

# IT SHOWS, INC.

(GS-10F-0427X)

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

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 for GSA Advantage! is: [www.GSAADVANTAGE.GOV](http://www.GSAADVANTAGE.GOV)

<b>Schedule Title</b>	874 MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
<b>FSC Group, Part, and Section or Standard Industrial Group</b>	Standard Industrial Group - 874
<b>Contract Number</b>	GS-10F-0427X For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <a href="http://fss.gsa.gov">http://fss.gsa.gov</a> .
<b>Contract Period</b>	From: August 12, 2011 through August 11, 2016
<b>Contractor</b>	<b>IT SHOWS, INC.</b> 1655 N Fort Meyer Dr, Suite 625 Arlington, VA 22209-3199 Phone: (703)284-7068 <a href="http://www.itshowsinc.com">http://www.itshowsinc.com</a>  Contract Administration: Kirk Anderson, Contracts Manager, <a href="mailto:KAnderson@itshowsinc.com">KAnderson@itshowsinc.com</a> Tel: (703)284-7068 Fax: (703) 284-7069
<b>Business Size</b>	s - Small business
<b>Customer Information:</b>	<p>IT Shows has extensive project management support experience. We collaborate with private corporations, voluntary organizations, and universities specialized in international development in various sectors. We provide technical assistance in health, education, communication, and institutional capacity building to improve performance and management of projects and programs.</p> <p>Specifically, our facilitation service methodology includes careful team-building and work planning, defining roles and responsibilities for all partners relevant to our technical assistance, and maintaining collaborative communication with program managers.</p> <p>Our experience includes performance-based contract management, setting up important milestones and benchmarks followed by effective monitoring and evaluation. We present relevant past experience and references, and are</p>

confident in our unique capability to assemble appropriate teams to provide support to global program management.

Our project management expertise includes:

- Applying our strong experience in government project development, management and support
- Conducting benchmarking with other similar programs
- Assessing various options available to clients
- Developing strategies that suit the specific requirement
- Devising the best training, testing, and evaluation mechanisms
- Establishing monitoring and evaluation procedures

1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded price(s).

**SIN 874-1 Integrated Consulting Services:**

Under this SIN we have provided: Assessments and Strategy development; Management Consulting; ; Health Care Studies; Policy Studies; Program Planning and Evaluations; and Policy and Regulatory Development and Assistance.

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2. Maximum Order:  
**SIN 874-1 Integrated Consulting Services: \$1,000,000.00**

3. Minimum Order: **\$100.00**

4. Geographic Coverage (Delivery Area): **Contractor will provide domestic and overseas delivery.**

5. Point(s) of Production:

**IT SHOWS, INC.**

1655 N Fort Meyer Dr, Suite 625  
Arlington, VA 22209-3199  
Phone: (703)284-7068  
<http://www.itshowsinc.com>

6. Basic Discount Terms: **2% based on the Commercial Price List (CPL) effective January, 2011.**

7. Quantity / Volume Discounts: **(None)**

8. Prompt Payment Terms: **(None)**

9a. Notification That Government Purchase Cards Are Accepted at or Below the Micro-Purchase Threshold:  
**We shall accept Government Purchase Cards at or below the Micro-Purchase Threshold.**

9b. Notification That Government Purchase Cards Are Accepted or Not Accepted Above the Micro-Purchase Threshold:  
**We shall accept Government Purchase Cards above the Micro-Purchase Threshold.**

10. Foreign items (list items by country of origin). **N/A**

11a. Standard Delivery Terms: **30 days (ARO).**

11b. Expedited Delivery: **15 days.**

- 11c. Overnight and 2-Day Delivery: **To be Negotiated with Ordering Agency.**
- 11d. Urgent Requirements: **To be Negotiated with Ordering Agency.**
12. F.O.B. Point(s): **Destination.**
- 13a. Ordering Address(es):
- IT SHOWS, INC.**  
 1655 N Fort Meyer Dr, Suite 625  
 Arlington, VA 22209-3199  
 Phone: (703)284-7068  
<http://www.itshowsinc.com>
- 13b. Ordering procedures:  
 To order contact, Kirk Anderson, Contract Administrator [KAnderson@itshowsinc.com](mailto:KAnderson@itshowsinc.com), Tel: (703)284-7068.
14. Payment Address(es):
- IT SHOWS, INC.**  
 1655 N Fort Meyer Dr, Suite 625  
 Arlington, VA 22209-3199  
 Phone: (703)284-7068  
<http://www.itshowsinc.com>
15. Warranty Terms: **(None)**
16. Export Packing Charges: **N/A**
17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micropurchase Level): **Government purchase card will be accepted for orders at or below the micro-purchase threshold. Bank account information will be shown on invoice.**
18. Terms and Conditions of Rental, Maintenance and Repair: **N/A**
19. Terms and Conditions of Installation: **N/A**
20. Terms and Conditions of Repair Parts, etc: **N/A**
- 20a. Terms and Conditions for any Other Services: **N/A**
21. List of Service and Distribution Points: **N/A**
22. List of Participating Dealers: **N/A**
23. Restocking Fees: **N/A**
- 23a. Preventive Maintenance: **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 24b. 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/](http://www.Section508.gov/). **N/A**
25. Data Universal Number System (DUNS) number: **16-845-7054**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registration is current.**

# PRICES AND LABOR CATEGORY

SIN(s) PROPOSED	Service Labor Category	PRICE OFFERED TO GSA (W/iff)
874-1	1. Assistant Project Director	\$68.50
874-1	2. Program Analyst	\$61.12
874-1	3. Program Assistant **	\$52.07
874-1	4. Program Specialist	\$71.46
874-1	5. Project Director	\$105.67
874-1	6. Team Leader	\$100.71
874-1	7. Team Member	\$96.91

\*\*Note: Hourly rates are equal to or above all associated SCA labor categories.

SCA Eligible Labor Category	SCA Equivalent Code title	Wage Determination No.
Program Assistant	01311 Secretary 1	05-2103

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 above. 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.

## LABOR CATEGORY DESCRIPTIONS

### 1. Assistant Project Director

Duties: Assists project and administrative activities, such as planning, budgeting and reporting. Prepares project documents, financial planning worksheets, budgetary and cost analysis. Assists in calendar and scheduling of tasks and activities.

Minimum/General Experience: This position requires a minimum of three years' experience. Specialized experience includes: Development of complex project schedules and similar activities. General experience includes budgeting, planning, and the use office support software tools.

Minimum Education: Bachelor's degree in business, international development, international relations, communication, or related technical or scientific discipline.

### 2. Program Analyst

Duties: Provides project management, program research, analysis, and documentation. Conducts technical analysis, prepares presentations, and technical information support. Plans liaison support with collaborating institutions. Organizes presentation and program facilitation of activities. Assists in program design, database management, and financial reporting. Organize, plan and coordinate resources.

Minimum/General Experience: Must have at least three (3) years experience with strong, analytic, administrative and computer skills.

Minimum Education: Bachelor's degree in business, international development, international relations, communication, or related technical or scientific discipline.

### 3. Program Assistant

Duties: Supports business, technical and administrative aspects of a program. Assists in program communications, planning, and assists in drafting correspondence. Maintains program data, and updates

and tracks program documents.

Minimum/General Experience: Must have 3 years experience with strong analytic, administrative and computer skills.

Minimum Education: Requires at least a High School diploma, GED, and/or military training.

#### **4. Program Specialist**

Duties: Provides technical assistance, program management support, analysis and documentation. Conducts technical analysis, prepares presentations, and technical information support. Prepares subject matter documents. Organizes presentations, and program facilitation of activities. Assists in program development and project implementation. Perform liaison functions of the program.

Minimum/General Experience: Must have at least three (3) years experience with strong, analytic, administrative and computer skills.

Minimum Education: Bachelor's degree in business, international development, international relations, communication, or related technical or scientific discipline.

#### **5. Project Director**

Duties: Provide overall project/program direction. Responsible for work planning, project oversight, supervision, and monitoring of performance standards. Coordinates program activities, enforcing work schedules, and communicating policies and procedures. Responsible for financial analysis and projections to achieve performance goals. Project management within the specific technical area, and subject matter expertise involving systems and process improvement.

Minimum/General Experience: Must have at least five (5) years experience with strong, analytic, administrative and computer skills.

Minimum Education: Bachelor's degree in business, communication, management, or other related scientific or technical discipline.

#### **6. Team Leader**

Duties: Responsible for the overall management of programs, including assessments, evaluations, implementation, and delivery of service products. Establishes roles, responsibilities, and tasks of team members. Ensures arrangements in the field assignments. Ensures timely production and coordination of all deliverables. Assembles findings, recommendations, and leads oral presentations.

Minimum/General Experience: Must have at least ten (10) years experience including designing, managing, and evaluating interventions and thematic technical areas.

Minimum Education: Bachelor's degree in business, communication, management, or other related scientific or technical discipline.

#### **7. Team Member**

Duties: Responsible for the provision of assessments, evaluations, and implementation as assigned by the team leader. Conducts program evaluations in specialized technical areas. Prepares key reports, surveys, and other evaluation tools as a member of the team. Prepares presentations and drafts final reports. Ensures timely production and coordination of all deliverables as assigned. Assembles findings, recommendations, and assists in oral presentations.

Minimum/General Experience: Must have at least seven (7) years experience including designing, managing, and evaluating interventions and thematic technical areas.

Minimum Education: Bachelor's degree in business, communication, management, or other related scientific or technical discipline.

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