



GSA 874

Professional Services Schedule



U.S. General Services Administration

**Contract Number
GS000F089GA**

Small Business

 **INTEK INC.**

**2300 Clarendon Blvd. Suite 310
Arlington, VA, 22201, USA**

COMPANY PROFILE

WHO WE ARE

INTEK, Inc. is a small business, management consulting firm headquartered in Arlington, VA. We combine the knowledge of our management, technical staff, and senior consultants to meet the demands of our public and private clients. With over 20 years of experience, our staff members have unique and demonstrated capabilities in the evaluation of alternative programmatic and policy options as they relate to the oil and gas resources, exploration, production, processing, and use.

We apply proven processes to complete Agency tasks assigned under our GSA schedule. We work closely with our clients to better understand their requirements and expectations and assist them in achieving expected outcomes. We are committed to our clients and through our experience and expertise we guarantee quality services.

WHAT WE DO

We provide a wide array of services to government clients in the following areas:

1. Feasibility studies for new projects
2. Analysis of economic and regulatory policy issues and their impacts on domestic oil & gas industry.
3. Cost and benefit analysis of Federal oil and gas R&D programs and support in their justification.
4. Unconventional Fuels
5. Oil and gas resource assessment, market analysis, modeling, and forecast.
6. Design and development of decision support systems for oil and gas E&P, processing, and storage.
7. Assessment of domestic and international oil and gas industry trends
8. Oil and gas E&P, processing, and transportation management and operation support
9. Assessment of crude oil supply disruption and its impact on the national economy and consumers.
10. National assessment of the vulnerability of critical oil and gas infrastructures
Technical support for technology road mapping, program planning, and facilitation.
11. Assessment of Federal land management policies related to oil and gas activities.

WHAT WE OFFER

INTEK offers solution based consulting services. We are dedicated to becoming a working partner with you. We offer an efficient and effective way to experience positive bottom-line impacts, to experience increases in quality service, and to gain more over-all satisfaction.

OUR SERVICES

SIN 874-1 Integrated Consulting Services

Integrated Consulting Services: - Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, and strategy formulation
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.

INTEK's SERVICES

INTEK offers a wide range of technical, analytical, and policy expertise. We provide:

- Subject matter expertise and advice in energy resources, economics, technologies, infrastructure and systems,
- Mission-focused technical, modeling and simulation, and analytical support,
- Decision support modeling, scenario development, and analyses services and capabilities
- Research and data collection, validation, and integration services
- Policy and program planning, development and evaluation support, and guidance.
- Performance measures and indicators development and assessment
- Process and productivity improvement
- Program audits and evaluations
- Facilitation and assessment of stakeholder outreach and interactions
- Professional quality analytical tools, analyses, reports, briefing materials, and other deliverables for internal and external audiences.

OUR CONTRACT

CONTRACT INFORMATION

- Schedule for: 00CORP-Professional Services Schedule (PSS)
- Federal Supply Group: PSS
- Contract Number: GS00F089GA
- Contract Period: January 19, 2017 through January 18, 2022
- Contractor's Name: INTEK, Inc.
- Contractor's Address: 2300 Clarendon Blvd. Suite 310
Arlington, VA 22201
- Phone Number: (703) 465-2200
- FAX Number: (703) 465-2225
- E-mail: kbiglarbigi@inteki.com
- Contract Administrator: Hitesh Mohan
- Business Size: Small Business

ORDERING INFORMATION

1. Special Item Number: 874-1
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$100.00
4. Geographic Coverage (Delivery Area): Domestic Only
5. Points of Production: Same as company address
6. Statement of Net Price: Government net prices (Discounts Already Included)
7. Quantity Discounts: None Offered
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Cards Accepted at or below: Yes
- 9b. Government Purchase Cards Accepted or Not Accepted Above: Accept Over \$2,500
10. Foreign Items: None
11. Time of Delivery: Specified on the Task Order
 - Expedited Delivery Items for expedited delivery noted on price list
 - Urgent Requirement Please contact Contractor's representative
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: INTEK INC.
2300 Clarendon Blvd. Suite 310
Arlington, VA 22201, USA
Phone No. (703) 465-2200
Fax No. (703) 465-2225
- 13b. Payment Address: INTEK INC.
2300 Clarendon Blvd. Suite 310
Arlington, VA 22201, USA
Contractor's standard commercial warranty
14. Warranty Provision:
15. Data Universal Numbering System (DUNS) number: 04-2815642
16. Notification Regarding Registration In Central Contractor Registration (CCR) Database: Registered

USING THE GSA SCHEDULE

ADVANTAGES OF USING THE SCHEDULE

The GSA Federal Supply Schedule offers Federal agencies a streamlined procurement vehicle for obtaining services and products for implementation of business improvement, quality management, organizational and system change processes, and program integration and project management services. Advantages of using the GSA PSS Schedule include:

- Dramatic reduction in lead time to obtain services and products ;
- Delivery Order awards are based on Best Value:
 - CBD Synopsis is NOT required;
 - Competitive requirements have been met;
 - Prices have been determined to be fair-and-reasonable, and;
 - All applicable laws and regulations have been applied (including small business set-asides).
- Can be used by all Federal agencies and the District of Columbia;
- NO maximum order limitations;
- Contractor/Customer direct relationship – no transfer of funds to GSA;
- Blanket Purchase Agreements can be established to negotiate even better pricing, and;
- Use of contractor teams and subcontractors is encouraged.

PLACING AN ORDER

GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. GSA has accomplished this by pre-qualifying vendors to perform a wide range of services, and identified these vendors, by type of service, on its *Advantage!* Website. This approval is valid for all organizations in the Federal government and other governmental agencies, and the entire process can be completed in as little as a few weeks.

To obtain GSA PSS Schedule services and products, Federal agencies work directly with approved GSA PSS contractors. For delivery orders under \$2,500, agencies can order services by placing an order with their contractor of choice. For delivery orders over \$2,500, agencies use the following simplified procedure for placing an order:

- Step 1:** Customer prepares the Performance-Based Statement of Work (SOW) that addresses work to be accomplished, deliverables, period of performance, and other applicable requirements;
- Step 2:** Customer issues a Request for Quotes (RFQ) to three approved GSA PSS vendors. The vendors submit their proposals, or a "no bid" response to the customer's contracting organization;
- Step 3:** Customer conducts a review and selects the best value contractor, and;
- Step 4:** Customer places a delivery order directly with the selected contractor.

If desired, GSA Regional Offices are available to assist the agency during the procurement process.

LABOR CATEGORIES

Senior Director

- Bachelor's Degree
- 25 Years Experience
- 12 Years Specialized

Provides strong senior-level management and direction with client projects, defining project strategy, objectives, and scope including defining project deliverables. Provides executive level leadership in strategic, business, and action planning. Demonstrates understanding of the client's industry, and possesses extensive consulting skills to assist the client. Provides leadership role in facilitating group discussion and resolutions.

Director

- Bachelor's Degree
- 20 Years Experience
- 12 Years Specialized

Provides strong senior-level management and direction with client projects, defining project strategy, objectives, and scope including defining project deliverables. Provides executive level leadership in strategic, business, and action planning. Demonstrates understanding of the client's industry, and possesses extensive consulting skills to assist the client. Provides leadership role in facilitating group discussion and resolutions.

Project Manager

- Bachelor's Degree
- 15 Years Experience
- 8 Years Specialized

Provides leadership in strategic, business, and action planning. Provides oversight of important business, process enablers, and management of project resources. Provides management and technical review for tasks including industry insight, issue resolution, facilitation convening and leading group discussions and meetings, and overall quality assurance. Capable of managing multiple projects, and works effectively under pressure. Sets parameters for optimum utilization of resources and personnel by directing task execution to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management personnel regarding strategic issues.

Sr. Associate

- Bachelor's Degree
- 10 Years Experience
- 4 Years Specialized

Provides leadership in judgment and technical competence in the use of economic principles and professional methods of analyses in solving regulatory or policy issues. Provides leadership role in formulating difficult cost and benefit scenarios and its implications on the industry.

Associate

- Bachelor's Degree
- 5 Years Experience
- 2 Years Specialized

Provides technical skills in the use of underlying economic principles/methods in solving complex regulatory or policy issues. Assist in designing and implementing cost and benefit scenarios, collecting economic and industry related data for analysis.

Research Analyst

- Bachelor's Degree
- No Experience

Provides assistance in collection, research and analyses of various industries, economic and financial data. Develops statistical correlations and assist in modeling efforts.

Data Base Analyst

- Bachelor's Degree
- 8 Years Experience
- 4 Years Specialized

Provides experience in database management methods, techniques, and procedures for storing, revising, and retrieving data, designing and maintaining requisite databases and data dictionaries, supporting backup and recovery of data stored in data base management systems and designing distributed data base architectures.

Administrative Assistant

- Bachelors Degree
- 1 Year Experience

Provides support related to contracts and tasks to managers and other staff. Maintains contract data and records, coordinates and schedules meetings, conferences, and travel arrangements. Likewise, prepares and assembles presentation materials and documents for meetings and conferences.



GSA/PSS

Points of Contact

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A GSA PARTNER

INTEK INC.