



U.S. General Services Administration

**General Services Administration
Authorized Federal Supply Schedule Price List**

**Professional Services Schedule (PSS)
Industrial Group 00CORP**



**Interactive Technology Solutions, LLC
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**Contract Number: GS-10F-0176N
Contract Period: January 06, 2003 through January 05, 2018
Business Size: Large
CAGE Code: 1W3J6**

Pricelist current through Modification No. PA-0026 dated Jan 28, 2016.

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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I. Customer Information

1a. Awarded Special Item Numbers:

SIN 874-1 Integrated Consulting Services
SIN 874-1RC

SIN 874-7 Integrated Business Program Support Services
SIN 874-7RC

1b. Please see Appendices A, and C for Price Lists.

1c. Labor Category Descriptions: Please see **Appendix B** for Labor Category Descriptions applicable to SIN 874-1, 874-1RC, 874-7, and 874-7RC.

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

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area): Domestic Only.

5. Point of Production: As directed in Task Order.

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

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: No special discount is offered for prompt payment. Payment terms are net 30 days.

9a. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders at or below the micro-purchase threshold.

9b. Acceptance of Government Credit Cards: Government credit cards will be accepted for orders above the micro-purchase threshold.

10. Foreign Items: Not Applicable.

11a. Time of Delivery: Specified in each task order.

11b. Expedited Delivery: Items available for expedited delivery are noted in this price list.

11c. Overnight and 2-Day Delivery: Specified in each task order.

11d. Urgent Requirements: Not Applicable.

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

13a. Ordering & Payment Address:

ITSolutions, LLC

A MAXIMUS Federal Company

3130 Fairview Park Drive Suite 800

Falls Church, VA 22042

Phone (703) 712 -4000

Fax (703) 712- 4010

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3. The ordering procedures for supplies and services, information on BPA's, and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://fss.gsa.gov/schedules>.

14. Warranty Provision: Not applicable.

15. Export Packing Charges: Not applicable.

16. Terms and Conditions of Government Purchase Card Acceptance: Government Commercial Credit Cards will be acceptable for payments. Bank account information for wire transfer payments will be shown on the invoices.

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

18. Terms and Conditions of Installation: Not applicable.

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

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

20a. List of Service and Distribution Points: Not applicable.

21. List of Participating Dealers: Not applicable.

22. Preventive Maintenance: Not applicable.

23. Special Attributes: Not applicable.

23a. Section 508: If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at www.Section508.gov.

24. Data Universal Numbering System (DUNS) Number: 101472970

25. System for Award Management (SAM) Database: ITSolutions, LLC is registered in the System for Award Management (SAM) Database.

26. Uncompensated Overtime: ITSolutions, LLC labor rates were developed utilizing uncompensated overtime for exempt employees. All hours delivered will be at the rates reflected in the price list.

27. Contact for Contract Administration:

Ella O'Brien
Manager - Contracts & Compliance
Office: 703.720.5895
Cell: 703.851.4521
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II. The ITSolutions Advantage

Interactive Technology Solutions, LLC (ITSolutions) is a highly successful and rapidly growing company headquartered in Falls Church, VA and provides a wide range of business management and technology consulting services to its Government and Commercial clients. The ITSolutions management team has vast experience ranging across a multitude of industries and delivers a wide range of technical services including extensive experience in Program/Project Management, Business Process Re-Engineering, Network Management and Design, System Integration, and Training. ITSolutions is focused on delivering quality services for both public and private sector organizations.

Our people are paramount to our success. The foundation of ITSolutions is built on Project Management as a core competency. Every client engagement, regardless of its market, is managed using a repeatable Project Management methodology. Our management team is carefully selected to ensure that they are well versed in Project Management theory and have practical, proven, hands-on Project Management experience. Using Project Management as our framework allows our firm to deliver "best of breed" Project Management Services to our customers and clients across all industries.

Our team of Project Managers continues to expand into new markets, with major corporations and Government agencies by creating and implementing Project Management Offices (PMOs) and delivering quality Project Management Services. Our trained and experienced Project Managers have a plethora of collective experience implementing PMOs. This experience includes what to do, as well as what not to do. Our expertise and lessons learned database gathered from real world PMO implementation will add tremendous value to any organization.

Dedicated to excellence, service, and support, ITSolutions recognizes that the customer relationship is the cornerstone to success. That cornerstone is part of the structure of a full service team, strengthened by an internal network of creative and highly skilled professionals.

III. ITSolutions PSS Service Offerings

874-1 & 874 1RC Integrated Consulting Services

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the PSS solicitation for further information.

874-7 & 874 7RC Integrated Business Program Support Services

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the PSS solicitation for further information.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under PSS.

IV: Labor Rates for SINS 874-1, 874-1RC, 874-7 and 874-7RC

No.	Labor Category	Year 11 (1/6/2013- 1/5/2014) Rates	Year 12 (1/6/2014- 1/5/2015) Rates	Year 13 (1/6/2015- 1/5/2016) Rates	Year 14 (1/6/2016- 1/5/2017) Rates	Year 15 (1/6/2017- 1/5/2018) Rates
1	Subject Matter Expert II	\$251.06	\$256.83	\$262.74	\$268.78	\$274.97
2	Subject Matter Expert I	\$195.50	\$200.00	\$204.60	\$209.30	\$214.12
3	Subject Matter Expert	\$188.34	\$192.67	\$197.10	\$201.64	\$206.27
4	Officer	\$187.72	\$192.04	\$196.45	\$200.97	\$205.60
5	Principal	\$175.85	\$179.89	\$184.03	\$188.26	\$192.59
6	Program Manager	\$164.13	\$167.90	\$171.77	\$175.72	\$179.76
7	Senior Associate	\$147.80	\$151.20	\$154.68	\$158.23	\$161.87
8	Task/Project Manager	\$130.06	\$133.05	\$136.11	\$139.24	\$142.44
9	Associate	\$120.84	\$123.62	\$126.46	\$129.37	\$132.35
10	Task Manager	\$118.15	\$120.87	\$123.65	\$126.49	\$129.40
11	Task Lead	\$96.12	\$98.33	\$100.59	\$102.91	\$105.27
12	Operational Manager	\$88.62	\$90.66	\$92.74	\$94.88	\$97.06
13	Senior Consultant	\$81.99	\$83.88	\$85.80	\$87.78	\$89.80
14	Junior Project Manager	\$76.79	\$78.56	\$80.36	\$82.21	\$84.10
15	Consultant	\$61.53	\$62.95	\$64.39	\$65.87	\$67.39
16	Technical Writer	\$60.66	\$62.06	\$63.48	\$64.94	\$66.44
17	Senior Analyst	\$55.02	\$56.29	\$57.58	\$58.90	\$60.26
18	Junior Analyst	\$39.93	\$40.85	\$41.79	\$42.75	\$43.73
19	Support Staff	\$49.63	\$50.77	\$51.94	\$53.13	\$54.36
20	Support Staff-Clerical	\$29.12	\$29.79	\$30.47	\$31.18	\$31.89

SCA Eligible Category	SCA Equivalent Code – Title	SCA WD Number
Technical Writer	30461 – Technical Writer I	05-2103
Support Staff	01020 – Administrative Assistant	05-2103
Support Staff Clerical	01310 – Secretary (LR-1)	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is being 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.

V: Labor Category Descriptions for SINs 874-1, 874-1RC, 874-7 and 874-7RC

ITSolutions will provide PSS services to government customers under the labor categories described below.

Senior Subject Matter Expert II (Technical)

Minimum General Experience:

More than twenty (20) years of progressive consulting experience, providing highly specialized strategic technology architecture and technology implementation recommendations and support to large scale, enterprise-wide operations and organizations. These recommendations typically impact organizational management, organization structures and related business processes. This individual provides the linkage between management, technology and business functions at the highest levels of the organization.

Functional Responsibility:

Provide high quality and highly specialized advice to clients.
Interact with client representatives at the Corporate CEO and CIO level.

Minimum Education:

Master's Degree, or a Bachelor's Degree and more than twenty years of relevant experience; or equivalent combination of enterprise level experience. Must also possess requisite professional certifications in their area of expertise.

Senior Subject Matter Expert I (Business)

Minimum General Experience:

More than twenty (20) years of progressive consulting experience, providing highly specialized organizational, strategic and business process recommendations and support to large scale, enterprise-wide operations and organizations.

Functional Responsibility:

Provide high quality and highly specialized advice to clients.
Interact with client representatives at the Corporate COO and CFO level.

Minimum Education:

Master's Degree (MBA preferred), or a Bachelor's Degree and more than twenty years of relevant experience; or equivalent combination of experience. Must also possess requisite professional certifications in their area of expertise; for example a Project Management Professional (PMP) certification from the Project Management Institute (PMI) for a Project Management Subject Matter Expert.

Subject Matter Expert

Minimum General Experience:

More than fifteen (15) years of progressive consulting experience, providing highly specialized organizational, strategic and technology recommendations and support to large scale, enterprise-wide operations and organizations.

Functional Responsibility:

Provide high quality and highly specialized advice to clients.
Interact with client representatives at the Department CIO and Deputy CIO level

Minimum Education:

Master's Degree, or a Bachelor's Degree and more than fifteen years of relevant experience; or equivalent combination of experience. Must also possess requisite professional certifications in their area of expertise; for example a Project Management Professional (PMP) certification from the Project Management Institute (PMI) for a Project Management Subject Matter Expert.

Officer

Minimum General Experience:

Fifteen (15) years of progressive consulting experience, providing organizational, strategic and technology recommendations and support to large scale, enterprise-wide operations and organizations. Experience includes working with executive management in large government and commercial organizations to design develop and implement large scale organizational, strategic and technological programs and projects. Experience must include the management and control of large-scale programs and projects, budget management, contract management, and human resources management.

Functional Responsibility:

Delivers senior management/executive leadership functions on company-wide projects and initiatives. Duties typically include the review and approval of contract budgets, budget planning, estimating and analysis, and overall final approval of cost reports, expense claims. Includes overall profit & loss responsibilities company-wide.

Responsible for company-wide staffing/hiring decisions, promotions, compensation determination.

Responsible for the provision of facilities and equipment for performance of work, development and/or approval of company systems including accounting, billing, auditing, security, confidentiality assurance, client coordination, contract negotiations and contract management, and corporate performance assurance.

Participates in industry "Best Practices" forums using worldwide conference forums and seminars to present world-class solutions across industries. Recognized as an industry leader.

Other responsibilities frequently include assuring compliance with EEOC, GAO and other legal and contractual requirements as required.

Minimum Education:

Master's Degree in Business or Public Administration or equivalent combination of related work experience and credentials.

Principal

Minimum General Experience:

Twelve (12) years' experience, or more, in organizational behavior and organizational development providing consulting to senior managers or executives on company-wide strategy implementation; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; provide mediation and facilitation services and executive coaching; publish articles regarding strategy development.

Functional Responsibility:

Provide consulting to agency directors and senior managers on implementation of agency wide strategy development, implementation and process improvement initiatives. Possesses extensive experience in group collaboration and one-on-one executive coaching to organization leaders.

Design, organizes, lead and conduct executive level workshops, seminars, training sessions and facilitation.

Tailor strategy development, implementation and quality improvement courses and workshops for an agency and its specific needs.

Design, organize, lead and conduct benchmarking and surveys for an organization.

Create original and innovative models and techniques to facilitate strategy development, implementation and process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area.

Manage a team of senior consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.

Give lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service.

Minimum Education:

Master's Degree in Business or Public Administration, or a Bachelor's Degree; or equivalent combination of education and experience.

Program Manager

Minimum General Experience:

More than ten (10) years' experience managing programs consisting of multiple, simultaneous large scale projects. Experience managing multiple projects over geographically disperse areas. Experience using various process improvement, quality assurance and project management methodologies (e.g. CMMI) and tools.

Functional Responsibility:

Manage government contract(s) as well as contracts with all vendors and/or subcontractors.

Responsible for cost, schedule and scope compliance.

Conduct program/project milestone review and status meetings with clients and program/project staffs.

Minimum Education:

Master's Degree, or a Bachelor's Degree and more than ten years of relevant experience; or equivalent combination of experience. Must also possess a Project Management Professional (PMP) certification from the Project Management Institute (PMI) or multiple other certifications such as CMMI.

Senior Associate

Minimum General Experience:

Ten (10) years' experience managing a staff of consultants and support staff to implement a strategic plan or lead and direct a project team; allocates work among the staff and provides guidance to team members; prepares project schedules and performs routine employee relation activities.

Functional Responsibility:

Responsible for the successful implementation and delivery of strategic, complex projects. Including project plans, level of effort estimates, scheduling, monitoring and progress tracking of project

Allocates work, provides advice, guidance and training to subordinates, and recommends personnel staffing.

Responsible for program and risk management including strategy, project controls, project plan reviews, risk analysis and mitigation, staffing, and organization development.

Minimum Education:

Master's Degree, or a Bachelor's Degree and ten years of relevant experience; or equivalent combination of experience.

Task/Project Manager

Minimum General Experience:

Eight (8) or more years' experience managing a staff of consultants and support staff to implement a strategic plan or lead and direct a project team; allocates work among the staff and provides guidance to team members; prepares project schedules and performs routine employee relation activities.

Functional Responsibility:

Responsible for the overall coordination and management of individual tasks, task orders, or projects. Primary point of contact for the client to provide direction, identify and discuss issues and develop necessary plans and strategies for individual tasks or projects.

Minimum Education:

Bachelor's Degree and a minimum of eight years of relevant experience; or equivalent combination of experience. For Project Management related tasks, they must also possess a Project Management Professional (PMP) certification from the Project Management Institute (PMI). For technology related tasks, they must possess appropriate certifications.

Associate

Minimum General Experience:

Eight (8) years' experience providing consulting to managers and supervisors at commercial and government organizations; provide training seminars and workshops; supervise work of support staff; analytical experience in one or more project elements, or technical expertise in an element.

Functional Responsibility:

Using an existing process model, lead the design and measurement of a core business process of client organization

Assists in the presentation of quality workshops, seminars and training sessions.

Performs technical analysis or implementation as directed to develop new or modified and improved designs Assist with benchmarking and surveys for an organization.

Assists in the facilitation of process improvement efforts.

Responsible for knowledge capture/scribing and meeting facilitation.

Provides logistical support to project team, including organizing all information, event planning, and travel arrangements.

Minimum Education:

Bachelor's Degree and eight years' experience; or equivalent combination of education and experience.

Task Manager

Minimum General Experience:

More than six (6) years' experience managing a staff of consultants and support staff to implement a project plan or task order. Or, leading and directing a team responsible for a significant task on a larger project.

Functional Responsibility:

Allocates work among the staff and provides guidance to team members; prepares project schedules and performs routine employee performance management activities.

Minimum Education:

Bachelor's Degree and a minimum of six years of relevant experience; or equivalent combination of experience. Must also possess a Project Management Professional (PMP) certification from the Project Management Institute (PMI).

Task Lead

Minimum General Experience:

Five (5) years' experience leading a team of consultants and support staff to implement a mid-size project plan or task order. Or, leading and directing a team responsible for a task on a larger project.

Functional Responsibility:

Allocates work among the staff and provides guidance to team members; prepares project schedules and performs routine employee performance management activities.

Minimum Education:

Bachelor's Degree and a minimum of five years of relevant experience; or equivalent combination of experience. Must be in the process of acquiring the Project Management Professional (PMP) certification from the Project Management Institute (PMI).

Operational Manager

Minimum General Experience:

Six (6) years' experience managing a staff of consultants and staff to provide support to an application that is in production or to similar operational task orders.

Functional Responsibility:

Provide operational support. Allocates work among the staff and provides guidance to team members; prepares project schedules and performs routine employee relation activities.

Minimum Education:

Bachelor's Degree and a minimum of six years of relevant experience; or equivalent combination of experience. Relevant system certifications may also be required. May also be required to possess a Project Management Professional (PMP) certification from the Project Management Institute (PMI).

Senior Consultant

Minimum General Experience:

Four (4) years' experience developing strategy and analysis to deliver services associated within the project scope. Provide support to a client's business process through the use of management tools and related technologies. May provide some lead and supervisory responsibilities.

Functional Responsibility:

Primary responsibilities include planning, organizing and leading tasks within the project scope and ensuring the quality of client deliverables. Applies well-developed consulting, assignment management, and functional skills in the execution of the work. Plays a significant role in:

Maintaining client relationships through delivery of high quality work

Leading, coaching, and developing junior staff

Managing client assignments, technical/functional content, budgets, and staff resources

Minimum Education:

Bachelor's Degree and four years' experience; or equivalent combination of education and experience.

Junior Project Manager

Minimum General Experience:

More than three (3) years' experience working as a member of a staff of consultants and support staff implementing a project plan or task order. Or, as a member of a team responsible for a significant task on a larger project.

Functional Responsibility:

Minimum Education:

Bachelor's degree and relevant experience; or equivalent combination of education and experience. Training and experience in Microsoft Project or other specialized areas of Project Management, such as Earned Value Management required. Should also possess the Certified Associate in Project Management (CAPM) certification from the Project Management Institute (PMI).

Consultant

Minimum General Experience:

Three (3) years' experience analyzing results of studies and surveys and providing recommendations to senior staff; provide assistance in workshop and seminar presentations; and assist on-site consultants as required; has related experience in one or more project elements, or technical experience in an element.

Functional Responsibilities:

Assists consultants in the gathering of data to be used in developing a process model and measurement of a core business process of client organization

Assists consultants in the presentation of quality workshops, seminars and training sessions.

Performs technical analysis or implementation as directed to develop new or modified and improved designs Assist with benchmarking and surveys for an organization.

Assists in the facilitation of process improvement efforts.

Minimum Education:

Bachelor's degree and relevant experience; or equivalent combination of education and experience.

Technical Writer

Minimum General Experience:

A minimum of two (2) years' experience preparing and maintaining technical documentation. Must have a working knowledge of SharePoint.

Functional Responsibility:

Manage and maintain technical documentation; including storage, archiving and retrieval of documents from automated storage systems.

Create initial drafts of technical documentation as well as policy and procedure documents, distribute these for review and comment, create final deliverable and distribute for signature.

Maintain configuration control over all drafts and final documents.

Design and set-up indexing systems, as appropriate.

Design and implement web pages to communicate work related information to the user community.

Minimum Education:

Bachelor's degree and relevant experience; or equivalent combination of education and experience.

Senior Analyst

Minimum General Experience:

One (1) year experience compiling results of studies and surveys and providing overview reports to senior staff; provide assistance in workshop and seminar presentations; and assist on-site consultants as required; has related experience in one or more project elements, or technical experience in an element.

Functional Responsibilities:

Responsible for serving as a competent, effective member of client delivery/assignment teams.

Focus on completing client work in accordance with established plans and quality standards.

Edit deliverable reports for accuracy and format.

Minimum Education:

Bachelor's degree and relevant experience; or equivalent combination of education and experience.

Junior Analyst

Minimum General Experience:

Compiles results of studies and surveys and providing overview reports; provide assistance in workshop and seminar presentations; and assist on-site consultants as required.

Functional Responsibilities:

Responsible for serving as a competent, effective member of client delivery/assignment teams.
Focus on completing client work in accordance with established plans and quality standards.
Edit deliverable reports for accuracy and format.

Minimum Education:

Bachelor's degree and relevant experience; or equivalent combination of education and experience.

Support Staff

Minimum General Experience:

A minimum of four (4) years' experience in office administration and developing graphic/artistic presentations for publications and documents. In addition, practical experience using automated word processing (e.g., Word Perfect, Word Pro, Word), presentation systems (e.g. PowerPoint), and desktop publishing systems; events planning; travel arrangements.

Functional Responsibility:

Develop presentations.
Compile meeting minutes.
Support the project team by typing letters, reports, and training materials as required.
Make meeting and travel arrangement.
Order supplies, maintain files, the library and reference materials.

Minimum Education:

High School degree and relevant experience; or equivalent combination of education and experience.

Support Staff - Clerical

Minimum General Experience:

A minimum of two (2) years' experience in office administration. In addition, practical experience using automated word processing (e.g., Word Perfect, Word Pro, Word), presentation systems (e.g. PowerPoint), and desktop publishing systems; events planning; travel arrangements.

Functional Responsibility:

Support the project team by typing letters, reports, and training materials as required.
Make meeting and travel arrangement.
Order supplies, maintain files, the library and reference materials.

Minimum Education:

High School degree and relevant experience; or equivalent combination of education and experience.