

GENERAL SERVICES ADMINISTRATION

Federal Supply Service

MULTIPLE AWARD SCHEDULE (MAS)

Interior Systems, Inc., dba
ISI Professional Services
8280 Willow Oaks Corporate Drive, Suite 150
Fairfax, VA 22031
(202) 393-1515
(202) 393-0630 (fax)

Contract Number: GS-00F-023CA
Contract Period: January 23, 2015 to January 22, 2025



ISI is a Certified Service-Disabled Veteran-Owned Small Business
(SDVOSB)

Updated through Modification PO-0029 effective March 18, 2020 and PS-A18 effective March 25, 2020

Interior Systems, Inc. - Primary Point of Contact,
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For more information on ordering from Federal Supply Schedule click on the FSS Schedules button at fss.gsa.gov.

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

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CUSTOMER INFORMATION

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

SIN	SIN Title	SIN Description
531210	Financial Asset Resolution Services	Assist agencies in all asset resolution related areas including valuation / pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals. Make specific recommendations as to the best execution. Conduct a sale or other disposition vehicle. Provide marketing expertise, budget and credit reform analyses
541330ENG	Engineering Services	Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.
OLM	Order Level Materials (OLM)	OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

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.

See Price Lists on Pages 4 – 6 and Pages 13 – 14

- 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.**

See Labor Descriptions on Pages 7 – 12 and Pages 14 – 20

2. Maximum order: \$1,000,000

3. Minimum order: \$100.00

4. Geographic coverage (delivery area): 48 contiguous states and the District of Columbia.

5. Points of production (city, county, and State or foreign country): Services performed at the Government site with support services provided from ISI headquarters in Fairfax, VA and other office locations.

6. Discount from list prices or statement of net price: Prices shown in pricing section are net price.

7. Quantity discounts: None

8. Prompt payment terms: Net 30.

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 below the micro-purchase threshold:

Government purchase cards are accepted for orders at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

Government purchase cards are accepted for orders above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

11a. Time of delivery: As specified on individual task order.

11b. Expedited Delivery: Not Applicable.

11c. Overnight and 2-day delivery: Not Applicable.

11d. Urgent Requirements: Not Applicable.

12. FOB points: Destination

13a. Ordering address:

Interior Systems, Inc.
8280 Willow Oaks Corporate Drive
Suite 150
Fairfax, VA 22031
(202) 393-1515
(202) 393-0630 (fax)

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:

Interior Systems, Inc.
8280 Willow Oaks Corporate Drive
Suite 150
Fairfax, VA 22031

15. Warranty provision: None

16. Export packing charges, if applicable: Not Applicable.

17. Terms and conditions of Government purchase card acceptance:

ISI Professional Services will accept payment through the Government purchase card for any size order.

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 indicating date of parts price lists and any discounts from list prices: Not applicable

20a. 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. Preventive maintenance: Not applicable

24. Environmental attributes: Not applicable

25. Data Universal Number System (DUNS) Number: #55-617-0926

26. Notification regarding registration in the System for Award Management (SAM) database:

Interior Systems, Inc. is registered in the Schedule for Award Management (SAM) database. The company CAGE Code number is: 0ZVV4.

<u>SCA Eligible Contract Labor Category</u>	<u>SCA Equivalent Code Title</u>	<u>WD Number</u>	<u>Revision Number</u>	<u>Revision Date</u>
Administrative/Technical Asst/Operator Level 1	01311 - Secretary I	2015-4281	15	12/23/2019
Administrative/Technical Asst/Operator Level 2	01312 - Secretary II	2015-4281	15	12/23/2019
Administrative/Technical Asst/Operator Level 3	01313 - Secretary III	2015-4281	15	12/23/2019
Business Specialist Level 1	01111 - General Clerk I	2015-4281	15	12/23/2019
Business Specialist Level 2	01112 - General Clerk II	2015-4281	15	12/23/2019

"The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "

FINANCIAL SERVICES

SIN 531210 - Financial Asset Resolution Services

GSA pricing for this SIN is based on a commission percentage based on the fully-serviced rental rate over the term of a successful lease. (i.e. Total Rental Rate Over Term of Lease @ \$100,000 with a commission of 3.01% = \$3,010 paid to ISI).

SIN 531210 – Financial Asset Resolution Services		
Service Overview	Unit of Issue	GSA Pricing
Lease Acquisition Services - Less than 20 Year Lease Term Tier 1 = Less than 20 year lease term commission value \$1 dollar to \$1 million Tier - For lease acquisition services; the established commission to be paid based on a percentage of the fully-serviced rental rate over the term of a successful lease. Standard payment terms 75% at lease signing and 25% upon tenant move in.	Per Transaction	3.01%
Lease Acquisition Services - Less than 20 Year Lease Term Tier 2 = Less than 20 year lease term commission value \$1 million plus to \$2 million Tier - For lease acquisition services; the established commission to be paid based on a percentage of the fully-serviced rental rate over the term of a successful lease. Standard payment terms 75% at lease signing and 25% upon tenant move in.	Per Transaction	2.77%
Lease Acquisition Services - Less than 20 Year Lease Term Tier 3 = Less than 20 year lease term commission value \$2 million plus Tier - For lease acquisition services; the established commission to be paid based on a percentage of the fully-serviced rental rate over the term of a successful lease. Standard payment terms 75% at lease signing and 25% upon tenant move in.	Per Transaction	2.52%

SIN 531210 – Financial Asset Resolution Services		
Service Overview	Unit of Issue	GSA Pricing
Lease Acquisition Services - 20 Year Lease Term Tier 1 = 20 year term commission value \$1 dollar to \$1 million Tier - For lease acquisition services; the established commission to be paid based on a percentage of the fully-serviced rental rate over the term of a successful lease. Standard payment terms 75% at lease signing and 25% upon tenant move in.	Per Transaction	2.02%
Lease Acquisition Services - 20 Year Lease Term Tier 2 = 20 year term commission value \$1 million plus Tier - For lease acquisition services; the established commission to be paid based on a percentage of the fully-serviced rental rate over the term of a successful lease. Standard payment terms 75% at lease signing and 25% upon tenant move in.	Per Transaction	0.86%

TECHNIAL AND ENGINEERING SERVICES (NON-IT)

SIN 541330ENG – Engineering Services

GSA Awarded Rates:

SIN 541330ENG – Engineering Services							
Labor Category/Service	Minimum Education	Minimum Experience	January 23, 2020 to January 22, 2021	January 23, 2021 to January 22, 2022	January 23, 2022 to January 22, 2023	January 23, 2023 to January 22, 2024	January 23, 2024 to January 22, 2025
Program Manager Level 1	BA/BS	3	\$119.26	\$122.00	\$124.81	\$127.68	\$130.62
Program Manager Level 2	BA/BS	5	\$149.47	\$152.91	\$156.43	\$160.02	\$163.70
Program Manager Level 3	BA/BS	7	\$166.59	\$170.42	\$174.34	\$178.35	\$182.45
Engineering Consultant Level 1	BA/BS	7	\$110.27	\$112.81	\$115.40	\$118.05	\$120.77
Engineering Consultant Level 2	BA/BS	9	\$126.97	\$129.90	\$132.88	\$135.94	\$139.07
Engineering Consultant Level 3	BA/BS	11	\$178.29	\$182.39	\$186.58	\$190.88	\$195.27
Junior Engineer	BA/BS	3	\$65.02	\$66.52	\$68.05	\$69.61	\$71.21
Engineer Level 1	BA/BS	3	\$78.40	\$80.21	\$82.05	\$83.94	\$85.87
Engineer Level 2	BA/BS	5	\$84.08	\$86.01	\$87.99	\$90.02	\$92.09
Engineer Level 3	BA/BS	7	\$92.21	\$94.33	\$96.50	\$98.72	\$100.99
Senior Engineer	BA/BS	11	\$105.54	\$107.97	\$110.45	\$112.99	\$115.59
Designer/Analyst Level 1	BA/BS	3	\$42.59	\$43.57	\$44.57	\$45.59	\$46.64
Designer/Analyst Level 2	BA/BS	5	\$65.06	\$66.56	\$68.09	\$69.66	\$71.26
Designer/Analyst Level 3	BA/BS	7	\$90.16	\$92.23	\$94.35	\$96.52	\$98.74
Senior Designer/Analyst	BA/BS	11	\$99.64	\$101.93	\$104.28	\$106.67	\$109.13
Administrative/Technical Asst/Operator Level 1**	High School	3	\$36.74	\$37.58	\$38.45	\$39.33	\$40.23
Administrative/Technical Asst/Operator Level 2**	High School	5	\$45.41	\$46.46	\$47.52	\$48.62	\$49.74
Administrative/Technical Asst/Operator Level 3**	High School	7	\$55.66	\$56.94	\$58.25	\$59.59	\$60.96
Sr Administrative/Technical Asst/Operator	High School	11	\$78.40	\$80.21	\$82.05	\$83.94	\$85.87
Business Specialist Level 1**	High School	3	\$96.44	\$98.66	\$100.93	\$103.25	\$105.62
Business Specialist Level 2**	High School	5	\$137.36	\$140.52	\$143.75	\$147.06	\$150.44
Business Specialist Level 3	BA/BS	7	\$166.59	\$170.42	\$174.34	\$178.35	\$182.45

Labor Categories and Descriptions:

Consistent with Interior Systems, Inc hiring practices, experience can be substituted for education and education can be substituted for experience. The following language below provides Interior Systems, Inc's education and experience substitution guidelines:

Education: An Associate's degree will equal two (2) years of experience. A Bachelor's degree will equal four (4) years of experience. A Master's Degree will equal six (6) years of experience. A Doctorate will equal eight (8) years of experience.

Experience: For every year of applicable experience, the person shall be credited with one year of degree qualifications toward the values stated in the labor category descriptions.

Program Manager (Level 1)

Minimum/General Experience: Three (3) years of overall experience in the management of complex business and technical projects. Requires competence in all phases of systems project management, concepts, and methods, in addition to knowledge of resource management, services, hardware, software, solutions architecture, and financial management practices.

Functional Responsibility: Performs detailed analyses, develops alternative solutions, designs technical and business solutions, conducts feasibility studies, develops implementation plans, performs project management, performs implementation tasks, conducts testing, and insures results.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Program Manager (Level 2)

Minimum/General Experience: Five (5) years of overall experience in the management of complex business and technical projects. Requires competence in all phases of systems project management, concepts, and methods, in addition to knowledge of resource management, services, hardware, software, solutions architecture, and financial management practices.

Functional Responsibility: Performs detailed analysis, develops alternative solutions, designs technical and business solution, conducts feasibility studies, develops implementation plans, performs project management, performs implementation tasks, conducts testing, and insures results.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Program Manager (Level 3)

Minimum/General Experience: Seven (7) years of overall experience in the management of complex business and technical projects. Requires competence in all phases of systems project management, concepts and methods, in addition to knowledge of resource management, services, hardware, software, solutions architecture, and financial management practices.

Functional Responsibility: Performs detailed analysis, develops alternative solutions, designs

technical and business solution, conducts feasibility studies, develops implementation plans, performs project management, performs implementation tasks, conducts testing, and insures results. May supervise managing group to perform the functions stated above.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Engineering Consultant (Level 1)

Minimum/General Experience: Seven (7) years of professional experience in PED and/or systems engineering. Requires expertise in specific engineering disciplines (mechanical, electrical, civil) or systems engineering for performance of design, analysis, development, and oversight.

Functional Responsibility: Conducts engineering research, design development, and other assignments in conformance with design, engineering and customer specifications. Responsible for major technical/engineering projects of higher complexity and importance than those usually assigned to lower level engineers. Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Engineering Consultant (Level 2)

Minimum/General Experience: Nine (9) years of professional experience in PED and/or systems engineering. Requires expertise in specific engineering disciplines (mechanical, electrical, civil) or systems engineering for performance of design, analysis, development, and oversight.

Functional Responsibility: Plans and performs engineering research, design development, and other assignments in conformance with design, engineering and customer specifications. Responsible for major technical/engineering projects of higher complexity and importance than those usually assigned to lower level engineers. Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Engineering Consultant (Level 3)

Minimum/General Experience: Eleven (11) years of professional experience in PED and/or systems engineering. Requires expertise in specific engineering disciplines (mechanical, electrical, civil) or systems engineering for performance of design, analysis, development, and oversight.

Functional Responsibility: Supervises the planning and performing of engineering research, design development, and other assignments in conformance with design, engineering and customer specifications. Responsible for major technical/engineering projects of higher complexity and importance than those usually assigned to lower level engineers. Coordinates the activities of Engineers and Technicians assigned to specific engineering projects.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics,

Physics, or Technology

Junior Engineer

Minimum/General Experience: Three (3) years or less experience.

Functional Responsibility: Supports project engineers as required. Performs engineering planning, performance management, capacity planning, and benchmarking. Analyzes and develops technical documentation detailing the integration and system performance.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Engineer (Level 1)

Minimum/General Experience: Three (3) years of professional experience in PED and/or systems engineering. Requires technical proficiency in engineering disciplines (civil, electrical, mechanical) or systems engineering for performing design, analysis, development or oversight.

Functional Responsibility: Supports the research, design, and analysis for technical engineering review. May function as a task or group leader.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Engineer (Level 2)

Minimum/General Experience: Five (5) years of professional experience in PED and/or systems engineering. Requires technical proficiency in engineering disciplines (civil, electrical, mechanical) or systems engineering for performing design, analysis, development or oversight.

Functional Responsibility: Performs research, design, and analysis for technical engineering review. May function as a task or group leader.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Engineer (Level 3)

Minimum/General Experience: Seven (7) years of professional experience in PED and/or systems engineering. Requires technical proficiency in engineering disciplines (civil, electrical, mechanical) or systems engineering for performing design, analysis, development or oversight.

Functional Responsibility: Conducts the research, design, and analysis for technical engineering review. May function as a task or group leader.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Senior Engineer

Minimum/General Experience: Eleven (11) years of professional experience in PED and/or systems engineering. Requires technical proficiency in engineering disciplines (civil, electrical,

mechanical) or systems engineering for performing design, analysis, development or oversight.

Functional Responsibility: Performs the research, design, and analysis for technical engineering review. May function as a task or group leader.

Minimum Education: Bachelor's Degree in Engineering, Computer Science, Mathematics, Physics, or Technology

Designer/Analyst (Level 1)

Minimum/General Experience: Three (3) years' experience of related professional experience in engineering design, analysis, project support, or cost analysis.

Functional Responsibility: Provides input and support to the performance of the technical aspect of a task group. Performs research, design, analysis, and technical review.

Minimum Education: Bachelor's Degree

Designer/Analyst (Level 2)

Minimum/General Experience: Five (5) years' experience of related professional experience in engineering design, analysis, project support, or cost analysis.

Functional Responsibility: Provides technical consulting as a member of the task group. Performs research, design, analysis, and technical review.

Minimum Education: Bachelor's Degree

Designer/Analyst (Level 3)

Minimum/General Experience: Seven (7) years' experience of related professional experience in engineering design, analysis, project support, or cost analysis.

Functional Responsibility: Provides technical consulting as a leader of the task group. Performs research, design, analysis, and technical review.

Minimum Education: Bachelor's Degree

Senior Designer/Analyst

Minimum/General Experience: Eleven (11) years' experience of related professional experience in engineering design, analysis, project support, or cost analysis.

Functional Responsibility: Provides proper technical consulting from a task group manager. Performs research, design, analysis, and technical review.

Minimum Education: Bachelor's Degree

****Administrative/Technical Assistant/Operator (Level 1)**

Minimum/General Experience: Three (3) years of administrative type support to technical and management level personnel. May include documentation planning and support, project administration, executive secretarial support, office management, records, data input, etc.

Functional Responsibility: Assists with coordinating and planning office administration support.

Understands and provides documentation planning and support, project administration, general office support. May perform other duties as assigned.

Minimum Education: High School Diploma

****Administrative/Technical Assistant/Operator (Level 2)**

Minimum/General Experience: Five (5) years of administrative type support to technical and management level personnel. May include documentation planning and support, project administration, executive secretarial support, office management, records, data input, etc.

Functional Responsibility: Coordinates office administration support. Understands and provides documentation planning and support, project administration, general office support. May perform other duties as assigned.

Minimum Education: High School Diploma

****Administrative/Technical Assistant/Operator (Level 3)**

Minimum/General Experience: Seven (7) years of administrative type support to technical and management level personnel. May include documentation planning and support, project administration, executive secretarial support, office management, records, data input, etc.

Functional Responsibility: Supervises the coordination and planning of office administration. Understands and provides documentation planning and support, project administration, general office support. May perform other duties as assigned.

Minimum Education: High School Diploma

Senior Administrative/Technical Assistant/Operator

Minimum/General Experience: Eleven (11) years of related experience in technical publications, purchasing, drafting/CAD, computer operations or project support.

Functional Responsibility: Provides project support, design support, and test or operations function. May serve as a task or group leader.

Minimum Education: High School Diploma

****Business Specialist (Level 1)**

Minimum/General Experience: Three (3) years' experience. Support all project efforts that are identified as business and finance related, including project control, finance and accounting, project planning and scheduling, and cost estimating.

Functional Responsibility: Assists with the detailed analysis and evaluation of procedures, processes, techniques, models, and systems related to management of contract. Provides support documentation and graphic representation for use in problem solving and analysis. Support administrative function as determined by project requirements and supervising staff.

Minimum Education: High School Diploma

****Business Specialist (Level 2)**

Minimum/General Experience: Five (5) years' experience. Support all project efforts that are identified as business and finance related, including project control, finance and accounting, project planning and scheduling, and cost estimating.

Functional Responsibility: Performs detailed analysis and evaluation of procedures, processes, techniques, models, and systems related to management of contract. Provides support documentation and graphic representation for use in problem solving and analysis. Manages administrative functions as determined by project requirements.

Minimum Education: High School Diploma

Business Specialist (Level 3)

Minimum/General Experience: Seven (7) years' experience. Support all project efforts that are identified as business and finance related, including project control, finance and accounting, project planning and scheduling, and cost estimating.

Functional Responsibility: Supervises the detailed analysis and evaluation of procedures, processes, techniques, models, and systems related to management of contract. Provides support documentation and graphic representation for use in problem solving and analysis. Provides daily supervision and direction to administrative staff.

Minimum Education: Bachelor's Degree

BUSINESS ADMINISTRATIVE SERVICES

SIN 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

GSA Awarded Rates:

SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services							
Labor Category/Service	Minimum Education	Minimum Experience	January 23, 2020 to January 22, 2021	January 23, 2021 to January 22, 2022	January 23, 2022 to January 22, 2023	January 23, 2023 to January 22, 2024	January 23, 2024 to January 22, 2025
Partner	BA/BS	10	\$318.88	\$326.21	\$333.72	\$341.39	\$349.24
Senior Executive	BA/BS	8	\$255.11	\$260.97	\$266.98	\$273.12	\$279.40
Manager I	BA/BS	7	\$223.22	\$228.35	\$233.60	\$238.98	\$244.47
Manager II	BA/BS	5	\$191.33	\$195.73	\$200.23	\$204.84	\$209.55
Manager III	BA/BS	3	\$159.44	\$163.11	\$166.86	\$170.70	\$174.63
Subject Matter Expert I	BA/BS	3	\$117.65	\$120.35	\$123.12	\$125.95	\$128.85
Management Consultant	BA/BS	5	\$127.54	\$130.47	\$133.47	\$136.54	\$139.68
Team Leader - Business	BA/BS	5	\$144.01	\$147.32	\$150.71	\$154.17	\$157.72
Team Leader - Planning	BA/BS	5	\$144.01	\$147.32	\$150.71	\$154.17	\$157.72
Consultant – Program Analysis	BA/BS	5	\$114.13	\$116.75	\$119.44	\$122.18	\$124.99
Consultant – Tax Analysis	BA/BS	3	\$122.28	\$125.09	\$127.97	\$130.91	\$133.92
Consultant – Property Agreements	BA/BS	5	\$122.28	\$125.09	\$127.97	\$130.91	\$133.92
Cost Estimator	High School	5	\$70.45	\$72.07	\$73.73	\$75.43	\$77.16
Appraiser	BA/BS	3	\$89.68	\$91.74	\$93.85	\$96.01	\$98.22
Real Estate Consultant	BA/BS	5	\$104.81	\$107.22	\$109.68	\$112.21	\$114.79
Project Management Consultant	BA/BS	7	\$104.81	\$107.22	\$109.68	\$112.21	\$114.79
Electrical Engineer Consultant	BA/BS	3	\$91.84	\$93.96	\$96.12	\$98.33	\$100.59
Sr. Architect Consultant	BA/BS	7	\$91.84	\$93.96	\$96.12	\$98.33	\$100.59
Project Architect Consultant	BA/BS	5	\$89.83	\$91.90	\$94.01	\$96.17	\$98.38

Program Analyst	BA/BS	5	\$75.12	\$76.85	\$78.61	\$80.42	\$82.27
Administrative/Technical Asst/Operator Level 1**	High School	3	\$36.74	\$37.58	\$38.45	\$39.33	\$40.23
Administrative/Technical Asst/Operator Level 2**	High School	5	\$45.41	\$46.46	\$47.52	\$48.62	\$49.74
Administrative/Technical Asst/Operator Level 3**	High School	7	\$55.66	\$56.94	\$58.25	\$59.59	\$60.96

Labor Categories and Descriptions:

Consistent with Interior Systems, Inc hiring practices, experience can be substituted for education and education can be substituted for experience. The following language below provides Interior Systems, Inc's education and experience substitution guidelines:

Education: An Associate's degree will equal two (2) years of experience. A Bachelor's degree will equal four (4) years of experience. A Master's Degree will equal six (6) years of experience. A Doctorate will equal eight (8) years of experience.

Experience: For every year of applicable experience, the person shall be credited with one year of degree qualifications toward the values stated in the labor category descriptions.

Partner

Minimum/General Experience: 10 years of management experience in a related field. Must possess excellent interpersonal, written and verbal communications skills and have a working knowledge of Federal Government procurement practices and procedures.

Functional Responsibility: Acts as the Contractor representative in formulating the quotation of the task order pricing and negotiation with the Government. Responsible for the contract administration and employees assigned to the various tasks. Also acts as the point of contact for Federal Government officials for any issues/problems not resolvable at the Senior Executive Level.

Minimum Education: Bachelor's degree in a related discipline.

Senior Executive

Minimum/General Experience: Eight (8) years of experience in a related field. Must be able to effectively facilitate, oversee, execute and monitor projects to ensure deliverables and client expectations are met.

Functional Responsibility: Provides overall direction and management to contractor personnel assigned to assist Government agencies with improving performance, quality, timeliness and efficiency within their organizations. Ensures conformance to government contract requirements; directs administration of task orders and proactively mitigates any issues by regularly communicating with government clients to ensure satisfaction with services being rendered.

Minimum Education: Bachelor's degree in related discipline

Manager I

Minimum/General Experience: Minimum of seven (7) years of equivalent work experience and competency in all phases of project management is required. In addition knowledge of resource

management and financial management practices is preferred.

Functional Responsibility: Provides technical, administrative, and operational leadership to assigned tasks including contract and subcontractor management. Supervises assigned personnel, conducts planning, and provides recommendations to government clients on task workload. Attends meetings and interacts with vendors, other agencies, and other government staff members on behalf of the government client. Acts as the principal ISI employee responsible to the Senior Executive and Partner for the successful completion of all work required by task orders and ensures quality assurance of project deliverables.

Minimum Education: Bachelor's degree in related discipline

Manager II

Minimum/General Experience: Minimum of five (5) years of equivalent work experience. Competency in all phases of project management concepts and methods is required in addition to knowledge of resource management and financial management practices.

Functional Responsibility: Responsible for management of day-to-day activities on projects assigned by the Government client. Provides oversight of and reporting on the project management and execution of assigned tasks and supports Manager Level I as needed. May have responsibilities for multiple projects and must be able to ensure successful completion of projects.

Minimum Education: Bachelor's degree in related discipline

Manager III

Minimum/General Experience: Minimum of three (3) years of equivalent work experience. Competency in all phases of project management concepts and methods is required in addition to knowledge of resource management and financial management practices.

Functional Responsibility: Responsible for management of day-to-day activities on projects as assigned. Provides oversight of and reporting on the project management and execution of assigned tasks. Supports Manager Level I and II as needed. May have responsibilities for multiple projects and must be able to ensure successful completion of projects.

Minimum Education: Bachelor's degree in related discipline

Subject Matter Expert I

Minimum/General Experience: Minimum of three (3) years of experience applying specialized systems or procedural knowledge to a particular task.

Functional Responsibility: Designs major systems projects and provides program management oversight for large, detailed projects or has specific knowledge in highly specialized technical areas. Must be able to communicate on highly technical and specialized subject information, to a variety of audiences, orally and in writing. Excellent verbal and written communications skills are required.

Minimum Education: Minimum BS/BA Degree or Professional Certification.

Management Consultant

Minimum/General Experience: Five (5) years of overall experience in process and business analyses and project management.

Functional Responsibility: In support of the government client: performs detailed analysis; develops alternative solutions; designs business solutions; conducts feasibility studies; develops implementation plans; performs project management; performs implementation tasks; conducts testing and ensures results.

Minimum Education: Bachelor's degree in related discipline

Team Leader – Business

Minimum/General Experience: At least (5) years in a related field. Must be able to lead a project or subproject team to ensure successful implementation of assigned projects.

Functional Responsibility: Provides senior level support and assistance in coordination and oversight of acquisition projects and operations. Shall support business team on a full range of acquisition lifecycle activities to ensure task completeness, sound judgment and compliance. Shall possess the capability to provide an extensive variety of acquisition and program management support services. Team Leader contributes to data gathering efforts and process mapping to help in identifying and prioritizing opportunities for improvement; supports implementation activities and interacts with government personnel to accomplish project objectives and achieve sustainable results.

Minimum Education: Bachelor's degree in related discipline.

Team Leader – Planning

Minimum/General Experience: At least five (5) years in a related field. Must be able to lead a project or subproject team to ensure successful implementation of assigned projects.

Functional Responsibility: Works with government clients to execute organization transformation focused on achieving improved results and learning and demonstrating the application of organization strategy methodologies; contributes to data gathering efforts and process mapping to help in identifying and prioritizing opportunities for improvement; supports implementation activities and interacts with government personnel to accomplish project objectives and achieve sustainable results.

Minimum Education: Bachelor's degree in related discipline

Consultant - Program Analysis

Minimum/General Experience: Five (5) years of related experience performing analytical and evaluative work associated with program activities.

Functional Responsibility: Assists government clients by performing analytical and evaluative work associated with program activities. Develops, analyzes, evaluates, advises on, or improves the effectiveness of work methods and procedures. Formulates, presents, executes, and analyzes

organizational budgets. Analyzes and evaluates the effectiveness of programs or operations in meeting established goals and objectives. Also performs administrative work in one or more of the following areas: personnel management/administration, budgeting and financial management, procurement and contracting, and property management.

Minimum Education: Bachelor's degree in related discipline

Consultant – Tax Analysis

Minimum/General Experience: At least three (3) years' experience in a related field and must have strong analytical, problem solving and decision-making capabilities.

Functional Responsibility: Assists government clients by supporting operational needs through financial analysis, administrative support and project reporting. Conducts tax research on current real estate tax topics and analyzes real estate transactions. Other responsibilities include assisting with audit and tax preparation schedules; providing timely reviews of project financial status and progress; assisting in accounting functions; preparing, analyzing, and reconciling project accounts and related reports; preparing project management review packages; preparing monthly financial reports.

Minimum Education: Bachelor's degree in related discipline

Consultant – Property Agreements

Minimum/General Experience: Five (5) years' experience in a related field performing space planning and lease administration.

Functional Responsibility: Provides technical advice and assistance to government clients regarding requests for space and consults with users regarding the amount, type and location of the space; analyzes space inventory for utilization of existing federally owned space in satisfying requirements; assists with the acquisition of leased space and performs lease administration; assists with formulating the contracting approach that will best satisfy procurement requirements based on market analysis.

Minimum Education: Bachelor's degree in related discipline

Cost Estimator

Minimum/General Experience: Five (5) years' experience in cost analysis/estimating in a related field.

Functional Responsibility: Supports the government client preparing all estimates required by project personnel and keeps records of all estimated costs and final actual costs; ensures that all budgets and change order estimates are completed and reviewed by the project manager and government specialists prior to negotiations; assists the government contract/procurement specialist in negotiations and maintains the as-built records and drawings as a project progresses.

Minimum Education: High School diploma

Appraiser

Minimum/General Experience: At least three (3) years' experience assessing fair market value for owned assets and must be familiar with regulations and laws governing Federal real property valuation.

Functional Responsibility: Supports the government client by providing guidance and oversight on assessing fair market value and functional replacement value for owned assets; assists in defining requirements to ensure consistent application of valuation principles and policies; collaborates, both orally and in writing, on the development of responses to valuation issues; maintains a full working knowledge of existing national policies, laws and directives related to real estate valuation activities.

Minimum Education: Bachelor's degree in related discipline

Real Estate Consultant

Minimum/General Experience: Five (5) years of experience in the acquisition of leased space in the Federal Sector.

Functional Responsibility: Assists the government client with performing the full range of acquisition, management, and contract oversight of realty transactions. Provides technical advice and assistance regarding requests for space and consults with the user client on the amount, type and location of required space. Analyzes space inventory for utilization of existing federally owned space to satisfy requirements or acquires or oversees the acquisition of leased space. Performs lease administration and is responsible for coordinating and overseeing construction activities related to a client's initial space alterations or post-occupancy alterations.

Minimum Education: Bachelor's degree in related discipline

Project Management Consultant

Minimum/General Experience: At least seven (7) years of experience being responsible for over- all project management of and successful completion of assigned projects.

Functional Responsibility: Supports the government client by coordinating project budgets, contracts and procurements; serves as the technical advisor ensuring quality assurance of assigned projects; participates in the development of technical project plans, proposals, reports, and task order administrative reporting. Other duties may encompass broad managerial responsibilities such as planning, organizing, controlling, coordinating, reviewing, and approving design, construction and related work. Position is also responsible for resolving complex problems or conflicts impeding progress and for assuring that contractors and agency staff work effectively toward timely completion of projects within an established budget.

Minimum Education: Bachelor's degree in related discipline

Electrical Engineer Consultant

Minimum/General Experience: At least three (3) years' experience in the design specification, integration, installation, testing and documentation of electrical systems, circuit design, government drawing standards and practices.

Functional Responsibility: Serves as the technical advisor on electrical issues including energy efficiency, reliability and quality of service. Performs specific project design and development tasks, including drawings, calculations, cost estimates and specifications; assists the government client with preparation of technical documents such as requirements analysis, engineering plans, proposals and statements of work; performs site surveys to verify requirements and ensures electrical equipment and materials meet specifications and budgets.

Minimum Education: Bachelor's in Electrical Engineering or related discipline

Senior Architect Consultant

Minimum/General Experience: Seven (7) years' experience as an Architect and proficient in Design CAD and AutoCAD 13 or 14.

Functional Responsibility: Supports the government client by preparing sets of documents for complex facilities. Responsible for all phases of project development including document planning and coordination as well as detail development, design development and preparation of project presentation drawings and other types of documents as required.

Minimum Education: Bachelor's in Architecture

Project Architect Consultant

Minimum/General Experience: Must have a minimum of Five (5) years' experience in a related field and be proficient in Design CAD and Auto CAD.

Functional Responsibility: Supports the government client by acting as the professional advisory personnel assigned to task orders with the responsibility to review designs; acts as the direct advisor on the technical management of assigned task assignments; assists the client by reviewing each deliverable dealing with the various disciplines such as telecommunications, electrical design and technical requirements. Has responsibility for the architectural design, space analysis and capital improvements.

Minimum Education: Bachelor's in Architecture

Program Analyst

Minimum/General Experience: Five (5) years of experience in all phases of analysis techniques, concepts, and methods; in addition to knowledge of finance, organization, process engineering and management practices.

Functional Responsibility: Supports the government client by reviewing, analyzing, and evaluating the effectiveness of work methods & procedures; documenting requirements, defining scope and making recommendations surrounding improving processes, efficiency and practices. Analyzes and evaluates, on a quantitative or qualitative basis, the effectiveness of programs or operations in meeting established goals and objectives. Administrative work may include administrative work in one or more of these areas: personnel management/administration, budgeting and financial management, procurement and contracting and property management.

Minimum Education: Bachelor's in Business or related field

****Administrative/Technical Assistant/Operator (Level 1)**

Minimum/General Experience: Three (3) years of administrative type support to technical and management level personnel. May include documentation planning and support, project administration, executive secretarial support, office management, records, data input, etc.

Functional Responsibility: Assists with coordinating and planning office administration support. Understands and provides documentation planning and support, project administration, general office support. May perform other duties as assigned.

Minimum Education: High School Diploma

****Administrative/Technical Assistant/Operator (Level 2)**

Minimum/General Experience: Five (5) years of administrative type support to technical and management level personnel. May include documentation planning and support, project administration, executive secretarial support, office management, records, data input, etc.

Functional Responsibility: Coordinates office administration support. Understands and provides documentation planning and support, project administration, general office support. May perform other duties as assigned.

Minimum Education: High School Diploma

****Administrative/Technical Assistant/Operator (Level 3)**

Minimum/General Experience: Seven (7) years of administrative type support to technical and management level personnel. May include documentation planning and support, project administration, executive secretarial support, office management, records, data input, etc.

Functional Responsibility: Supervises the coordination and planning of office administration. Understands and provides documentation planning and support, project administration, general office support. May perform other duties as assigned.

Minimum Education: High School Diploma