



GSA MOBIS – GS-10F-142AA

GENERAL SERVICE ADMINISTRATION

FEDERAL ACQUISITION SERVICE

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 for GSA *Advantage!*[™], is: <http://www.gsaadvantage.gov>

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

Federal Supply Group: 874 -Mission Oriented
Business Integrated Services (MOBIS)

Contract Number: GS-10F-142AA

Contract Period: 11 April 2013 through 10 April 2018.

SERDI, LLC

Business Size: Small, WOSB, 8(a), 8(m)

Office: 202-558-0209

Fax: 301-987-0471

www.SERDI-LLC.com

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

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INFORMATION FOR ORDERING ACTIVITIES
APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination. For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1.0 CONTRACTOR ORDERING ADDRESS AND PAYMENT INFORMATION

Federal Supply Group: 874-MOBIS
Contractor Number: GS-10F-142AA
Contract Period: 11 April 2013 through 10 April 2018.

1.1. CONTRACTOR INFORMATION

Ordering and Payment Address:

Company Information: SERDI, LLC
Company Address: 3195 Old Washington Road, Suite 226
Waldorf, MD, 20602 -3201
Telephone: 202-558-0209
Fax: 301- 987-0471
Website: www.SERDI-LLC.com
Business Size: SBA Certified 8(A), Small, Disadvantaged, Woman Owned
Small Business

1.2. CONTRACT ADMINISTRATOR

Sabrina Poole
sabrina@serdi-llc.com
Office: 202-558-0209
Fax: 301-987-0471

1.3. GOVERNMENT PRICING

- I. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1/1RC and 874-7/7RC
- II. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. The price is the Government price based on the unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concessions 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.
- III. 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.

1.4. MAXIMUM ORDER

\$1,000,000.00

1.5. MINIMUM ORDER

\$100.00

1.6. GEOGRAPHIC COVERAGE

Domestic only.

1.7. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY)

1800 Pembroke Drive, Suite 300
Orlando, Florida 32810

1.8. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE

Government net prices (discounts already deducted) - Price at the end of document.

1.9. QUANTITY DISCOUNTS

None offered.

1.10. PROMPT PAYMENT TERMS

Net 15 Days based on the Quick Pay Initiative, *Accelerating Payments to Small Businesses for Goods and Services*. Memorandum dated: September 14, 2011.

1.11. GOVERNMENT PURCHASE CARDS

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

1.12. GOVERNMENT PURCHASE CARDS NOTIFICATION

For notification on whether Government purchase cards are accepted above the micro-purchase threshold: will not accept over \$3,000

1.13. FOREIGN ITEMS

None.

1.14. TIME OF DELIVERY:

Specified on the Task order.

1.15. EXPEDITED DELIVERY

The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

1.16. OVERNIGHT AND SECOND DAY DELIVERY

The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

1.17. TRADE AGREEMENT ACT OF 1979, AS AMENDED

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

1.18. FOB POINT(S)

Destination.

1.19. ORDERING

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

1.20. PAYMENT ADDRESS(S)

SERDI-LLC
9009 Goshen Valley Drive
Gaithersburg, Maryland 20882

1.21. SERVICE CONTRACT ACT (SCA)

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Mission Oriented Business Integrated Services (MOBIS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

1.22. WARRANTY PROVISION

Contractor's standard commercial warranty

1.23. EXPORT PACKING CHARGES (IF APPLICABLE)

N/A

1.24. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL)

Contact Contractor.

1.25. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE)

N/A

1.26. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE)

N/A

1.27. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE)

N/A

1.28. TERMS AND CONDITIONS OF FOR ANY OTHER SERVICES (IF APPLICABLE)

N/A

1.29. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE)

N/A

1.30. LIST OF PARTICIPATING DEALERS (IF APPLICABLE)

N/A

1.31. PREVENTATIVE MAINTENANCE (IF APPLICABLE)

N/A

1.32. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTERS (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS)

N/A

1.33. SECTION 508

Section 508 compliance is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's website or other location.) The EIT standards can be found at www.Section508.gov/

1.34. DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER

11-7735378

1.35. NOTIFICATION REGARDING REGISTRATION IN SYSTEM AWARD MANAGEMENT.

Registered.

1.36. FIRM FIXED PRICE (FFP)

Contractor will accept FFP.

1.37. GOVERNMENT AWARDED PRICES (NET PRICES)

See price list in document.

2.0 CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**2.1. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

2.2. STATICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 117735378

Block 30: Type of Contractor: Small Disadvantaged Woman

Block 31: Woman - Owned Small Business: Yes

Block 36: Contractor's Taxpayer Identification Number (TIN): Contact Contractor

2.3. CAGE CODE:

3DNK4

2.4. REGISTRATION WITH SAM

Contractor has registered with the System Award Management.

2.5. FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS)

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

2.6. FEDERAL TELECOMMUNICATIONS STANDARDS (FED-STDS):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

2.7. SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

2.8. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

2.9. BLANKET PURCHASE AGREEMENTS (BPAS)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows: "BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

2.10. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

2.11. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:
www.Section508.gov/.

2.12. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- a. A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- b. The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

3.0 TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES AND ELECTRONIC COMMERCE (EC) SERVICES

3.1. SCOPE

- a. The prices, terms and conditions stated under Special Item Numbers for Information Technology Professional Services and Special Item Numbers for Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

3.2. PERFORMANCE INCENTIVES (I-FCI-60) (MAY 2003)

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual orders or Blanket Purchase Agreements, under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions, on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering

activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

****NOTE:** Include paragraph 3 BELOW only if hourly rates for IT Professional Services are offered. If the IT Professional Services are firm-fixed price solutions for a specifically defined service or task, use FAR 8.404 ordering procedures. FAR 8.404 is provided under item 12, Information for Ordering Activities Section of the pricelist. ******

3.3. ORDER

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

3.4. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

3.5. INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

3.6. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data – General, may apply.

3.7. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

3.8. INDEPENDENT CONTRACTOR

All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

3.9. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional Services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

3.10. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition. As prescribed in 16.601(e)(3), insert the following provision:

- a. The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.
- b. The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
 - (1) The offeror;

- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

3.11. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

3.12. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

3.13. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

4.0 DEFINITION OF LABOR CATEGORIES – 874- MOBIS
LABOR CATEGORY DESCRIPTIONS

Labor Category	Minimum General Experience	Functional Responsibilities	Minimum Education
Executive Program Manager	14	Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc. Responsible for the management of large or complex programs/projects. Interfaces with various senior internal and customer management levels concerning operational decisions.	Bachelor's degree or equivalent experience.

Principle Project Manager	12	<p>Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.</p> <p>Responsible for the management of programs/projects Interfaces with various internal and customer management levels concerning operational decisions.</p>	Bachelor's degree or equivalent experience.
Staff Manager	9	<p>Responsible for the management of programs/projects. Interfaces with various internal and customer management levels concerning operational decisions.</p>	Bachelor's degree or equivalent experience.
Principal Consultant	15	<p>Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides strategic consulting or management consulting services. Expert assistance in Program Planning. Develops and implements innovative solutions to the customer's most challenging and complex problems. Researches and analyzes customer requirements. Develop studies and analysis for business programs. Applies expert knowledge to determine accuracy and reasonableness of data. Documents and summarizes the results. Provide consulting to agency heads, directors, and senior managers on implementation of agency-wide initiatives.</p>	Bachelor's degree or equivalent experience.
Senior Consultant	10	<p>Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary. Provides strategic consulting or management consulting services. Provides assistance in Program Planning, audit and evaluations. Develops and implements innovative solutions to the customer's most challenging and complex problems. Researches and analyzes customer requirements. Develop studies and analysis for business programs. Provide consulting to directors, and senior managers on implementation of organizational initiatives.</p>	Bachelor's degree or equivalent experience.
Consultant	6	<p>Provides strategic consulting or management consulting services. Provides support in Program Planning, audit and evaluations. Develops and implements innovative solutions to the customer's most challenging and complex problems. Researches and analyzes customer requirements. Develop studies and analysis for business programs. Applies expert knowledge to determine accuracy and reasonableness of data. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.</p>	Bachelor's degree or equivalent experience.

Junior Consultant	3	Provides strategic consulting or management consulting services. Provide support in Program Planning, audit and evaluations. Researches and analyzes customer requirements. Perform studies and analysis for business programs. Assist in consulting to managers, supervisors, and the workforce on implementation of organizational initiatives. Assist in the presentation of workshops, seminars, benchmarking/survey efforts, or support a team of consultants and analysts. Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Consultants or Task Leads.	Bachelor's degree or equivalent experience.
Senior Functional Analyst	10	Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling an simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills. Directs the activities of Specialists 1 and Specialists, or other staff as necessary on activated related to the specified field or discipline.	Bachelor's degree or equivalent experience.
Functional Analyst	6	Performs acquisition management and program management analysis. Supports acquisition planning assistance, market research, assessment of contract performance and discrepancies, support for contract close out. Performs complex analytical work in support of business systems activities using sophisticated tools and processes. Possess demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.	Bachelor's degree or equivalent experience.
Junior Functional Analyst	3	Supports acquisition management and program management analysis. Support acquisition planning assistance, market research, assessment of contract performance and discrepancies, support for contract close out. Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closed with senior Specialists or Task Leads.	Bachelor's degree or equivalent experience.

Senior Business Specialist	10	Performs highly complex business operations analysis, program control, or contract administration for government or commercial programs using sophisticated tools and processes. May provide specialized support in one or more of the following fields: contract management, financial management, purchasing management, contract security, and project budgeting/scheduling. Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.	Bachelor's degree or equivalent experience.
Business Specialist	6	Performs complex business operations analysis, program control, or contract administration for government or commercial programs using standard tools and processes. May provide specialized support in one or more of the following fields: contract management, financial management, purchasing management, contract security and project budgeting/scheduling. Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.	Bachelor's degree or equivalent experience.
Junior Business Specialist	0	Performs basic business operations analysis, program control, or contract administration for government or commercial programs. May provide support in one or more of the following fields: contract management, financial management, purchasing management, contract security and project budgeting/scheduling. Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports and recommendations related to management, organizational structure, policy/procedures and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control and enterprise risk assessment.	Bachelor's degree or equivalent experience.
Principle Technical Analyst	10	Consultants provide analytical, advisory, and implementation services in areas such as concept development, requirements development, process analysis, facilitation, cost-benefit analysis, process design and specifications, performance measures, baseline management, feasibility analyses, transition planning, modeling, and simulation. Analyze job tasks, and customer requirements to provide improvement solutions. Apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solution. Performs Program integration services or implements quality assurance surveillance plans. Conducts highly complex technical investigations through use of very advanced and sophisticated research techniques and analysis.	Master's degree or equivalent experience.

Senior Technical Analyst	7	Consultants provide analytical, advisory, and implementation services in areas such as concept development, requirements development, process analysis, facilitation, cost-benefit analysis, process design and specifications, performance measures, baseline management, feasibility analyses, transition planning, modeling, and simulation. Analyze job tasks, and customer requirements to provide improvement solutions. Apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solution. Performs Program integration services or implements quality assurance surveillance plans. Conducts highly complex technical investigations through use of very advanced and sophisticated research techniques and analysis.	Master's degree or equivalent experience.
Technical Analyst	4	Consultants provide analytical, advisory, and implementation services in areas such as concept development, requirements development, process analysis, facilitation, cost-benefit analysis, process design and specifications, performance measures, baseline management, feasibility analyses, transition planning, modeling, and simulation. Analyze job tasks, and customer requirements to provide improvement solutions. Apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solution. Performs Program integration services or implements quality assurance surveillance plans. Conducts highly complex technical investigations through use of very advanced and sophisticated research techniques and analysis.	Bachelor's degree or equivalent experience.
Junior Technical Analyst	0	Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment.	Bachelor's degree or equivalent experience involving study in a scientific, analytic, policy or planning field related to the satisfaction of customer requirements.
Principal Technical Expert	15	Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Functional/Subject Matter Expert is typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field.	Bachelor's degree or equivalent experience involving study in a scientific, analytic, policy or planning field related to the satisfaction of customer requirements.
Senior Task Lead	6	Senior leader, experience in project and task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks	Bachelor's degree or equivalent experience involving study in a scientific, analytic, policy or planning field related to the satisfaction of customer requirements
Task Lead	3	Experienced in task management, responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Assists in the organization, direction, and coordination of the planning and production of all activities associated with assigned tasks.	Bachelor's degree or equivalent experience involving study in a scientific, analytic, policy or planning field related to the satisfaction of customer requirements

Senior Project Analyst	8	Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems. Provides daily supervision and direction to staff. All work performed in support of projects.	Bachelor's degree or equivalent experience involving study in a scientific, analytic, policy or planning field related to the satisfaction of customer requirements
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Note: One year of education is the equivalence of one year of experience; one year of experience is the equivalence of one year of education.



5.0 PRICING FOR 874- MOBIS SERVICES

SIN(s)	Labor Category	Minimum Education / Certification Level	Minimum Years of Experience	Contractor or Customer Site	Unit of Issue	GSA Price (Excluding IFF)	GSA Price (Including IFF)
874-1, 874-7	Executive Program Manager	Bachelor's	14	Customer Site	Hour	\$ 153.10	\$ 154.26
874-1, 874-7	Principle Project Manager	Bachelor's	12	Customer Site	Hour	\$ 125.83	\$ 126.78
874-1, 874-7	Staff Manager	Bachelor's	9	Customer Site	Hour	\$ 124.44	\$ 125.38
874-1, 874-7	Principal Consultant	Bachelor's	15	Customer Site	Hour	\$ 149.55	\$ 150.68
874-1, 874-7	Senior Consultant	Bachelor's	10	Customer Site	Hour	\$ 126.52	\$ 127.48
874-1, 874-7	Consultant	Bachelor's	6	Customer Site	Hour	\$ 104.12	\$ 104.91
874-1, 874-7	Junior Consultant	Bachelor's	3	Customer Site	Hour	\$ 82.96	\$ 83.59
874-1, 874-7	Senior Functional Analyst	Bachelor's	10	Customer Site	Hour	\$ 122.23	\$ 123.15
874-1, 874-7	Functional Analyst	Bachelor's	6	Customer Site	Hour	\$ 100.59	\$ 101.35
874-1, 874-7	Junior Functional Analyst	Bachelor's	3	Customer Site	Hour	\$ 82.79	\$ 83.42
874-1, 874-7	Senior Business Specialist	Bachelor's	10	Customer Site	Hour	\$ 99.12	\$ 99.87
874-1, 874-7	Business Specialist	Bachelor's	6	Customer Site	Hour	\$ 81.57	\$ 82.19
874-1, 874-7	Junior Business Specialist	Bachelor's	0	Customer Site	Hour	\$ 60.17	\$ 60.62
874-1, 874-7	Principle Technical Analyst	Master's	10	Customer Site	Hour	\$ 140.60	\$ 141.66
874-1, 874-7	Senior Technical Analyst	Master's	7	Customer Site	Hour	\$ 118.94	\$ 119.84
874-1, 874-7	Technical Analyst	Bachelor's	4	Customer Site	Hour	\$ 97.89	\$ 98.63
874-1, 874-7	Junior Technical Analyst	Bachelor's	0	Customer Site	Hour	\$ 69.92	\$ 70.45
874-1, 874-7	Principal Technical Expert	Bachelor's	15	Customer Site	Hour	\$ 170.97	\$ 172.26
874-1, 874-7	Senior Task Lead	Bachelor's	6	Customer Site	Hour	\$ 111.53	\$ 112.37
874-1, 874-7	Task Lead	Bachelor's	3	Customer Site	Hour	\$ 89.22	\$ 89.89
874-1, 874-7	Senior Project Analyst	Bachelor's	8	Customer Site	Hour	\$ 121.69	\$ 122.61

Suggested Best Value BPA Agreement- FSS

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6. This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures



Ordering Activity

Date

Contractor

Date



6.0 BLANKET PURCHASE AGREEMENT

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER *SPECIAL BPA DISCOUNT/PRICE

- (2) Delivery:
DESTINATION DELIVERY SCHEDULES / DATES

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:
OFFICE POINT OF CONTACT

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
(b) Contract Number;
(c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements. These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts. Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.