

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Pricelist

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

**MISSION ORIENTED BUSINESS INTEGRATION
SERVICES (MOBIS)**

FSC Group 874, Class R499, SIN 874-1 CONSULTING SERVICES

Contract Number: **GS-10F-0429R**

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

Period Covered by Contract: 8/12/05 to 8/11/10



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Pricelist Current through Modification #PS-0001, dated April 3, 2006

IAI is a large business

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CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS

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1b. Not Applicable.

1c. COMMERCIAL JOB TITLES

Commercial Job Title: Program Director

Minimum/General Experience: Eight years experience providing direction to a particular program and having significant expertise for a specified subject or subjects.

Functional Responsibility: Shall provide overall direction and leadership for a specific or multiple engagements in order to meet specific goals and objectives. Provides daily guidance to the staff for a particular or multiple engagements. Must have excellent verbal and writing skills. Provides senior management with various documentation for that specific engagement to include strategic plans, schedules, and logistics. Conducts meetings with the customer and works with the customer to enhance program objectives and long term planning. Plans and performs daily assignments of substantial variety and complexity. Applies subject matter specialized knowledge, skills, or judgment to a varied and complex sequence of operations. Performs work independently, utilizing inputs from analytical staff and clients to define problems and provide and recommend solutions. Works with the customer to enhance program objectives.

Minimum Education: Bachelor's degree with an engineering, technical sciences, or business major. Associate's degree and ten years pertinent experience; or ten years pertinent experience required in lieu of a degree.

Commercial Job Title: Program Manager

Minimum/General Experience: Four years experience providing subject matter expertise for a specified subject matter.

Functional Responsibility: Provides daily management guidance to the staff for a particular engagement including assignments. Must have excellent verbal and writing skills. Provides management with various documentation for that specific engagement to include strategic plans, schedules, and logistics. Conducts meetings with the customer and works with the customer to enhance program objectives and long term planning for a particular engagement. Plans and performs daily assignments of substantial variety and complexity. Responsible for all deliverables

for that engagement. Applies subject matter specialized knowledge, skills, or judgment to a varied and complex sequence of operations. Performs work independently, utilizing inputs from analytical staff and clients to define problems and provide and recommend solutions. Works with the customer to enhance program objectives. Works with the Program Director to enhance program objectives.

Minimum Education: Bachelor's degree with an engineering, technical sciences, or business major. Associate's degree and six years pertinent experience; or eight years pertinent experience required in lieu of a degree.

Commercial Job Title: **Business Analyst II**

Minimum/General Experience: Four years of relevant technical and analytical experience.

Functional Responsibility: Conducts studies and analyses, and develops recommendations and solutions related to short and long range program planning requirements. Works with the customer to develop, enhance and maintain business solutions. Defines customer requirements, identifies business processes, and address both product and systems requirements. Supports aspects of the business cycle including proposal writing, feasibility studies, implementations, and new business development. Will occasionally plan and lead customer projects with guidance from the customer. Participates in training activities for peers and customers. Evaluates process and productivity improvements to business applications, and reviews performance measures and program audits.

Minimum Education: Bachelor's degree in engineering, computer science, business, or a related field. Associates degree and six years of relevant experience may be substituted for the bachelor's degree.

Commercial Job Title: **Program Analyst**

Minimum/General Experience: Three years of relevant technical and analytical experience.

Functional Responsibility: Conducts studies and analyses, and develops recommendations and solutions related to short and long range program planning requirements. Works with the customer to develop, enhance and maintain business solutions. Defines customer requirements, identifies business processes, and address both product and systems requirements. Analyzes aspects of the business cycle including proposal writing, feasibility studies, implementations, and new business development. Will occasionally plan and lead customer projects with guidance from the customer. Participates in training activities for peers and customers. Evaluates process and productivity improvements to business applications, and reviews performance measures and program audits.

Minimum Education: Bachelor's degree in engineering, computer science, business, or a related field. Associates degree and five years of relevant experience may be substituted for the bachelor's degree.

Commercial Job Title: Junior Management Analyst

Minimum/General Experience: Two years of relevant technical and analytical experience.

Functional Responsibility: Assists in the implementation of management programs through preparation of operational and instructional documentation. Helps maintain inter organizational communications and acts as liaison between management levels on policy directives. Assists in the development of management studies regarding staffing, budgetary matters, project schedule and plans. Assist Management Analyst in compiling statistical data and representing these data in graphical form using automated techniques.

Minimum Education: Associate Degree in business management or a related field.

2. MAXIMUM ORDER

The Contractor is not obligated to honor any order for a combination of items in excess of:

SIN 874-1 \$1,000,000

Notwithstanding the above, the Contractor shall honor any order, and/or purchase card orders, exceeding the maximum order unless that order (or orders) is returned to the ordering office within 5 workdays after receipt, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3. MINIMUM ORDER

The minimum dollar value of orders is \$300.

4. GEOGRAPHIC COVERAGE (delivery area)

Domestic and Overseas.

5. POINT OF PRODUCTION

All services provided under this contract will be originated at the Information Analysis Incorporated facility in Fairfax, Virginia.

6. DISCOUNT FROM LIST PRICES

Prices shown are NET Prices; basic discounts have been deducted.

7. QUANTITY DISCOUNTS

None.

8. PROMPT PAYMENT TERMS

Prompt Payment: NET - 30 days from receipt of invoice or date of acceptance, whichever is later.

9. GOVERNMENT PURCHASE CARDS

Purchase card orders below the micropurchase threshold (currently \$2,500) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.

Purchase card orders exceeding the micropurchase threshold will also be accepted, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under Schedule contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.

10. FOREIGN ITEMS

None.

11.a TIME OF DELIVERY

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

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
874-1	Specified on the Task Order.

11.b EXPEDITED DELIVERY

Items available for expedited delivery are noted in this price list. Contact contractor.

11.c OVERNIGHT AND 2-DAY DELIVERY

Overnight and 2-day delivery available. Contact contractor for rates for overnight and 2-day delivery.

11.d 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 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. POINTS

F.O.B. Destination

13.a ORDERING ADDRESS

Orders and EDI ordering questions should be directed to:

Information Analysis Incorporated
Attn: Stanley Reese, GSA Schedule Coordinator
11240 Waples Mill Road, Suite 201
Fairfax, Virginia 22030
Telephone: (703) 293-7935
Fax: (703) 293-7979
E-mail: sreese@infoa.com

13.b ORDERING PROCEDURES

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS

Payment may be made by check, wire transfer, or Government purchase card.

Address checks to:

Information Analysis Incorporated
Attn: Accounting
11240 Waples Mill Road, Suite 201
Fairfax, Virginia 22030

Wire transfer information is available upon request.

For payment by Government Purchase Card:

Contact Matt Sands, Controller, at (703) 293-7025 or msands@infoa.com, for assistance.

15. WARRANTY PROVISION

Not Applicable.

16. EXPORT PACKING CHARGES

Not Applicable.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

See paragraph 9 above.

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.

20.a TERMS AND CONDITIONS FOR ANY OTHER SERVICES

Not Applicable.

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not Applicable.

22. LIST OF PARTICIPATING DEALERS

Not Applicable.

23. PREVENTATIVE MAINTENANCE

Not Applicable.

24a. SPECIAL ATTRIBUTES

None.

24b. SECTION 508 COMPLIANCE

Not Applicable. This contract is for professional consulting services only.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

IAI's DUNS number is: 01-670-0718

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

IAI is registered as a trading partner Central Contractor Registration (CCR) database.

27. UNCOMPENSATED OVERTIME

It is not a business practice of IAI to utilize the practice of uncompensated overtime.

ORDERING PROCEDURES FOR SERVICES REQUIRING A STATEMENT OF WORK

Ordering activities shall use the ordering procedures of this section when placing an order or establishing a BPA for supplies or services. The procedures in this section apply to all Schedules.

FAR 8.405-2 ORDERING PROCEDURES FOR SERVICES REQUIRING A STATEMENT OF WORK

(a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists.

(b) *Statements of Work (SOWs).* All Statements of Work shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (*e.g.*, security clearances, travel, special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see FAR Subpart 37.6).

(c) *Request for Quotation procedures.* The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (*e.g.*, experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see FAR 8.402(d)).

(1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.

(2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*

(i) The ordering activity shall develop a statement of work, in accordance with FAR 8.405-2(b).

(ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.

(iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the statement of work.

(3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of FAR 8.405-2(c)(2), the ordering activity shall-

(i) Provide the RFQ (including the statement of work and evaluation criteria) to additional Schedule contractors that offer services that will meet the needs of the

ordering activity. When determining the appropriate number of additional Schedule contractors, the ordering activity may consider, among other factors, the following:

- (A) The complexity, scope and estimated value of the requirement.
- (B) The market search results.

(ii) Seek price reductions.

(4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any Schedule contractor who requests a copy of it.

(d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the Schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see FAR 8.404(d)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

ORDERS

a. Agencies may use written orders, EDI orders, Blanket Purchase Agreements, individual purchase orders, delivery orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Contractor guarantees the satisfactory completion of the services performed under the task order and that all contract personnel utilized in the performance of said services under the task order shall have the education, experience, and expertise as stated in the task order.

INVOICES

The Contractor, upon completion of the work ordered, shall submit an invoice for payment. Progress payments may be authorized by the ordering office on individual orders if appropriate.

Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

INCIDENTAL SUPPORT COSTS

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

TRAVEL

The Contractor may be required to travel in performance of orders issued under this contract. Costs incurred for transportation and per diem (lodging, meals and incidental expenses) will be billed in accordance with the regulatory implementation of Public Law 99-234, FAR 31.205-46 Travel Costs, and the contractor's cost accounting system. These costs are directly reimbursable by the ordering agency.

DESCRIPTION OF SERVICES AND PRICING

a. Services

Information Analysis Incorporated (IAI) is a management and organizational services, and information technology company providing comprehensive support services including: expert advice in the areas of strategic planning, business and action planning, process and productivity improvement, organizational assessments, program audits and evaluations, high performance work, and business planning. Other support includes program management, business process reengineering, financial management analysis related to an improvement effort, process modeling and simulation, quality management, and conducting studies pertinent to improving mission performance.

b. Prices

Listed below are the authorized labor categories and hourly rates for on-site (i.e., customer site) performance of tasking.

Labor Category	Price
Program Director	\$148.11
Program Manager	128.36
Business Analyst II	88.87
Program Analyst	75.51
Junior Management Analyst	41.26

(GSA/FSS-Suggested BPA Format)

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and **Information Analysis, Inc.** 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) _____.

Federal Supply Schedule contract BPAs eliminate 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) _____, 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**_____

(2) Delivery:

DESTINATION**DELIVERY SCHEDULE/DATES**_____

(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.