



**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

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

**Schedule Title:** Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency/Disaster Response

**FSC Group:** 84 – Law Enforcement and Security Equipment Supplies and Services  
**Contract No.:** GS-07F-0046X through Mod PS-0002

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

**Contract Period:** November 1, 2010 – October 31, 2015

**Ideal Innovations, Inc.**  
**950 N. Glebe Road, Suite 800**  
**Arlington, VA 22203**  
<http://www.idealinnovations.com>

**Business Size:** Large Business

**Ideal Innovations, Inc.**

**GS-07F-0046X**

April 1, 2019

**Contract Administration:** Allison Jensen  
Telephone: 571-480-5005  
FAX: 703-528-1913  
E-mail: [contracts@idealinnovations.com](mailto:contracts@idealinnovations.com)

**Customer Information**

**1a. Awarded Special Item Numbers:**

SIN 426-7: Professional Law Enforcement Services  
SIN 246-60-2: Security Management and Support Services

**2. Maximum Order:** \$100,000.00

**3. Minimum Order:** none

**4. Geographic Coverage (delivery area):** Domestic, 50 states, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities

**5. Point(s) of Production:** 950 N. Glebe Rd, Suite 800, Arlington, VA 22203

**6. Discount from List Price:** 2% to 21% from the accepted Ideal Innovations, Inc. Commercial Price List Effective October 1, 2009 plus prevailing IFF rate. Current IFF rate is .75%

**7. Quantity Discounts:** 2% on single orders of \$500,000 or more

**8. Prompt Payment Terms:** None. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9a. Government purchase cards are accepted at or below the micro-purchase threshold**

**9b. Government purchase cards are accepted above the micro-purchase threshold**

**10. Foreign Items:** None

**11a. Time of Delivery:** From date of award to date of completion

**11b. Expedited Delivery:** From date of award to date of completion

**11c. Overnight and 2-day Delivery:** None

**11d. Urgent Requirements:** Contact Contractor

**12. F.O.B. Points(s):** Origin

**13a. Ordering Address:** 950 N. Glebe Rd, Suite 800, Arlington, VA 22203

**14. Payment Address:** 950 N. Glebe Rd, Suite 800, Arlington, VA 22203

**15. Warranty Provision:** SCW

**16. Export Packaging Charges:** Not applicable

**17. Terms and conditions of Government commercial credit card acceptance (any thresholds above the micro-purchase level):** Not Applicable

**18. Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable

**Customer Information**

**19. Terms and Conditions of Installation:** Not Applicable

**20a. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any discounts from List Prices:** Not Applicable

**20a. Terms and Conditions of 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

**24a. Special Attributes Such as Environmental Attributes:** Not Applicable

**24b. Section 508 Compliance for EIT:** Not Applicable

**25. Data Universal Numbering System (DUNS) Number:** 047665075

**26. Notification regarding registration in Central Contract Registration (CCR) database:** Active in CCR

**Government Awarded Prices**

**Pricing for SIN 426-7**

Labor Category	Unit	GSA w/ IFF
Program Manager I	Hours	\$194.02
Program Manager II	Hours	\$159.36
Subject Matter Expert I	Hours	\$125.64
Subject Matter Expert II	Hours	\$141.35
Subject Matter Expert III	Hours	\$159.36
Subject Matter Expert IV	Hours	\$231.52
Latent Fingerprint Examiner I	Hours	\$125.64
Latent Fingerprint Examiner II	Hours	\$141.35
Latent Fingerprint Examiner III	Hours	\$159.36
Latent Fingerprint Examiner IV	Hours	\$231.52
Forensic Specialist I	Hours	\$125.64
Forensic Specialist II	Hours	\$141.35
Forensic Specialist III	Hours	\$159.36
Forensic Specialist IV	Hours	\$231.52
Forensic Photographer I	Hours	\$105.37
Forensic Photographer II	Hours	\$118.54
Forensic Photographer III	Hours	\$167.08
Forensic Technician I	Hours	\$105.37
Forensic Technician II	Hours	\$118.54
Forensic Technician III	Hours	\$167.08
Forensic Technician IV	Hours	\$190.93
Administrative Support I	Hours	\$49.02
Administrative Support II	Hours	\$57.32
Administrative Support III	Hours	\$71.13
Analyst I	Hours	\$75.69
Analyst II	Hours	\$85.15
Analyst III	Hours	\$103.79
Analyst IV	Hours	\$125.13
Engineer I	Hours	\$125.64
Engineer II	Hours	\$141.35
Engineer III	Hours	\$159.36
Engineer IV	Hours	\$231.52

Labor Category	Unit	GSA w/ IFF
Information Technology Administrator I	Hours	\$64.39
Information Technology Administrator II	Hours	\$72.44
Information Technology Administrator III	Hours	\$94.99
Information Technology Administrator IV	Hours	\$106.57

**Labor Categories/Job Descriptions – Schedule 84**

**PROGRAM MANAGER I**

Functional Responsibility: Manages complex, mission-critical and advanced technology-based programs for law enforcement, homeland defense, homeland security and emergency preparedness. Serves as the main point of contact for the contract and client regarding program direction, tasks, scheduling and budget control. Directs contract team, including subcontractor(s) and performs management, planning, contract level performance metrics and production of overall contract/task order support operations. Effectively manages funds, personnel, deliverables and resources and ensures quality and timely delivery of all contractual items.

**Requirements:**

High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 year of experience

**PROGRAM MANAGER II**

Functional Responsibility: Manages complex, mission-critical, strategic and advanced technology-based programs for law enforcement, homeland defense, homeland security and emergency preparedness. Serves as the main point of contact for the contract and client regarding program direction, tasks, scheduling and budget control. Directs contract team, including subcontractor(s) and performs overall strategic management, planning, contract level performance metrics and production of overall contract/task order support operations. Effectively manages funds, personnel, deliverables and resources and ensures quality and timely delivery of all contractual items.

**Requirements:**

High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**SUBJECT MATTER EXPERT**

Functional Responsibility: Uses functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for law enforcement, homeland defense, homeland security, and emergency preparedness. Uses various techniques and equipment relative to their area of expertise. Areas include but are not limited to DNA, Latent Prints, Firearms and Toolmarks, Documents, Trace Evidence, Chemistry, and Explosives. Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise. May serve as an expert to assist agencies in determining and engaging local, state, and federal agencies. Recognized for strong expertise and recognition in determining industry issues and trends. Trains or mentors on the proper use of laboratory instruments as they are related to casework in various disciplines; develops and recommends laboratory policies and advises in evidence collection, logging, processing, and storage of evidence; prepare and present training and mentoring materials in classroom and laboratory settings.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' relevant experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' relevant experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**LATENT FINGERPRINT EXAMINER**

Functional Responsibility: Uses various comparison methodologies/techniques to analyze, compare, evaluate and verify latent print and known fingerprints. Uses various techniques and equipment to process evidence for the presence of latent prints. Prepares latent prints for processing within systems (e.g., scanning into the system, marking minutia points and other distinguishing characteristics). Prepares and maintains case examination documentation/reports. Provides Quality Assurance checks on decisions made by less-skilled fingerprint examiners/latent print examiners. Demonstrates familiarity with terminology of work environment, knowledge and understanding of agency paperwork and procedures. Performs other related duties as assigned or requested. Provides affidavits or gives testimony for proceedings before courts as an expert in latent print analysis. Prepares charts, photographs, and other materials for presentations before courts. Supervision of shift work.

Requirements:

Level I: Minimum HS Diploma and 1 years' experience; or 2 years' experience

Level II: HS Diploma and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**FORENSIC SPECIALIST**

Functional Responsibility: Uses various techniques and equipment relative to their area of expertise. Areas include but are not limited to DNA, Latent Prints, Biometrics Examination, Firearms and Toolmarks, Documents, Cellular Exploitation, Trace Evidence, Chemistry and Explosives. Prepares and maintains case examination documentation and reports. Provides expert opinions based on forensic examinations to Government customers and legal officials in the form of courtroom testimony.

Requirements:

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 10 years' experience; or Associates Degree and 5 years' experience; or Bachelor's Degree and 3 years' experience; or Master's Degree and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience

**FORENSIC PHOTOGRAPHER**

Functional Responsibility: Photographs various pieces of evidence; including but not limited to latent prints, hairs, fibers, and serial numbers. Prepares detailed reports on activity performed. Trains other personnel in the area of forensic photography. Maintains and documents the chain of custody of evidence. Provides input and establishes policies and procedures that contribute to the efficiency of the operation. Proficient with digital photography. Has an extensive knowledge and experience in the areas of digital photography and Adobe

**Ideal Innovations, Inc.**

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PhotoShop software. Has a familiarity with digital enhancement. Possesses the ability to teach classes and brief information pertaining to forensic photography.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

**FORENSIC TECHNICIAN**

**Functional Responsibility:** Processes various types of evidence for latent prints, enhance visible latent prints, identify and label latent prints of value on evidence to be photographed. Work includes the collecting and preserving possible DNA evidence, maintaining and documenting the chain of custody of evidence, preparing detailed reports on processes performed and results obtained and providing input and establish policies and procedures that contribute to the efficiency of the operation.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 10 years' experience; or Associates Degree and 5 years' experience; or Bachelor's Degree and 3 years' experience; or Master's Degree and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience

**ADMINISTRATIVE SUPPORT**

**Functional Responsibility:** Provides administrative, clerical, and support services to technical, professional and management level staff for project tasks. Work includes program management support activities, project budget preparation and control, technical writing and editing, documentation and graphics support, events planning and facilitation.



## **Ideal Innovations, Inc.**

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### Requirements:

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School Diploma and 2 years' experience; or 4 years' experience

Level III: High School diploma/GED and 6 years' experience; or Associates Degree and 2 years' experience

### ANALYST

Functional Responsibility: Applies management analysis processes, statistical methods and advanced technical and analytical research techniques to develop security solutions and strategies based on client requirements with a law enforcement, professional security, or emergency preparedness services-based scope. Analyzes operational activities to obtain a quantitative basis for decision making and resource allocation. Generates functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in research and development, organizational and vulnerability assessments, intelligence and threat analysis, mission requirements determination, policy and procedures development, concept definition design, testing, integration verification and validation, documentation, implementation, and operations and maintenance. Works closely with stakeholders to determine requirements and ensure compliancy with exceptions.

### Requirements:

Level I: High School Diploma or GED Certification and 2 years' experience; or 4 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 4 years' experience; or Master's Degree and 2 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 10 years' experience; or Associates Degree and 8 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 2 years' experience

### ENGINEER

Functional Responsibility: Performs complex engineering analysis and implementation tasks in a law enforcement, professional security or emergency preparedness environment. Tasks are broad in nature and include the design, development, layout, and testing of security related devices or systems. Plans and performs engineering research, studies and analysis that may include technology planning; biometrics, organizational and vulnerability assessments, intelligence and threat analysis; determination of capabilities; standards

development; resource planning; enterprise architecture development and integration; concept development and requirements analysis; systems design; test and evaluation; systems operation; control of systems and components; integrated logistics support; modeling and simulation; configuration management; systems and mission engineering; systems acquisition; and life-cycle management.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**INFORMATION TECHNOLOGY ADMINISTRATOR**

**Functional Responsibility:** Install, configure, and support systems, subsystems, and components in a law enforcement, professional security or emergency preparedness environment. Performs work in or on operations, networks, databases, or hardware. Understand all technical aspects of the system in detail including but not limited to software/database operation, hardware, system configurations, network architecture, system architecture, system interfaces, and protocols. Operational monitoring, maintenance, and troubleshooting. Maintain the system, network, hardware and software. Monitor systems and network to ensure network availability to all system users and perform necessary maintenance to support network availability. Interfaces with engineering and program management. Interfaces with hardware and software vendors to obtain technical information and assistance. Plan, coordinate and implement network security measures. Implements information assurance and information security activities and protocols. Defines and executes installation or tear down, start-up, testing, shutdown and recovery processes for systems and components. Selected packaging/unpacking activities of equipment to facilitate installation or tear down. May supervise other network support and client server specialists.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 4 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**Pricing for SIN 246 60 2**

Labor Category	Unit	GSA w/ IFF
Program Manager I	Hours	\$175.73
Program Manager II	Hours	\$213.96
Subject Matter Expert I	Hours	\$155.88
Subject Matter Expert II	Hours	\$155.88
Subject Matter Expert III	Hours	\$175.73
Subject Matter Expert IV	Hours	\$255.31
Latent Fingerprint Examiner I	Hours	\$155.88
Latent Fingerprint Examiner II	Hours	\$155.88
Latent Fingerprint Examiner III	Hours	\$175.73
Latent Fingerprint Examiner IV	Hours	\$255.31
Forensic Specialist I	Hours	\$155.88
Forensic Specialist II	Hours	\$155.88
Forensic Specialist III	Hours	\$175.73
Forensic Specialist IV	Hours	\$255.31
Forensic Photographer I	Hours	\$130.72
Forensic Photographer II	Hours	\$130.72
Forensic Photographer III	Hours	\$184.26
Forensic Technician I	Hours	\$130.72
Forensic Technician II	Hours	\$130.72
Forensic Technician III	Hours	\$184.26
Forensic Technician IV	Hours	\$210.56
Administrative Support I	Hours	\$54.06
Administrative Support II	Hours	\$63.21
Administrative Support III	Hours	\$78.44
Analyst I	Hours	\$93.90
Analyst II	Hours	\$93.90

Labor Category	Unit	GSA w/ IFF
Analyst III	Hours	\$114.45
Analyst IV	Hours	\$137.99
Engineer I	Hours	\$155.88
Engineer II	Hours	\$155.88
Engineer III	Hours	\$175.73
Engineer IV	Hours	\$255.31
Information Technology Administrator I	Hours	\$79.89
Information Technology Administrator II	Hours	\$79.89
Information Technology Administrator III	Hours	\$104.86
Information Technology Administrator IV	Hours	\$117.52

**Labor Categories/Job Descriptions – Schedule 84**

**PROGRAM MANAGER I**

Functional Responsibility: Manages complex, mission-critical and advanced technology-based programs for law enforcement, homeland defense, homeland security and emergency preparedness. Serves as the main point of contact for the contract and client regarding program direction, tasks, scheduling and budget control. Directs contract team, including subcontractor(s) and performs management, planning, contract level performance metrics and production of overall contract/task order support operations. Effectively manages funds, personnel, deliverables and resources and ensures quality and timely delivery of all contractual items.

**Requirements:**

High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 year of experience

**PROGRAM MANAGER II**

Functional Responsibility: Manages complex, mission-critical, strategic and advanced technology-based programs for law enforcement, homeland defense, homeland security and emergency preparedness. Serves as the main point of contact for the contract and client regarding program direction, tasks, scheduling and budget control. Directs contract team, including subcontractor(s) and performs overall strategic management, planning, contract level performance metrics and production of overall contract/task order support operations. Effectively manages funds, personnel, deliverables and resources and ensures quality and timely delivery of all contractual items.

Requirements:

High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**SUBJECT MATTER EXPERT**

Functional Responsibility: Uses functional and/or subject matter area expertise gained through direct industry experience to assess the organizational, operational, and functional baseline for law enforcement, homeland defense, homeland security, and emergency preparedness. Uses various techniques and equipment relative to their area of expertise. Areas include but are not limited to DNA, Latent Prints, Firearms and Toolmarks, Documents, Trace Evidence, Chemistry, and Explosives. Works with senior government officials and executives to provide industry vision and strategic direction with regard to their enterprise. May serve as an expert to assist agencies in determining and engaging local, state, and federal agencies. Recognized for strong expertise and recognition in determining industry issues and trends. Trains or mentors on the proper use of laboratory instruments as they are related to casework in various disciplines; develops and recommends laboratory policies and advises in evidence collection, logging, processing, and storage of evidence; prepare and present training and mentoring materials in classroom and laboratory settings.

Requirements:

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' relevant experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' relevant experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**LATENT FINGERPRINT EXAMINER**

Functional Responsibility: Uses various comparison methodologies/techniques to analyze, compare, evaluate and verify latent print and known fingerprints. Uses various techniques and equipment to process evidence for the presence of latent prints. Prepares latent prints for processing within systems (e.g., scanning into the system, marking minutia points and other distinguishing characteristics). Prepares and maintains case examination documentation/reports. Provides Quality Assurance checks on decisions made by less-skilled

fingerprint examiners/latent print examiners. Demonstrates familiarity with terminology of work environment, knowledge and understanding of agency paperwork and procedures. Performs other related duties as assigned or requested. Provides affidavits or gives testimony for proceedings before courts as an expert in latent print analysis. Prepares charts, photographs, and other materials for presentations before courts. Supervision of shift work.

**Requirements:**

Level I: Minimum HS Diploma and 1 years' experience; or 2 years' experience

Level II: HS Diploma and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**FORENSIC SPECIALIST**

**Functional Responsibility:** Uses various techniques and equipment relative to their area of expertise. Areas include but are not limited to DNA, Latent Prints, Biometrics Examination, Firearms and Toolmarks, Documents, Cellular Exploitation, Trace Evidence, Chemistry and Explosives. Prepares and maintains case examination documentation and reports. Provides expert opinions based on forensic examinations to Government customers and legal officials in the form of courtroom testimony.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 10 years' experience; or Associates Degree and 5 years' experience; or Bachelor's Degree and 3 years' experience; or Master's Degree and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience

**FORENSIC PHOTOGRAPHER**

Functional Responsibility: Photographs various pieces of evidence; including but not limited to latent prints, hairs, fibers, and serial numbers. Prepares detailed reports on activity performed. Trains other personnel in the area of forensic photography. Maintains and documents the chain of custody of evidence. Provides input and establishes policies and procedures that contribute to the efficiency of the operation. Proficient with digital photography. Has an extensive knowledge and experience in the areas of digital photography and Adobe PhotoShop software. Has a familiarity with digital enhancement. Possesses the ability to teach classes and brief information pertaining to forensic photography.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

**FORENSIC TECHNICIAN**

Functional Responsibility: Processes various types of evidence for latent prints, enhance visible latent prints, identify and label latent prints of value on evidence to be photographed. Work includes the collecting and preserving possible DNA evidence, maintaining and documenting the chain of custody of evidence, preparing detailed reports on processes performed and results obtained and providing input and establish policies and procedures that contribute to the efficiency of the operation.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 10 years' experience; or Associates Degree and 5 years' experience; or Bachelor's Degree and 3 years' experience; or Master's Degree and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience

**ADMINISTRATIVE SUPPORT**

Functional Responsibility: Provides administrative, clerical, and support services to technical, professional and management level staff for project tasks. Work includes program management support activities, project budget preparation and control, technical writing and editing, documentation and graphics support, events planning and facilitation.

Requirements:

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School Diploma and 2 years' experience; or 4 years' experience

Level III: High School diploma/GED and 6 years' experience; or Associates Degree and 2 years' experience

**ANALYST**

Functional Responsibility: Applies management analysis processes, statistical methods and advanced technical and analytical research techniques to develop security solutions and strategies based on client requirements with a law enforcement, professional security, or emergency preparedness services-based scope. Analyzes operational activities to obtain a quantitative basis for decision making and resource allocation. Generates functional area strategies for enhanced operations in a cross-functional area mode throughout the organization. Employs process improvements and reengineering methodologies and principles for modernization of systems and projects. Creates project plans to achieve performance-based objectives, enhancing implementation, systems and service. Provides integral support in research and development, organizational and vulnerability assessments, intelligence and threat analysis, mission requirements determination, policy and procedures development, concept definition design, testing, integration verification and validation, documentation, implementation, and operations and maintenance. Works closely with stakeholders to determine requirements and ensure compliancy with exceptions.

Requirements:

Level I: High School Diploma or GED Certification and 2 years' experience; or 4 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 4 years' experience; or Master's Degree and 2 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 10 years' experience; or Associates Degree and 8 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 2 years' experience



**ENGINEER**

Functional Responsibility: Performs complex engineering analysis and implementation tasks in a law enforcement, professional security or emergency preparedness environment. Tasks are broad in nature and include the design, development, layout, and testing of security related devices or systems. Plans and performs engineering research, studies and analysis that may include technology planning; biometrics, organizational and vulnerability assessments, intelligence and threat analysis; determination of capabilities; standards development; resource planning; enterprise architecture development and integration; concept development and requirements analysis; systems design; test and evaluation; systems operation; control of systems and components; integrated logistics support; modeling and simulation; configuration management; systems and mission engineering; systems acquisition; and life-cycle management.

**Requirements:**

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 5 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**INFORMATION TECHNOLOGY ADMINISTRATOR**

Functional Responsibility: Install, configure, and support systems, subsystems, and components in a law enforcement, professional security or emergency preparedness environment. Performs work in or on operations, networks, databases, or hardware. Understand all technical aspects of the system in detail including but not limited to software/database operation, hardware, system configurations, network architecture, system architecture, system interfaces, and protocols. Operational monitoring, maintenance, and troubleshooting. Maintain the system, network, hardware and software. Monitor systems and network to ensure network availability to all system users and perform necessary maintenance to support network availability. Interfaces with engineering and program management. Interfaces with hardware and software vendors to obtain technical information and assistance. Plan, coordinate and implement network security measures. Implements information assurance and information security activities and protocols. Defines and executes installation or tear down, start-up, testing, shutdown and recovery processes for systems and components. Selected packaging/unpacking activities of equipment to facilitate installation or tear down. May supervise other network support and client server specialists.

Requirements:

Level I: High School Diploma or GED Certification and 1 years' experience; or 2 years' experience

Level II: High School diploma/GED and 7 years' experience; or Associates Degree and 2 years' experience

Level III: High School diploma/GED and 11 years' experience; or Associates Degree and 7 years' experience; or Bachelor's Degree and 4 years' experience; or Master's Degree and 3 years' experience; or Doctorate and 1 years' experience

Level IV: High School diploma/GED and 15 years' experience; or Associates Degree and 10 years' experience; or Bachelor's Degree and 8 years' experience; or Master's Degree and 6 years' experience; or Doctorate and 4 years' experience

**INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON  
GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Ideal Innovations, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide PES services, follow these simple steps:

**Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

**Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

**Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

**Step 4. Provide RFQ to at least Three Firms**

**Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

**REQUIREMENTS EXCEEDING THE MAXIMUM ORDER**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## **BLANKET PURCHASE AGREEMENT**

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

### **Ordering from BPAs:**

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micropurchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

### **Review of BPAs:**

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.