



simplicity



***MISSION ORIENTED BUSINESS INTEGRATED
SERVICES (MOBIS)
FSC GROUP 87
CONTRACT NUMBER: GS-10F-0045L***

POINT OF CONTACT: Ms. Pamela R. Holmes, Senior VP
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TOLL FREE: 1-800-INNOLOG (466-6564)

Period Covered by Contract: 01 November 2010 through 31 October 2015

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**



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**Period Covered by Contract: 01 November 2010 through 31 October 2015
Pricelist current through Modification #FX51, dated January 23, 2008**

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!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.fss.gsa.gov/> .

Table of Contents

Information for Ordering Offices

Small Business Participation	3
1.A Table of Awarded Special Item Numbers for GSA MOBIS Schedule	3
1.B Pricing Tables	5
SIN 874-1, -2, -3, and -7 – INNOLOG Field (Customer Site), 11/1/10 through 10/31/15	5
SIN 874-1, -2, -3, and -7 – INNOLOG In House (INNOLOG Site) 11/01/10 through 10/31/15	6
1.C Service Contract Act (SCA) Labor Category Matrix	7
1.D Job Descriptions, Duties and Qualifications	8
2.0 Maximum Order	14
3.0 Minimum Requirements	14
4.0 Geographical Scope of Contract	14
5.0 INNOLOG’s Points of Production	14
6.0 Discount Terms	14
7.0 Quantity Discounts	14
8.0 Prompt Payment Terms	14
9A. Government Purchase Cards Below the Micro-purchase Threshold	14
9B. Government Purchase Cards Above Micro-purchase Threshold	14
10.0 Foreign Items	14
11A. Time of Delivery	15
11B. Expedited Delivery	15
11C. Overnight and 2-Day Delivery	15
11D. Urgent Requirements	15
12.0 F.O.B. Point(s)	15
13.0 Ordering Addresses	15
14.0 Payment Address	15
15.0 Warranty Provision	16
16.0 Export Packing Charges	16
17.0 Terms and Conditions: Government Purchase Card Acceptance	16
18.0 Terms and Conditions: Rental, Maintenance, and Repair (If Applicable)	16
19.0 Terms and Conditions: Installation (If Applicable)	16

INNOLOG GSA MOBIS SCHEDULE

20.0	Terms and Conditions: Repair Parts Indicating Date of Parts Pricelists& Any Discounts List Prices (If Applicable)	16
20A.	Terms and Conditions for Any Other Services (If Applicable)	16
21.0	List of Service and Distribution Points (If Applicable)	16
22.0	Participating Dealers (If Applicable)	16
23.0	Preventive Maintenance (If Applicable)	16
24.0	Year 2000 (Y2K) Warranty	17
25.0	Environmental Attributes	17
26.0	DUNS Number	17
27.0	Central Contractor Registration	17
28.0	Liability for Injury or Damage	17
29.0	Blanket Purchase Agreements (BPAs)	17
30.0	Contractor Team Arrangements	18
31.0	Ordering Procedures for Services Priced on GSA Schedules at Hourly Rates	20
32.0	Procedures for Fixed Prices on GSA Schedules	22
33.0	Special Provisions for Task Orders	22
34.0	GSA Contracting Officer's and Ordering Agency's Contracting Officer's Authority	22
35.0	Purchase of Incidental, Non-Schedule Items	22
36.0	Best Value Blanket Purchase Agreement For Federal Supply Schedules	23
37.0	USA Commitment to Promote SB Participation Procurement Programs	25

CUSTOMER INFORMATION

Small Business Participation.

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

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM on-line shopping service (www.fss.gsa.gov).

The catalogs/pricelists, GSA Advantage!TM and the Federal Supply Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals.

It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination. For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1.A. AWARDED SPECIAL ITEM NUMBERS

SIN 874-1: CONSULTING SERVICES

INNOLOG shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

- strategic, business and action planning
- systems alignment
- cycle time
- high performance work
- leadership systems
- performance measures and indicators
- process and productivity improvement
- organizational assessments
- program audits, and evaluations

SIN 874-2: FACILITATION SERVICES

INNOLOG shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in:

- the use of problem solving techniques
- resolving disputes, disagreements, and divergent views
- providing a draft for the permanent record
- defining and refining the agenda
- logistical meeting/conference support when performing technical facilitation
- recording discussion content and focusing decision-making
- debriefing and overall meeting planning
- convening and leading large and small group briefings and discussions
- preparing draft and final reports for dissemination



SIN 874-3: SURVEY SERVICES

INNOLOG shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. INNOLOG shall assist with, and/or perform all phases of the survey process to include, but not limited to:

- planning survey design
 - defining and refining the agenda
 - determining proper survey data collection methodology
 - sampling; survey development
 - survey database administration
 - administering surveys using various types of data collection methods
 - pretest/pilot surveying
 - assessing reliability and validity of data
 - analyses of quantitative and qualitative survey data
- Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions

SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

INNOLOG shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

- program management
- program integration (team leader)
- program oversight
- project management

1.B Pricing Tables: INNOLOG FIELD (CUSTOMER/GOVERNMENT-PROVIDED) WORK LOCATION

Special Item Numbers: 874-1 Consulting Services, 874-2 Facilitation Services, 874-3 Survey Services, and 874-7 Program Integration and Project Management Services.		CONTRACT OPTION PERIOD					CONTRACT OPTION PERIOD				
		Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Item #	Labor Category	11/01/10 to 10/31/11	11/01/11 to 10/31/12	11/01/12 to 10/31/13	11/01/13 to 10/31/14	11/01/14 to 10/31/15	11/01/15 to 10/31/16	11/01/16 to 10/31/17	11/01/17 to 10/31/18	11/01/18 to 10/31/19	11/01/19 to 10/31/20
1	JR MANAGEMENT CONSULTANT LEVEL I	\$49.86	\$51.40	\$53.00	\$54.64	\$56.34	\$58.08	\$59.88	\$61.74	\$63.65	\$65.63
2	JR MANAGEMENT CONSULTANT LEVEL II	\$52.63	\$54.26	\$55.95	\$57.68	\$59.47	\$61.31	\$63.21	\$65.17	\$67.19	\$69.28
3	JR MANAGEMENT CONSULTANT LEVEL III	\$56.10	\$57.84	\$59.63	\$61.48	\$63.38	\$65.35	\$67.37	\$69.46	\$71.62	\$73.84
4	JR MANAGEMENT CONSULTANT LEVEL IV	\$63.01	\$64.97	\$66.98	\$69.06	\$71.20	\$73.41	\$75.68	\$78.03	\$80.45	\$82.94
5	JR MANAGEMENT CONSULTANT LEVEL V	\$69.91	\$72.08	\$74.31	\$76.62	\$78.99	\$81.44	\$83.97	\$86.57	\$89.25	\$92.02
6	JR MANAGEMENT CONSULTANT LEVEL VI	\$76.81	\$79.19	\$81.65	\$84.18	\$86.79	\$89.48	\$92.25	\$95.11	\$98.06	\$101.10
7	MANAGEMENT CONSULTANT, LEVEL I	\$83.72	\$86.31	\$88.99	\$91.75	\$94.59	\$97.52	\$100.55	\$103.66	\$106.88	\$110.19
8	MANAGEMENT CONSULTANT, LEVEL II	\$90.65	\$93.46	\$96.35	\$99.34	\$102.42	\$105.59	\$108.87	\$112.24	\$115.72	\$119.31
9	MANAGEMENT CONSULTANT, LEVEL III	\$97.54	\$100.57	\$103.68	\$106.90	\$110.21	\$113.63	\$117.15	\$120.78	\$124.53	\$128.39
10	MANAGEMENT CONSULTANT, LEVEL IV	\$104.45	\$107.69	\$111.03	\$114.47	\$118.02	\$121.68	\$125.45	\$129.34	\$133.35	\$137.48
11	MANAGEMENT CONSULTANT, LEVEL V	\$111.37	\$114.82	\$118.38	\$122.05	\$125.83	\$129.73	\$133.76	\$137.90	\$142.18	\$146.59
12	MANAGEMENT CONSULTANT, LEVEL VI	\$118.28	\$121.94	\$125.72	\$129.62	\$133.64	\$137.78	\$142.05	\$146.46	\$151.00	\$155.68
13	SR MANAGEMENT CONSULTANT, LEVEL I	\$125.20	\$129.09	\$133.09	\$137.21	\$141.47	\$145.85	\$150.37	\$155.04	\$159.84	\$164.80
14	SR MANAGEMENT CONSULTANT, LEVEL II	\$139.00	\$143.31	\$147.75	\$152.33	\$157.05	\$161.92	\$166.94	\$172.12	\$177.45	\$182.95
15	SR MANAGEMENT CONSULTANT, LEVEL III	\$145.91	\$150.43	\$155.09	\$159.90	\$164.86	\$169.97	\$175.24	\$180.67	\$186.27	\$192.05
16	SR MANAGEMENT CONSULTANT, LEVEL IV	\$152.83	\$157.56	\$162.45	\$167.48	\$172.67	\$178.03	\$183.55	\$189.24	\$195.10	\$201.15
17	SR MANAGEMENT CONSULTANT, LEVEL V	\$180.46	\$186.05	\$191.82	\$197.76	\$203.89	\$210.22	\$216.73	\$223.45	\$230.38	\$237.52
18	SR MANAGEMENT CONSULTANT, LEVEL VI	\$214.99	\$221.66	\$228.53	\$235.62	\$242.92	\$250.45	\$258.21	\$266.22	\$274.47	\$282.98
19	SUBJECT MATTER EXPERT, LEVEL I	\$81.44	\$83.96	\$86.57	\$89.25	\$92.02	\$94.87	\$97.81	\$100.84	\$103.97	\$107.19
20	SUBJECT MATTER EXPERT, LEVEL II	\$86.91	\$89.61	\$92.39	\$95.25	\$98.20	\$101.25	\$104.39	\$107.62	\$110.96	\$114.40
21	SUBJECT MATTER EXPERT, LEVEL III	\$97.93	\$100.97	\$104.10	\$107.33	\$110.66	\$114.09	\$117.62	\$121.27	\$125.03	\$128.90
22	SUBJECT MATTER EXPERT, LEVEL IV	\$114.38	\$117.92	\$121.58	\$125.35	\$129.24	\$133.24	\$137.37	\$141.63	\$146.02	\$150.55
23	SUBJECT MATTER EXPERT, LEVEL V	\$141.80	\$146.20	\$150.73	\$155.40	\$160.22	\$165.19	\$170.31	\$175.59	\$181.03	\$186.64
24	SUBJECT MATTER EXPERT, LEVEL VI	\$163.79	\$168.87	\$174.11	\$179.51	\$185.07	\$190.81	\$196.72	\$202.82	\$209.11	\$215.59
25	BUS PROCESS RE-ENG ANALYST, LEVEL I	\$53.87	\$55.54	\$57.26	\$59.04	\$60.87	\$62.75	\$64.70	\$66.70	\$68.77	\$70.90
26	BUS PROCESS RE-ENG ANALYST, LEVEL II	\$56.36	\$58.11	\$59.91	\$61.77	\$63.69	\$65.66	\$67.70	\$69.79	\$71.96	\$74.19
27	BUS PROCESS RE-ENG ANALYST, LEVEL III	\$71.96	\$74.19	\$76.49	\$78.87	\$81.31	\$83.83	\$86.43	\$89.11	\$91.87	\$94.72
28	BUS PROCESS RE-ENG ANALYST, LEVEL IV	\$90.67	\$93.48	\$96.37	\$99.36	\$102.44	\$105.62	\$108.89	\$112.27	\$115.75	\$119.34
29	BUS PROCESS RE-ENG ANALYST, LEVEL V	\$115.61	\$119.19	\$122.88	\$126.69	\$130.62	\$134.67	\$138.85	\$143.15	\$147.59	\$152.16
30	BUS PROCESS RE-ENG ANALYST, LEVEL VI	\$146.77	\$151.32	\$156.01	\$160.85	\$165.84	\$170.98	\$176.28	\$181.74	\$187.38	\$193.19
31	ADMINISTRATIVE SUPPORT, LEVEL I **	\$28.02	\$28.89	\$29.79	\$30.71	\$31.66	\$32.64	\$33.66	\$34.70	\$35.77	\$36.88
32	ADMINISTRATIVE SUPPORT, LEVEL II **	\$31.34	\$32.31	\$33.32	\$34.35	\$35.41	\$36.51	\$37.64	\$38.81	\$40.01	\$41.25
33	ADMINISTRATIVE SUPPORT, LEVEL III **	\$42.73	\$44.06	\$45.43	\$46.83	\$48.29	\$49.78	\$51.33	\$52.92	\$54.56	\$56.25
34	ADMINISTRATIVE SUPPORT, LEVEL IV **	\$45.94	\$47.37	\$48.83	\$50.35	\$51.91	\$53.52	\$55.18	\$56.89	\$58.65	\$60.47
35	ADMINISTRATIVE SUPPORT, LEVEL V **	\$49.13	\$50.65	\$52.22	\$53.84	\$55.51	\$57.23	\$59.00	\$60.83	\$62.72	\$64.66
36	ADMINISTRATIVE SUPPORT, LEVEL VI **	\$54.01	\$55.69	\$57.41	\$59.19	\$61.03	\$62.92	\$64.87	\$66.88	\$68.96	\$71.09

**DENOTES SCA LABOR CATEGORY (SEE SCA MATRIX ON PAGE 7)



1.B. PRICING TABLES: INNOLOG IN-HOUSE (INNOLOG-PROVIDED WORK LOCATION)

Special Item Numbers: 874-1 Consulting Services, 874-2 Facilitation Services, 874-3 Survey Services, and 874-7 Program Integration and Project Management Services.		CONTRACT OPTION PERIOD					CONTRACT OPTION PERIOD				
		Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
		11/01/10 to 10/31/11	11/01/11 to 10/31/12	11/01/12 to 10/31/13	11/01/13 to 10/31/14	11/01/14 to 10/31/15	11/01/15 to 10/31/16	11/01/16 to 10/31/17	11/01/17 to 10/31/18	11/01/18 to 10/31/19	11/01/19 to 10/31/20
Item #	Labor Category										
1	JR MANAGEMENT CONSULTANT LEVEL I	\$60.94	\$62.83	\$64.78	\$66.79	\$68.86	\$70.99	\$73.19	\$75.46	\$77.80	\$80.21
2	JR MANAGEMENT CONSULTANT LEVEL II	\$64.28	\$66.28	\$68.33	\$70.45	\$72.63	\$74.88	\$77.21	\$79.60	\$82.07	\$84.61
3	JR MANAGEMENT CONSULTANT LEVEL III	\$68.51	\$70.63	\$72.82	\$75.08	\$77.41	\$79.81	\$82.28	\$84.83	\$87.46	\$90.17
4	JR MANAGEMENT CONSULTANT LEVEL IV	\$76.95	\$79.34	\$81.80	\$84.33	\$86.95	\$89.64	\$92.42	\$95.29	\$98.24	\$101.29
5	JR MANAGEMENT CONSULTANT LEVEL V	\$85.39	\$88.03	\$90.76	\$93.58	\$96.48	\$99.47	\$102.55	\$105.73	\$109.01	\$112.39
6	JR MANAGEMENT CONSULTANT LEVEL VI	\$93.82	\$96.73	\$99.73	\$102.82	\$106.01	\$109.29	\$112.68	\$116.17	\$119.78	\$123.49
7	MANAGEMENT CONSULTANT, LEVEL I	\$102.29	\$105.46	\$108.73	\$112.10	\$115.57	\$119.15	\$122.85	\$126.66	\$130.58	\$134.63
8	MANAGEMENT CONSULTANT, LEVEL II	\$110.72	\$114.15	\$117.69	\$121.34	\$125.10	\$128.98	\$132.98	\$137.10	\$141.35	\$145.73
9	MANAGEMENT CONSULTANT, LEVEL III	\$119.13	\$122.83	\$126.63	\$130.56	\$134.61	\$138.78	\$143.08	\$147.52	\$152.09	\$156.80
10	MANAGEMENT CONSULTANT, LEVEL IV	\$127.59	\$131.54	\$135.62	\$139.82	\$144.16	\$148.63	\$153.23	\$157.98	\$162.88	\$167.93
11	MANAGEMENT CONSULTANT, LEVEL V	\$136.01	\$140.23	\$144.57	\$149.05	\$153.68	\$158.44	\$163.35	\$168.41	\$173.64	\$179.02
12	MANAGEMENT CONSULTANT, LEVEL VI	\$144.44	\$148.92	\$153.54	\$158.30	\$163.20	\$168.26	\$173.48	\$178.86	\$184.40	\$190.12
13	SR MANAGEMENT CONSULTANT, LEVEL I	\$152.90	\$157.64	\$162.52	\$167.56	\$172.76	\$178.11	\$183.63	\$189.33	\$195.20	\$201.25
14	SR MANAGEMENT CONSULTANT, LEVEL II	\$169.77	\$175.04	\$180.46	\$186.06	\$191.83	\$197.77	\$203.90	\$210.22	\$216.74	\$223.46
15	SR MANAGEMENT CONSULTANT, LEVEL III	\$178.22	\$183.74	\$189.44	\$195.31	\$201.37	\$207.61	\$214.05	\$220.68	\$227.52	\$234.57
16	SR MANAGEMENT CONSULTANT, LEVEL IV	\$186.65	\$192.44	\$198.40	\$204.55	\$210.90	\$217.43	\$224.17	\$231.12	\$238.29	\$245.68
17	SR MANAGEMENT CONSULTANT, LEVEL V	\$220.39	\$227.22	\$234.26	\$241.52	\$249.01	\$256.73	\$264.69	\$272.90	\$281.35	\$290.08
18	SR MANAGEMENT CONSULTANT, LEVEL VI	\$262.60	\$270.74	\$279.13	\$287.78	\$296.70	\$305.90	\$315.38	\$325.16	\$335.24	\$345.63
19	SUBJECT MATTER EXPERT, LEVEL I	\$99.49	\$102.58	\$105.76	\$109.03	\$112.41	\$115.90	\$119.49	\$123.20	\$127.02	\$130.95
20	SUBJECT MATTER EXPERT, LEVEL II	\$106.18	\$109.47	\$112.87	\$116.37	\$119.97	\$123.69	\$127.53	\$131.48	\$135.56	\$139.76
21	SUBJECT MATTER EXPERT, LEVEL III	\$119.61	\$123.31	\$127.14	\$131.08	\$135.14	\$139.33	\$143.65	\$148.10	\$152.69	\$157.43
22	SUBJECT MATTER EXPERT, LEVEL IV	\$139.69	\$144.02	\$148.49	\$153.09	\$157.83	\$162.73	\$167.77	\$172.97	\$178.33	\$183.86
23	SUBJECT MATTER EXPERT, LEVEL V	\$173.22	\$178.59	\$184.12	\$189.83	\$195.72	\$201.78	\$208.04	\$214.49	\$221.14	\$227.99
24	SUBJECT MATTER EXPERT, LEVEL VI	\$200.04	\$206.25	\$212.64	\$219.23	\$226.03	\$233.03	\$240.26	\$247.71	\$255.39	\$263.30
25	BUS PROCESS RE-ENG ANALYST, LEVEL I	\$65.81	\$67.85	\$69.95	\$72.12	\$74.36	\$76.66	\$79.04	\$81.49	\$84.01	\$86.62
26	BUS PROCESS RE-ENG ANALYST, LEVEL II	\$68.84	\$70.97	\$73.17	\$75.44	\$77.78	\$80.19	\$82.68	\$85.24	\$87.88	\$90.61
27	BUS PROCESS RE-ENG ANALYST, LEVEL III	\$87.89	\$90.62	\$93.43	\$96.32	\$99.31	\$102.39	\$105.56	\$108.83	\$112.21	\$115.69
28	BUS PROCESS RE-ENG ANALYST, LEVEL IV	\$110.75	\$114.18	\$117.72	\$121.37	\$125.13	\$129.01	\$133.01	\$137.14	\$141.39	\$145.77
29	BUS PROCESS RE-ENG ANALYST, LEVEL V	\$141.22	\$145.59	\$150.11	\$154.76	\$159.56	\$164.50	\$169.60	\$174.86	\$180.28	\$185.87
30	BUS PROCESS RE-ENG ANALYST, LEVEL VI	\$179.28	\$184.84	\$190.57	\$196.48	\$202.57	\$208.85	\$215.32	\$222.00	\$228.88	\$235.97
31	ADMINISTRATIVE SUPPORT, LEVEL I **	\$34.24	\$35.30	\$36.40	\$37.52	\$38.69	\$39.89	\$41.12	\$42.40	\$43.71	\$45.07
32	ADMINISTRATIVE SUPPORT, LEVEL II **	\$38.25	\$39.44	\$40.66	\$41.92	\$43.22	\$44.56	\$45.94	\$47.36	\$48.83	\$50.35
33	ADMINISTRATIVE SUPPORT, LEVEL III **	\$52.18	\$53.80	\$55.46	\$57.18	\$58.96	\$60.78	\$62.67	\$64.61	\$66.61	\$68.68
34	ADMINISTRATIVE SUPPORT, LEVEL IV **	\$56.10	\$57.84	\$59.63	\$61.48	\$63.38	\$65.35	\$67.37	\$69.46	\$71.62	\$73.84
35	ADMINISTRATIVE SUPPORT, LEVEL V **	\$59.99	\$61.85	\$63.77	\$65.75	\$67.79	\$69.89	\$72.05	\$74.29	\$76.59	\$78.97
36	ADMINISTRATIVE SUPPORT, LEVEL VI **	\$65.98	\$68.03	\$70.14	\$72.31	\$74.55	\$76.87	\$79.25	\$81.71	\$84.24	\$86.85

** DENOTES SCA LABOR CATEGORY (SEE MATRIX ON PAGE 7).

1.C. SERVICE CONTRACT ACT(SCA) LABOR CATEGORIES

SCA MATRIX		
SCA ELIGIBLE CONTRACT LABOR CATEGORY	SCA EQUIVALENT CODE - TITLE	WD NUMBER
Administrative Support, Level I	01312 - Secretary II	05-2103
Administrative Support, Level II	01312 - Secretary II	05-2103
Administrative Support, Level III	01313 - Secretary III	05-2103
Administrative Support, Level IV	01313 - Secretary III	05-2103
Administrative Support, Level V	01313 - Secretary III	05-2103
Administrative Support, Level VI	01313 - Secretary III	05-2103
<p>Prices for SCA labor categories meet or exceed those in Wage Determination No. 2005-2103, Revision 8, dated 05-26-09. The Service Contract Act is applicable to this contract and it includes SCA applicable 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 above. 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.</p>		

**1.D. JOB DESCRIPTIONS, DUTIES, AND QUALIFICATIONS
(SINS 874-1, 874-2, 874-3, 874-7)**

The following tables present the INNOLOG position descriptions. The positions include the professional positions and support positions for MOBIS services. The positions are presented with a General Summary and a narrative of the Principal Duties and Responsibilities. Following that, the positions are broken out by Job Title and the requisite education and years of general experience. If appropriate and noted with an asterisk (*), substitution of experience for education or education for experience is proposed. For each SIN, there are six (6) Types of MOBIS Personnel Categories that INNOLOG offers its customers: Jr. Management Consultant, Management Consultant, Sr. Management Consultant, Subject Matter Expert, Business Process Re-engineering Analyst, and Administrative Support.

<i>JUNIOR MANAGEMENT CONSULTANT</i>	
GENERAL SUMMARY	
<i>Under supervision, assist in defining and executing management activities within a project. The activities may consist of, but are not limited to, planning, providing expert advice to project teams, identification of analysis techniques and tools, and providing other MOBIS services as required.</i>	
PRINCIPAL DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Performs planning activities. 2. Identifies and integrates current analysis techniques and tools into project. 3. Supports project management consultants and senior management consultants in performing required tasks. 4. Analyzes and develops project documentation. 5. May perform other duties as assigned. 	
JOB TITLE/EDUCATION SPECIFICATIONS	
Level I	High School or G.E.D. and 5 yr of general experience.*
Level II	Bachelor Degree or equivalent and 0 yrs of general experience.*
Level III	Bachelor Degree or equivalent and 1 yr of general experience.*
Level IV	Bachelor Degree or equivalent and 2 yrs of general experience.*
Level V	Bachelor Degree or equivalent and 3 yrs of general experience.*
Level VI	Bachelor Degree or equivalent and 4 yrs of general experience.*
<p>*Six (6) yrs of general experience is considered equivalent to a Bachelor Degree. Four (4) yrs of general experience + BS/BA is equivalent to a Master Degree.</p>	

MANAGEMENT CONSULTANT

GENERAL SUMMARY

Under supervision, performs a variety of management tasks that are broad in nature and are concerned with the integration of teams/personnel, tools and techniques to provide MOBIS services to improve performance.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Plans and performs research and other assignments in conformance with overall project planning documents.
2. Responsible for management portions of a major project or a project of lesser complexity and importance than those normally assigned to a Senior Management Consultant.
3. Coordinates the activities of administrative support staff and junior management consultants assigned to specific projects.
4. May perform other duties as assigned.

JOB TITLE/EDUCATION SPECIFICATIONS

Level I	Bachelor Degree or equivalent and 5 yrs of general experience.*
Level II	Bachelor Degree or equivalent and 6 yrs of general experience.*
Level III	Bachelor Degree or equivalent and 7 yrs of general experience.*
Level IV	Bachelor Degree or equivalent and 8 yrs of general experience.*
Level V	Bachelor Degree or equivalent and 9 yrs of general experience.
Level VI	Bachelor Degree or equivalent and 10 yrs of general experience.*

*Six (6) yrs of general experience is considered equivalent to a Bachelor Degree.

Four (4) yrs of general experience + BS/BA is equivalent to a Master Degree.

SENIOR MANAGEMENT CONSULTANT

GENERAL SUMMARY

Performs a variety of management tasks, either independently or under supervision, that are broad in nature and are concerned with the fusion of teams/personnel, tools and techniques to provide MOBIS services to improve performance. Supervises team efforts through project completion.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Plans and performs management tasks and other assignments in conformance with project planning documents and customer specifications.
2. Supervises teams through project completion.
3. Responsible for major MOBIS projects of higher complexity and importance than those normally assigned to lower level management consultants.
4. Coordinates activities of Subject Matter Experts, Business Process Re-engineering Analysts, and Management Consultants assigned to specific projects.
5. May perform other duties as assigned.

JOB TITLE/EDUCATION SPECIFICATIONS

Level I	Bachelor Degree or equivalent and 11 to 12 yrs of general experience.*
Level II	Bachelor Degree or equivalent and 13 to 15 yrs of general experience.*
Level III	Master Degree or equivalent and 9 to 10 yrs of general experience.*
Level IV	Master Degree or equivalent and 11 to 14 yrs of general experience.*
Level V	Master Degree or equivalent and 15 to 19 yrs of general experience.*
Level VI	Master Degree or equivalent and 20 yrs of general experience.*

*Six (6) yrs of general experience is considered equivalent to a Bachelor Degree.

Four (4) yrs of general experience + BS/BA is equivalent to a Master Degree.

SUBJECT MATTER EXPERT

GENERAL SUMMARY

Subject Matters Experts provide technical expertise, functional expertise, or consultant expertise on advanced and state-of-the-art methods, theories, and techniques required in the investigation and solution of complex concepts, planning, design, and/or implementation problems.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. He or she is often the highest level of individual contributor and is normally widely recognized for achievements, technical expertise, and meritorious standing within his or her professional field.
2. Assesses user needs to determine technical and functional requirements.
3. Determines most appropriate implementation strategies and coordinates with project staff as appropriate.
4. May perform other duties as assigned.

JOB TITLE/EDUCATION SPECIFICATIONS

Level I	High School G.E.D. or equivalent and 10 yrs of general experience.*
Level II	Bachelor Degree or equivalent and 4 to 6 yrs of general experience.*
Level III	Bachelor Degree or equivalent and 7 to 9 yrs of general experience.*
Level IV	Bachelor Degree or equivalent and 10 to 15 yrs of general experience.*
Level V	Master Degree or equivalent and 11 to 14 yrs of general experience.*
Level VI	Master Degree or equivalent and 15 to 20 yrs of general experience.*

*Six (6) yrs of general experience is considered equivalent to a Bachelor Degree.

Four (4) yrs of general experience + BS/BA is equivalent to a Master Degree.

BUSINESS PROCESS RE-ENGINEERING ANALYST

GENERAL SUMMARY

Consults with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Defines, plans, and leads complex, enterprise-wide business reengineering engagements.
2. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning.
3. Manages team of client and management consultants on projects and applies business reengineering approaches and techniques, including strategic planning, business information planning, enterprise information requirements analysis, activity based costing, economic analysis, information technology architecture design, and change management to effect organizational change and improve organization performance.
4. Provides solution options and creates and manages plans for reengineering implementation as required.
5. May perform other duties as assigned.

JOB TITLE/EDUCATION SPECIFICATIONS

Level I	High School G.E.D. or equivalent and 5 yrs of general experience.*
Level II	Bachelor Degree or equivalent and 0 to 2 yrs of general experience.*
Level III	Bachelor Degree or equivalent and 3 to 5 yrs of general experience.*
Level IV	Bachelor Degree or equivalent and 6 to 9 yrs of general experience.*
Level V	Bachelor Degree or equivalent and 10 to 15 yrs of general experience.*
Level VI	Master Degree or equivalent and 11 yrs of general experience.*

*Six (6) yrs of general experience is considered equivalent to a Bachelor Degree.

Four (4) yrs of general experience + BS/BA is equivalent to a Master Degree.

ADMINISTRATIVE SUPPORT

GENERAL SUMMARY

Provide administrative-type support to technical and management-level personnel. This includes, but not limited to, documentation planning and support, project administration, general office support, word processing, spreadsheet development, executive secretarial support, human resource planning, event planning and administration, office relocation planning, mail services, records data input, etc.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Specializes in coordinating and planning office administration support.
2. Understands and provides documentation planning and support, project administration, general office support, executive secretarial support, human resource planning, event planning and administration, office relocation planning, etc required in changing office environments.
3. May perform other duties as assigned.

JOB TITLE/EDUCATION SPECIFICATIONS

Level I	High School or G.E.D. or equivalent degree program
Level II	High School Diploma 1 yr of general experience.*
Level III	High School Diploma 2 yrs of general experience.*
Level IV	High School Diploma 3 yrs of general experience.*
Level V	High School or G.E.D 4 yrs of general experience.*
Level VI	AA or equivalent and 5 yrs of general experience.*
Level VII	Bachelor Degree or equivalent and 0 yrs of general experience.*
Level VIII	Bachelor Degree or equivalent and 1 yrs of general experience.*
Level IX	Bachelor Degree or equivalent and 3 yrs of general experience.*
Level X	Bachelor Degree or equivalent and 5 yrs of general experience.*
Level XI	Bachelor Degree or equivalent and 7 yrs of general experience.*

*Six (6) yrs of general experience is considered equivalent to a Bachelor Degree.

Four (4) yrs of general experience + BS/BA is equivalent to a Master Degree.

2.0 MAXIMUM ORDER

The maximum dollar value per order is \$1,000,000 for Special Item Numbers 874-1, 874-2, 874-3, and 874-7 – Mission Oriented Business Integrated Services.

3.0 MINIMUM REQUIREMENTS

The minimum dollar value of orders to be issued is \$100.00.

4.0 GEOGRAPHIC SCOPE OF CONTRACT

The acceptable geographic scope of contract is the 48 contiguous states and the District of Columbia. Orders will be accepted for Alaska, Hawaii, and/or the Commonwealth of Puerto Rico.

5.0 INNOLOG'S POINT(S) OF PRODUCTION

Innovative Logistics Techniques, Inc. (INNOLOG) at the following address:
8300 Greensboro Drive, Suite 225, McLean, VA 22102

6.0 DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE

Prices shown are **NET Prices**; Basic Discounts have been deducted.

(a) *Quantity*: None Offered

(b) *Dollar Volume*: None Offered

(c) *Government Educational Institutions*: Same Discounts as all Government customers

(d) *Other*: Geographic discounts may be considered.

7.0 QUANTITY DISCOUNTS

None.

8.0 PROMPT PAYMENT TERMS

One-half percent (0.5%) 10 days from receipt of invoice. Net-30 days from receipt of invoice.

9A. GOVERNMENT PURCHASE CARD ACCEPTANCE

INNOLOG agrees to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders.

9B. GOVERNMENT PURCHASE CARDS ABOVE MICROPURCHASE

Government purchase cards will be acceptable for payment above the micro-purchase threshold under terms and conditions negotiated directly with the ordering agency.

10.0 FOREIGN ITEMS

None



11A. TIME OF DELIVERY

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBERS
874-1, 874-2, 874-3, 874-7

DELIVERY TIME (Days ARO)
As negotiated between contractor and ordering agency

11B. EXPEDITED DELIVERY

The following telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance: Voice: (703) 506-1555 or toll-free 1-800-INNOLOG. Fax: (703) 506-4559. In addition, agencies may use Email to pholmes@innolog.com for expedited response.

11C. OVERNIGHT AND 2-DAY DELIVERY

Standard commercial rates for overnight or two (2) day delivery will be charged.

11D. URGENT REQUIREMENTS

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 three (3) workdays after receipt. (Telephone 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.

12.0 F.O.B. POINT(S)

Terms are FOB Destination and INNOLOG shall be responsible for all mailing, delivery, and shipping charges for draft and final deliverables.

13.0 ORDERING ADDRESS

Innovative Logistics Techniques, Inc. (INNOLOG)
8300 Greensboro Drive, Suite 225, McLean, VA 22102
ATTN: Ms. Pamela R. Holmes, Senior VP
pholmes@innolog.com

14.0 PAYMENT ADDRESS

Innovative Logistics Techniques, Inc. (INNOLOG)
Attention: Accounts Payable
1751 Pinnacle Drive, Suite 600
McLean, VA 22102

INNOLOG concurs that should remittance (payment) address shown on an actual invoice differ from that shown above, the remittance address above or attached will govern. Payment of individual agency task orders through (EFT) payment methods is acceptable.

15.0 WARRANTY PROVISION

INNOLOG warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

16.0 EXPORT PACKING CHARGES

No export packing charges are included in this schedule.

17.0 TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Government purchase cards will be acceptable for payment above the micro-purchase threshold under terms and conditions negotiated directly with the ordering agency.

18.0 TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE)

Not applicable.

19.0 TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE)

Not applicable.

20.0 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.

21.0 LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE)

Not applicable.

22.0 LIST OF PARTICIPATING DEALERS (IF APPLICABLE)

Not applicable.

23.0 PREVENTIVE MAINTENANCE (IF APPLICABLE)

Not applicable.

24.0 YEAR 2000 (Y2K) WARRANTY I-FSS-550-B YEAR 2000 WARRANTY—COMMERCIAL SUPPLY ITEMS (JAN 1999): YES

25.0 ENVIRONMENTAL ATTRIBUTES

INNOLOG will comply with the environmental requirements of the individual task order's statement of work as negotiated with the ordering agency.

26.0 DUNS NUMBER

The Innovative Logistics Techniques, Inc. (INNOLOG) DUNS Number is 36-463-3446.

27.0 CENTRAL CONTRACTOR REGISTRATION (CCR)

INNOLOG is listed with the Central Contractor Registry.

28.0 LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

29.0 BLANKET PURCHASE AGREEMENT (BPA)

Federal Acquisition Regulation (FAR) 13.201(a) defines a Blanket Purchase Agreement (BPA) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows: "BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract." Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements.

These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders.

In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

Blanket Purchase Agreements (BPA's) can reduce costs and save time because individual purchase orders and invoices are not required for each procurement but can instead be documented on a consolidated basis. The Contractor agrees to enter into BPA's with ordering activities provided that: (a) The period of time covered by such agreements shall not exceed the period of the contract including option year period(s); (b) Orders placed under such agreements shall be issued in accordance with all applicable regulations and the terms and conditions of the contract; and (c) BPA's may be established to obtain the maximum discount (lowest net price) available in those schedule contracts containing volume or quantity discount arrangements.

30.0 CONTRACTOR TEAM ARRANGEMENTS

30A. CONTRACTOR TEAM ARRANGEMENTS AND FEDERAL SUPPLY SCHEDULES

In the spirit of the Federal Acquisition Streamlining Act, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve --

- ❖ Satisfy the customer (cost, quality and timeliness of delivery)
- ❖ Maximize use of commercial products and services
- ❖ Consider contractor's past performance
- ❖ Promoting competition
- ❖ Minimize administrative costs
- ❖ Conduct business with integrity, fairness and openness
- ❖ Fulfill public policy objectives

The Federal Supply Schedule program is a source that customers may use to achieve what the System has outlined for Acquisition Teams to follow.

Each member of the "Acquisition Team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers' needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award. Team Arrangements combined with the Federal Supply Schedule Program provide Federal customers a powerful commercial acquisition strategy.

30B. BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

- ❖ Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.
- ❖ These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA’s are permitted under all Federal Supply Schedule contracts.
- ❖ Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract.
- ❖ Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.
- ❖ Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- ❖ The customer identifies their requirements.
- ❖ Federal Supply Schedule contractors may individually meet the customers needs, or
- ❖ Federal Supply Schedule contracts may submit a Schedules “Team Solution” to meet the customer’s requirement.
- ❖ Customers make a best value selection.

31.0 ORDERING PROCEDURES FOR SERVICES

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates.

Procedures for services priced on GSA schedules at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall -----

1. Prepare a Request for Quotes:

- A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period performance, deliverable schedule, applicable standards, acceptable criteria and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested.

The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursements of travel costs at the rates provided in the Federal Travel of Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour orders.

- C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

2. Transmit the Request for Quotes to Contractors

- A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).
- B. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offers services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

3. Evaluate quotes and select the contractor to receive an order

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in

the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the service that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall -----

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

- A. **Single BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for services arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
- B. **Multiple BPAs:** When the ordering office determines multiple BPAs are needed To meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in 2.B above and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
 - a) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
4. The ordering office should give preference to small business concerns when two or more contractors can provide the service at the same firm-fixed price or ceiling price.
5. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
6. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor hour order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

32.0 PROCEDURES FOR FIXED PRICES ON GSA SCHEDULES

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

33.0 SPECIAL PROVISIONS FOR TASK ORDERS

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

34.0 GSA CONTRACTING OFFICER'S AND ORDERING AGENCY'S CONTRACTING OFFICER'S AUTHORITY.

Except as authorized herein, the GSA Contracting Officer is the only person authorized to make changes in the requirements of any resulting contract. In the event the Contractor makes any changes to the contract at the direction of any person other than the GSA Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

The GSA Contracting Officer and the Ordering Agency's Contracting Officer's (OACO) are the only individuals who can legally commit or obligate the Government to the expenditure of public funds for the contract. No cost chargeable to the proposed contract can be incurred before award of the contract or specific authorization from the GSA Contracting Officer.

35.0 PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS:

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

36.0 BEST VALUE BLANKET PURCHASE AGREEMENT FOR FEDERAL SUPPLY SCHEDULES

FEDERAL SUPPLY SCHEDULE
(INSERT CUSTOMER NAME)

In the spirit of the Federal Acquisition Streamlining Act (Agency) and Innovative Logistics Techniques, Inc. (INNOLOG) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-10F-0045L.

Federal Supply Schedule contract BPAs eliminates contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

AGENCY	DATE	CONTRACTOR	DATE
---------------	-------------	-------------------	-------------



**BPA NUMBER
(CUSTOMER NAME)**

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-10F-0045L, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
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_____	_____
-------	-------

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
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_____	_____
-------	-------

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
--------	------------------

_____	_____
-------	-------

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.



37.0 USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Innovative Logistics Techniques, Inc. (INNOLOG) provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact either of the below individuals, both of whom can be reached at the following address, telephone number, and fax number:

Innovative Logistics Techniques, Inc.
8300 Greensboro Drive, Suite 225
McLean, Virginia 22102
Telephone 703-506-1555
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