**Minimum Educational/Degree Requirements:** High School Diploma and training certification from an accredited training institution.

**Applicable Training or Certification Requirements:** Relevant Information Technology certifications to be determined on a per job/project/contract basis.

**Business Analyst**

**Functional Responsibilities:** Work closely under the general direction of Information Technology Project Manager, or other consultants, supporting the information management needs of users and groups across an organization. IT Perform activities including requirements gathering, translation of requirements to systems specifications, data management and manipulation, and technology implementation. Shall bring a combination of business process understanding with practical information technology implementation experience.

**Minimum Years of Experience:** 6 years’ experience in the business processes associated with information technology implementations, as well as the adaptation of those processes to the IT lifecycle.
Minimum Educational/Degree Requirements: Bachelor’s degree in Computer Science, Information Systems or Business Discipline.

Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis.

Business Subject Matter Expert
Functional Responsibilities: Provide technical direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Advise on organization-wide system improvements, optimization or maintenance efforts in the following specialties: information systems architecture; networking; telecommunications; automation; communications protocols; risk management/electronic analysis; software; lifecycle management; software development methodologies; and modeling and simulation. Apply principles, methods, and knowledge of the functional area of capability to specific task order requirements.

Minimum Years of Experience: 7 years’ experience of business strategy formulation supporting enterprise level projects

Minimum Educational/Degree Requirements: Bachelor’s degree in Computer Science, Information Systems or Business Discipline.

Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis

Junior Analyst
Functional Responsibilities: Works under general direction. Analyzes system requirements and implement solutions to solve application problems. Review detailed specifications from which computer programs or scripts will be written. Designs, codes, tests, debugs, and documents programs or data conversion maps. May be involved in related areas such as solution deployment, implementing commercial off-the-shelf (COTS) products and writing scripts for data conversion/mapping.

Minimum Years of Experience: Requires Two years of technical experience in applications software development, one of which is in programming. Competent to work at a detail technical level for all phases of applications systems analysis and programming activities.

Minimum Educational/Degree Requirements: High School Diploma and training certification from an accredited training institution.

Applicable Training or Certification Requirements: Relevant Information Technology certifications to be determined on a per job/project/contract basis
**Junior Project Manager**

**Functional Responsibilities:** Manage scope, budget, timeline, risk and resources on a project. Create schedules and assigns duties to subordinates and subcontractors and ensure assignments are completed as directed. Enforce work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interface with internal and Government/Corporate management. Demonstrate ability to manage a large-scale system design, development, testing, implementation, operations, and maintenance effort encompassing a large staff including specialty and line managers, senior technical personnel, clerical staff, and system support staff.

**Minimum Years of Experience:** 5 years information technology experience, including 1 year of experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed.

**Minimum Educational/Degree Requirements:** Bachelor’s degree in Computer Science, Information Systems or Business Discipline.

**Senior Program Manager**

**Functional Responsibilities:** Manage program/technical support operations involving multiple tasks/projects and personnel. Senior member of management with ability to make decision on behalf of the firm. Assigns duties and reviews work of subordinates. Shall have demonstrated information technology expertise and communication skills to be able to interface with all levels of management. Communicate with client management officials regarding the status of program/technical activities and progress. Resolve problems, issues and conflicts as required. Ensures that program schedule, performance, and deliverables are met.

**Minimum Years of Experience:** 10 years of progressive experience in managing, directing, and implementing information technology projects. Experienced in management and control of large funds and resources, and demonstrated capability in managing complex, multi-task commercial and government contracts.

**Minimum Educational/Degree Requirements:** Bachelor’s degree in Computer Science, Information Systems or Business Discipline.

**Applicable Training or Certification Requirements:** Project Management Institute (PMI) certified Project Management Professional (PMP)
Senior Project Manager

Functional Responsibilities: Manage scope, budget, timeline, risk and resources on a project. Create schedules and assigns duties to subordinates and subcontractors and ensure assignments are completed as directed. Enforce work standards and reviews/resolves work discrepancies to ensure compliance with contract requirements. Interface with internal and Government/Corporate management. Demonstrate ability to manage a large-scale system design, development, testing, implementation, operations, and maintenance effort encompassing a large staff including specialty and line managers, senior technical personnel, clerical staff, and system support staff.

Minimum Years of Experience: 9 years’ information technology experience, including 3 years of experience in a management or supervisory capacity, plus three years of experience in the functional area of the project to be managed. Knowledge of the use of project management tools and shall have command of the core principles of effective management, including effective delegation, ownership, responsibility development, and tracking.

Minimum Educational/Degree Requirements: Bachelor’s degree in Computer Science, Information Systems or Business Discipline.

Applicable Training or Certification Requirements: Project Management Institute (PMI) certified Project Management Professional (PMP)