Innotion Enterprises Inc.

General Services **Administration**

Financial and Business Solutions (FABS)

Federal Supply Services
Authorized Federal Supply Schedule Price list

Contract No. GS-23F-0089V
Federal Supply Group: 520

Innotion Enterprises Incorporated
610 Professional Drive, Suite 215
Gaithersburg Maryland 20879
http://www.innotion.com
301 740 8998 (Office)
301 213 1234 (Mobile)
301 947 6408 (Fax)

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Financial and Business Solutions (FABS)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*, a menu driven database system. The INTERNET address for GSA *Advantage!* is: GSAAdvantage.gov.

FSC Group: **520**

Contract Number: **GS-23F-0089V**

Contract Period: **August 25 2009 through August 24, 2014 with three, five year option periods.**

Contractor Name**: Innotion Enterprises Incorporated**

Address: **610 Professional Drive, Suite 215, Gaithersburg Maryland 20879**

Phone Number: **Al Espinoza (301) 213 1234, CEO/OWNER**

Phone Number: **Michelle Chukrun (301) 740 8998, Business Development**

Fax Number: **301 947 6408**

Web site: **www.INNOTION.COM**

Contact for contract administration: **Al Espinoza**

E-mail: **Al_espinoza@innotion.com**

Business size: **small**

Date: **January 25 2010**

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs):

SIN	Description
520 1	Program Financial Advisor Services
520 2	Transaction Specialist
520 5	Loan Servicing and Asset Management

1b. **Price List and rates**: See page 8

1c. **labor category descriptions and qualifications**: see page 10

2. **Maximum order:** $1,000,000 per SIN

3. **Minimum order:** $300.00

4. **Geographic coverage (delivery area):** Domestic only, which includes 48 contiguous states, Alaska, Hawai, Puorto Rico, and Washington DC

5. Point(s) of production (city, county, and state or foreign country) : N/A

6. **Discount from list prices or statement of net price:** List rates shown. Discounts per individual order may be negotiated at the task order level.

7. **Quantity discounts:** The Government will receive dollar volume discounts of 1% for task orders between $500,000 and $1,000,000 and 1.5% for task orders above $1,000,000.

8. **Prompt payment terms:** Net: 30

9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Accepted

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

10. Foreign items: Not applicable.

11a. **Time of delivery:** Time of delivery is specified in negotiated delivery or task orders

11b. **Expedited delivery:** Items available for expedited delivery are noted in this price list.

11c. **Overnight and 2-day delivery**: overnight and 2-day delivery are not available

11d. **Urgent requirements:** Agencies can contact the contact for contract administration to obtain faster delivery- See contract clause I-FSS-14-B.

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

13a. **Ordering address(es):** 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).

14. **Payment address:** Innotion encourages all customers to remit funds electronically. Please direct electronic remittance to Innotion Enterprises in U.S dollars to the following address:

Name of Account: Innotion Enterprises
Address: 610 Professional Drive, Suite 215 Gaithersburg MD
Account No. 3990662045
ABA #: 054001725
TD BANK, Bank # 4
Bank Address: 19505 N Frederick Rd, Germantown MD 20876

Remittance by Check: Please direct customer remittance by check to the following address:

Innotion Enterprises Inc.
610 Professional Drive, Suite 215
Gaithersburg MD 20852

15. **Warranty provision**: Not applicable

16. **Export packing charges**: Not applicable.

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** None

18. **Terms and conditions of rental maintenance, and repair** – Not applicable.

19. **Terms and conditions of installation:** Not applicable.

20a. **Terms and conditions of repair parts:** Not applicable.

20b. **Terms and conditions for any other services:** Not applicable.

21. **List of service and distribution points**: Not applicable

22. **List of participating dealers:** Not applicable

23. **Preventative maintenance:** Not applicable.

24a. **Special attributes such as environmental attributes :(Contractor may indicate any environmental benefits incorporated into performance under the contract):** Not applicable

24b. **Section 508 compliance information:** is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found at www.Section508.gov/.

Innotion Enterprises has supported clients in the areas of electronic information technology (EIT) development and maintenance for a number of years. Our experience ranges over a spectrum of technologies. As a leading service provider of EIT products (software and hardware), Innotion Enterprises has the capabilities to address the accessibility requirements of Section 508 of the Rehabilitation Act through design of websites, training and associated data assets that meet the requirements of the Accessibility Standard.

25. **Data Universal Number System (DUNS) number:** 11-752-1331

26. **Notification regarding registration in Central Contractor Registration (CCR) database:**

Innotion Enterprises is registered, in central Contractor Registration (CCR). Registration valid **from: 04/24/2009 to: to: 04/24//2010 .**The valid to date can be found at www.ccr.gov

DESCRIPTION OF SERVICES

Innotion Enterprises Inc. is a small and disadvantaged company certified under the US Small Business Administration (SBA) 8(a) Program. The company has over ten (10) years of experience in providing REO asset management and marketing, asset management workflow systems as well as professional financial risk mitigation services to several Federal agencies. The company's unique strength lies in its ability to combine practical experience with all aspects of the REO management process with its proven ability to design business processes and support systems that streamline existing processes and leverage available resources for optimum efficiency. The company maintains a large staff of professional and technical personnel who have worked in support of HUD's Single Family Housing M&M Program, as well as other Federal agencies.

Innotion is a subcontractor to National Home Management Solutions (NHMS)for which it develops, implements and manages programs, policies and systems to support NHMS' prime contract to perform transaction services on over 5100 single family loans with an aggregate unpaid balance (UPS) exceeding $2 billion. The portfolios are located at banks/service centers in New Jersey, Florida and Ohio. Innotion designed and developed a web accessible system that supports NHMS' transaction analysis and advisory mission.

Innotion provides the Following Asset Management Services

Property Management – Single Family

- Prepare property maintenance plan
- Perform key/Lock management
- Initial Property Clean Outs
- Initial Property inspections
- Obtain Environment Assessments where required
- Identify necessary repairs to remediate any safety and hazard issues
- Coordinate/Manage Perform required Safety and Hazard repairs
- Issue work Orders as required
- Maintain Property Tax information
- Bi-monthly Property Condition Reports
- Bi-Weekly Lawn Cuts
- Snow Removal as required

Property Management – Vacant Land

- Verify address and legal description of subject vacant land
- Obtain Environment Assessments where required
- Issue work Orders as required
- Maintain Property Tax information
- Bi-Weekly Lawn Cuts
- Snow Removal as required

Property Management – Multi-Family

- Prepare property maintenance plan
- Perform key/Lock management
- Initial Property Clean Outs
- Initial Property inspections
- Obtain Environment Assessments where required
- Identify necessary repairs to remediate any safety and hazard issues
- Coordinate/Manage Perform required Safety and Hazard repairs
- Issue Work Orders as required
- Maintain Property Tax information
- Bi-monthly Property Condition Reports
- Bi-Weekly Lawn Cuts
- Snow Removal as required
- Collect Tenant Rents
- Manage Tenant Work requests
- Manage Tenant evictions
- Prepare Monthly Property Accounting Report

Property Management – Commercial Properties

- Prepare property maintenance plan
- Perform key/Lock management
- Initial Property Clean Outs
- Initial Property inspections
- Obtain Environment Assessments where required
- Identify necessary repairs to remediate any safety and hazard issues
- Coordinate/Manage Perform required Safety and Hazard repairs
- Issue work Orders as required
- Bi-monthly Property Condition Reports
- Bi-Weekly Lawn Cuts if required
- Parking Lot Snow Removal as required
- Collect Tenant Rents
- Manage Tenant Work requests
- Manage Tenant evictions
- Maintain Property Tax information
- Prepare Monthly Property Accounting Report
- Manage CAM fund if required
- Coordinate tenant build outs as required

Asset Management and Disposition

- Develop Marketing Plan
- Order Title Searches
- Coordinate/Manage Environmental assessments
- Manage outreach programs
- Perform special marketing efforts as required
- Conduct Open Houses

- Maintain Property Listing Website
- Coordinate/Manage MLS Broker Listings
- Obtain Broker Price Opinions every 180 days.
- Manage sales offer process
- Manage sales contract process
- Submit deed for recordation
- Forward closing packages to lender
- Forward Closing proceeds to client
- Prepare Post Closing Report

PRICE LIST

Table 1:

SINs 520-1 and 520-2 Labor Rates are for August 2009 thru August 2010		
Labor Category	**Unit of Issue**	**Rate**
Principal/Investigator	Hour	$194.00
Project Manager	Hour	$134.83
Task Manager	Hour	$113.49
Senior Business Analyst/ Financial Manager	Hour	$98.94
Business Analyst	Hour	$56.26
Senior Financial Analyst	Hour	$97.97
Junior Financial Analyst	Hour	$94.09
Technical Writer/Editor	Hour	$39.77
Administrative Support	Hour	$48.50

Table 2:

SIN 520 – 5 Property Management Services Rates are for August 2009 thru August 2010		
Service Name	Unit of issue	Rate
Property Management Single Family Unit	Month	$ 415.63
Property Management: Vacant Land	Month	$ 142.50
Property Management: Multifamily Unit	Percent of Potential Gross Income	6.65%
Property Management : Commercial Property	Percent of Potential Gross Income	9%

Table 3:

SIN 520 – 5 Property Management Services Rates are for August 2009 thru August 2010		
Service Name	Unit of issue	Rate
Asset Management and Disposition	Percent of Asset Face Value	3.3%

Economic Price Adjustment

- **None percentage labor rates** and **service fees** in table 1 and 2: in accordance with clause I-FSS-969,Economic Price Adjustments FSS Multiple Award Schedule (JAN 2002)(B)(2), for Year 2-5 and Years 6-20 (Option Period). The market indicator is the Bureau of Labor Statistics Economic Cost Index for the 12-month percent change in the Professional and Business Industry, table CIU201540A000000A (B,I).

- **Percentage fees** in table 2 and 3: In accordance with Clause I-FSS-969(c), Economic Price Adjustment FSS Multiple Award Schedule for unforeseeable changes in market conditions.

Labor Category Descriptions and Qualifications

Position : Principal/Investigator

A. Responsibilities:

Principal corporate contract for clients, with overall executive authority/responsibility for ensuring that all contract terms, conditions, and objectives are met. Formulates and executes business and technical strategies to meet multiple clients' contract requirements with products and services of the highest quality. Directs subordinate executives and project management officials in accomplishing the business and client objectives in their assigned contract, functional, and mission areas. Oversees the planning and development of advanced technical and professional processes and systems to meet the evolving requirements of financial management and asset management contracts. Ensures that adequate financial and staffing resources are made available to meet all contractual requirements and sustain Innotion's growth and development. In highly complex contract requirements, may function as the chief investigator in planning and executing strategies and work plans to meet clients' financial system requirements.

B. Qualifications:

Minimum of undergraduate degree in business related discipline (BA/BS) or equivalent (4+ years) experience in functionally related field. 7-10 years experience in a senior manager/project manager position.

Position: Project Manager (PM)

A. Responsibilities:

The PM will have full and complete authority to make programmatic decisions within the terms and conditions of the contract. Within those boundaries, the PM has the following responsibilities and authorities:

- Provides leadership and overall direction to project.
- Ensures project security and regulatory conformance.
- Ensures client satisfaction with work performed and compliance with contract requirements.
- Directs overall contract execution.
- Provides team resources and resolves technical, budget, schedule, and contract issues.
- Ensures that adequate, trained personnel are available.
- Establishes and maintains communication with Client and GSA officials.
- Provides technical direction.
- Ensures compliance with administrative and reporting requirements.
- Develops, installs and monitors project procedures and systems.
- Complete authority to execute project.
- Chief negotiator for contract modifications to scope and schedule.
- Signature authority for contract modifications.
- Issue project procedures, policies, and protocols.
- Commit Team resources to project requirements.
- Approve project policies, plans and procedures.
- Approve invoices before submittal to client.
- Negotiate subcontracts.
- Approve purchases

B. Qualifications.

At least Bachelor's Degree in business administration, finance, information technology; or economics, or a combination of 2 years college training and 4 years of experience as a senior manager for engagement that encompassed the functions covered by the applicable SIN statement of work.

Position: Task Manager

A. Position Responsibilities: Manages major assignments and provides guidance and direction for specific projects or sub-tasks. Interfaces with the client on a day-to-day basis. Develops work breakdown schedules (WBS) for major tasks or segments. Prepares staffing and budget requirements. Prepares project management schedules and critical path/decisions; enters into automated task management system; and stays abreast of performance. Directs completion of project specific tasks within estimated time frames and budget constraints. Assures that products and services conform to prescribed quality controls and productivity measures. Takes prompt and effective actions to correct performance deficiencies and/or budget/staffing anomalies. Manages day-to-day activities and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings.

B. Qualifications. At least Bachelor's Degree in business administration, finance, information technology; or economics, or a combination of 2 years college training and 4 years of experience as a manager for tasks that encompassed functions covered by the applicable contract statement of work.

Position: Senior Business Analyst/Financial Manager

A. Position Responsibilities: Provides in-depth analyses, and interacts with Program Managers and client financial officials on the financial status of programs and activities covered by contract tasks. Uses government and internal information systems to perform analyses of actual and projected program costs. Provides recommendations regarding the most effective pooling and structuring of portfolios being considered for sale by Government. Advises client management regarding risks and trade-offs and their relative impact on the client programs, business areas, and financial/programmatic objectives. Develops and provides custom ad hoc and recurring reporting regime to accurately reflect complex client financial environment.

Other Major Functions: Performs program administration functions including: (i) working with Contracting Officer and Contracting Officer Technical Representative (COTR)on contractual/funding issues; (ii) preparing documentation to meet client requirements and government audits; and (iii) recommending resolution of client policy and/or programmatic issues that may arise.

B. Qualifications. Undergraduate degree or equivalent in business administration, finance, information technology; or economics, or a combination of 2 years college training and 6 years of experience in areas of financial management and analysis; asset management and disposition; cost management; and cost estimating. Demonstrate high degree of oral and written communication skill. Ability to manage multiple tasks/assignments in an environment demanding comprehensive and advanced financial analyses.

Position: Business Analyst

A. Responsibilities:

- Develop, review, and advise on specialized government contracts.
- Recommend terms and conditions that mitigate government risk, while promoting task execution.
- Requires continuous communication and consulting with government contracting officers, auditors, legal staff, and program managers.
- May require interaction with business units, group managers, and senior program managers.

- Perform financial modeling, budgeting and accounting; and develop/provide guidance and direction for project financial analysis and/or asset management tasks.
- Provide guidance and supervision to subordinate analysts engaged in performing sub-tasks related to principal assignment.
- Support oral and written presentations to clients.

B. Qualifications. Undergraduate degree in Business Administration and 3 years of experience in discipline relevant to engagement SOW, or combination of 2 years of college with 6 years of relevant experience.

Position: Senior Financial Analyst

A. Responsibilities:

- Develops work plans, staffing/budget requirements to meet client/project requirements for significant program elements.
- Provide financial and program control support on large and complex contracts.
- Ensures compliance with prescribed Innotion and government procedures contract and programmatic guidelines and requirements.
- Establishes and defines program plan requirements and directs/performs thorough analyses to identify optimum courses of action.
- Develops financial controls, procedures, systems, and forecasting techniques to evaluate contract/program status and ensure compliance with government and client requirements.
- Monitors progress of program requirements. Monitors cost performance against plans to ensure cost effective completion of tasks.
- In association with project managers, prepares monthly financials to analyze budget vs. actual costs and forecasted vs. actual performance.
- Performs complex financial/administrative reporting for major contracts and/or programs. Prepares complex financial/administrative reports and distributes to clients and/or user organizations.
- Conducts complex financial analysis (variance analysis, risk analysis, profit/loss analysis, etc.).
- Establishes and sustains liaison with administrative and professional support organizations; subcontractors, vendors, and clients.
- Performs extensive and complex financial investigations as required.

B. Qualifications. Undergraduate degree in business administration and 3 years of experience in relevant discipline relevant or combination of 2 years of college with 6 years of relevant experience. Experience in working with cost and program controls in Federal contracting environment is desirable.

Position: Junior Financial Analyst

A. Responsibilities: Works under close or general supervision of senior financial analysts and/or project/task managers in performing following technical work:

- Prepare work plans, staffing/budget requirements for assigned task area.
- Perform financial and program control support.
- Comply applicable Innotion and government procedures and contract/programmatic guidelines and requirements.
- Performs financial and budget analyses as directed by supervisor to discern optimum courses of action.
- Works on development of financial controls, procedures, systems, and forecasting techniques to evaluate contract/program status and comply with government and client requirements.
- Collects and inputs into project management software data that reflects task progress and costs/staff hours incurred.

- Prepares monthly financials to be used in analyzing budget vs. actual costs and forecasted vs. actual performance.
- Prepares financial/administrative reporting for major contracts and/or programs.
- Performs variance analysis, risk analysis, profit/loss analysis, and similar financial analytical techniques.

B. Qualifications : Undergraduate degree in business administration in relevant discipline or combination of 2 years of college with 2 years of relevant experience.

Position: Technical Writer/Editor

A. Responsibilities: Works under general supervision of project or administrative manager in performing following types of work:

- Writes, rewrites and/or edits technical and administrative documents such as procedure manuals, user manuals, programming manuals, service manuals, operational specifications, and related publications to communicate clearly and effectively technical specifications and instructions audiences of varying degrees of technical knowledge and expertise. Material must be tailored to assure comprehension by target audiences.
- Interviews subject matter specialists and other knowledgeable individuals in developing written materials; these may include meeting with product developers, observing production methods; and referring to technical materials such as systems manuals, web sites, trade journals, IT/engineering/ financial publications and similar sources.
- Prepares and/or oversees development and production of graphic materials; and makes final selection of graphic materials (e.g., drawings, sketches, pictures, diagrams and charts). Assures materials are of highest quality.
- Interfaces with financial analysts/managers, IT systems engineers, and other technical personnel in the writing, editing, and publication of materials. Edits reports, publications, and correspondence prepared by all personnel assigned to project/task to ensure accuracy of grammar, content clarity, and format consistency.
- Assures conformance to Innotion document quality standards. Assures overall quality control and configuration management for all Innotion materials intended for internal or external distribution.

B. Qualifications: Undergraduate degree in English, Communications; associates degree with 2 years of relevant experience; or 4 years of relevant experience.

Position: Administrative Support

A. Responsibilities: Works under general supervision of project or administrative manager in performing following types of work:

- Provide direct administrative support to Project Manager, Senior Analyst, and/or Administrative unit to which assigned.
- Prepare/type documents, correspondence, other written materials developed within assigned unit, using standard English grammar and formatting. Spell check, and proofread material before presenting for final production and/or signature.
- Coordinate and prepare final calendar and scheduling for Project/Assigned Unit. Notify relevant personnel immediately of last minute calendar/schedule changes.
- Screen incoming telephone calls, take/communicate messages, and route calls to other offices/individuals as necessary.
- Coordinate and make all travel arrangements, including hotel, car service, rental cars, etc., Input information into automated calendars. Prepare and process travel claims/reports.
- Perform/assist administrative duties such as faxing, scanning, ordering supplies, arranging for/catering meetings, coordinating overnight shipments, creating and maintaining filing systems and managing workflow.

- Prepare and manage weekly timesheets.
- Use computer software such as Microsoft Word, Microsoft Excel, Project Manager, etc for entering and extracting data.
- Organize meetings at direction of supervisor.
- Distribute information/materials to unit personnel and/or client parties.

B. Qualifications

- High school diploma/GED.
- 2 years experience as administrative support at level comparable to Innotion requirement.
- Demonstrated proficiency in Microsoft Office software (Word, Excel, PowerPoint, Project Manager).