

---

**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.fss.gsa.gov>.

**PROFESSIONAL SERVICES SCHEDULE (PSS)**

**Special Item No. 541611**

(Prices Shown Herein are Net)



1900 Campus Commons Drive, Suite 410  
Reston, VA 20191

Telephone: (703) 391-1600 • Fax: (703) 391-1601

e-mail: [wayne.staub@incatech-corp.com](mailto:wayne.staub@incatech-corp.com)

**Contract Number: 47QRAA20D0031**

Period Covered by Contract: 12/12/2019 – 12/11/2024

*Current through Mod A812*

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

---



## Table of Contents

CUSTOMER INFORMATION:.....	2
Final Pricing:.....	5
Labor Category Descriptions: .....	6



# GENERAL SERVICES ADMINISTRATION

## **Federal Acquisition Service** *Authorized Federal Supply Schedule Price List*

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

### **Schedule for Professional Services Schedule (PSS)**

**Federal Supply Group:** PSS **Class:** R707

**Contract Number:** 47QRAA20D0031

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

**Contract Period: December 12, 2019 – December 11, 2024**

**Contractor:** INNOVATIVE COMPUTING & APPLIED TECHNOLOGY  
 1900 Campus Commons Drive, Suite #410  
 Reston, VA 20119-1535

**Business Size:** Small

**Telephone:** 703-997-2088

**FAX Number:** (703) 391/1601

**Web Site:** INCATech-corp.com

**E-mail:** Wayne.Staub@INCATech-corp.com, Contracts@INCATech-Corp.com

**Contract Administration:** Wayne Staub

## CUSTOMER INFORMATION:

### 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
541611		Management and Financial Consulting, Acquisition and Grants Management Support

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 price 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 prices 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.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.



2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic Only, 48 States, DC
- 4a. Statistical data for government ordering office completion of standard form 279
  - Block 9: G. Order/Modification Under Federal Schedule
  - Block 16: Contractor Establishment Code (DUNS): 828342589
  - Block 30: Type of Contractor: A. Small Disadvantaged Business
  - Block 31: Woman-Owned Small Business – Yes
  - Block 37: Contractor's Taxpayer Identification Number (TIN) – 26-3350914
- 4b. CAGE CODE: 57NF2
5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).
7. Quantity discounts: None
8. Prompt payment terms: None, Net 30 Days

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Yes
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor



12. F.O.B Points(s): Destination
- 13a. Ordering Address(es): Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es): Same as company address
15. Warranty provision: Contractor's standard commercial warranty.
16. Export Packing Charges (if applicable): N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor
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 date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (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. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Notification regarding registration in System for Award Management (SAM) database: Registered



## Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Site	Year 1
1	541611	Acquisition/Procurement/Contract/Analyst - 1	Both	\$72.50
2	541611	Acquisition/Procurement/Contract/Analyst - 2	Both	\$95.20
3	541611	Acquisition/Procurement/Contract/Analyst - 3	Both	\$117.80
4	541611	Acquisition/Procurement/Contract/Analyst - 4	Both	\$140.50
5	541611	Acquisition/Procurement/Contract/Analyst - 5	Both	\$163.20
6	541611	** Administrative Support - 1	Both	\$45.30
7	541611	** Administrative Support - 2	Both	\$54.40
8	541611	** Administrative Support - 3	Both	\$63.40
9	541611	Administrative Support - 4	Both	\$72.50
10	541611	Administrative Support - 5	Both	\$81.60
11	541611	Business/Financial/Management/Analyst - 1	Both	\$81.60
12	541611	Business/Financial/Management/Analyst - 2	Both	\$99.70
13	541611	Business/Financial/Management/Analyst - 3	Both	\$126.90
14	541611	Business/Financial/Management/Analyst - 4	Both	\$149.60
15	541611	Business/Financial/Management/Analyst - 5	Both	\$172.20
16	541611	** Technical Writer - 1	Both	\$63.40
17	541611	** Technical Writer - 2	Both	\$81.60
18	541611	Technical Writer - 3	Both	\$94.80
19	541611	Technical Writer - 4	Both	\$117.80
20	541611	Technical Writer - 5	Both	\$145.00

### Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
**Technical Writer 1	30462 – Technical Writer II	2015-4281
**Technical Writer 2	30463 – Technical Writer III	2015-4281
**Administrative Support 1	01311 – Secretary I	2015-4281
**Administrative Support 2	01312 – Secretary II	2015-4281
**Administrative Support 3	01313 – Secretary III	2015-4281

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).



## Labor Category Descriptions:

### Allowable Substitutions of Education and Experience

When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made, as shown in the tables below. The minimum education and experience will be met when the educational equivalencies in Tables 1-1 and 1-2 are considered. Additional educational achievements in excess of requirements can be substituted for experience requirements:

Table 1-1: Education Substitutions for Experience		
Required Education	Actual Education	Additional Years' Experience
High School/GED	Associate's Degree	2
	Bachelor's Degree	4
	Master's Degree	6
	PhD	10
Associate's Degree	Bachelor's Degree	2
	Master's Degree	4
	PhD	8
Bachelor's Degree	Master's Degree	2
	PhD	6
Master's Degree	PhD	4

Table 1-2: Experience Substitutions for Education		
Required Education	Actual Education	Additional Years' Experience
Master's Degree	Bachelor's Degree	2
	Associate's Degree	4
	High School/GED	6
Bachelor's Degree	Associate's Degree	2
	High School/GED	4
Associate's Degree	High School/GED	2



### **Acquisition/Procurement/Contract/Analyst 1**

**Functional Responsibility:** Entry Level position that, under direct supervision, supports agency directors and senior staff in contract administration. Assists in the analysis of project requirement from inception to closeout and supports the development of solutions to agency's needs. Has general knowledge of the FAR and DFAR and agency supplements as required.

**Minimum Education:** Associate's Degree

**Minimum Experience:** 1 Year

### **Acquisition/Procurement/Contract/Analyst 2**

**Functional Responsibility:** Under indirect supervision, supports agency directors and senior staff in contract administration. Participates in the analysis of project requirement from inception to closeout and supports the development of solutions to agency's needs. Assists in identifying business improvement services in life cycle administration and management of contracts, contract negotiations, proposal guidance, preparation and management assistance. Supports various contract functions such as acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms and conditions. Has a working knowledge of the FAR and DFAR and agency supplements as required.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

### **Acquisition/Procurement/Contract/Analyst 3**

**Functional Responsibility:** Under general supervision, supports agency directors and senior staff in contract administration. Participates in the analysis of project requirement from inception to closeout and supports the development of solutions to agency's needs. Can identify business improvement services in life cycle administration and management of contracts, contract negotiations, proposal guidance, preparation and management assistance. Supports various contract functions such as acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms and conditions. Has a working knowledge of the FAR and DFAR and agency supplements as required.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years





#### **Acquisition/Procurement/Contract/Analyst 4**

**Functional Responsibility:** With general direction, supports agency directors and senior staff in contract administration. Helps direct in the analysis of project requirement from inception to closeout and supports the development of solutions to agency's needs. Identifies business improvement services in life cycle administration and management of contracts, contract negotiations, proposal guidance, preparation and management assistance. Supports various contract functions such as acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms and conditions. Has a strong working knowledge of the FAR and DFAR and agency supplements as required.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 Years

#### **Acquisition/Procurement/Contract/Analyst 5**

**Functional Responsibility:** With minimal direction, provides advice on contract administration and oversight to the contracts and pricing staff. Analyzes project requirement from inception to closeout and develops solutions to agency's needs. Responsible for business improvement services in life cycle administration and management of contracts, contract negotiations; proposal guidance, preparation and management assistance. Duties may include acquisition planning, RFP/IFB preparation guidance, market research/analysis, and selection and administration of terms and conditions. Has a strong working knowledge of the FAR and DFAR and agency supplements as required.

**Minimum Education:** Master's Degree

**Minimum Experience:** 12 Years



### Admin Support 1

**Functional Responsibility:** Entry Level position that, under direct supervision, Supports project specific client administrative activities such as meeting coordination, action tracking and reporting, data management, inventory tracking, and other similar tasks. Assists project staff with preparing status reports, and documents.

**Minimum Education:** High School Diploma

**Minimum Experience:** None

### Admin Support 2

**Functional Responsibility:** Under indirect supervision, plans and organizes project specific work according to established or standard project/office procedures. May compose and type routine correspondence and reports. May screens telephone calls or greets visitors to ascertain nature of business and refers to appropriate office. Arranges meetings and schedules appointments for management. May assist in maintaining confidential records and files.

**Minimum Education:** High School Diploma

**Minimum Experience:** 2 Years

### Admin Support 3

**Functional Responsibility:** Under general supervision, plans and organizes project specific work according to established or standard project/office procedures. Composes and types routine correspondence and reports. Screens telephone calls or greets visitors to ascertain nature of business and refers to appropriate office. Arranges meetings and schedules appointments for management. Assists compiling and coordinating data for action by management. Assist in maintaining confidential and complex records and files.

**Minimum Education:** Associates Degree

**Minimum Experience:** 3 Years



#### **Admin Support 4**

**Functional Responsibility:** Under general direction, plans and organizes project specific work according to established or standard project/office procedures. May determine priority of administrative tasks. May assign work to clerical staff to relieve management of administrative detail. May compose and type routine correspondence and reports. May screen telephone calls or greet visitors to ascertain nature of business and refers to appropriate office. May arrange meetings and schedules appointments for management. Compiles and coordinates data for action by management. Transmits and explains management's directions to proper persons and follows up for compliance, completeness and conformance with deadlines. Develops and maintains confidential and complex records and files.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

#### **Admin Support 5**

**Functional Responsibility:** Under general direction, plans and organizes project specific work according to established or standard project/office procedures. Determines priority of administrative tasks. May be responsible for other administrative staff. May coordinate workload of other Administrative personnel. Composes and types routine correspondence and reports. Screens telephone calls or greets visitors to ascertain nature of business and refers to appropriate office. Arranges meetings and schedules appointments for management. Compiles and coordinates data for action by management. Transmits and explains management's directions to proper persons and follows up for compliance, completeness and conformance with deadlines. Develops and maintains confidential and complex records and files.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 6 Years



### **Business/Financial/Management/Analyst 1**

**Functional Responsibility:** Entry Level position that, under direct supervision, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints. Assists in formulating solutions, preparing reports, studies and documentation while supporting presentations and client meetings.

**Minimum Education:** Associates Degree

**Minimum Experience:** 1 Year

### **Business/Financial/Management/Analyst 2**

**Functional Responsibility:** Under indirect supervision, responsible for assigned tasks including developing cost estimates, alternatives analyses and other financial management activities. Possesses demonstrated knowledge and experience in the development of financial management solutions and implementation of methodologies.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 3 Years

### **Business/Financial/Management/Analyst 3**

**Functional Responsibility:** Under general supervision, interfaces with the client on a day-to-day basis, contributes to the completion of project specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and compliance. Possesses demonstrated knowledge and extensive experience in more than one area of financial management.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 5 Years



#### **Business/Financial/Management/Analyst 4**

**Functional Responsibility:** Possesses extensive financial management experience. Responsible for project planning, project scope management, and necessary staff and financial management on large, complex projects. Interfaces with client on project specific issues, directs the completion of projects within estimated time frames and budget constraints, coordinates project specific activities and reviews work products for completeness and adherence to applicable regulations and client requirements. May assist in delivering presentations and participate in strategic level client meetings.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 10 Years

#### **Business/Financial/Management/Analyst 5**

**Functional Responsibility:** With minimal direction provides primary interface with client management personnel regarding strategic issues and/or high-level subject matter expertise. Directs the completion of projects within estimated time frames and budget constraints, coordinates efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and client requirements. Responsible for delivery, presentations and leading strategic level client meetings.

**Minimum Education:** Master's Degree

**Minimum Experience:** 10 Years



### Technical Writer 1

**Functional Responsibility:** Under direct supervision prepares and/or provides editorial and quality assurance for technical manuals, identification guides, preliminary employment manuals, specifications, technical reports, training materials, and other technical documentations in accordance with applicable customer specifications.

**Minimum Education:** Associate's Degree

**Minimum Experience:** 1 Year

### Technical Writer 2

**Functional Responsibility:** Under indirect supervision prepares and/or provides editorial and quality assurance for technical manuals, identification guides, preliminary employment manuals, specifications, technical reports, training materials, and other technical documentations in accordance with applicable customer specifications. May support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 2 Years

### Technical Writer 3

**Functional Responsibility:** Under general supervision, prepare and edit documentation incorporating information provided by specialist, analyst, architect, engineer, and management personnel. Edit functional descriptions, system specifications, user manuals, special reports, or any other customer deliverable and documents. Develop documentation based on existing documentation templates or develop new templates based on requirements and direction. Review materials and recommend revisions or changes in scope, format, and content. Work as a member of a team to ensure production of quality written products. Coordinate, validate, and update existing documents, to include version control, document repository maintenance, and standards compliance. Work with subject matter experts and facilitate document review meetings to verify content. In addition: Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis

**Minimum Education:** Bachelor's Degree

**Minimum Experience:** 4 Years



## Technical Writer 4

**Functional Responsibility:** Under general direction, supports the complete workflow process to ensure successful completion of each revision cycle and distribution of technical publications. Complies with established quality processes to ensure accuracy, ease of use and timely delivery of each revision cycle content. Writes technical publications content as directed. Conducts reviews and analyzes technical documents to gain a thorough understanding of how complex systems operate and how they are to be integrated into technical manuals to provide the end user with the level of text and graphics to support the efficient return to service of the aircraft system. Consults with internal/external customers to create/revise technical manuals to support the department/corporate operating priorities. Provide input to management on new processes or technology for integration into the technical publications business model. Assist in developing solutions for overcoming the technology/technical issues introduced by outside suppliers for incorporation into existing manuals. Provide support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.

**Minimum Education:** Bachelor's Degree  
**Minimum Experience:** 8 Years

## Technical Writer 5

**Functional Responsibility:** With minimal direction responsible (either individually or leading other team members) for the writing of major portions of technical publications. Supports the complete workflow process to ensure successful completion of each revision cycle and distribution of technical publications. Complies with established quality processes to ensure accuracy, ease of use and timely delivery of each revision cycle content. Writes technical publications content as directed. Conducts reviews and analyzes technical documents to gain a thorough understanding of how complex systems operate and how they are to be integrated into technical manuals to provide the end user with the level of text and graphics to support the efficient return to service of the aircraft system. Consults with internal/external customers to create/revise technical manuals to support the department/corporate operating priorities. Provide input to management on new processes or technology for integration into the technical publications business model. Assist in developing solutions for overcoming the technology/technical issues introduced by outside suppliers for incorporation into existing manuals. Provide senior level support/input to acquisition management team with drafting acquisition strategy; procurement, developing contract language/proposal, and assist team with price/cost analysis.

**Minimum Education:** Bachelor's Degree  
**Minimum Experience:** 12 Years