



inverness
TECHNOLOGIES

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 is available through **GSA Advantage!**[™], a menu-driven database system.

The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Schedule for:

Corporate Contract Multiple Award Schedule

Federal Supply Group: CORP

Contract Number: GS-00F-0009S

For more information on ordering Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Contract Period: June 9, 2006 to June 8, 2011

Business Size: Small, Veteran Owned, Service-Disabled Business

Contractor:

Inverness Technologies
5109 Leesburg Pike, Suite 203
Falls Church, VA 22041
Phone: (703) 820-0055
Fax: (703) 820-1070

www.invernesstechnologies.com

Corporate Information

Inverness Technologies, Inc., is a Service Disabled Veteran Owned Business specializing in program management, training, and consulting support for all your business needs. *Inverness* expertise is built on more than two decades experience with government clients, enabling us to deliver on our customer promise.....**doing IT right the first time!** Inverness has vast experience in establishing worldwide web functionality, document management systems, Hospital Information Systems (HIS), collaborative work environments, video teleconference systems, telephony systems as well as network security and operations. Our consulting arm experience includes technical assessments, HIPAA compliant assessments, strategic planning, change management support, return on investments, new functionalities or capabilities, business case analysis, and various presentations for executive leadership. Headquartered in the Skyline Towers complex of Falls Church, Virginia, *Inverness'* experts have nearly a century of cumulative experience assessing the appropriate applications of mature and emerging technologies to improve business decision making, to automate standardized and customized business processes, and to broaden the effective reach of complex organizations. We have the experience, the expertise, and the commitment to client service to deliver the highest return for your project investment.

We help government and private organizations develop comprehensive strategies for the efficient and effective management of information and technology. Through the combination of technology and proven methodologies, Inverness is committed to helping clients solve their biggest business challenges.

Brief Summary of Corporate Expertise:

Program Management

Our experienced and accomplished program management professionals have decades of experience helping clients manage a variety of projects ranging from small response tasks to major acquisition programs. Our management services include extensive tools and processes to help clients manage virtually every aspect of your programs and projects – delivering results on time and within budget. Inverness personnel have extensive knowledge about the unique requirements of the DoD acquisition process.

Accessible Technology

Inverness works with clients on their toughest technology issues. The Inverness Team has a proven track record of managing and supporting 24/7/365 computing and communications networks. Through innovative problems solving and the application of diverse experiences, we help organizations creatively address the special challenges of managing information technology in a variety of government settings. Our in-depth understanding of how to manage information systems, as well as our expertise in combining technology and business processes, empowers Inverness experts to effectively identify and implement solutions that help organizations reduce costs and improve efficiencies.

Training

Training is a core function of Inverness' skill set. With a back ground in education and experience teaching high school and college level courses the founder and President of Inverness, Pete Peters, understands the value of training. Every project has a training aspect associated with it; where it is teaching the use of a new tool or a specific software package, there needs to be a solid training plan and skilled personnel to provide the training. Our training experience includes the management of a \$50million worldwide program for the Military HealthCare System.

Evaluation/Studies/Analysis

Inverness employees have substantial experience in Business Process Reengineering, Modeling and Simulation, Strategic Plan Development and Implementation, Organizational Design, Program Evaluation and cost reduction and Policy and Procedure Development to name a few. Technical White papers, Trade-off studies and Market surveys are all available through Inverness. When it comes to managing business processes no one does it better!

Customer Information:

- 1a. **Table of Awarded Special Item Number(s) SIN's with appropriate cross-reference to page number(s):**

SIN C R499 *Sub SINS* 874-1 Consulting Services

**SIN C D301, C D302,
C D306, C D307,
C D308, and C D399** 132-51 Information Technology Professional Services

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit price based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:**

See Item 6 below.

2. **Maximum Order Limitation:** *\$1,000,000.00 for SINS C R499*
\$500,000 for SINS C D301, C D302, C D306, C D307, C D308, and C D399
3. **Minimum Order:** *\$100.00*
4. **Scope of Delivery:** *Domestic Delivery Only.*
5. **Point(s) of performance:** *Same as Company Address*
6. **Discount from list prices or statement of net price:** *Government net prices (discounts already deducted). See Attachment.*
7. **Quantity discounts:** *None*
8. **Prompt payment terms:** *Net 30 days*
- 9a. **Notification that Government purchase cards are accepted or not accepted up to the micro-purchase threshold:** *Yes*
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** *Will not accept over \$2,500*
10. **Foreign Items (list items by country of origin):** *None*
- 11a. **Time of Delivery:** *Specified on the Task Order*
- 11b. **Expedited Delivery:** *N/A*
- 11c. **Overnight and 2-day delivery:** *N/A*

- 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 Inverness for the purpose of obtaining accelerated delivery. Inverness will reply to the inquiry within 3 workdays after receipt. (Telephonic replies will be confirmed by Inverness in writing.) If Inverness offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame will be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.*
- 12. FOB Point(s):** *Destination*
- 13. Ordering Address(es):** *Same as Company Address*
- 14. Payment Address(es):** *Same as Company Address*
- 15. Warranty provision:** *Commercial Standard Warranty*
- 16. Export packaging Charges (if applicable):** *N/A*
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact Inverness*
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
- 19. Terms and conditions of installation (if applicable):** *N/A*
- 20. Terms and conditions of repair parts indicating the date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 21. List of service and distribution points (if applicable):** *N/A*
- 22. List of participating dealers (if applicable):** *N/A*
- 23. Preventive maintenance (if applicable):** *N/A*
- 24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *N/A*
- 24b. All Electronic and Information Technology (EIT) services are Section 508 compliant. For further information please see our web site at www.invernesstechnologies.com or the EIT standards at www.Section508.gov.**
- 25. Data Universal Numbering System (DUNS) Number:** *03-6349327*
- 26. Notification regarding registration in Central Contractor Registration (CCR) Database:**
Registered

Labor Categories for SINS C R499

Job Title: Subject Matter Expert

Minimum/General Experience: A minimum of ten (10) within the past fifteen (15) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include an expansive variety of expertise in the field of specialization.

Responsibilities: Recognized for strong expertise in a particular subject area. . Provides high-level analysis, program management and integration, documentation and implementation advice on complex studies that require specialized and/or unique skills or knowledge of the particular field. Prepares and delivers senior management presentations and briefings as required by the project. May serve as a task leader, responsible for providing work direction and guidance to other personnel and to ensure the quality and timeliness of the product or services delivered. Contributes exceptional insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.

Minimum Education: A Master's Degree in a related field or a Bachelor's Degree and 10 years experience, or combination of education and experience.

Job Title: Sr. Project Director

Minimum/General Experience: Minimum of 15 years of directly related and progressively responsible management experience in one or a combination of senior administrative, financial, technical or related field positions. Required to have extensive experience in developing, managing and delivering business services to government and private sector clients.

Responsibilities: Provide executive leadership and management expertise in project development, contract management, business development, budgeting and customer relations. Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Required to have strategic partnership with client to ensure client satisfaction and operational excellence. **Minimum Education:** Bachelor's degree in required. MS/MA degree preferred.

Job Title: Project Director

Minimum/General Experience: Minimum of fifteen (15) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and five (5) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Project Manager

Minimum/General Experience: Minimum of ten (10) years of experience in one or a combination of senior administrative, financial, or technical positions in which he/she had authority over at least one complex project and two (2) employees.

Responsibilities: Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment, and training plans. Establish strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's Degree is required. A Master's Degree may be substituted for three (3) years of experience.

Job Title: Sr. Analyst

Minimum/General Experience: Minimum of seven (7) years of experience in providing database and systems background management support.

Responsibilities: Provide technical management support for efficient information systems integration. Manage database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

Minimum Education: Bachelor's Degree is required.

Job Title: Analyst

Minimum/General Experience: Minimum of five (5) years of experience in providing database and systems background management support.

Responsibilities: Provide technical support for efficient information systems integration. Assist with database creation and maintenance, testing emerging technologies into existing system configurations and integrating all systems peripherals for efficient and trouble-free operation.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Sr. Associate

Minimum/General Experience: Minimum of seven (7) years of experience in analysis, evaluation and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Associate

Minimum/General Experience: Minimum of five (5) years of experience in analysis, evaluation, and writing of documents. Knowledge and experience with gathering of requirements, analysis of data, and preparation of reports.

Responsibilities: Responsible for providing support to team members.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Trainer/Facilitator

Minimum/General Experience: Minimum of 1 year experience of directly related and progressively more responsible experience in the delivery of training instruction and services.

Responsibilities: Provides training to clients using course material developed by the training support staff. Prepares material including handouts, completion certificates, and course critique forms. May assist the Senior Trainer in the conduct of formal classroom courses, workshops, and seminars, as needed. Familiar with standard concepts, practices, and procedures within field of study.

Minimum Education: Associate's degree or three years of equivalent experience. Bachelor's degree strongly preferred.

Job Title: Technical Assistant

Minimum/General Experience: Minimum of two (2) years experience in providing graphics and technical support.

Responsibilities: Provide technical support for various technical communication needs. Assist with Web site creation and maintenance. Also support graphic needs.

Minimum Education: Bachelor's Degree or equivalent experience is required.

Job Title: Project Coordinator

Minimum/General Experience: Minimum of three (3) years of experience as a team member in at least two projects providing services in various areas of specialization such as research, data management and analysis, quality assurance and staff support.

Responsibilities: Provide both general and specialized support as required. Duties include participation in research design and development, data management, organizing and maintaining database and overall project coordination. Generate and review publications, manuals and reports. Ensure that all deliverables meet delivery deadlines and specifications.

Minimum Education: Bachelor's Degree is preferred.

Job Title: Project Assistant

Minimum/General Experience: Minimum of two (2) years administrative support experience. Familiarity with various programs required for word processing, presentations and spreadsheets.

Responsibilities: Perform duties in all aspects of administration and public production. Provide assistance in text editing, graphics design, desktop publishing and printing management. Organize project files and develop a tracking system for all documents. Responsible for preparation of presentations and reports graphics.

Minimum Education: Bachelor's Degree is preferred.

Government Awarded Prices (Net prices)

Labor Rates (For SIN C R499):

Labor Category	Base Year 6/06-6/07	OY 1 6/07-6/09
Subject Matter Expert	N/A	\$175.16
Sr. Project Director	N/A	\$148.86
Project Director	\$120.62	\$120.62
Project Manager	\$108.26	\$108.26
Sr. Analyst	\$104.63	\$104.63
Analyst	\$92.32	\$92.32
Sr. Associate	\$77.03	\$77.03
Associate	\$65.08	\$65.08
Trainer/Facilitator	N/A	\$52.07
Technical Assistant	\$40.67	\$40.67
Project Coordinator	\$36.86	\$36.86
Project Assistant	\$33.62	\$33.62

Labor Categories for SINS C D301, C D302, C D306, C D307, C D308 and C D399

Job Title: Subject Matter Expert

Minimum/General Experience: A minimum of ten (10) within the past fifteen (15) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include an expansive variety of expertise in the field of specialization.

Responsibilities: Recognized for strong expertise in a particular IT subject area. Provides high-level program management, analysis and evaluation on particular IT subject area. Recommends system improvements, optimization, development and maintenance for areas such as networking, information systems, software development, risk management, and telecommunications. Prepares and delivers senior management presentations and briefings as required by the project. May serve as a task leader, responsible for providing work direction and guidance to other personnel and to ensure the quality and timeliness of the product or services delivered. Contributes unique insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.

Minimum Education: A Master's Degree in a related field or a Bachelor's Degree and 10 years experience, or combination of education and experience.

Job Title: Sr. Project Director

Minimum/General Experience: Minimum of 15 years of directly related and progressively responsible management experience in technical or related field positions.

Responsibilities: Provide executive leadership and management expertise in project development, contract management, business development, budgeting and customer relations. Manage project development, set project plans, communicate and report project status and establish performance goals, metrics and baselines. Accountable for effective implementation of project standards and procedures, quality control and timely delivery of all requirements. Responsible for managing project budget, allocating resources, project staff recruitment and training plans. Required to have strategic partnership with client to ensure client satisfaction and operational excellence.

Minimum Education: Bachelor's degree in required. MS/MA degree preferred.

Job Title: Project Director

Minimum/General Experience: Fifteen (15) years of experience supervising employees. Experience in communication, program management, and development.

Functional Responsibilities: Management of project development, sets project plans, communicates and reports project status and establishes performance goals, metrics, and baselines.

Minimum Education: Bachelor's Degree is required. A Master's Degree is preferred. Three (3) years of experience may be substituted for Master's Degree.

Job Title: Project Manager

Minimum/General Experience: Eight (8) years of experience in management support.

Functional Responsibilities: Responsible for recruiting, hiring, developing, planning, and staffing. Exercises the technical capabilities of the staff in developing solutions. Serves as liaison between client and project staff.

Minimum Education: Bachelor's Degree is required.

Job Title: Technical Manager

Minimum/General Experience: Seven (7) years of experience in managing technical contracts/projects.

Functional Responsibilities: Serves as a point-of-contact for all task order activities, manages work of contractor staff, and develops team objectives. Monitors the performance of supported systems and devices and provides recommendations for improvement or change. Provides insight and leadership.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Senior Technical Administrator

Minimum/General Experience: Five (5) years of experience analyzing systems background.

Functional Responsibilities: Supervises and provides guidance to task personnel. Responsible for analyzing and delivering application needs that match defined client specifications. Formulates systems scope and objectives, analyzes and evaluates existing and proposed systems.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Database Administrator

Minimum/General Experience:

Minimum of five years of experience in providing database support and management.

Functional Responsibility:

Administers organizations database, using database management system to organize and store data. Determines user requirements, sets up computer databases and tests and coordinates changes.

Minimum Education:

Bachelors Degree is preferred.

Job Title: Technical Administrator

Minimum/General Experience: Three (3) years of experience in two of the following areas: database development; desktop publishing; word processing, graphic, and spreadsheet packages in a microcomputer environment.

Functional Responsibilities: Participates in gathering, analyzing, and composing technical information.

Translates information in readable documents, edits function descriptions, system specifications, user manuals.

Participates in project research, validates and verifies procedural data, and tracks client change.

Minimum Education: Bachelor's degree in a relevant field or equivalent experience required.

Job Title: Technology Research Analyst

Minimum/General Experience:

Minimum of five years of experience using different research methods for decision making processes.

Functional Responsibility:

Responsibilities include studying and analyzing emerging trends in the information technology field and their ramifications to the organization. Educates staff on the use of new technology; ensures products and solutions are applied in a manner that maximizes their worth. Familiar with field's concepts, practices and procedures.

Minimum Education:

Bachelors Degree is preferred.

Job Title: Trainer/Facilitator

Minimum/General Experience: Minimum of 1 year experience of directly related and progressively more responsible experience in the delivery of training instruction and services.

Responsibilities:

Provides training to clients using course material developed by the training support staff. Prepares material including handouts, completion certificates, and course critique forms. May assist the Senior Trainer in the conduct of formal classroom courses, workshops, and seminars, as needed. Familiar with standard concepts, practices, and procedures within field of study.

Minimum Education: Associate's degree or three years of equivalent experience. Bachelor's degree strongly preferred.

Job Title: IT Specialist

Minimum/General Experience: Two (2) years of experience in computer systems analysis, user requirements analysis, and design and development of computer and communications projects.

Functional Responsibilities: Conducts user requirements, develops preliminary system design specifications, prototypes and models, and test plans. Resolves user problems, and analyzes existing system for improvements.

Minimum Education: Bachelor's Degree or relevant experience required.

Job Title: Technical Support

Minimum/General Experience: Entry Level or Experience providing Help Desk support and troubleshooting preferable.

Functional Responsibilities: Supports all areas of the technical staff.

Minimum Education: Associate's Degree or relevant experience preferable.

Government Awarded Prices (Net prices)

Labor Rates (For SINS C D301, C D302, C D306, C D307, C D308 and C D399):

Labor Category	Base Year 6/06-6/07	OY 1 6/07-6/09
Subject Matter Expert	N/A	\$175.16
Sr. Project Director	N/A	\$148.86
Project Director	\$120.62	\$120.62
Project Manager	\$108.26	\$108.26
Technical Manager	\$104.63	\$104.63
Sr. Technical Admin.	\$92.32	\$92.32
Database Administrator	N/A	\$78.49
Technical Admin.	\$75.20	\$75.20
Tech. Research Analyst	N/A	\$59.49
Trainer/Facilitator	N/A	\$52.07
IT Specialist	\$41.20	\$41.20
Technical Support	\$30.70	\$30.70