

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

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

Mission Oriented Business Integrated Services (MOBIS)

FSC Group, Part, and Section or Standard Industrial Group: 874 Class R499

Special Item Number 874-1/RC Integrated Consulting Services
Special Item Number 874-7/RC Integrated Business Program Support Services



**Innovative Management Concepts, Inc.
21400 Ridgetop Circle, Suite 210
Dulles, VA 20166
Telephone: 703-318-8044
Fax: 703-318-8740
www.imcva.com**

**Contract Number: GS-10F-0038R
Contract Period: October 20, 2004 - October 19, 2019**

Catalog effective through Modification #PO-0010 dated October 2, 2014

Business Size: Service Disabled Veteran-Owned Small Business

Sales:

Michael Metz
Tel: 703-318-8044 x210
Fax: 703-318-8740
Email: mmetz@imcva.com

Contract Administrator:

Rick Nichols
Tel: 703-318-8044 x 204
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For more information on ordering from Federal Supply Service Schedules, click on FSS Schedules at fss.gsa.gov

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Section I – Customer Information

1a. Table of awarded special item number(s) (SINs):

SIN 874-1/RC Integrated Consulting Services

SIN 874-7/RC Integrated Business Program Support Services

1b. Identification of lowest priced model: N/A

1c. Description of Labor Categories: See descriptions on page

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic coverage: Worldwide

5. Points of Production: N/A

6. Discount: Prices are net prices

7. Quantity discounts: None

8. Prompt Payment terms: 0% net 30 days

9a. Government purchase cards accepted at or below micro-purchase threshold: Yes

9b. Government purchase cards accepted above micro-purchase threshold: Yes

10. Foreign Items: None

11a. Time of delivery: 30 days ARO

11b. Expedited delivery: As negotiated with ordering office

11c. Overnight and 2-day delivery: As negotiated with ordering office

11d. Urgent Requirements: Contact company representative listed on cover page.

I-FSS-140-B URGENT REQUIREMENTS (JAN 1994) - When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

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

13a. Ordering Address:

Innovative Management Concepts, Inc.
21400 Ridgetop Circle, Suite 210
Dulles, VA 20166

13b. Ordering procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

Innovative Management Concepts, Inc.
21400 Ridgetop Circle, Suite 210
Dulles, VA 20166

15. Warranty provisions: Standard commercial warranty

16. Export packing charges: Not applicable

17. Terms and conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level): Applicable and determined on a case-by-case basis.

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

19. Terms and conditions of installation: Not applicable

20. Terms and conditions of repair parts: Not applicable

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

21. List of services and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Special attributes such as environmental attributes: Not applicable

24b. Section 508 Compliance: Not applicable

25. Data Universal Number System (DUNS) number: 605691807

26. Registration in Central Contract Registration (CCR) database: Innovative Management Concepts, Inc. maintains a current and valid registration in the SAM database.

Section II - Labor Category Descriptions

Substitutions and Equivalency Tables

Innovative Management Concepts, Inc. recognizes that successful performance depends on having personnel with the right skills and experience. These skills are acquired through a proper mix of education and professional experience. We have found that skills required to support today's problems and tomorrow's challenges are not always supported by the traditional formal education and work experience combination. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price.

Educational Equivalence:

*Bachelor's Degree	Associate's degree + 4 years relevant experience
Master's Degree	Bachelor's degree + 4 years relevant experience
Doctorate	Master's degree + 2 years relevant experience, or Bachelor's degree + 4 years relevant experience

*Only applies to Administrative III, Analyst I, Staff Action Officer I

Administrative 1

Administrative/technical work in management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs administrative /technical support as directed, with continual supervision. Applies skills and knowledge in data management, document control, computer support, project control, and related areas to individual and team efforts.

Minimum Education: High School degree Experience in Years: 1

Administrative 2

Administrative/technical work in management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs high quality project support. Will contact most levels of Government/client personnel. Handles confidential information. Maintains logs, records, archives and/or working files. Given minimum instruction and supervision, handles correspondence, prepares reports, arranges meetings and/or travel arrangements.

Minimum Education: High School degree Experience in Years: 3

Administrative 3

Administrative/technical work in management environment. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs high quality project support. Will contact most levels of Government/client personnel. Handles confidential information. Maintains logs, records, archives and/or working files. Given minimum instruction and supervision, handles correspondence, prepares reports, arranges meetings and/or travel arrangements. Performs quality assurance/quality control audits and develops quality assurance/quality control procedures.

Minimum Education: Bachelor's degree Experience in Years: 3

Analyst 1

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

Minimum Education: Bachelor's degree Experience in Years: 2

Analyst 2

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

Minimum Education: Bachelor's degree Experience in Years: 5

Analyst 3

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

Minimum Education: Bachelor's degree Experience in Years: 7

Analyst 4

Uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. Use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments.

Minimum Education: Master's degree Experience in Years: 8

Business Process Analyst 1

Applies process improvement and reengineering methodologies and principles to conduct

process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: Bachelor's degree Experience in Years: 2

Business Process Analyst 2

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: Bachelor's degree Experience in Years: 8

Business Process Analyst 3

Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Responsible for effective transitioning of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts.

Minimum Education: Master's degree Experience in Years: 8

Corporate Principal

Provide strategic leadership and consultancy with a strong emphasis on organizational design and effectiveness, talent management, leadership development, change management, diversity, performance management, workforce planning and compensation analysis. Develop, lead and leverage the team to ensure successful delivery of programs and initiatives across the organization. Partner and leverage synergies with the broader organization, with a specific focus on driving greater alignment with Development and the Functional Support Line organizations. Lead Global Reviews of all Programs and Initiatives.

Minimum Education: Master's degree Experience in Years: 15

Economist 1

Analyzes system-level issues of costs and outcomes in education and the labor force. Experience and training in economics or business including specific emphasis on development economics, institutional economics, cost-benefit analysis and extensive experience applying economic analysis in program and project design or evaluations in developing countries.

Minimum Education: Bachelor's degree Experience in Years: 2

Economist 2

Analyzes system-level issues of costs and outcomes in education and the labor force. Experience and training in economics or business including specific emphasis on development economics, institutional economics, cost-benefit analysis and extensive experience applying economic

analysis in program and project design or evaluations in developing countries.
Minimum Education: Bachelor's degree Experience in Years: 5

Economist 3

Analyzes system-level issues of costs and outcomes in education and the labor force. Experience and training in economics or business including specific emphasis on development economics, institutional economics, cost-benefit analysis and extensive experience applying economic analysis in program and project design or evaluations in developing countries.
Minimum Education: Master's degree Experience in Years: 10

Project Director

Experience in leading and providing technical direction of MOBIS projects. Demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing and managing MOBIS. Capability to manage multitask projects of high complexity. Provides primary interface with client management personnel regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads strategic level client meetings.
Minimum Education: Master's degree Experience in Years: 15

Project Manager 1

Provides project supervision and management for major program activities. Manages and directs technical project/program personnel to ensure objectives are met with top quality and levels of performance. Manages large projects involving multifunctional tasking and substantial complexity. Plans and supervises major system life cycle support tasks/functions including requirements definition, acquisition, integration, test and evaluation, fielding/installation, and disposition.
Minimum Education: Bachelor's degree Experience in Years: 10

Project Manager 2

Provides project supervision and management for major program activities. Manages and directs technical project/program personnel to ensure objectives are met with top quality and levels of performance. Manages large projects involving multifunctional tasking and substantial complexity. Plans and supervises major system life cycle support tasks/functions including requirements definition, acquisition, integration, test and evaluation, fielding/installation, and disposition.
Minimum Education: Master's degree Experience in Years: 10

Project Manager 3

Provides project supervision and management for major program activities. Manages and directs technical project/program personnel to ensure objectives are met with top quality and levels of performance. Manages large projects involving multifunctional tasking and substantial complexity. Plans and supervises major system life cycle support tasks/functions including requirements definition, acquisition, integration, test and evaluation, fielding/installation, and disposition.
Minimum Education: Master's degree Experience in Years: 15

Staff Action Officer 1

Responsible for applying business improvement and reengineering principles to organizational development and process modernization projects. Responsible for assisting in transitioning existing project teams and facilitating project teams in the accomplishment of project activities and objectives. Understand the fundamental drivers of business performance. Interpret data to discern problems, identify opportunities, understand issues, and predict trends translate data into powerful displays that facilitate others' understanding. Provide group facilitation, interviewing, training, surveys, and additional forms of knowledge transfer.

Minimum Education: Bachelor's degree Experience in Years: 4

Staff Action Officer 2

Responsible for applying business improvement and reengineering principles to organizational development and process modernization projects. Responsible for assisting in transitioning existing project teams and facilitating project teams in the accomplishment of project activities and objectives. Understand the fundamental drivers of business performance. Interpret data to discern problems, identify opportunities, understand issues, and predict trends translate data into powerful displays that facilitate others' understanding. Provide group facilitation, interviewing, training, surveys, and additional forms of knowledge transfer.

Minimum Education: Bachelor's degree Experience in Years: 6

Subject Matter Expert (SME) 1

Works under guidelines established by supervisor. Receives instructions on specific assignment objectives, features, possible solutions, etc. Work is reviewed for consistency and completeness. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Performs routine assignments associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, prepares draft inputs to program documentation as it relates to any of the support functions. Reviews final draft documents for conformity to requirements and completeness. Maintains management files. Tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings. Reports issues and problems. Performs other related duties as assigned.

Minimum Education: Bachelor's degree Experience in Years: 3

Subject Matter Expert (SME) 2

Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and

data information systems, and support or program management. Performs routine assignments on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions. Reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files. Tracks preparation and delivery status of required deliverables. Attends meetings, design reviews, working groups and briefings. Reports issues and problems. Recommends solutions. May direct the activities other personnel. Performs other related duties as assigned.
Minimum Education: Bachelor's degree Experience in Years: 5

Subject Matter Expert (SME) 3

Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.
Minimum Education: Master's degree Experience in Years: 6

Subject Matter Expert (SME) 4

Works independently under general guidelines or objectives. Possesses advanced technical and managerial skills; fully knowledgeable and experienced in all aspects of a program or functional area. Applicable functional areas include systems engineering, network engineering, acquisition management, business process reengineering, specialty engineering (e.g., communications, systems safety, quality assurance, test and evaluation, human factors, reliability and maintainability, systems security etc.), organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management. Manages a single systems acquisition program/project or major functional area. Fully knowledgeable of all aspects of the program or programs under his/her management. Establishes objectives and requirements. Develops budgets. Develops program/project standards and schedules. Monitors outside resources. Has experience or extensive knowledge with the processes and procedures relative to the functional area. Coordinates, reviews and supervises work of assigned staff. Reviews/oversees the preparation of all related documentation. Conducts program reviews, meetings, etc. Performs other related duties as assigned.
Minimum Education: Master's degree Experience in Years: 10

Section III – GSA Rates

SIN(s)	Labor Category	GSA Price w/IFF)
874-1/RC, 874-7/RC	Administrative 1*	\$40.40
874-1/RC, 874-7/RC	Administrative 2*	\$50.26
874-1/RC, 874-7/RC	Administrative 3*	\$59.03
874-1/RC, 874-7/RC	Analyst 1	\$74.63
874-1/RC, 874-7/RC	Analyst 2	\$108.23
874-1/RC, 874-7/RC	Analyst 3	\$117.32
874-1/RC, 874-7/RC	Analyst 4	\$146.19
874-1/RC, 874-7/RC	Business Process Analyst 1	\$80.93
874-1/RC, 874-7/RC	Business Process Analyst 2	\$106.36
874-1/RC, 874-7/RC	Business Process Analyst 3	\$122.39
874-1/RC, 874-7/RC	Corporate Principal	\$275.83
874-1/RC, 874-7/RC	Economist 1	\$84.34
874-1/RC, 874-7/RC	Economist 2	\$105.42
874-1/RC, 874-7/RC	Economist 3	\$121.42
874-1/RC, 874-7/RC	Project Director	\$199.98
874-1/RC, 874-7/RC	Project Manager 1	\$84.80
874-1/RC, 874-7/RC	Project Manager 2	\$121.42
874-1/RC, 874-7/RC	Project Manager 3	\$149.82
874-1/RC, 874-7/RC	Staff Action Officer 1	\$61.39
874-1/RC, 874-7/RC	Staff Action Officer 2	\$96.19
874-1/RC, 874-7/RC	Subject Matter Expert (SME) 1	\$84.40
874-1/RC, 874-7/RC	Subject Matter Expert (SME) 2	\$119.77
874-1/RC, 874-7/RC	Subject Matter Expert (SME) 3	\$137.45
874-1/RC, 874-7/RC	Subject Matter Expert (SME) 4	\$172.87

***SCA Eligible Categories**

Section IV – SCA Matrix

Service Contract Act (SCA)

The adjacent table reflects those skill categories that may be subject to the Service Contract Act (SCA). IMC keeps a constant watch on the exempt status of all of our employees. All pricing has been based upon the positions being exempt. If there are any positions and personnel who should be covered by the SCA, appropriate action will be accomplished to insure that all aspects of the SCA are met.

SCA MATRIX		
SCA Eligible Labor Category	SCA Equivalent Code - Title	Wage Determination Number
Administrative 3	30463 - Technical Writer III	WD 05-2103 Rev 13
Administrative 2	30462 - Technical Writer II	WD 05-2103 Rev 13
Administrative 1	30461 - Technical Writer I	WD 05-2103 Rev 13

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the 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.