



INNOVATIVE TECHNOLOGY PARTNERSHIPS, LLC.

An innovative approach to enhancing your business success into the 21st century.

4604 Columbine Avenue NE
Albuquerque, New Mexico 87113-2236
Phone: (505) 796-0996
Fax: (505) 796-0995

Point of Contact Tom James xjames@itpnm.com
Website: www.itpnm.com



General Services Administration Federal Supply Service Authorized Federal Supply Schedule Price List Industrial Group 00CORP Professional Services Schedule (PSS)

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 GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.

Contract Number: GS-10F-0495M

Option Modification Number PO-0022

Period Covered by Contract: 09/30/2002– 9/29/2022

One Additional Six-Month Extension Available – 9/30/2022 – 3/29/2023

Pricelist is current as of September 30, 2017

Innovative Technology Partnerships, LLC. (ITP)

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DUNS: 100017073

Small Veteran Owned Business



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CUSTOMER INFORMATION

Professional Services Schedule

FCS Group	SIN	Description
874	874 1	Integrated Consulting Services * refer to Extended SIN Description Matrix
874	874 4	Training Services * refer to Extended SIN Description Matrix
874	874 7	Integrated Business Program Support Services * refer to Extended SIN Description Matrix
874 V	874 501	Supply and Value Chain Management * refer to Extended SIN Description Matrix
874 V	874 503	Distribution and Transportation Logistics Services * refer to Extended SIN Description Matrix
874 V	874 504	Deployment Logistics * refer to Extended SIN Description Matrix
874 V	874 505	Logistics Training Services * refer to Extended SIN Description Matrix
874 V	874 507	Operations & Maintenance Logistics Management and Support Services * refer to Extended SIN Description Matrix



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1) Table of Awarded SINs:

SIN	Description	Reference
874 1 874-1RC	Integrated Consulting Services	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix
874 4 874-4RC	Training Services	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix
874 7 874-7RC	Integrated Business Program Support Services	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix
874 501 874-501RC	Supply and Value Chain Management	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix
874 503 874-503RC	Distribution and Transportation Logistics Services	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix
874 504 874 504RC	Deployment Logistics	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix
874 505 874-505RC	Logistics Training Services	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix
874 507 874-507RC	Operations & Maintenance Logistics Management and Support Services	<ul style="list-style-type: none">extended SIN description matrixSIN pricing matrix

1b) Identification of Lowest Priced Model:

Not Applicable

1c) Description of all Corresponding Commercial Job Titles, Experience, Functional Responsibility, Education:

Prices are based on an hourly unit for one (1) employee for SIN's 874 1, 874 4, 874 7, 874 501, 874 503, 874 504, 874 505, 874 507, depending on Labor Category. Prices are not based on geographic location. Note: for work performed or delivered in New Mexico, New Mexico Gross Receipts Tax will be added to the price when applicable.

Price List / Labor Category matrix (**see Attachment 4 below**)



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2) Maximum order:

The contractor is not obligated to honor item(s) in excess of **\$1,000,000**.

3) Minimum order:

The ordering activity is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract less than **\$100**.

4) Geographic coverage (delivery area):

The geographic scope of this contract is the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories, as well as overseas (worldwide).

5) Point(s) of production (city, county, and State or foreign country):

New Mexico, Texas, Arkansas, Tennessee, Colorado, Washington D.C., California, or as specified in individual delivery orders.

6) Discount from list prices or statement of net price:

See Preferred Price List. Other discounts may apply for:

- Delivery orders with a value over \$1,000,000
- Blanket Purchase Agreements (BPAs)
- Services performed at Government Facilities

7) Quantity discounts:

Not applicable.

8) Prompt payment terms:

1% 15 Days – Net 30 Days.



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9a) Notification that Government purchase cards are accepted up to the micro-purchase threshold:

Innovative Technology Partnerships will accept Government purchase cards at or below the micro-purchase threshold.

9b) Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:

Innovative Technology Partnerships does accept Government purchase cards above the micro-purchase threshold.

10) Foreign items (list items by country of origin):

None.

11a) Time of delivery:

Time of delivery will be as specified in individual delivery orders.

11b) Expedited Delivery:

Please contact ITP for availability.

11c) Overnight and 2-day delivery:

Not applicable.

11d) Urgent Requirements:

Agencies may contact the Contractor's representatives for faster delivery options.

Point of Contact: Tom James Email: xjames@itpnm.com

12) F.O.B. point(s):

F.O.B. Destination 48 contiguous states, or as specified in individual delivery orders.



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13a) Ordering address(es):

Innovative Technology Partnerships
4604 Columbine Avenue NE
Albuquerque New Mexico 87113-2236

13b) Ordering procedures:

For delivery orders under \$2,500, agencies can order services simply by placing an order directly with ITP. For delivery orders over \$2,500, agencies use the following simplified procedure for placing an order:

Step 1:

Customer prepares the Performance-Based Statement of Work (SOW) that addresses work to be accomplished, deliverables, period of performance, and other applicable requirements;

Step 2:

Customer issues a Request for Quotes (RFQ) to three approved GSA MOBIS vendors. The vendors submit their proposals, or a “no bid” response to the customer’s contracting organization;

Step 3:

Customer conducts a review and selects the best value contractor, and;

Step 4:

Customer places a delivery order directly with the selected contractor.

The entire procurement process can be completed in as little as a few days (a link to a tutorial on the process for your procurement personnel is located on the home Website, [GSA Advantage](#), as well as a news release describing the new e-Buy RFQ tool launched in August, 2002).

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage



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(<http://www.gsa.gov/portal/category/100611>).

If you have any questions or interest in utilizing this simplified procurement mechanism that is suitable for any sized project, please contact Tom James (505 796-0996), xjames@itpnm.com, to discuss your needs.

If desired, GSA Regional Offices are available to assist the agency during the procurement process under a fee-for-service arrangement, but GSA is not required to be involved in any of the steps outlined above.

[Link to Terms and Conditions](#)

14) Payment Address(es):

Innovative Technology Partnerships
4604 Columbine Avenue NE
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15) Warranty provision:

Innovative Technology Partnerships, LLC warrants that all services and deliverables provided under this Schedule will satisfy the requirements of the contracts or task orders issued.

16) Export packing charges, if applicable:

Not Applicable

17) Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

See 9a and 9b.

18) Terms and conditions of rental, maintenance, and repair (if applicable):

Not Applicable



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19) Terms and conditions of installation (if applicable):

Not Applicable

20) Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):

Not Applicable

20a) Terms and conditions for any other services (if applicable):

Not Applicable

21) List of service and distribution points (if applicable):

Not Applicable

22) List of participating dealers (if applicable):

Not Applicable

23) Preventive maintenance (if applicable):

Not Applicable

24a) Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:

Not Applicable

24b) 508 Compliance:

Items in this pricelist may subject to Section 508 compliance. The EIT standards can be found at: www.Section508.gov/.



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25) Data Universal Number System (DUNS) number: 100017073

26) Notification regarding registration in Central Contractor Registration (CCR)/System for Award Management (SAM) database:

ITP is registered and updated in SAM, Cage Code 1PGK9.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS Schedule and all services provided.



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COMPANY OVERVIEW

Innovative Technology Partnerships, LLC (ITP) was formed as a New Mexico company in November of 1997 to assist business, education, healthcare and government organizations to prepare for the uncertainties of the 21st century. ITP is a veteran-owned, small business registered under several NA ICS categories.

ITP provides consulting, management, engineering and technical support services in national security missions to the Department of Energy (DOE), National Nuclear Security Administration (NNSA), the National Laboratories and their Management and Operating (M&O) contractors associated with the nation's Nuclear Security Enterprise; as well as to other federal agencies and public/private sector organizations.

Results, Value, Innovation

ITP provides world-class performance improvement and organizational learning processes that will assist an organization in today's rapidly changing environment and global economy. Our integrated solutions focus on results, promote innovation, and maximize the value of helping people do their jobs.

ITP's philosophy incorporates a commitment to excel with experienced professionals that provide unparalleled customer services. Whether the project calls for innovative design, operational best practices, program level assessments, sophisticated technology programs, or ongoing support, you can expect a result distinguished by its quality and innovation.

ITP provides solutions to assist organizations as they navigate organizational change and the resulting performance and learning needs of individuals. Solutions are offered through our many services that are tailored to meet the specific needs of your organization.

Combined, the four partners at ITP have over 100 years of experience in the Department of Energy contractor community, and over 80 years of experience in Safeguards and Security, Transportation Safeguards, Inspection, Evaluation, Survey and Assessments, Emergency Management and Training. ITP's 80 employees and over 30 team members, additional part-



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time and adjunct personnel, and numerous business partners offer hundreds of years of management and technical experience in a wide range of government business operations that can be drawn upon to assist during periods of stress and significant change.

ITP NAICS Codes Supported

NAICS	Description
517919	All Other Telecommunications
541330	Engineering Services and Related Support
541512	Computer Systems Design Services
541513	Computer Facilities Management Services
541519	Other Computer Related Services
541611	Administrative Management and General Management Consulting Services
541612	Human Resources Consulting Services
541614	Process, Physical Distribution, and Logistics Consulting Services
541618	Other Management Consulting Services
541690	Other Scientific and Consulting Services
541712	Research and Development in the Physical, Engineering, and Life Sciences
541990	All Other Professional, Scientific and Technical Services
561210	Facilities Support Services
561612	Security Guards and Patrol Services
561990	All Other Support Services
611430	Professional and Management Development Training
611692	Automobile Driving Schools
611710	Educational Support Services
813920	Professional Organizations

1 Attachment – [ITP GSA PSS Contract Overview](#)

2 Attachment – [Extended SIN Descriptions](#)

3 Attachment – [Labor Categories](#)

4 Attachment – [Labor Category and Price List](#)

5 Attachment – [SCA Labor Category Matrix](#)

[Link to Terms and Conditions](#)



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1 - ITP GSA PSS CONTRACT OVERVIEW

On September 30, 2002, the GSA Federal Supply Service awarded Innovative Technology Partnerships, LLC (ITP) a five-year Federal Supply Schedule for Mission Oriented Business Integrated Services (MOBIS) under contract number GS-10F-0495M. The contract was extended through September 30, 2012, the first of three, five-year extension options. The second option was awarded in June of 2012 and extended the GSA MOBIS contract through September 29, 2017. The remaining five-year option left on the contract was awarded on September 20, 2017 and will take it through September 29, 2022, with an additional six month extension available, if exercised by GSA through March 29, 2023 (clause 52.217-8 *OPTION TO EXTEND SERVICES (NOV 1999)*).

In February of 2013, SIN 874-3, *Survey Services* was combined into 874-1, *Integrated Consulting Services*, and on March 27, 2013, ITP was awarded an additional SIN, 874-4, *Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships*. In this same timeframe, the title of SIN 874-7 was renamed to *Integrated Business Program Support Services* so that customers can acquire services to not only manage a business program or project, but to provide operational support services relating to that program/project.

In October 2015 GSA consolidated several schedules, resulting in ITP's MOBIS Schedule being renamed as a Professional Services Schedule.

In December of 2016 ITP received approval to add additional SINS associated with the former LOGWORLD Schedule into its PSS, as identified in this catalog.

ITP's official price list and labor categories are located at the: [GSA Advantage web site](#). Select "Services" in the drop-down box on the right side of the page, then enter "Innovative Technology Partnerships" or contract number "GS10F0495M" in the search box. Click "Go".

The GSA PSS Schedule is a streamlined procurement vehicle available to federal agencies and other government organizations for obtaining services from pre-qualified vendors. GSA has completed the federally mandated contracting requirements — competition, pricing, small business and other contracting evaluations — normally required by federal regulations prior to obtaining services.



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ATTACHMENT 2 - EXTENDED SIN DESCRIPTIONS

FCS Group	SIN	Description	Applicable NAICS Codes (June 2016)	Size Standards (June 2016)
874	874-1	<p>Integrated Consulting Services: provides expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:</p> <ul style="list-style-type: none"> • Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services • Facilitation and related decision support services • Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting; and stakeholder briefings • Advisory and assistance services in accordance with FAR 37.203 	541611	\$15M
874	874-4	<p>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.</p> <ul style="list-style-type: none"> • Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of 	611430 611519 611699 611710 611310 611512 611513 611692 624310 611410 519130 611691	\$11M \$15M \$11M \$15M \$27.5M \$25.5M \$7M \$7.5M \$11M \$7.5M 1,000 Employees \$7.5M



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FCS Group	SIN	Description	Applicable NAICS Codes (June 2016)	Size Standards (June 2016)
		<p>material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.). Support materials not included may be offered under SIN 100 03.</p> <ul style="list-style-type: none"> Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistants, Technical Specialists, etc.), subject matter(s), systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN 874-8. Functional industry-specific training covered under other schedules will not be accomplished under this SIN. A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject 		



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FCS Group	SIN	Description	Applicable NAICS Codes (June 2016)	Size Standards (June 2016)
		matter(s), and methodology(ies) to be used		
874	874-7	Integrated Business Program Support Services: assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include: <ul style="list-style-type: none"> All phases of program or project management, from planning to closeout Operational/administrative business support services in order to carry out program objectives 	541611	\$15M
874 V	874 501	Supply and Value Chain Management: Services that include all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal. Examples of the type of services that may be performed under this SIN include: Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and support maintenance procedures and technical manuals; configuration data management and related documentation; expansion and	541614	\$15M



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FCS Group	SIN	Description	Applicable NAICS Codes (June 2016)	Size Standards (June 2016)
		consolidation studies, field problem analysis and recommendation of corrective actions and system modernization; Needs assessment/system assessment; Inventory/asset/vendor management; Inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots; Fulfillment systems and operations; platform management; Information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving and storage (excluding household goods); packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (Non-radioactive only); warehouse and location management systems; recycling program management of warehousing materials; preservation and protection of specialized inventory or documents; maintenance, repair and overhaul (MRO) support and/or support process management; aircraft repair and maintenance; ship repair and maintenance; property disposal management; logistics strategic planning services; logistics systems engineering services; logistics program management services and support; Unique Identification (UID)/Radio Frequency Identification (RFID) services; Program and project management; acquisition and life cycle management; spares modeling; supply chain integration planning; global integrated supply chain		



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FCS Group	SIN	Description	Applicable NAICS Codes (June 2016)	Size Standards (June 2016)
		solutions planning and implementation. (note: acquisition functions cannot be procured as stand-alone services).		
874 V	874 503	Distribution and Transportation Logistics Services: Distribution and Transportation Logistics Services - Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline. Typical tasks include moving and storage (excluding household goods), location modeling, transportation system development and management, carrier management and routing, and facilitating customs processing. Commercial passenger airline services covered by the Airline City Pair Program are excluded.	541614	\$15M
874 V	874 504	Deployment Logistics: Deployment Logistics - Typical tasks include contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, including project/asset/construction management, space planning and project integration/implementation, pre-positioning assets, facilitating customs processing/accountability; and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment.	541614	\$15M
874 V	874 505	Logistics Training Services - Training in system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of	541614	\$15M



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FCS Group	SIN	Description	Applicable NAICS Codes (June 2016)	Size Standards (June 2016)
		equipment and facilities supporting these activities.		
874 V	874 507	<p>Operations & Maintenance Logistics Management and Support Services - Planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs. Typical tasks include complete turnkey operations, maintenance and support services, base operations support (BOS), depot maintenance, preventative maintenance planning, fleet/property management and maintenance, mobile utility support equipment operation, maintenance and repair, strategic account/project management, integrated facility management and operations management support. Excluded from these services are construction, and the operation of computer centers (which is covered under the IT Schedule). Teaming with other GSA Schedule holders may be a viable method of acquisition, particularly considering satisfaction of small business goals (e.g., providing pest control, guard services, elevator maintenance, fire suppression support, beautification services, etc).</p> <p>NOTE: Offers must be awarded SINs 874-501, 874-503, and/or 874-504 in order to receive an award under SIN 874-507.</p>	*561210	\$38.5M; Note 12

NOTE 12. NAICS 561210 – Facilities Support Services: a) If one or more activities of Facilities Support Services as defined in paragraph (b) (below in this footnote) can be identified with a specific industry and that industry accounts for 50% or more of the value of an entire procurement, then the proper classification of the procurement is that of the specific industry, not Facilities Support Services. b) "Facilities Support Services" requires the performance of three or more separate activities in the areas of services or specialty trade contractors industries. If services are performed, these service activities must each be in a separate NAICS industry. If the procurement requires the use of



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specialty trade contractors (plumbing, painting, plastering, carpentry, etc.), all such specialty trade contractors activities are considered a single activity and classified as "Building and Property Specialty Trade Services." Since "Building and Property Specialty Trade Services" is only one activity, two additional activities of separate NAICS industries are required for a procurement to be classified as "Facilities Support Services."

NOTE13. NAICS code 238990 – Building and Property Specialty Trade Services: If a procurement requires the use of multiple specialty trade contractors (i.e., plumbing, painting, plastering, carpentry, etc.), and no specialty trade accounts for 50% or more of the value of the procurement, all such specialty trade contractors activities are considered a single activity and classified as Building and Property Specialty Trade Services.

ATTACHMENT 3 - LABOR CATEGORIES

Labor Category	Description
Subject Matter Expert "V"	PhD degree and 20 or more years of specific experience directly related to the area of their expertise.
Subject Matter Expert "IV"	Master's Degree and 18 or more years of specific experience directly related to the area of their expertise.
Subject Matter Expert "III"	Master's Degree and 15 or more years of specific experience directly related to the area of their expertise.
Subject Matter Expert "II"	Bachelor's Degree and 12 or more years of specific experience directly related to the area of their expertise.
Subject Matter Expert "I"	Bachelor's Degree and 10 or more years of specific experience directly related to the area of their expertise.
Senior Program Manager	Schedules and allocates work. Provides advice, guidance and training to subordinates and recommends / determines personnel actions for contractor staff. Skilled project manager with demonstrated experience managing project cost and schedule. Responsible for program planning execution and performance. Bachelor's Degree and 15 years of work experience to include a 2-year formal assignment in a managerial or supervisory capacity.
Principal Partner	Bachelor's Degree and 15 or more years of senior management experience in Fortune 500 companies and government contracting.
General Partner	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting.
Senior Staff Consultant	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting.
Program Manger	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting.
Staff Consultant	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting.
Project Manager	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting.



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Labor Category	Description
Senior Analyst	Bachelor's Degree and 10 or more years of experience in Fortune 500 companies and government contracting.
Network Engineering Consultant	Bachelor's Degree and 10 or more years of experience in design development and implementation of LAN/WAN network communications.
Analyst IV	Expert in analyzing issues. Familiar with a variety of analytical tools and conducts risk analyses, root cause analyses, functional analyses and other analytical processes IAW customer standards. Assists in developing criteria to measure effectiveness of solutions. Bachelor's Degree and 10 years of experience in Fortune 500 companies and government contracting; BS/BA.
Analyst III	Bachelor's Degree and 7 or more years of experience in Fortune 500 companies and government contracting.
Analyst II	Associate's Degree and 5 years of experience in Fortune 500 companies and government contracting.
Analyst I	Associate's Degree and 3 years of experience in Fortune 500 companies and government contracting.
Field Service Engineer	Bachelor's Degree and 6-8 years of experience installing, troubleshooting, and maintaining products/equipment.
Senior Research Assistant	Bachelor's Degree and 5 years of experience in related business activities.
Research Assistant	H.S. Diploma, pursuing college degree; 3 years of experience in related business activities.
Senior Administrative Assistant	H.S. Diploma plus some advanced education; 10 years of business related experience.
Administrative Assistant	H.S. Diploma plus 5 years of business related experience.
Training Specialist III	Expert in designing training using a systematic, performance based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. MA Degree and 10 years of professional work experience.
Training Specialist II	Expert in designing training using a systematic, performance based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. Bachelor's Degree and 7+ years of professional work experience.
Training Specialist I	Expert in designing training using a systematic, performance based process. Works under direction of IPT lead. Conducts research and works with SMEs to translate concepts, technical materials and procedures into effective training. Bachelor's Degree and 5 years of professional work experience.
Data Manager	Responsible for duties related to effective implementation of Microsoft SharePoint, websites, databases, and Microsoft Project; as well as those duties related to SharePoint administration. Utilizes and modifies SharePoint web parts



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Labor Category	Description
	for processing and analyzing data. Performs SharePoint workflow design and implementation. Performs integration of Microsoft Project, Microsoft Excel and Microsoft SharePoint services. Designs and implements “out of the box” databases and SharePoint lists (including structure and relationships) to support effective business use of an Enterprise SharePoint Portal. Associate Degree plus 4 years of professional experience.
Graphic Designer	Expert in developing training materials and preparing illustrations to represent complex systems or concepts. Experience using commercial computer graphics and desktop publishing systems. Bachelor’s Degree with emphasis in graphic design plus 4 years’ experience.
Multimedia Specialist I	Develops and modifies web-based training courseware and applications. Utilizes Internet and WBT authoring software such as Flash, Articulate, SharePoint Designer or Claro. Fluent in ActionScript and/or HTML 5. Acts independently under general direction. Bachelor’s Degree and 2 years’ experience.
Information Architect	Develops strategies for data acquisitions, archive recovery, and implementation of a database. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access. Bachelor's Degree in a relevant field of study and 7+ years of professional work experience.
IT Specialist III	Designs, develops, troubleshoots, debugs, and implements software code (e.g., HTML, CGI, and JavaScript) for a component of the website. Designs, develops, troubleshoots, debugs, and implements software code (e.g., HTML, CGI, and JavaScript) for a component of the website. Bachelor’s Degree and 8 years of experience.
Program Lead	IPT lead and highly experienced in Instructional Technology. Acts independently under general direction. Provides leadership on complex projects. Defines and directs specification and tasks to be performed by team members, defines target dates of tasks and sub-tasks. Provides guidance and assistance in coordinating output and ensuring the adequacy of the end product. Analyzes training needs and prepares courses and related materials. Assists in developing criteria to measure effectiveness of classes. Master’s Degree and 7+ years of experience.
Senior Cyber Security Specialist	Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Applies know-how to government systems requiring specialized security features and procedures. Master's Degree in a relevant field of study and 8 years of professional work experience.
Exercise Design Specialist	Experience designing discussion and operational exercises (tabletop, drills, full-scale, etc.) that comply with HSEEP guidelines. Experience as lead evaluator/controller. Experience as facilitator for tabletop exercises. Ability to serve as



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	technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience instructing the principles of exercise design, development, delivery, and evaluation. Experience incorporating strategic planning into exercise development. Bachelor's Degree in a relevant field of study and 5+ years of professional work experience.
Senior Training Analyst	Expert in analyzing human performance and performance issues. Analyzes job tasks, desired skills, knowledge and abilities to determine required competencies. Acts independently under general direction of the IPT Lead. SABA Human Performance Technologist (HPT) certified or equivalent. Master's Degree and 10 years of professional work experience.
Training Analyst Specialist	Expert in analyzing performance issues. Conducts job/task analyses, functional analyses and other analytical processes IAW DOE standards. Assists in developing criteria to measure effectiveness of classes and other solutions. Bachelor's Degree plus 5+ years of professional work experience.
Training Director	Schedules and allocates work. Provides advice, guidance and training to subordinates and recommends / determines personnel actions for contractor staff. Skilled instructional technologist capable of performing ISD functions. Responsible for program planning execution and performance. Master's degree and 5+ years directly related work experience to include a 2-year formal assignment in a managerial or supervisory capacity in a training environment.
Instructor / SME I	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 8 years' experience in area of expertise and Bachelor's Degree.
Instructor / SME II	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. Bachelor's Degree and 10 years' experience in area of expertise.
RND Technical Specialist	Experience with the law enforcement RND mission. Ability to use equipment associated with the RND mission. Ability to work in small groups to validate task analysis data. Experience reviewing training materials and making recommendations. Bachelor's Degree and 7 years' experience in law enforcement or emergency response.
Instructor / SME III	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 12 years' experience in area of expertise and BS/BA Degree
Instructor / SME IV	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert



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Labor Category	Description
	knowledge of a specific area or function. Performs analyses and studies. 15 years' experience in area of expertise and Bachelor's Degree.
Instructor / SME V	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. 18 years' experience in area of expertise and MS/MA Degree.
Instructor / SME VI	Performs as a technical expert in a highly specialized functional area. Provides specific technical and/or functional instruction, reflecting detailed, expert knowledge of a specific area or function. Performs analyses and studies. PhD/JD and 20 years' experience in area of expertise.
ICS LE Specialist	Served as incident commander during a unified command incident. Experience instructing the principles and techniques of ICS. Experience working in small groups to design ICS training and exercises. Knowledge of HSEEP guidelines for exercise design. Ability to serve as technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience with strategic planning. Experience instructing FEMA ICS courses. Bachelor's Degree and 7 years of experience in law enforcement.
Crisis Communication Specialist	Ability to prepare and deliver statements to the media during a crisis event. Experience as lead negotiator. Skill to create and use message mapping. Experience working in small groups to produce training and exercises. Ability to serve as technical reviewer for training materials. Ability to make recommended revisions to existing training materials. Experience instructing crisis communication principles and techniques. Experience with strategic planning. Bachelor's Degree and 7 years' experience in crisis communication
Armorer I	Assists the Senior Armorer and Lead Armorer in the overall operation of the Armory and/or a mobile armory when deployed for training. Responsible for the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry and related equipment. 1. High school diploma or equivalent. 2. Minimum of 2 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms. 4. Ability to obtain licenses and certifications to operate commercial motor vehicles in the support of OST program requirements.
Armorer II	Responsible for the overall operation of an armory. Provides general maintenance and repair, issue and return, storage and security, and inventory of all weaponry, related equipment, and ammunition at the section armory. 1. High school diploma or equivalent. 2. Minimum of 4 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms.



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	4. Minimum of one-year supervisory experience. 5. Ability to obtain licenses and certifications to operate commercial motor vehicles in the support of OST program requirements.
Armorer III	Responsible for the overall daily operation of an Armory and/or a mobile armory when deployed for training with responsibility for the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry and related equipment. Directs the day-to-day activities of assigned personnel to include munitions specialists. Assumes the duties and responsibilities of the Senior Armorer when he is absent or deployed. 1. Academic high school diploma or G.E.D. 2. Minimum of 4 years Armorer experience. 3. Factory or military certification on appropriate firearms. 4. A minimum of one year of supervisory experience. 5. Ability to obtain and maintain appropriate DOE-NNSA certification as a DOE Armorer. 6. Ability to obtain a license and certification to operate vehicles up to Class III CDL with hazardous materials endorsement and any special equipment required to provide armory support to OST training and/or exercises.
Armory Coordinator	Responsible for the management, operation and security of the client sites, sections and mobile armory. Responsibility includes the management of all Armorers and the general maintenance and repair, issue and return, storage and security, and inventory of all weaponry, and related equipment. 1. Academic high school diploma or G.E.D. 2. Minimum of 6 years Armorer experience or Gunsmith degree. 3. Factory or military certification on appropriate firearms. 4. Minimum of 2 years of supervisory experience.
Driver	The primary function is to support the requirements of the client with the movement of trailers and equipment. The secondary function is to support the client mission through the safe and timely movement of equipment to designated destinations. Equipment movement might include new, existing and/or decommissioned tractors, trailers, vans, training equipment and critical mission transportation support needed to conduct and complete client contract requirements. Support may also include movement of hazardous materials requiring compliance with DOT regulations. 1. Academic high school diploma or G.E.D.; advanced education in specialized field(s); basic instructor's certificate desirable. 2. A minimum of 3 years of over-the-road 'accident-free' driving experience. 3. Must have current state CDL driver's license. 4. May require DOT HAZMAT endorsement.



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Fleet Coordinator	<p>Provide management of the client Non-Operations and Training vehicle fleet of GSA-owned vehicles. This includes tracking usage, performing monthly GSA on-line mileage report, coordinating maintenance/repairs/modifications to and replacement of vehicles, coordinating new vehicle requests, acting as primary point of contact for all GSA fleet matters.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years' on-the-job experience in a related vehicle management position. 3. A minimum of 3 years' supervisory experience. 4. Working knowledge of federal and client orders and regulations related to management of government vehicles.
Fleet Specialist	<p>Maintain the fleet of government vehicles assigned to client. Manage vehicle utilization and assignment and coordinate required maintenance. Operate all vehicles assigned to ensure delivery wherever required. Maintain accountability of all government vehicles.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years on-the-job experience in a related position. 3. Ability to obtain licenses and certifications to operate commercial motor vehicles in support of OST program requirements.
Fleet Specialist-Lead	<p>Provide for the development and implementation of the Fleet Management Program (FMP) in support of the client guidelines at the designated satellite training sites. Plans, coordinates, and manages all FMP support efforts and assures delivery of operational training vehicles and related services, leading to a quality operation that results in efficiency, high quality, and cost effectiveness. Activities will comply with applicable federal, state, and client policies and procedures and be performed in accordance with contractual agreements.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years' on-the-job experience in a logistics-related position. 3. A minimum of 2 years' supervisory experience. 4. Ability to obtain licenses and certifications to operate commercial motor vehicles and hazardous materials endorsement in support of OST program requirements.
Logistics Coordinator	<p>Manage and coordinate all logistics, shipping and receiving and property management activities at the client sites, including satellite training sites. Specifically, responsible to the Logistics Program Manager for directing, managing, implementing, establishing, and maintaining an efficient logistic support operations and equipment inventory to fully satisfy the daily logistics requirements, support of training programs and agent operational needs. Plan, develop, implement, oversee, and assure delivery of logistical support and related</p>



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Labor Category	Description
	<p>services to training events, both on and off site locations resulting in efficient, high quality, and cost effective support operation. Insure all activities comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. (AA degree preferred). 2. A minimum of 10 years' on-the-job experience in a logistics-related position. 3. A minimum of 4 years' supervisory experience. 4. Licensed and certified to operate motor vehicles, forklifts and other specialized equipment as required.
Logistics Program Manager	<p>Responsible and accountable for managing a comprehensive logistical support program for the client encompassing sites nationwide. Insure that logistical support is conducted in accordance with client Orders, SOPs and the Performance Work Statement (PWS). Provide supervision and direction to logistics staff personnel.</p> <ol style="list-style-type: none"> 1. Bachelor's degree in Management, Business or related field. 2. A minimum of 6 years of resource management experience. 3. A minimum of 3 years of property management experience. 4. A minimum of 10 years of experience managing people.
Logistics Lead	<p>Assist the Logistics Coordinator, with the delegated responsibilities for the development and implementation of Logistical Plans supporting the client training programs. Coordinates logistics support efforts and assures delivery of logistical support and related services, leading to a quality operation that results in efficiency, high quality, high morale, and cost effectiveness. Activities comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreement.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. (AA degree preferred). 2. A minimum of 5 years of on-the-job experience in a logistics-related position. 3. A minimum of 2 years of supervisory experience. 4. Licensed and certified to operate motor vehicles and any other specialized equipment required for supporting and maintaining the requirements of the client.
Logistics Specialist	<p>Assist the Logistics Property Coordinator in the development, and implementation of the Logistics and Acquisitions in support of training and logistics programs. Operate, plan, maintain, and coordinate acquisition efforts and assures delivery of bench stock items and related services, leading to a quality operation that results in efficiency, high quality, and cost effectiveness for identified programs and training activities. Activities will comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements.</p>



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	<ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 4 years of on-the-job experience in a logistics-related position. 3. Licensed and certified to operate motor vehicles and any other specialized equipment required for supporting and maintaining the requirements of the client.
Logistics-Carpenter	<p>Provide carpentry support for the construction of training aids. Identify tools, equipment and material needs as required. Assist the Logistics Lead with the development of corrective and preventive work plans.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years of on-the-job experience in all aspects of the carpentry trade or an equivalent combination of education and experience. 3. A valid state driver's license. 4. Knowledge of the methods, practices, materials and tools of the carpentry trade and of the hazards and safety precautions necessary in the carpentry trade.
Munitions Coordinator	<p>Responsible for the overall operation of the client Munitions Management Program (MMP) in coordination with Federal staff. Develop, operate, plan, coordinate, and maintain munitions and pyrotechnics support efforts that assure proper shipment, storage, accountability, receipt, delivery, and transportation of munitions (Hazard Classification 1.1, 1.2, 1.3, and 1.4) and other related services. Supervise Munitions Specialist(s).</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 7 years of on-the-job experience in a related position. 3. Two years of supervisory experience. 4. Ability to obtain and maintain a Class-A CDL license with a hazardous materials endorsement. 5. Ability to obtain licenses and certifications to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client's training program.
Munitions Specialist-Lead	<p>Assist the Munitions Coordinator in the operation of client Munitions Management Program (MMP). Oversee daily operations of Munitions activities. Schedule, direct and supervise specialists in the storage, inspection, shipping and transportation of munitions. Assist in the munitions operation and maintain assigned munitions and pyrotechnics support efforts that assure proper shipment, storage, accountability, receipt, delivery, and transportation of munitions (Hazard Classification 1.1, 1.2, 1.3, and 1.4) and other related services.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. A minimum of 5 years of on-the-job experience in a related position. 3. A minimum of 1 year of supervisory experience. 4. Ability to obtain and maintain a Class-A CDL license with a hazardous materials



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	<p>endorsement.</p> <p>5. Ability to obtain licenses and certifications to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client's training program.</p>
Property Coordinator	<p>Responsible for the management and operation of the client Property Management Program. Provide a full range of government property technical support, staff assistance, and audits.</p> <ol style="list-style-type: none"> 1. Bachelor's degree emphasizing business management or a minimum of 6 years of experience performing managerial-level property management and control. 2. A minimum of 3 years of supervisory experience. 3. Knowledge of and experience in the federal acquisition process with a thorough understanding of the FPMR, FAR, DEAR, DOE-PMR and ALPMI. 4. Ability to learn, understand and comply with the Federal Property Management.
Property Specialist	<p>Provide a full range of government property technical support and staff assistance, to include property management, and supply and equipment management. This position requires an understanding of the Federal Property Management Regulations (FPMR & FMR) and the DOE Property Management Regulations (DOE-PMR).</p> <ol style="list-style-type: none"> 1. An academic high school diploma or G.E.D. 2. A minimum of 4 years of experience performing government property or logistics functions. 3. Ability to learn, understand and comply with the Federal Property Management Regulations (FPMR), the DOE Property Management Regulations (DOE-PMR) and the client Personal Property Management Manual to control government property.
Shipping/Receiving Clerk	<p>Assist the Logistics Lead by performing the shipping & receiving function in support of client training programs. Operate, plan, coordinate, and follow all shipping & receiving processes. Document, and assure the proper shipment, receipt, and delivery of operational/training supplies and equipment is completed in a high quality and cost effective manner. Activities will comply with applicable federal, state, and client policies and procedures and are performed in accordance with contractual agreements with the federal Agency.</p> <ol style="list-style-type: none"> 1. An academic high school diploma or G.E.D. 2. A minimum of 2 years' on-the-job experience in a related position. 3. License and certification to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client training program.
Inventory Specialist	<p>Provide inventory control as required to assist the Logistics Section (LS) in support of the client at various locations, and other designated satellite training sites.</p>



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	<p>Performs inventory control support as assigned and derives his/her authority from the Logistics/Property Coordinator or his/her designee, the Property Coordinator, exercising this authority over specific support functions. The Property Coordinator provides direction through discussions, conferences or written directives outlining specific goals and objectives. The work involves minimal supervision with specific delegated responsibilities. Activities will comply with applicable federal, state, and client policies and procedures and be performed in accordance with contractual agreements with the federal Agency.</p> <ol style="list-style-type: none"> 1. An academic high school diploma or G.E.D. 2. A minimum of 3 years of on-the-job experience in a logistics-related position. 3. Ability to learn, understand and comply with the Federal Property Management Regulations (FPMR), the DOE Property Management Regulations (DOE-PMR) and the client Personal Property Management Manual to control client government property. 4. License and certification to operate motor vehicles and any specialized equipment required for supporting and maintaining the requirements of the client training program.
Project Planning Specialist	<p>Assist the client to develop, draft, coordinate and publish operational plans, deployment plans, security plans and execution plans for Joint Testing Exercises, and other specialized operations as assigned. Conduct inter-organization/agency liaison to plan, frame agreements, coordinate mutual support, etc. Prepare and coordinate any necessary Agreements and/or Memorandums.</p> <ol style="list-style-type: none"> 1. High school diploma (bachelor's degree preferred) in a relevant field. 2. Five years of experience in security operations, training and planning functions. 3. Knowledge of and experience in the development of government plans and procedures.
Business Systems Developer	<p>Assist the Budget Planning and Evaluation Division (BPED) with developing and maintaining project-related systems as well as providing financial oversight for Client programs and projects through reporting and analysis. Position involves significant interaction with Office Budget Representatives, Project Managers, contracts and finance personnel, senior technical personnel and other functional or support organizations. Assists in developing and providing guidance on the implementation of the following: Enterprise Project Structure (EPS) and related documents, Funds Management Tools (Checkbook, Primavera, etc.) Project/Budget/Procurement related documents (Project Plan, Project Change Form, etc.) and reports utilizing internal and external data sources. Assist with the generation of required projections and requirements data analysis.</p> <ol style="list-style-type: none"> 1. Associate's degree (Bachelor's degree preferred) in business, engineering or related disciplines; professional experience can be substituted for educational requirements.



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	2. Project Management Professional (PMP) education or certification preferred. 3. A minimum of 3 years of experience with project/program management, scheduling, cost control and quality management. 4. Strong knowledge of PCs and related MS programs, including MS Project, significant training and/or experience with Microsoft Access, Microsoft SQL Server, and Adobe LiveCycle Form Developer. 5. Ability to utilize Crystal Reports to develop and modify reports derived from various data sources and models. 6. Familiarity with JavaScript, T-SQL and other related programming languages with an emphasis on Object-Oriented Programming.
Financial Specialist	Support client personnel by using their financial system and retrieve electronic invoice(s), review corresponding contract(s) and modifications for correct invoicing information (check amounts, quantities, periods of performance, funds availability, etc.), log pending invoice(s) and forward invoice to appropriate approving authority with contract balance sheet. 1. Academic high school diploma or G.E.D. 2. Experience reading and understanding federal contracts and allocated funding and period of performance of contract line items (CLINs) and task orders (TOs). 3. Minimum of 3 years of office/clerical experience. 4. Working knowledge of PCs and related Microsoft programs to include an intermediate level of proficiency in Excel. 5. Ability to learn and understand the Federal Travel regulations(FTRs) and apply that knowledge to acceptable invoice costs.
ES&H Specialist, Senior	Responsible for the development and implementation of client ES&H Programs to ensure compliance with Federal, State and local laws. Conduct ES&H assessments in support of client mission objectives. Advise Coordinators, Managers/Leads and employees on ES&H programs and issues. Conduct ES&H training for all employees and ensure training is documented through standard procedures. 1. Bachelor's degree or equivalent emphasizing environmental health, hygiene or safety. 2. Formal education/training in ES&H program management at a university, with armed services or a federal agency. 3. Minimum of 2 years of experience in accident investigation and reporting. 4. Five years of experience in applied firearms/munitions safety, industrial safety, environmental protection, driving safety and industrial health programs. 5. Minimum of 2 years of supervisory experience.
ES&H Specialist	Assist the ES&H Coordinator in the development and implementation of client ES&H Programs to ensure compliance with Federal, State and local laws. Conduct ES&H assessments in support of client mission objectives. Assist the ES&H



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	<p>Coordinator in advising managers and employees on ES&H programs and issues. Conduct ES&H training for all employees.</p> <ol style="list-style-type: none"> 1. Bachelor's degree or equivalent emphasizing environmental health, hygiene or safety. 2. Formal education/training in ES&H program management at a university, with armed services or a federal agency. 3. Five years of experience in applied firearms/munitions safety, industrial safety, environmental protection, driving safety and industrial health programs.
Payroll/Travel Specialist	<p>Payroll data entry for the assigned federal and contractor staff, and or management. Provide back up support to Payroll Specialist as requested or required to insure all timelines are met. Perform clerical duties in preparing, maintaining and updating records and reports from data provided by the Unit Commanders.</p> <ol style="list-style-type: none"> 1. Academic high school diploma or G.E.D. 2. Minimum of 2 years of office/clerical experience. 3. Knowledge of Federal Travel Regulations (FTR) and time and attendance regulations, guidelines and processes.
Budget Assistant	<p>Support client budget execution activities, to include tracking, and reconciliation of funding requirements. Assists with the maintenance of budget related systems to include checkbooks and associated budget adjustments; a source to reconcile, ensure funds are appropriately allocated and tracked. Utilizes various software products to organize, present and integrate budget documentation. Software includes Excel, Access, Crystal Reports, PowerPoint and Word. Provides advice to program staff on format, content, processes, and strategies utilized to meet budget-related requirements and deliverables. Recommends or adapts process improvements. Works with Budget Execution Staff, Project Managers, other support staff to resolve discrepancies, ensuring that changes are appropriately reported to all interested parties and modifications are made to the financial management systems. Participates and assists in the preparation of program review documentation to include the evaluation of activities to ensure proper program integration, completeness and adequacy. Generates budget reports and supports client staff with reconciliation of various cost data.</p> <ol style="list-style-type: none"> 1. Associate's degree in business or related disciplines; professional experience can be substituted for educational requirements. 2. A minimum of 3 years of experience performing budget assistant functions. 3. Experience in generating written guidance on budget/financial-related processes and procedures. 4. A minimum of 2 years of experience with budget execution related duties. 5. Experience working in a team environment with varying skill and knowledge levels.



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Labor Category	Description
Technical Writer	<p>Assists the Executive Officer by serving as an expert consultant to the organizational staff on correspondence standards, goals and products. Recommends editorial changes and prepares a variety of written products including special projects, decision memoranda, letters, policies, procedures, manuals, forms, report templates and oral and/or PowerPoint presentations. Guides the revision of finished products to ensure quality, relevance and timeliness.</p> <ol style="list-style-type: none"> 1. Bachelor's degree from an accredited college in a field of study which provides knowledge and use of technical writing. 2. A minimum of two years of experience performing technical writing and editing functions. 3. Ability to learn and understand the company policies and procedures of editing, graphics, printing and distribution for reports, manuals, briefs, proposals, instruction books and related technical and administrative materials within the organization.

ATTACHMENT 4 - LABOR CATEGORY AND PRICE LIST

Amendment / Modification No. PS-0020 (December 22, 2016)

Rates Negotiated Annually

Note: When labor categories are common to all SINS, the lower price is offered with the exception of Senior Analyst as shown in the table below.

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
874-1, 874-4, 874-7	Subject Matter Expert V	\$313.72
874-1, 874-4, 874-7	Subject Matter Expert IV	\$226.41
874-1, 874-4, 874-7	Subject Matter Expert III	\$211.31
874-1, 874-4, 874-7	Subject Matter Expert II	\$196.23
874-1, 874-4, 874-7	Subject Matter Expert I	\$188.67
874-1, 874-4, 874-7	Senior Program Manager	\$168.40
874-1, 874-4, 874-7	Principal Partner	\$138.27
874-1, 874-4, 874-7	General Partner	\$138.27
874-1, 874-4, 874-7	Senior Staff Consultant	\$138.27



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SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
874-1, 874-4, 874-7	Program Manager	\$138.27
874-1, 874-4, 874-7	Staff Consultant	\$138.27
874-1, 874-4, 874-7	Project Manager	\$138.27
874-1, 874-4, 874-7	Senior Analyst	\$138.27
874-1, 874-7	Network Engineering Consultant	\$120.46
874-1, 874-7	Analyst IV	\$114.80
874-1	Analyst III	\$95.67
874-1	Analyst II	\$84.73
874-1	Field Service Engineer	\$83.89
874-1	Analyst I	\$73.36
874-1, 874-4	Technical Writer	\$59.63
874-1	Senior Research Assistant	\$61.80
874-1	Research Assistant	\$49.66
874-1	Senior Administrative Assistant	\$39.50
874-1	Administrative Assistant	\$33.85
874-4	Training Specialist III	\$52.08
874-4	Training Specialist II	\$44.65
874-4	Training Specialist I	\$38.33
874-4	Data Manager	\$30.68
874-4	Graphic Designer	\$33.46
874-4	Multimedia Specialist I	\$31.87
874-4	Information Architect	\$79.59
874-4	IT Specialist III	\$102.33
874-4	Program Lead	\$79.60
874-4	Senior Cyber Security Specialist	\$97.74
874-4	Exercise Design Specialist	\$58.29



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SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
874-4	Senior Training Analyst	\$96.65
874-4	Training Analyst Specialist	\$52.08
874-4	Training Director	\$103.24
874-4	Instructor/SME I	\$59.03
874-4	Instructor/SME II	\$68.23
874-4	RND Technical Specialist	\$170.55
874-4	Instructor/SME III	\$79.60
874-4	Instructor/SME IV	\$102.33
874-4	Instructor/SME V	\$141.07
874-4	Instructor/SME VI	\$154.26
874-4	ICS LE Specialist	\$123.27
874-4	Crisis Communication Specialist	\$125.08
874-501, 874-503, 874-504, 874-505, 874-507	Armorer I	\$39.07
874-501, 874-503, 874-504, 874-505, 874-507	Armorer II	\$40.41
874-501, 874-503, 874-504, 874-505, 874-507	Armorer III	\$45.31
874-501, 874-503, 874-504, 874-505, 874-507	Armory Coordinator	\$66.81
874-501, 874-503, 874-504, 874-505, 874-507	Driver	\$34.62
874-501, 874-503, 874-504, 874-505, 874-507	Fleet Coordinator	\$47.16
874-501, 874-503, 874-504, 874-505, 874-507	Fleet Specialist	\$33.73
874-501, 874-503, 874-504, 874-505, 874-507	Fleet Specialist Lead	\$39.52



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SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
874-501, 874-503, 874-504, 874-505, 874-507	Logistics Coordinator	\$51.70
874-501, 874-503, 874-504, 874-505, 874-507	Logistics Program Manager	\$75.04
874-501, 874-503, 874-504, 874-505, 874-507	Logistic Lead	\$34.71
874-501, 874-503, 874-504, 874-505, 874-507	Logistics Specialist	\$32.79
874-501, 874-503, 874-504, 874-505, 874-507	Logistics-Carpenter	\$28.99
874-501, 874-503, 874-504, 874-505, 874-507	Munitions Coordinator	\$52.03
874-501, 874-503, 874-504, 874-505, 874-507	Munition Specialist Lead	\$38.11
874-501, 874-503, 874-504, 874-505, 874-507	Property Coordinator	\$45.65
874-501, 874-503, 874-504, 874-506, 874-507	Property Specialist	\$38.17
874-501, 874-503, 874-504, 874-506, 874-507	Shipping/Receiving Clerk	\$22.95
874-501, 874-503, 874-504, 874-506, 874-507	Inventory Specialist	\$31.96
874-501, 874-503, 874-504, 874-505, 874-507	Project Planning Specialist	\$95.43
874-501, 874-503, 874-504, 874-505, 874-507	Business System developer	\$76.15
874-501, 874-503, 874-504, 874-505, 874-507	Financial Specialist	\$54.45
874-501, 874-503, 874-504, 874-505, 874-507	ES&H Specialist Sr.	\$60.72



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SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Labor Category Hourly Rate
874-501, 874-503, 874-504, 874-505, 874-507	ES&H Specialist	\$44.51
874-501, 874-503, 874-504, 874-505, 874-507	Payroll/Travel Specialist	\$30.79
874-501, 874-503, 874-504, 874-505, 874-507	Budget Assistant	\$36.21
<p>* Note: GSA includes federal prime contractors as commercial customers. ** Most Favored Federal Agency is sales directly to a Federal Agency as a prime contractor. If no sales exist to Federal Agencies for the offered services, write "N/A." *** Awarded rates do not include the New Mexico Gross Receipts tax. If a task order is subject to the New Mexico Gross Receipts tax it will be identified at the task order level as a separate line item.</p>		

ATTACHMENT 5 – SCA LABOR CATEGORY MATRIX

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Armorer I	23391 Gunsmith I	05-2362



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SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Armorer II	23392 Gunsmith II	05-2362
Armorer III	23393 Gunsmith III	05-2362
Fleet Specialist	21020 Fork Lift Operator	05-2362
Shipping / Receiving Clerk	21130 Ship/Rec. Clerk	05-2362
Logistic Specialist	21150 Stock Clerk	05-2362
Logistic Carpenter	23130 Carpenter	05-2362
Driver	31364 Driver Tractor Trailer	05-2362
Administrative Assistant	01020 Admin Assistant	05-2362
Research Assistant	01052 Data Entry II	05-2362
Senior Administrative Assistant	01263 Per. Assistant III	05-2362
Inventory Specialist	01410 Supply Tech	05-2362
Payroll / Travel Specialist	01013 Accounting Clerk III	05-2362
Budget Assistant	01012 Accounting Clerk II	05-2362