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

Schedule Title: MAS: Multiple Award Schedule – Professional Services
Schedule Number: GS-10F-0427X

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: From: August 12, 2021 through August 11, 2026

Modification No: Price list current as of Modification PO-0028 effective 03/01/2021 and PO-0026 effective 08/12/2021.

Contractor: IT SHOWS, INC.
1655 N Fort Meyer Dr, Suite 700
Arlington, VA 22209-3199
Phone: (571) 403-1305
http://www.itshowsinc.com

Contract Administration:
Kirk Anderson, Contracts Manager, KAnderson@itshowsinc.com
Tel: (571) 403-1305
Fax: (703) 284-7069

Business Size: Small business

Customer Information: 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.

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.

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 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

Customer Information

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

    SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support and Business and Project Management 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.

    SIN OLM – Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. N/A

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. See Page 4 for hourly rates and descriptions.

2. Maximum Order:

    SIN 541611 - $1,000,000.00
    SIN OLM- $250,000.00

3. Minimum Order: $100.00

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

5. Point(s) of Production: US

6. Basic Discount Terms: Government Net Prices

7. Quantity / Volume Discounts: (None)

8. Prompt Payment Terms: Net 30. Prompt payment terms cannot be negotiated out of the contract agreement in exchange for other concessions.

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

10a. Standard Delivery Terms: 30 days (ARO).

10b. Expedited Delivery: 15 days.

10c. Overnight and 2-Day Delivery: To be Negotiated with Ordering Agency.

10d. Urgent Requirements: To be Negotiated with Ordering Agency.
11. F.O.B. Point(s): Destination.

12a. Ordering Address(es):

**IT SHOWS, INC.**
1655 N Fort Meyer Dr, Suite 700
Arlington, VA 22209-3199
Phone: (571) 403-1305

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreement (BPA’s are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address(es):

**IT SHOWS, INC.**
1655 N Fort Meyer Dr, Suite 700
Arlington, VA 22209-3199
Phone: (571) 403-1305
http://www.itsowsinc.com

14. Warranty Terms: **None**

15. Export Packing Charges: **N/A**

16. Terms and Conditions of Rental, Maintenance and Repair: **N/A**

17. Terms and Conditions of Installation: **N/A**

18a. Terms and Conditions of Repair Parts, etc.: **N/A**

18b. Terms and Conditions for any Other Services: **N/A**

19. List of Service and Distribution Points: **N/A**

20. List of Participating Dealers: **N/A**

21. Preventive Maintenance: **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., contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). **N/A**

23. Unique Entity Identifier (UEI) Number: **16-845-7054**

24. Notification regarding registration in System Award Management (SAM) database: **Registration is current.**
**PRICES AND LABOR CATEGORY**

<table>
<thead>
<tr>
<th>SIN(s) PROPOSED</th>
<th>Service Labor Category</th>
<th>PRICE OFFERED TO GSA (W/IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>1. Assistant Project Director</td>
<td>$68.50</td>
</tr>
<tr>
<td>541611</td>
<td>2. Program Analyst</td>
<td>$61.12</td>
</tr>
<tr>
<td>541611</td>
<td>3. Program Assistant **</td>
<td>$52.07</td>
</tr>
<tr>
<td>541611</td>
<td>4. Program Specialist</td>
<td>$71.46</td>
</tr>
<tr>
<td>541611</td>
<td>5. Project Director</td>
<td>$105.67</td>
</tr>
<tr>
<td>541611</td>
<td>6. Team Leader</td>
<td>$100.71</td>
</tr>
<tr>
<td>541611</td>
<td>7. Team Member</td>
<td>$96.91</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code title</th>
<th>Wage Determination No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Assistant</td>
<td>01311 Secretary 1</td>
<td>2015-4282</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards: The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS appliable labor categories. Labor categories and fixed price services marked with a (**) in this price list are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**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 of 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. Organizes, plans 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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