



## **GENERAL SERVICES** **ADMINISTRATION**

### **Federal Acquisition 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

#### **Schedule for - Professional Services Schedule (PSS)**

**Federal Supply Group:** 00CORP **Class:** R499

**Contract Number:**  
GS10F0473Y

**For more information on ordering from Federal Supply Schedules and click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period:** Sep 14, 2012 to Sep 13, 2022

**Contractor:** IntelliWare Systems, Inc.  
5608 Southpoint Centre, Blvd., Suite 100  
Fredericksburg, VA 22407

**Business Size:** Other than Small Business

**Telephone:** (540) 604-9095  
**Extension:**  
**FAX Number:** (540) 604-9075  
**Web Site:** [www.intelliwaresystems.com](http://www.intelliwaresystems.com)  
**E-mail:** [apayne@intelliwaresystems.com](mailto:apayne@intelliwaresystems.com)  
**Contract Administration:** Allen Payne

## **CUSTOMER** **INFORMATION:**

- 1a. **Table of Awarded Special Item Number(s):**  
**SIN 874-1, 874-1RC:** Integrated Consulting Services  
**SIN 874-7 and 874-7RC:** Integrated Business Program Support Services
- 1b. **Please see Appendix A for Price List.**
- 1c. **Please see Appendix B for Labor Category Descriptions.**



2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** 1% 10-days, net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address:** Same as Contractor
- 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/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address:** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor



- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at:** <http://www.Section508.gov/>.
- 25. **Data Universal Numbering System (DUNS) number:** 19-9732129
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

## Appendix A: Professional Services Schedule Labor Rates

Labor Category	Minimum Education	Minimum Experience	Awarded Rate
Analyst 1	High School	0	\$ 65.50
Analyst 2	Bachelors	0	\$ 72.23
Analyst 3	Bachelors	2	\$ 84.26
Analyst 4	Bachelors	3	\$ 93.10
Analyst 5	Bachelors	4	\$ 103.82
Analyst 6	Bachelors	6	\$ 113.60
Analyst 7	Bachelors	8	\$ 118.95
Analyst 8	Bachelors	10	\$ 127.71
Analyst 9	Bachelors	12	\$ 139.49
Analyst 10	Bachelors	15	\$ 157.35
Analyst 11	Bachelors	15	\$ 174.95



## Appendix A: Professional Services Schedule Labor Category Descriptions

### Analyst 1

**Minimum/General Experience:** No experience necessary.

**Functional Responsibility:** Performs basic analytical work in support of more senior staff. Responsibilities may include: analyzing operational requirements, defining business requirements based on customer needs, developing business use cases, supporting development and maintenance of business documentation, performing subject matter research, providing input to project.

Entry Level Professional; Performs some basic tasks under direct supervision.

**Minimum Education:** High School **Required/Supplemental Certifications:** Not Applicable

### Analyst 2

**Minimum/General Experience:** No experience necessary.

**Functional Responsibility:** Performs basic analytical work in support of more senior staff. Responsibilities may include: analyzing operational requirements, defining business requirements based on customer needs, developing business use cases, supporting development and maintenance of business documentation, performing subject matter research, providing input to project management planning (e.g. status reporting, level of effort, etc.).

Junior Level Professional; Performs some basic tasks independently but tasking is still performed under direct supervision, provides assistance to entry level staff.

**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

### Analyst 3

**Minimum/General Experience:** Two (2) years

**Functional Responsibility:** Performs analytic work. Responsibilities may include: analyzing operational requirements, defining business requirements and functions based on customer needs, performing business requirement dependency analysis, performing less complex function and requirements allocation, developing business use cases, developing and maintaining business documentation, performing subject matter research, providing input to project management planning (e.g. status reporting, level of effort, etc.), acting as quality assurance check for more junior analysts to ensure consistently across work products.

Performs basic assignments independently, but needs more direction with moderate to complex tasking. Assists more junior staff with tasking.



**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

#### **Analyst 4**

**Minimum/General Experience:** Three (3) years of management consulting experience with a Bachelor's Degree or one (1) year with a Masters.

**Functional Responsibility:** Performs moderately complex analytic work. Responsibilities include: analyzing operational requirements, defining business requirements and functions based on customer needs, performing business requirement dependency analysis, performing less complex function and requirements allocation, developing business use cases, developing and maintaining business documentation, performing subject matter research, providing input to project management planning (e.g. status reporting, level of effort, etc.), working with customer independently to develop business requirements and gain customer agreement, acting as quality assurance check for more junior analysts to ensure consistency across work products.

Performs moderate tasking independently but needs guidance on complex assignments. May provide guidance to more junior staff to complete assignments of moderate complexity.

**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

#### **Analyst 5**

**Minimum/General Experience:** Four (4) years of management consulting experience with a Bachelor's Degree or two (2) years with a Masters.

**Functional Responsibility:** Performs moderately complex analytic work or leads smaller teams of analysts. Responsibilities may include: analyzing operational requirements, defining business requirements and functions based on customer needs, performing business requirement dependency analysis, performing less complex function and requirements allocation, developing business use cases, developing and maintaining business documentation, performing subject matter research, providing input to project management planning (e.g. status reporting, level of effort, etc.), working with customer independently to develop business requirements and gain customer agreement, acting as quality assurance check for more junior analysts to ensure consistency across work products, implementing standard processes and methodologies across the team.

Performs moderately complex tasks independently but needs guidance on highly complex assignments. May provide task specific leadership and guidance to more junior staff. May lead smaller teams or less complex tasks.

**Required/Supplemental Certifications:** Not Applicable

#### **Analyst 6**

**Minimum/General Experience:** Six (6) years of management consulting experience with a Bachelor's Degree or



four (4) years with a Masters or two (2) with a PHD

**Functional Responsibility:** Performs more complex analytic work or leads small teams of analysts. Responsibilities may include: analyzing operational requirements, defining business requirements and functions based on customer needs, performing business requirement dependency analysis, performing less complex function and requirements allocation, developing business use cases, developing and maintaining business documentation, performing subject matter research, providing input to project management planning (e.g. status reporting, level of effort, etc.), working with customer independently to develop business requirements and gain customer agreement, acting as quality assurance check for more junior analysts to ensure consistency across work products, implementing standard processes and methodologies across the team.

Performs complex tasks independently but needs guidance on highly complex assignments. May provide task specific leadership and guidance to more junior staff. May lead small teams or more complex tasks.

**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

#### Analyst 7

**Minimum/General Experience:** Eight (8) years of management consulting experience with a Bachelor's Degree or six (6) years with a Masters or four (4) with a PHD - Performs complex tasking independently with input from more senior staff. May lead smaller or less complex programs. May lead a team to solve complex issues and provide project level execution direction and input into program level strategy.

**Functional Responsibility:** Performs complex analytic work or leads smaller project or programs. Analytic responsibilities may include analyzing operational requirements, defining business requirements and functions,

performing business requirement dependency analysis, performing complex function and requirements allocation, developing business use cases, developing business documentation, providing specialized subject matter expertise on business, client operations, methodologies, etc.

Project or program leadership responsibilities may include providing project management planning and team leadership, staff performance management, developing cost estimates, acting as primary client point of contact for programmatic issues, schedule risk assessment and mitigation, proposal writing, and deliverable management.

Performs complex tasking independently with input from more senior staff. May lead smaller or less complex programs. May lead a team to solve complex issues and provide project level execution direction and input into program level strategy.

**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

#### Analyst 8

**Minimum/General Experience:** Ten (10) years of management consulting experience with a Bachelor's Degree or

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eight (8) years with a Masters or six (6) with a PHD.

**Functional Responsibility:** Performs complex analytic work or leads programs of moderate size or complexity. Analytic responsibilities may include analyzing complex operational requirements, defining business requirements and functions, developing design specifications, performing requirement dependency analysis, performing complex function and requirements allocation, developing test cases, providing specialized subject matter expertise on business, client operations, methodologies, etc., providing expert analytic guidance and direction to more junior staff. Performs complex tasking independently with occasional input from more senior staff. May lead programs of moderate size or complexity. May lead multiple teams concurrently and provide project level execution guidance as well as input to program level strategy.

Project or program leadership responsibilities may include providing project management planning and team leadership, staff performance management, developing cost estimates, acting as primary client point of contact for programmatic issues, assessing and mitigating schedule risks, writing proposals, and managing deliverables.

**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

#### **Analyst 9**

**Minimum/General Experience:** Twelve (12) years of management consulting experience with a Bachelor's Degree or ten (10) years with a Masters or eight (8) with a PHD.

**Functional Responsibility:** Performs complex analytic work or leads programs of moderate size or complexity. Analytic responsibilities may include analyzing complex operational requirements, defining business requirements and functions, performing business requirement dependency analysis, performing complex function and requirements allocation, developing business use cases, providing specialized subject matter expertise on business, client operations, methodologies, etc., providing expert analytic guidance and direction to more junior staff.

Project or program leadership responsibilities may include providing project management planning and team leadership, staff performance management, developing cost estimates, acting as primary client point of contact for programmatic issues, assessing and mitigating schedule risks, writing proposals, and managing deliverables. Performs complex tasking independently with occasional input from more senior staff. May lead programs of moderate size or complexity. May lead multiple teams concurrently and provide project level execution guidance as well as input to program level strategy.

**Education:** Bachelor's Degree

#### **Analyst 10**

**Minimum/General Experience:** Fifteen (15) years of management consulting experience with a Bachelor's Degree or thirteen (13) years with a Masters or eleven (11) with a PHD.

**Functional Responsibility:** Performs complex analytic work or leads larger or more complex programs. Analytic responsibilities may include analyzing complex operational requirements, defining business requirements and functions, performing business requirement dependency analysis, performing complex function and requirements





allocation, developing business use cases, providing specialized subject matter expertise on business, client operations, methodologies, etc., providing expert analytic guidance and direction to more junior staff.

Program management responsibilities may include providing project management planning and team leadership, staff performance management, developing cost estimates, acting as primary client point of contact for programmatic issues, assessing and mitigating program risks, leading proposal efforts, and defining program direction and strategy.

Performs complex tasks independently. May provide high-level strategic direction and guidance to more junior staff. May lead large or complex programs. May be viewed as a thought-leader.

**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

**Analyst 11**

**Minimum/General Experience:** Fifteen (15) years of management consulting experience with a Bachelor's Degree or thirteen (13) years with a Masters or eleven (11) with a PHD.

**Functional Responsibility:** Performs most complex analytic tasks, including setting analytic methodology and process direction, proposing solutions to meet customer's most complex business process requirements, overseeing complete business and analytic lifecycle to include definition, design, development, validation, and implementation of business analytic requirements. Provide subject matter expertise and specific process or industry knowledge to solve customer's most complex needs. Provide business and operational thought leadership. Lead large or complex programs, performing strategic and executive program management functions. Has some specialized domain knowledge.

Performs highly complex tasks independently. May provide highest level of direction, guidance, and strategy. Has capability to lead very large or highly complex programs. May be viewed as a thought-leader.

**Minimum Education:** Bachelor's Degree

**Required/Supplemental Certifications:** Not Applicable

Education and experience may be substituted for each other. Each year of relevant experience may be substituted for one year of education, and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience or education.

Required Education	Actual Education Obtained	Additional Years of Experience Credited to Employee
MA/MS	Ph.D	4
BA/BS	Ph.D	6
BA/BS	MA/MS	2



AA/AS	MA/MS	5
AA/AS	BA/BS	3

**Additional experience in excess of requirements can be substituted for educational requirements as outlined below:**

<b>Actual Education</b>	<b>Required Education</b>	<b>Additional Years of Experience Needed for Educational Requirements Equivalency</b>
HS/GED	AA/AS	2
HS/GED	BA/BS	4
HS/GED	MA/MS	6
HS/GED	Ph.D	No equivalency
AA/AS	BA/BS	3
AA/AS	MA/MS	5
AA/AS	Ph.D	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D	6
MA/MS	Ph.D	4

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.