



**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**  
**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

**Schedule 874**  
**GSA Mission Oriented Business**  
**Integration Service (MOBIS)**

FSC GROUP: \*874\* North American Industry Classification System (NAICS) Code: \*541611\*

**Contract Number: GS-10F-0450P**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.gsa.gov/portal/category/100000](http://www.gsa.gov/portal/category/100000)

**Contract Period: July 30, 2009 – July 29, 2014**

**Ian, Evan & Alexander Corporation**  
**44335 Premier Plaza, Suite 200**  
**Ashburn, VA 20147**  
**Office: (703) 682-4575**  
**Fax: (703) 935-1063**  
[jcochran@iea-corp.com](mailto:jcochran@iea-corp.com)  
[www.iea-corp.com](http://www.iea-corp.com)

**Small Business**  
**Service Disabled Veteran Owned**  
**Modification Number: PA-0013 Effective Date: September 6, 2013**



## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### SPECIAL NOTICE TO AGENCIES Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! On-line shopping service ([www.gsaaadvantage.gov](http://www.gsaaadvantage.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page ([www.gsa.gov/portal/content/105080](http://www.gsa.gov/portal/content/105080)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. Table of Awarded Special Item Number(s):**

- [SIN 874-1 – Integrated Consulting Services](#)
- [SIN 874-4 – Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships](#)
- [SIN 874-7 – Program Integration and Project Management](#)

**2. Maximum Order:**

SIN	Maximum Order
874-1	\$1,000,000
874-4	\$1,000,000
874-7	\$1,000,000

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

**4. Geographic Scope of Contract:**

*Domestic delivery:* within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery:* delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and US territories.

**5. Points of Production:**

IAN, EVAN & ALEXANDER CORPORATION  
44225 Premier Plaza, Suite 200  
Ashburn, VA 20147

**6. Discount from list prices or statement of net prices:**

Net prices are included on this price list.

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



- 8. **Prompt Payment Terms:** Net 30 days or .5% discount if payment within 10 Days of invoice date
- 9a. **Government purchase cards are accepted at or below the micropurchase threshold.**
- 9b. **Government purchase cards are accepted above the micropurchase threshold**
- 10. **Foreign Items: N/A**
- 11. **Delivery Schedule:**
  - a. **Time of Delivery:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number	Delivery Time (Days ARO)
874-1	15 days
874-4	15 days
874-7	15 days

- b. **Expedited Delivery:** N/A
- c. **Overnight and 2 day delivery:** N/A
- d. **Urgent Requirements:** N/A
- 12. **F.O.B. Point(s):**  
IAN, EVAN & ALEXANDER CORPORATION  
44335 Premier Plaza, Suite 200  
Ashburn, VA 20147

13. **Contractor's Ordering Address and Payment Information:**

IAN, EVAN & ALEXANDER CORPORATION  
44335 Premier Plaza, Suite 200  
Ashburn, VA 20147  
Office: 703-682-4575  
Fax: 703-935-1063

13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FAS homepage, [www.gsa.gov/portal/content/105080](http://www.gsa.gov/portal/content/105080), and selecting the link for the GSA Schedules.

14. **Payment Address:**

IAN, EVAN & ALEXANDER CORPORATION  
44335 Premier Plaza, Suite 200  
Ashburn, VA 20147

- 15. **Warranty provision:** N/A
- 16. **Export packing charges:** N/A
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level).** N/A



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:** 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:** N/A
23. **Preventative maintenance:** N/A
- 24a. **Special attributes, such as environmental attributes:** 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:** 102242844
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered
27. **Company's policy regarding uncompensated overtime:** N/A



## COMPANY OVERVIEW

### Expertise

Ian Evan and Alexander, Inc. (IEA) is a specialty services organization founded in 1999 and incorporated in 2001. Organized as a service-disabled veteran-owned (SDVO) company, IEA consults to small, mid, and large companies throughout the United States. IEA specializes in management operations and organization consulting; meeting facilitation and coordination; on-site training and workshops in program, project and proposal management; product development and management; business privatization services; program management and project management services; and dispute avoidance and resolution services, including mediation and contract negotiations. Our services have directly improved the performance, quality, timeliness, and efficiency throughout our clients' organizations.

### Accomplishing MOBIS Task Orders

Our approach to accomplishing MOBIS task orders is to ① have clarity of customer's expectations and requirements, ② jointly have agreement on the personnel to perform the task, ③ an agreed upon expectation of scope in terms of work to be accomplished versus hours to be expended, and ④ an agreed upon schedule for task accomplishment. Also, intermediate milestones will be established to measure progress and rate customer satisfaction. We use this process with our existing contracts of similar scope because of the high degree of client acceptance and satisfaction it has gained. The use of our services with this process has directly improved the performance, quality, timeliness and efficiency throughout our Clients' organizations.

### Quality Control and Quality Assurance

Since its founding in 1999, IEA has gained significant corporate experience. The founder, John E. Cochran, has over 30 years of government contract experience both within government agencies and as a contractor to various government agencies, including the Department of Defense (DOD), General Services Administration (GSA), Department of State (DoS), Department of Transportation (DOT), plus several international clients.

To maintain a competitive advantage, our team utilizes predictable processes for quality control. Our highly qualified and trained staff works directly with our Clients and schedules review cycles based on significant milestones. Every effort is made to collect feedback throughout individual projects to capture scope changes and to ensure a fluid quality control process. Other team members also review the design and content for quality purposes.

### Qualified Staff

In order to meet the demands of our customers, IEA acquires and retains highly skilled personnel for each project. We have been very successful in providing high quality professionals for our existing clients and will continue to improve our ability to do the same for GSA. Finding skilled employees who are well-suited for an IEA project is approached by active recruiting and networking through professional organizations.

Once recruited, our applicants go through a highly-rigorous interviewing and reference process. Upon completion, the applicants are tested for skills. Once hired, our Professional Compensation Package ensures our consultants receive the most competitive wages. IEA also requires yearly training hours and redevelopment goals for each of our consultants. These requirements must be met before yearly wage increases and bonuses are paid. This continual training process ensures our clients receive the highest possible customer service and most qualified candidates.

When necessary, IEA employs subcontractors for the completion of certain projects. We try to utilize on-staff labor for the majority of our projects; however, certain technical projects might require staffing capabilities that we do not staff. IEA has built a pool of subcontractors used in these instances. We have strict guidelines for these relationships and require constant communications between the client, IEA, and the subcontractor. IEA has always possessed the ability to staff projects in a timely manner, and our management team continues to actively promote within our organizational structure.



### **Ensuring Quality Services**

IEA delivers the industry's best and most efficient professional services. Our team of highly skilled professionals has unparalleled experience with every service we provide. This experience transcends directly into our service offerings. Clients' risks are mitigated and quality deliverables produced because of this knowledge and experience.

Our goal at IEA is to minimize the investment of our Clients while maximizing the objectives and expectations through our deliverables. Our thorough understanding of our Clients' needs undoubtedly ensures that through careful planning, intense research and development, and proper execution, all programs and projects are successfully completed – on time and on budget.

With IEA's understanding and application of this understanding, we can ensure the highest quality services are delivered to our client's at all times. Our core team of subject matter experts and consultants regularly attend industry tradeshows and marketplace gatherings, further enhancing our ability to provide quality professional services.

## **SERVICES & PRICING**

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

IEA has provided strategic, business and action plan consulting services to General Dynamics Decision Systems and Northrop Grumman Information Technology and is presently retained by both companies for multiple similar tasks. Our proven history and high rate of customer satisfaction of providing consulting services in very dynamic environments has positioned IEA to provide similar services to GSA's vast client base with a unique corporate vision that will provide significant "added value". Other consulting services provided by IEA include:

- Strategic Business and Action Planning
- Systems Alignment
- Cycle Time Analysis
- High Performance Work Enablement
- Leadership Training & Development
- Performance Metrics
- Organizational Assessment (OA)

Our associates have extensive experience, specialized training and specific task knowledge to achieve success with assigned tasks. Thorough and careful communication with our client provides us the ability to tailor our products and services. This customized approach helps us assist our clients in meeting measurable improvements in productivity and process efficiency. Our approach combines our functional expertise with customers' requirements to fashion a solution that will ultimately result in superior customer satisfaction.

### **SIN 874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships**

IEA provides training services based on experience with integrated product/process development. We first make an assessment of the training goals and desired outcomes, perform an audience analysis and customize the training package to meet the existing situation.

Training services provided by IEA include:

- Improving Customer Service
- Team Building



- Strategic Planning
- Business Process Re-engineering
- Benchmarking
- Process Improvement
- Performance Problem Solving
- Change Management
- Program Management

IEA also provides a wide range of cost effective, affordable workshop solutions focused primarily on program acquisition, program management and business strategy development. A description of these workshops is included in Section 3.

Workshops and training services have become an integral part of IEA’s consulting and project management practice. Just-In-Time (JIT) training plays an important role in team building, product/process/goal focus and a force multiplier in achieving high customer satisfaction. Our training services assist clients in many aspects of business acquisition and execution.

**All training and workshops are priced with necessary materials and include the IFF of 0.75%.**

Title of Course:	<b>Effective Program Management in a Dynamic Environment</b>	Length of Course(# of Hrs/Days):	15 days
Minimum Price of Course:	\$ 49,950	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 4,995.00		
Commercial Price:	\$ 6,695.00	Maximum Number of Participants:	15
<b>Government Discount from the Commercial Price</b>			25 %

*Description of Class: “Effective Program Management in a Dynamic Environment” is an intensive 3-week workshop that covers all phases of program management. Subject matter includes developing program strategy, early risk assessment, establishing processes and procedures framework, and team and organizational structure. Master planning and scheduling, and financial management are also covered in detail.*

Title of Course:	<b>Developing an Effective Acquisition Strategy</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$ 8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: “Developing an Effective Acquisition Strategy” workshop is designed to provide participants with new ideas and techniques to assist in preparing an appropriate strategy for program/project acquisition. Topics to be covered include the establishment of overall program goals, threshold and objective requirements, cost, schedule and performance metrics. Acquisition risk will be explored in detail.*



Title of Course:	<b>Strategies for Risk Management</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$ 8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: Topics to be covered in “Strategies for Risk Management” workshop include: 1) Risk assessment of cost, schedule, and performance parameters, 2) Decision analysis and risk prioritization, 3) Organizational structures for Risk Management, and 4) Tools and Techniques for Risk Management. The course explores multiple strategies to aggressively reduce system- level risk. Risk Management planning, as an integral part of overall project planning, will be discussed in detail.*

Title of Course:	<b>Systems Engineering Process Workshop</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: The “Systems Engineering Process” is a comprehensive, iterative, and recursive problem solving process workshop with an emphasis on integrated product team execution. The workshop includes discussion of four fundamental areas of system engineering including: 1) Requirements Analysis, 2) Fundamental Analysis/Allocation, 3) Design Synthesis and 4) System Analysis & Control. Tools and techniques to improve the systems engineering process also are covered.*

Title of Course:	<b>Developing and Managing an Integrated Data Environment (IDE)</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: “Developing and Managing an Integrated Data Environment (IDE)” workshop provides participants a working level knowledge to establish and manage an IDE framework. Topics covered in this one day workshop include establishing a secure digital operation, type of data required to be exchanged, security requirements, data and file management and new technologies available for IDE implementation.*



Title of Course:	<b>Understanding and Managing Integrated Product/Process Development</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: "Understanding and Managing Integrated Product and Process Development" workshop is focused on the Top Ten Tenets of IPPD (Customer Focus, Concurrent Development of Products and Processes, Early and Continuous Life Cycle Planning, Maximizing Flexibility, Improved Process Capability, Event-Driven Schedule, Multifunction Teams, Empowerment, Seamless Management Tools and Proactive Risk Management). This one-day workshop will provide participants a working knowledge of the basic concepts and principles of IPPD.*

Title of Course:	<b>Structuring Integrated Product Teams (IPT's)</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$ 3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: "Structuring Integrated Product Teams (IPT's)" is a workshop designed to provide participants with an understanding of the cross-functional dynamics of IPT organization and its benefits. Course work includes assessing program requirements and support organization structure development; setting team goals, responsibilities and authority levels; and evaluating planned resources.*

Title of Course:	<b>Integrated Master Planning and Integrated Master Schedule Development (IMP/IMS)</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$7,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 795.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: "Integrated Master Planning and Integrated Master Schedule Development" workshop focuses on one of the key skills required for acquisition and program management personnel. This workshop provides insight and unique techniques for the effective planning and control of complex projects and programs with particular emphasis on risk management and resource management.*

Title of Course:	<b>Creating Work Breakdown Structures</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$ 3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: Participants in the "Creating Work Breakdown Structures" workshop will develop an*



*understanding of the WBS framework and relationship with the cost and risk factors of a program. The workshop is a hands-on seminar and will provide participants with significant insight into developing and evaluating contract WBSs.*

Title of Course:	<b>Understanding Cost as an Independent Variable (CAIV)</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: "Understanding Cost as an Independent Variable (CAIV)" is a one-day workshop designed to provide participants with a working knowledge and familiarization with the CAIV concept of focusing on Total Ownership Cost (TOC) in program acquisition. Course work includes an overview of Risk Analysis, Trade-Off considerations, management incentives, and program baseline metrics.*

Title of Course:	<b>Earned Value Management System (EVMS) Workshop</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: An integrated approach to "Earned Value Management System (EVMS)" is explored in this one-day workshop. Topics to be covered include Work Breakdown Structures, organizational elements, planning, scheduling, budgeting, and account and analysis/management reports. The course provides the workshop participant an overall understanding of EVMS in government contracting.*

Title of Course:	<b>Overview of Project Scheduling &amp; Control</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: The "Overview of Project Scheduling and Control" workshop will provide participants a "hands-on" experience developing a project schedule in MS Project 2000 and control measures to maintain project status.*

Title of Course:	<b>Total Quality Management (TQM) Workshop</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: Total Quality Management (TQM) has expanded far from just manufacturing organization, and today's managers, both inside and outside the government, have embraced its concepts and principles. This workshop provides many hands-on tools and techniques that prepare participants to instill a TQM environment in their organization and manage programs and projects with continuous improvement.*



Title of Course:	<b>Business Process Modeling</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: "Business Process Modeling" workshop explores the driving factors for effective business process modeling, modeling as a stand alone project, and factors to make the modeling process successful. Tools and techniques are described with hands-on experience in a business case environment to prepare participants to conduct independent modeling of their own organization or manage outside Business Process consultants.*

Title of Course:	<b>Supply Chain Management</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: Supply Chain Management is now an integral part of overall program/project management. This workshop provides participants keen insight into the role of the procurement manager and his/her relationship to the overall program/project success. The workshop covers procurement management processes, planning requirements, make/buy decision matrixes and strategies for effective and responsive supply chain management.*

Title of Course:	<b>People Skills For Today's Program Managers</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: This is an interactive, fast paced workshop designed to provide program/project managers with practical skills for managing multiple personalities. Interpersonal skill development and motivational techniques enable participants to better communicate with peers, subordinates and supervisors.*

Title of Course:	<b>Management Skill Development &amp; Refinement</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$ 8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: This workshop provides many useful ideas, concepts, tools and techniques to improve management effectiveness. Personality profiling and specific communication skill development, meeting management, work prioritization and time management are areas covered in this two-day workshop.*



Title of Course:	<b>Coaching and Mentoring For a Super Team</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: This workshop prepares frontline supervisors with interpersonal skills and techniques that transform managers into leaders.*

Title of Course:	<b>Presentation Skill Development</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: The "Presentation Skill Development" workshop is a hands-on program that rapidly develops the participants' presentation capability through actual classroom presentations that are peer group critiqued and videotaped for self appraisal. Techniques covering delivery, audience analysis, content development, graphical storyline development and speaking with authority are all covered in this two-day workshop*

Title of Course:	<b>Effective Business Writing</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: "Effective Business Writing" workshop is designed to improve written business communication and provide participants with multiple techniques to overcome writers block. Proven techniques for effective and efficient written communication are explored with multiple exercises.*

Title of Course:	<b>Finance and Accounting For Non-Financial Managers</b>	Length of Course(# of Hrs/Days):	3 days
Minimum Price of Course:	\$11,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 1,195.00		
Commercial Price:	\$ 1,495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: The basics of business financial accounting, accounting cycles, balance sheets, income statements, cash flow, cost accounting, fixed assets and budgeting, are covered in this intense three-day workshop. This new insight and understanding of financial management will provide participants with confidence and competence in using financial tools in corporate decision making.*



Title of Course:	<b>Customer Relationship Management (CRM)</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: Everyone in business has customers and the “Customer Relationship Management (CRM) workshop provides participants an understanding of the basic principles of “Customer Centric” management. During the workshop, participants will be shown how to build a customer relationship database, develop fundamental of customer partnerships, establish both strategic and tactical CRM plans and measure the effectiveness of plans for future refinement.*

Title of Course:	<b>How to Speak So People Will Listen</b>	Length of Course(# of Hrs/Days):	2 days
Minimum Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15 %

*Description of Class: During their 2-day workshop, participants will gain skills for how to perform an audience analysis and design/prepare/practice/present more confidently. Participants will learn 10 essential elements of speaking; 3 critical question every speaker must answer; 4 non-negotiable rules of effective speaking; 10 things audiences like from a good presenter; and 10 things audiences dislike from a presenter.*

Title of Course:	<b>Real Leadership in Real Time</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$5,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 549.00		
Commercial Price:	\$ 695.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			21%

*Description of Class: Real leadership in Real Time is designed for all levels of management and provides a foundation of basic leadership characteristics. Participants will learn techniques to prioritize and focus, motivate themselves and others, and recognize the differences between management and leadership.*

Title of Course:	<b>Organization Assessment</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20%

*Description of Class*

*Assessing individual personalities and corporate cultures provides a baseline for effective management and leadership. Participants will be able to better recognize potential conflicts, develop resolution plans and improve employee morale after attending this 1-day workshop.*



Title of Course:	<b>How To Lead Effective Group Briefings and Discussions</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20%

*Description of Class:*

Participants in the “How to Lead Effective Group Briefings and Discussions” workshop will be prepared to plan group briefings, prepare and present effect presentations, profile audience and now when and how to use, and not to use, humor.

Title of Course:	<b>Effective Team Building</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20%

*Description of Class*

“Effective Team Building” is an essential skill for every successful manager and leader. This one day workshop explores what constitutes a good team, what constitutes a bad team and how to develop a team, how to assess individual personalities and how to manage for a positive group dynamics.

Title of Course:	<b>Strategy Development</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: Strategy plays an important role in all aspects of business management.*

Participants will develop an understanding of strategy as the foundation of action planning, how to “map” strategic into executable plans’ techniques to assess risk, and how to identify opportunities associated with selected strategy. This is a hands-on workshop where participants are in a group dynamic and must lead/facilitate a strategy/solution to real work issues.

Title of Course:	<b>Storyline Development</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: “Storyline Development” is a one-day workshop designed to develop effective and integrated themes into written documents. Early identification of a central theme and mapping that into a document creates interest for the readers and improves retention and desired effect. Participants will develop a central storyline and map themes into a draft document in his one-day workshop.*



Title of Course:	<b>Requirements Database Development</b>	Length of Course(# of Hrs/Days):	1 day
Minimum Price of Course:	\$3,950.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 395.00		
Commercial Price:	\$ 495.00	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			20 %

*Description of Class: Participants in the "Requirements Database Development" workshop will become familiar with techniques to decompose, classify and track requirements for effective program management. A hands-on approach is utilized to identify common requirements from divergent sources for an integrated and efficient approach to requirements management.*

Title of Course:	<b>Customer Analysis and Profiling</b>	Length of Course(# of Hrs/Days):	1 day
Total Price of Course:	\$8,490.00	Minimum Number of Participants:	10
<b>Price per Participant</b>	\$ 849.00		
Commercial Price:	\$ 995.00`	Maximum Number of Participants:	20
<b>Government Discount from the Commercial Price</b>			15%

*Description of Class: Understanding who your real customers are is a key characteristic of successful managers and leaders. This two-day hands-on workshop enables participants to identify who their customers are, how to perform a quick analysis and profile of their customers, and architect effective plans to make their customers raging fans.*

### **SIN 874-7 Program Integration and Project Management Services**

IEA has a proven track record in providing integrated project and program management services. Additionally, we offer multiple training courses and workshops on program and project planning and management to supplement our in-house and on-site support services. Services we provide under SIN 874-7 include:

- Program Management
- Program Integration
- Program Oversight
- Project Management
- Requirement Database Administration
- Integrated Master Planning (IMP)
- Integrated Master Scheduling (IMS)
- Cost as an Independent Variable (CAIV) Analysis
- System Engineering and Technical Assessment
- Integrated Product Team, (IPT) Formulation

IEA's several years of experience in systems engineering and product development with the aerospace/defense environment uniquely positions us to offer the best value and ensure the greatest satisfaction with GSA clients. Our integrated systems approach focuses on the establishment of key milestones and agreed upon criteria with total end-user satisfaction as the ultimate goal.

Our core competencies of Requirements Database Management, Integrated Master Scheduling, Integrated Master Planning and Product Team Formation provide strong foundations for comprehensive project/program management consulting.



## LABOR DESCRIPTIONS

General Position Description	Project Director
Summary	Serves as a senior advisor/analyst to customer's executive management team in a variety of capacities.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations.</li> <li>• Serve as the project lead for either a contract or task.</li> <li>• Serve as the primary customer point of contact for an activity.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Proven leadership and presentation skills</li> <li>• Bachelor's degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field. Master's degree desired. At least twelve (12) years of experience.</li> <li>• Leadership skills derived from experience as a project leader.</li> <li>• Demonstrated motivational skills with a high energy level.</li> <li>• Ability to facilitate interpersonal relationships and resolve conflicts tactfully and confidentially.</li> <li>• Excellent written and oral communication skills; including experience working with senior managers and making boardroom presentations and coordinating presentation and publication production.</li> </ul>
Certification (If Required)	Not Applicable
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Program Manager
Summary	Manages tasks or contracts for a single program.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Within broad objectives, performs in a recognized expert professional position requiring the highest level of specialized knowledge and experience related to program management and integration, project management and program oversight.</li> <li>• Demonstrates ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives. Is a recognized leader in one or more disciplines.</li> <li>• Serves as prime point of contact for clients and in-house technical advisor.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• PhD degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field.</li> <li>• At least six (6) years of experience or MBA/MA/MS with at least 8 years experience or BA/BS with at least 10 years experience or Program Manager training with greater than 10 years of experience.</li> </ul>
Certification (If Required)	Not Applicable
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.



General Position Description	Consultant, Senior
Summary	Manages tasks or contracts for a single customer and is responsible for technical, management, and cost performance. Performs work in a variety of operational areas or in a single consulting area.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Performs competitive sourcing, outsourcing methodologies, value chain analysis, strategic planning, process improvement methodologies,</li> <li>• Performs change enablement and management, site-selection, and consolidation of operations.</li> <li>• Develops training curriculum tailored to meet the unique needs of a particular customer's requirement.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business, Accounting, Finance, Management, Engineering, MIS, Math or other Science related field.</li> <li>• At least seven (7) years of experience.</li> <li>• Leadership skills derived from experience as a business consultant.</li> <li>• Excellent written and oral communication skills.</li> </ul>
Certification (If Required)	Not Applicable
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance

General Position Description	Business Process Consultant
Summary	This individual must have specialized experience in facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, and information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements</li> <li>• Provides group facilitation, interviewing, and training.</li> <li>• Provides additional forms of knowledge transfer.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Proven leadership and presentation skills</li> <li>• Bachelor's degree- Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Math</li> <li>• At least ten (10) years of experience</li> <li>• Leadership skills derived from experience as a business consultant</li> <li>• Demonstrated motivational skills with a high energy level.</li> <li>• Ability to facilitate interpersonal relationships and resolve conflicts tactfully and confidentially.</li> <li>• Excellent written and oral communication skills; including experience working with senior managers and making boardroom presentations and coordinating presentation and publication production.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. Government SECRET level security clearance.



General Position Description	Technical Consultant
Summary	Responsible for planning, organizing, leading, and controlling the allocated resources of a technical support unit with significant impact upon the overall operations of a large group or the company in total. Responsible for managing the activities and staff of a research engineering or technical unit engaged in product development, design, process definition/ improvement, or related technical support functions.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Maintains high level of involvement in client activities to achieve insight into areas where support may be applied to accomplish client goals most effectively.</li> <li>• Manages the overall working unit's area of responsibility, develops and implements plans, determines personnel requirements and assigns/evaluates results, provides employee counseling and complies with EEO/AA programs.</li> <li>• Makes personnel-related recommendations.</li> <li>• Prepares resource estimates and complies with budget limitations.</li> <li>• Identifies and allocates manpower and resources to ensure completion of established objectives within budgetary and schedule guidelines while upholding high technical standards.</li> <li>• Organizes project and task work loads, selects individuals most qualified for assignments on specific projects, and makes task assignments.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor, Master's or PhD degree in area of specialty.</li> <li>• At least ten (10) years minimum of related experience with BS degree, or eight (8) years minimum of related experience with MS degree, or eight (8) years minimum of related experience with PhD degree.</li> <li>• Requires demonstrated leadership skills as evidenced by prior managerial and supervisory experience</li> <li>• Must be able to effectively communicate with others.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Software System Architect, Senior
Summary	To provide technical solutions for advanced problems in the computer applications field.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Provides technical consultation and direction in the development and application of advanced theories, concepts, principles, and processes for utilization of computer system.</li> <li>• Conceives, plans, and conducts investigations for areas in which precedents are lacking.</li> <li>• Advises management on policies, procedures, and standards as they relate to complex computer systems in order to improve operations and advance capabilities.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor, Master's or PhD degree in a related computer, scientific, or engineering discipline.</li> <li>• At least fourteen (14) years minimum of progressive experience with BS degree, or twelve (12) years minimum of progressive experience with MS degree, or nine (9) years minimum of</li> </ul>



	progressive experience with PhD degree.
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Engineer, Software, Senior
Summary	To provide engineering computer system designs for advanced systems.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Develops, modifies, and maintains complex engineering computer programs.</li> <li>• Performs requirements analyses, derives mathematical descriptions, develops appropriate computational algorithms, and provides design specifications for computer programs.</li> <li>• Develops operational procedures for computer systems.</li> <li>• Interprets and analyzes processing anomalies for computer systems and takes corrective action.</li> <li>• Prepares and critiques technical reports and memoranda.</li> <li>• Assists management in defining computer system requirements and in system acquisitions.</li> <li>• Represents the organization in technical liaison with external organizations.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor, Master's or PhD degree in a related computer, scientific or engineering discipline.</li> <li>• Eight (8) years minimum of progressive experience with BS degree, or seven (7) years minimum of progressive experience with MS degree, or two (2) years minimum of progressive experience with PhD degree.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Engineer, Systems, Senior
Summary	To independently evaluate, select, adapt, and modify standard techniques and criteria in order to plan and conduct engineering assignment.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Independently plans, schedules, conducts, or coordinates detailed phases of engineering work through the selection and adaptation or modification of techniques, procedures, and criteria.</li> <li>• Analyzes complex features of the work and applies principles and practices of the discipline, or devises new approaches in problem solving.</li> <li>• Thoroughly reviews all results from assigned tasks and determines if outputs are complete, correct, integrated with project objectives, and adequately documented.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor, Master's or PhD degree in a required computer, scientific or engineering discipline.</li> <li>• At least eight (8) minimum years of related experience with BS degree, or seven (7) years minimum related experience with MS degree, or two (2) years related experience with a PhD.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance



General Position Description	Engineer, Systems, Intermediate
Summary	Independently evaluates, selects and applies standard engineering/scientific techniques, procedures, and criteria; makes minor adaptations and modifications.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Independently performs a project assignment that involves few complex features and can be guided by codes, standards, and other precedents of the discipline.</li> <li>• Analyzes and/or evaluates the results of an analysis using techniques prescribed by senior engineers or supervisors</li> <li>• Accomplishes, complete tasks of limited scope or solves problems which require investigation of a limited number of variables...</li> </ul>
Skills and Experience:	<ul style="list-style-type: none"> <li>• Bachelor, Master's or PhD degree</li> <li>• Three (3) years minimum related experience with BS degree, or two (2) years minimum related experience with MS degree, or zero (0) year's related experience with PhD degree.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Computer Scientist, Intermediate
Summary	To develop and maintain complex engineering computer programs.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Performs coding, testing, installation, and maintenance of engineering computer programs having features including multiplicity of function, critical constraints, and elaborate input/output.</li> <li>• Develops computer program documentation and operational procedures.</li> <li>• Prepares project resource estimates, schedules, and cost analyses.</li> <li>• Provides diagnostic support to correct processing anomalies in complex computer programs.</li> <li>• Assists in the preparation of specifications and other activities requiring knowledge of programming principles and techniques.</li> <li>• Interprets requirements and performs analyses to ensure that objectives are met.</li> <li>• Assists in the training of less experienced personnel.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor, Master's or PhD degree in a related computer, scientific, or engineering discipline.</li> <li>• Three (3) years minimum of progressive, relevant experience with BS degree, or two (2) years minimum of progressive experience with MS degree, or zero (0) years experience with Ph. D degree.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.



General Position Description	Training Specialist, Senior
Summary	Conducts the analysis/research necessary to develop and/or revise training courses and preparation of all training materials and student materials, trains Customer personnel/employees of commercial, services or government organizations.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Develop and/or revise training courses.</li> <li>• Preparation of all training materials (programs of instruction, course outlines, background material, training aids, etc.).</li> <li>• Preparation of student materials (course manuals, workbooks, handouts, completion certificates, course critiques, forms, etc).</li> <li>• Trains Customer personnel/employees via formative classroom presentation, field presentation, workshops and seminars.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Proven leadership and presentation skills.</li> <li>• Bachelor of Science or Bachelor of Arts degree.</li> <li>• Minimum of eight (8) years of applicable training related experience including management or leadership roles in successful efforts developing training programs. Military Instructor training may be substituted for BS degree and three (3) years experience.</li> <li>• Demonstrated the ability to lead highly qualified staffs in complex training related projects.</li> <li>• Excellent written and oral communication skills; including experience coordinating presentation and publication production.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearances.

General Position Description	Graphics Specialist
Summary	Responsible for preparing computer graphics in support of a wide range of efforts under the direction of the assigned Program Manager or Task Leader. Able to suggest and critique various graphic styles to optimize the idea being presented.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Draws and prints charts, graphs, illustrations, and other artwork, using computer.</li> <li>• Produces still and animated graphic formats</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor's degree in Fine Arts, Commercial Graphic Art or the equivalent work experience in the field of graphic art (four years)</li> <li>• At least two years of experience in actual demonstrated skills in computer graphics preparation</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Subject Matter Expert- IMP/IMS
Summary	Provide IMP/IMS leadership on consulting, proposal, and program engagements, including program baseline and work breakdown structure where applicable.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Develops requirements for a project's inception to conclusion in a subject matter area, for simple to moderately complex programs.</li> <li>• Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance</li> </ul>



	<ul style="list-style-type: none"> <li>efforts for client-specific or mission-critical proficiencies.</li> <li>Consults with client to define need or problem, conducts studies and surveys to obtain data and analyze data to advise on or recommend solution.</li> </ul>
Skills and Experience:	<ul style="list-style-type: none"> <li>Bachelor or Master's degree</li> <li>Minimum of ten (10) years subject matter experience with a BS degree, and eight (8) years applicable subject matter experience with a MS degree.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Subject Matter Expert – CAIV/EVMS
Summary	This individual must have experience in financial management with demonstrated ability in analyzing, designing, and developing automated applications for unique business practices, including Cost As an Independent Variable (CAIV) and Earned Value Management (EVMS) analysis. Must be able to clearly define government financial business practices for integration into the government financial business system.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>Identifies potential problems and solutions through analysis.</li> <li>Works with functional specialists, automation specialists, contractors, vendors, and customers to effectively automate the customer's requirements into an automated application.</li> <li>Applies state-of-the-art applications that will effectively automate financial applications in the most effective manner while adhering to the established Accounting Principals and Practices.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>Bachelor's Degree - Accounting, Finance, Management, Business, Computer Science, Management Information Systems, Engineering, Math.</li> <li>At least three (3) years experience.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Logistician, Senior
Summary	Provides analysis/assessment of current logistical practices and systems with a view towards improvement; develops recommended solutions for problems identified.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>Performs comprehensive studies and analyses of logistics systems and planning.</li> <li>Performs process and procedural reviews, designs optimum logistics systems, models and simulates logistics pipelines, and provides in-depth reports on quality and productivity enhancements that can be achieved.</li> <li>Studies management and organizational relationships and provides advice on implementation strategies for outsourcing, privatizing, and optimization.</li> <li>Participates in logistics forums and provides facilitation services between government departments, agencies, and industry.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>Bachelor's degree in business or science</li> <li>At least eight (8) years of relevant experience with a BS degree,</li> </ul>



	or equivalent combination of education and experience.
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Technical Writer
Summary	Provides direct support to consultants and other personnel engaged in consulting activities. Composes and produces technical documentation.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>Editing documents, composing and finalizing technical specifications, or producing user's manuals.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>Bachelor's degree with three (3) years applicable experience or an equivalent combination of education and experience that provides comparable knowledge is acceptable.</li> <li>Must have two (2) years experience in composing and producing technical documentation with specialized experience. Specialized experience includes: demonstrated experience in editing documents, composing and finalizing technical specifications, or producing user's manuals.</li> <li>Must demonstrate the ability to work independently or under minimal direction from others.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	ILS Specialist
Summary	Plans, develops and executes logistic program activities from conceptual stage through life cycle of product. Develops and implements logistics program activities, including ILS, technical documentation, RAM, and provisioning; coordinates efforts of subcontractors and field service personnel; resolves logistics problems.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>Performs comprehensive studies and analyses of logistics systems and planning.</li> <li>Performs process and procedural reviews; provides support in the definition of logistics systems; models, simulates and evaluates logistics pipelines; and provides in-depth reports on quality and productivity enhancements that can be achieved.</li> <li>Studies management and organizational relationships and provides advice on implementation strategies for outsourcing, privatizing, and optimization.</li> <li>Participates in logistics forums and provides facilitation services between government departments, agencies, and industry.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>Bachelor's degree in business or science.</li> <li>At least two (2) years of relevant experience with a BS degree, or an equivalent combination of education and experience.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.



General Position Description	Logistician
Summary	Provides analysis/assessment of current logistical practices and systems with a view towards improvement; develops recommended solutions for problems identified.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Works with functional specialists, automation specialists, contractors, vendors and the Customer to effectively improve the Customer's logistic system.</li> <li>• Coordinates all required disciplines in achieving the desired solution.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor's degree( BS or BA)</li> <li>• Minimum of five (5) years of overall logistics experience with three (3) years of experience in analyzing, developing, testing and delivering efficient logistic management systems.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Database Specialist/Administrator
Summary	This individual is required to design, develop, administer and/or implement databases with respect to access methods, access time, and device allocation.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Maintains database files.</li> <li>• Accomplish monitoring of standards and procedures.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor's degree -Computer Science, Management Information Systems, Engineering, Math, other Physical Science.</li> <li>• At least five (5) years experience.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Program Analyst, Senior
Summary	Responsible for the effective assessment of the approach taken or proposed to be utilized in executing an analysis/analyses effort dealing with his field of endeavor or an associated field.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Works closely with assigned Program Managers, Task Leaders and other Team Members in ensuring that focus is maintained on the analysis/analyses, task completion, and ultimate problem solution.</li> <li>• Participates in program/in-process reviews with the Customer and the Team.</li> <li>• Serves as the macro- technical point of contact with the Customer.</li> <li>• Provides expert guidance at the highest expert/intellectual levels.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>• Bachelor's degree required. MS or MA degree desired.</li> <li>• Minimum of ten years of systems related experience is required, of which eight years must be specialized in the analysis of system(s) directly related to the effort/tasks.</li> <li>• Experience required includes overall supervision of the analysis/analyses from inception to execution/completion, and demonstrated ability to provide in depth assessment of the analysis/analyses and development of appropriate solutions.</li> </ul>



Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Program Analyst, Intermediate
Summary	Develop and maintain complex engineering computer programs.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>Performs coding, testing, installation, and maintenance of engineering computer programs having features including multiplicity of function, critical constraints, and elaborate input/output.</li> <li>Develops computer program documentation and operational procedures.</li> <li>Prepares project resource estimates, schedules, and cost analyses.</li> <li>Provides diagnostic support to correct processing anomalies in complex computer programs.</li> <li>Assists in the preparation of specifications and other activities requiring knowledge of programming principles and techniques.</li> <li>Interprets requirements and performs analyses to ensure that objectives are met.</li> <li>Assists in the training of less experienced personnel.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>Bachelor, Master's or PhD degree in a related computer, scientific, or engineering discipline.</li> <li>Three (3) years minimum of progressive, relevant experience with BS degree, or two (2) years minimum of progressive experience with MS degree, or zero (0) years experience with Ph. D degree.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.

General Position Description	Program Analyst, Journeyman
Summary	Responsible for the assisting in the selection of the approach taken or proposed to be utilized in executing an analysis/analyses effort dealing with his field of endeavor or an associated field.
Major Duties and Responsibilities	<ul style="list-style-type: none"> <li>Works closely with assigned Program Managers, Senior Systems Analyst, Task Leaders and other Team Members in ensuring that focus is maintained on the analysis/analyses, task completion, and ultimate problem solution.</li> <li>Participates in program/in-process reviews with the Customer and the Team.</li> <li>Provides expert input at the highest expert/intellectual levels.</li> </ul>
Skills and Experience	<ul style="list-style-type: none"> <li>Bachelor's degree required, MS or MA degree desired.</li> <li>Minimum of seven (7) years of systems related experience is required, of which five (5) years must be specialized in the analysis of system(s) directly related to the effort/tasks.</li> <li>Experience required includes partial supervision of the analysis/analyses from inception to execution/completion, and demonstrated ability to provide in depth assessment of the analysis/analyses and development of appropriate solutions.</li> </ul>
Certification (If Required)	N/A
Security Clearance	Must be able to obtain U.S. government SECRET level security clearance.



## AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Special Item Numbers 874-1,4,7 Government-SITE PRICING	Price offered to GSA (including IFF)
Project Director	\$ 147.04
Program Manager	\$ 124.76
Consultant, Senior	\$ 145.04
Technical Consultant	\$ 125.48
Business Process Consultant	\$ 136.35
Software System Architect, Senior	\$ 118.53
Engineer, Software, Senior	\$ 118.53
Engineer, Systems, Senior	\$ 114.96
Computer Scientist, Senior	\$ 111.40
Program Designer	\$ 108.72
Engineer, Software, Intermediate	\$ 105.16
Engineer, Systems, Intermediate	\$ 100.70
Computer Systems Analyst, Senior	\$ 95.36
Computer Scientist, Intermediate	\$ 95.36
Training Specialist, Senior	\$ 87.20
Graphics Specialist	\$ 81.72
Subject Matter Expert- IMP/IMS	\$ 135.63
Subject Matter Expert- CAIV/EVMS	\$ 134.98
Subject Matter Expert-ADR	\$ 124.17
Subject Matter Expert- Risk Mgt	\$ 130.74
Logistician, Senior	\$ 78.42
Database Architect	\$ 77.25
Manager, Quality Assurance	\$ 73.97
Computer Systems Analyst, Intermediate	\$ 73.97
Manager, ILS	\$ 71.7
Web Application Developer	\$ 70.40
Technical Writer	\$ 69.51
ILS Specialist	\$ 65.06
Logistician	\$ 65.06
Program Analyst, Executive	\$ 60.60
Database Specialist/Administrator	\$ 56.86
Program Analyst, Senior	\$ 49.01
Training Specialist	\$ 48.12
Program Analyst, Intermediate	\$ 40.99
Program Analyst, Journeyman	\$ 32.08

1 – No minimum quantity required for commercial clients

2 - No concession offered to commercial clients



<b>Special Item Numbers 874-1,4,7 IEA-SITE PRICING</b>	<b>Price offered to GSA (including IFF)</b>
Project Director	\$ 179.87
Program Manager	\$ 152.25
Consultant, Senior	\$ 175.52
Technical Consultant	\$ 148.37
Business Process Consultant	\$ 164.38
Software System Architect, Senior	\$ 145.04
Engineer, Software, Senior	\$ 144.60
Engineer, Systems, Senior	\$ 141.12
Computer Scientist, Senior	\$ 136.59
Program Designer	\$ 132.84
Engineer, Software, Intermediate	\$ 129.17
Engineer, Systems, Intermediate	\$ 122.97
Computer Systems Analyst, Senior	\$ 117.32
Computer Scientist, Intermediate	\$ 117.32
Training Specialist, Senior	\$ 107.84
Graphics Specialist	\$ 99.65
Subject Matter Expert- IMP/IMS	\$ 149.98
Subject Matter Expert- CAIV/EVMS	\$ 149.98
Subject Matter Expert-ADR	\$ 138.48
Subject Matter Expert- Risk Mgt	\$ 146.04
Logistician, Senior	\$ 95.87
Database Architect	\$ 94.20
Manager, Quality Assurance	\$ 90.39
Computer Systems Analyst, Intermediate	\$ 90.20
Manager, ILS	\$ 86.28
Web Application Developer	\$ 85.93
Technical Writer	\$ 84.86
ILS Specialist	\$ 79.96
Logistician	\$ 79.53
Program Analyst, Executive	\$ 73.98
Database Specialist/Administrator	\$ 69.34
Program Analyst, Senior	\$ 60.01
Training Specialist	\$ 59.23
Program Analyst, Intermediate	\$ 50.79
Program Analyst, Journeyman	\$ 39.26

1 – No minimum quantity required for commercial clients

2 - No concession offered to commercial clients