



General Services Administration
Authorized Federal Supply Service
Schedule

MANAGEMENT, ORGANIZATION,
BUSINESS IMPROVEMENT SERVICES (MOBIS)
Contract Number: GS-10F-0043L

FSC Class 874

Contract Period: October 01, 2006 through September 30, 2010

General Instructions: GSA conducted a technical evaluation of all offerors prior to awarding their contract. The evaluation process encompassed the offerors's past performance, understanding of requirements, professional staff, and relevant corporate experience. FSS procedures require agencies to make a best value determination before selecting a contractor for their requirement. At a minimum, the best value determination requires a price comparison among at least 3 contractors on the schedule. Generally, most agencies will conduct their own technical evaluation in addition to the price comparison, possibly taking into consideration the contractor's understanding of the agency's mission and customers, experience with a specific function, technical approach, timeframe, and qualifications of staff who will be providing services.

TPA, P.C.

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General Services Administration
 Authorized Federal Supply Service Schedule

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1.0 CUSTOMER INFORMATION

1.0 CUSTOMER INFORMATION
Management, Organization, Business Improvement Services (MOBIS)
Contract No. GS-10F-0043L

TPA Contract Management Point of Contact

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SPECIAL ITEM NUMBERS (SINs) AWARDED

SIN 874-1	Consulting Services
SIN 874-2	Facilitation Services
SIN 874-3	Survey Services
SIN 874-4	Training Services
SIN 874-6	Privatization Support Services and Documentation Services
SIN 874-7	Program Integration and Project Management Services

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: SIN 874-1, 2, 3, 4, 6 and 7

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of



employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

2. Maximum Order:

1,000,000

3. Minimum Order:

300

4. Geographic Coverage (delivery Area):

FOB Domestic only

5. Point(s) of production (city, county, and state or foreign country):

Same as Contractor

6. Discount from list prices or statement of net price: Government Net Prices

All prices shown herein are net Government prices unless otherwise indicated

7. Quantity discounts:

None offered

8. Prompt payment terms:

Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

TPA accepts the Government purchase card for orders at or below the micropurchase threshold

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

TPA accepts the Government purchase card for orders at or below the micropurchase threshold



10. Foreign items (list items by country of origin):

None

11a. Time of Delivery (Contractor insert number of days):

Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:

Specified in negotiated delivery/task orders

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:

Specified in negotiated delivery/task orders

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:

Specified in negotiated delivery/task orders

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

Destination

13a. Ordering Address(es):

Tai Pedro & Associates, PC
8737 Colesville Road
Suite 900
Silver Spring, MD. 20910
(301) 565-2181 (Phone)
(301) 565-3416 (Fax)
www.tai-pedro.com

13b. Ordering procedures:



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

14. Payment address(es): Same as Contractor

Tai Pedro & Associates, PC
8737 Colesville Road
Suite 900
Silver Spring, MD. 20910
(301) 565-2181 (Phone)
(301) 565-3416 (Fax)
www.tai-pedro.com

15. Warranty provision:

Contractor's Standard Commercial Warranty

16. Export Packing Charges (if applicable):

Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):

Not Applicable

18. Terms and conditions of rental, maintenance, and repair (if applicable):

Not Applicable

19. Terms and conditions of installation (if applicable):

Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):

Not Applicable

20a. Terms and conditions for any other services (if applicable):

Not Applicable



21. List of service and distribution points (if applicable):

Not Applicable

22 – 24a and b.

Not Applicable

25. Data Universal Numbering System (DUNS) Number

78-664-3569

26. Notification regarding registration in Central Contractor Registration (CCR) Database

TPA is registered in the Central Contractor Registration (CCR) Database

2.0 SUMMARY OF SERVICES OFFERED

TPA offers a full range of Management, Organizational, and Business Improvement Services. A summary of TPA services is listed below by Special Item Number (SIN). For more information about TPA Services in each SIN, please refer to the page number indicated.

2.1 SIN 874-1 CONSULTING SERVICES

TPA provides expert Management, Organizational and Business Improvement consultants to assist you in all aspects of organizational improvement and transformation, including, (1) assessing your organization today, (2) developing a vision and strategic plan for the future, (3) managing the change necessary to implement that plan, (4) measuring progress toward achievement of that vision, and (5) facilitating improvement, redesign, or reengineering of your processes.

2.2 SIN 874-2 FACILITATION SERVICES

TPA provides expert facilitation and related decision support services to maximize your efforts to establish and conduct collaborative business sessions of any kind, working groups, or integrated product, process, or self-directed teams.

2.3 874-3 SURVEY SERVICES

TPA survey services include a broad array of technical activities, such as planning, sampling, development, pilots, validation, survey administration, database administration, and analysis. We use the most effective survey administration and data collection methodology to fit the particular circumstances of our customer: written or computer-based surveys; focus groups; and structured interviews conducted in person or by phone. We utilize both off-the-shelf surveys (e.g., MBTI, Quality Map, Organizational Culture Inventory, Management Skills Profile) tailored if need be - and our own custom-designed surveys.

2.4 SIN 874-4 TRAINING SERVICES

Training services offered by TPA include Off-the-Shelf 1, 2, 3, 4, and 5 day workshops on MOBIS subjects tailored to your organization's needs. Each workshop uses a combination of modules structured to address the specific areas of interest to your organization. The one-day workshops generally focus on providing the basic knowledge base for the subject area. The 2 day workshops include more application and hands on practice in the subject area. The 3 day sessions generally provide a greater depth of understanding in the subject area and greater levels of hands on practice. , The 4 and 5 day courses cover more complex concepts and subject areas and allow for needed in session practice, experience and interactions. In addition, TPA will develop new modules and courses specifically for a client at a cost based upon the consulting rates in SIN 874-1 and the Support Products rates under SIN 874-5.

2.5 SIN 874-6 PRIVATIZATION SUPPORT SERVICES AND DOCUMENTATION



TPA provides expert advice, consultation, assistance and documentation in support of studies conducted under OMB Circular A-76 or other privatization/commercial activities studies, projects or efforts.

2.6 SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Contractors shall provide service in the management, integration, and programs and projects. These services may include, but are not limited to:

- Program management
- Program integration
- Program Oversight
- Project Management

3.0 APPROVED LABOR CATEGORIES

3.1 Project Manager

Duties: Develops and applies advanced methods for business process reengineering, organizational performance support, team training development, and strategic planning services. Interfaces with top level government officials. Will perform high-level analytical/operational MOBIS implementation consulting as well as provide facilitation and training services.

Qualifications:

Degree: BS or equivalent

Experience: 6 - 20 years as outlined below:

- ❖ Management-level knowledge about a wide range of available hardware, software, security and communication capabilities, and experience in assessing their usefulness in relation to clients' needs.
- ❖ Experience in presenting problems, alternative solutions to problems, and recommend actions to cognizant officials in a clear, concise, and workable manner.
- ❖ Experience in managing a team composed of analysts, programmers, network engineers, and other specialists in analyzing telecommunications/ADP systems.
- ❖ Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-to-one basis.

3.2 Program Director

Duties: Serves as the contractor's single contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates.

Qualifications:

A Bachelor's degree in Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of fifteen years experience, of which at least ten years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in information systems design and/or management.



With a Masters degree (in the fields described above): thirteen years general experience of which at least nine years specialized experience is required.

With a PhD (in the fields described above) twelve years general experience of which at least eight years must be specialized experience.

3.3 Executive Professional/Consultants

Duties: Formulates statements of management and business problems, supervises the solution of problems through the use of automated equipment, and acts as project manager during implementation. In addition, this individual has extensive experience as a manager of technical personnel.

Qualification: Relevant experience, including supervisory and project management experience

Minimum Years Experience

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 4	8	10	12	14
Level 3	5	7	9	11
Level 2	3	5	7	9
Level 1	1	3	5	7

3.4 Senior Managing Consultant

Duties: The Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Education/Experience: Progressive senior level management and organizational experience.

Minimum Years Experience

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 3	10	12	14	16
Level 2	6	8	10	12
Level 1	2	4	6	8



3.5 Management Consultant

Duties: The Senior Management Consultant is responsible for management and performance of major contract programs requiring multidiscipline services and interorganizational cooperation of business units. Manages and directs all phases of a program from inception to completion to assure all technical, schedule, delivery, and cost requirements are met. Communicates with customer to resolve technical and contractual issues. Oversees the development of design concepts and test criteria. Reviews program schedules and potential impacts. Directs proposal preparation, management plans, budgets, and schedules for program, which are critical to the company. Directs the integration of a program management team, reviews progress and evaluates results.

Qualification

Education/Experience: Progressive senior level management and high level organizational experience.

Minimum Years Experience

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 3	15	17	19	21
Level 2	11	13	15	17
Level 1	7	9	11	13

3.6 Senior Consultant

Duties: The Senior Consultant is a recognized authority across multiple areas of expertise The Senior Consultant provides leadership at the highest technical and programmatic levels for teams to accomplish customer-sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Qualification: Progressive management experience, including extensive supervisory and project management experience.

Minimum Years Experience

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 3	10	12	14	16
Level 2	6	8	10	12
Level 1	2	4	6	8

3.7 Consultant



Duties: The Consultant is a recognized authority across multiple areas of expertise. Consultant provides leadership at a high technical and programmatic level for teams to accomplish customer sponsored projects, including new program development. Leadership comprises problem definition, identification of avenues of approach, identification of applicable resources, and execution of tasks within the project.

Qualification: Relevant experience, including supervisory and project management experience

Minimum Years Experience

Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level 4	8	10	12	14
Level 3	5	7	9	11
Level 2	3	5	7	9
Level 1	1	3	5	7

3.8 Quality Assurance Manager

Duties: Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle. Provides daily supervision and direction to support staff.

Qualification:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight years experience, of which at least five years must be specialized. Specialized experience includes: Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance, quality control, and team leader responsibilities.

With a Master's Degree (in the fields described above): six years of general experience of which at least four years must be specialized experience.

With a PhD (in the fields described above) five years of general experience is required of which at least three years must be specialized experience.

With thirteen years of general experience of which at least eleven years must be specialized experience, a degree (in the fields described above) is not required.

3.9 Program Administration Specialist

Duties: Assists in the preparation of management plans and reports. Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations, and



IPR preparation. Performs analysis, development, and review of program administrative operating procedures.

Qualification

Requires a high school diploma with a minimum of four years experience, of which at least two years must be specialized. Specialized experience in general contract administration. Works with limited supervision and direction. Required to use judgment and initiative in problem solving.

With an Associate's degree in Computer Science, Business. Two years of general experience of which at least one year must be specialized experience.

With a Bachelor's degree in any field, will require one year of general experience and one year of specialized experience.

3.10 Senior Functional Analyst

Duties: Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. Provides daily supervision and direction to support staff.

Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems. Must demonstrate the ability to work independently or under only general direction.

With a Master's Degree (in the fields described above): eight years of general experience of which at least six years must be specialized experience is required.

With thirteen years of general experience of which at least eleven years of specialized experience, a degree is not required.

3.11 Senior Facilitator

Duties: The individual provides support for day-to-day as well as long-range program planning and processes. Activities require innovative approaches, an effective understanding of program requirements, and the capability to interpret, integrate, and disseminate large volumes of information. The Planning/Implementation Support personnel provide support to technical and program management in the direction, preparation, and coordination of management plans, budgets, and schedules. This individual may perform duties related to the production, collection and analysis of samples, surveys and data. This individual follows established procedures.

Qualification

Education/Experience: Relevant experience related to performing planning and implementation support.



Minimum Years Experience

Level	Master's Degree	Bachelor's Degree	Associate's Degree	High School/GED
Level 3	1	3	5	8
Level 2	0	2	4	6
Level 1	0	1	3	5

3.12 Computer Systems Analyst

Duties: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

With a Master's Degree (in the fields described above): four years general experience of which at least three years must be specialized experience is required.

With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

3.13 Senior Data Base Management Specialist

Duties: Manages the development of data base projects. Plans and budgets staff and data base resources. When necessary, reallocates resources to maximize benefits. Prepares and delivers presentations on data base management systems (DBMS) concepts. Provides daily supervision and direction to support staff.



Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

With a Master's Degree (in the fields described above): eight years general experience of which at least six years must be specialized experience is required.

With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

3.14 System Administrator

Duties: Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning.

Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience includes: demonstrated experience with DBMS design and system analysis, current operating systems software internals and data manipulation languages. General experience includes increasing responsibilities in the development and maintenance of data base systems.

With a Master's Degree (in the fields described above): eight years general experience of which at least six years must be specialized experience is required.

With thirteen years of general experience of which at least eleven years must be specialized experience, a degree is not required.

3.15 Technical Writer/Editor

Duties: Assists in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents.

Qualification

A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.



With a Master's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required.

With seven years general experience of which at least five years is specialized, a degree is not required.

3.16 Documentation Specialist

Duties: Directly supports Program Manager or Project Manager by maintaining personnel and other files; prepares correspondence, schedules and coordinates travel. Assists in the preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents.

Qualifications:

An Associate's degree (in the fields described in this paragraph) is required. This position requires a minimum of three years experience, of which at least two years must be specialized. Specialized experience includes: preparing technical documentation, which is to include researching for applicable Government and industry documentation standards. General experience includes technical writing and documentation experience pertaining to all aspects of ADP. Demonstrated ability to work independently or under only general direction.

With a Bachelor's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required.

With six years general experience of which at least four years is specialized, a degree is not required.

3.17 User Relations Specialist/Consultant

Duties: Facilitates the exchange of information and data to meet customer needs and expectations. Attends meetings when needed to provide support for clients. Also provides information and resource materials for client projects including regulations, chemical information, journal articles, and government documents.

Qualifications:

A Bachelor's degree in English, Literature, or other related discipline. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes: demonstrated experience in editing documents, including technical documents. Demonstrated ability to work independently or under only general direction.

With a Master's Degree (in the fields described above): two years general experience of which at least one year must be specialized experience is required.

With seven years general experience of which at least five years is specialized, a degree is not required.

3.18 Senior Accountant/Financial/Budget Analyst



Duties: Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles and multitiered system application standards. Must be able to grasp interrelationships between financial management requirements and automation solutions, considering the current system environment, and the potential integration of added systems concurrently or later. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Coordinates all aspects of complex financial application automation requesting guidance only in extremely difficult situations. Completes objectives independently within the negotiated budget.

Qualifications:

B.A. or B.S. degree. Must have 10 years of financial management experience. At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

3.19 Accountant/Financial/Budget Specialist

Duties: Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles and multitiered system application standards. Must be able to grasp interrelationships between financial management requirements and automation solutions, considering the current system environment, and the potential integration of added systems concurrently or later. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Coordinates all aspects of complex financial application automation requesting guidance only in extremely difficult situations. Completes objectives independently within the negotiated budget.

Qualifications:

B.A. or B.S. degree. Must have 7 years of financial management experience. At least 3 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

3.20 Junior Accountant/Financial/Budget Analyst

Duties: Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications:

Bachelors degree in Business, Management, Accounting, Procurement, or the equivalent from an accredited university and subsequent continuing education credits to demonstrate maintenance of professional currency. Five years of additional experience to the required minimum experience below may be substituted for a bachelors degree.



Minimum Experience

Five (5) years of progressively responsible federal contract pre or post-award, either with, or in support of, a federal Government contracting office

3.21 Senior Auditor

Duties: Responsible for major segments of the work performed under contract. Supervises and directs the efforts of the accountants in the performance of procedures specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the work performed under contract for proper documentation. Summarizes the results of the work performed under contract for consideration by the Task Leader or Project Manager for inclusion in the draft report.

Qualifications:

Minimum Requirement: Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline, and CPA certification.

Experience

Minimum 6 years of related work experience.

3.22 Auditor

Duties: Performs the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend change to established procedures.

Qualifications:

Minimum Requirement: Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline.

Experience

Minimum 4 years of related work experience.

3.23 Junior Auditor

Duties: Performs the individual work plan tasks under the direct supervision of the Senior Accountant, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. May recommend change to established procedures.

Qualifications:

Minimum Requirement: Bachelors Degree in accounting, business, operations research, management, computer science, engineering, or related discipline.



Experience

Minimum 2 years of related work experience.

3.24 Procurement Contracting Officer

Duties: Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives. prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc.

Qualifications:

B.A. or B.S. degree. Must have 10 years of financial management experience. At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

3.25 Senior Contract Specialist

Duties: Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives., prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc.

Qualifications:

B.A. or B.S. degree. Must have 10 years of financial management experience. At least 5 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

3.26 Contract Specialist

Duties: Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives. prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc.

Qualifications:

B.A. or B.S. degree. Must have 7 years of financial management experience. At least 3 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

3.27 Procurement Analyst

Duties: Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives. prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc.



Qualifications:

B.A. or B.S. degree. Must have 3 years of financial management experience. At least 3 years of experience in financial management with demonstrated ability to supervise or lead a team of analysts.

3.28 Procurement Technician

Duties: Responsible for contract award functions including negotiations, cost/price analysis and administration of contracts for services and equipment in support of studies, evaluations, and surveys for the various divisional programs. Reviews requests for contracts for services, determining the most appropriate procurement methods to meet the program objectives. prepares solicitation documents by incorporating the appropriate provisions and clauses including cost data requirements, etc.

Qualifications:

Bachelors degree in Business, Management, Accounting, Procurement, or the equivalent from an accredited university and subsequent continuing education credits to demonstrate maintenance of professional currency. Five years of additional experience to the required minimum experience below may be substituted for a bachelors degree.

Minimum Experience

More than Twelve (12) years of progressively responsible federal contract pre or post-award, either with, or in support of, a federal Government contracting office

3.29 Accounting/Budget/Financial Technician

Duties: Serves as a group leader ensuring that a group of analysts are working in concert to automate complex business practices within the time frame specified by the customer and that all of the requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications:

Bachelors degree in Business, Management, Accounting, Procurement, or the equivalent from an accredited university and subsequent continuing education credits to demonstrate maintenance of professional currency. Five years of additional experience to the required minimum experience below may be substituted for a bachelors degree.

Minimum Experience

Three (3) years of progressively responsible federal contract pre or post-award, either with, or in support of, a federal Government contracting office

3.30 Telecommunication Systems/Electronic Meeting Technographer

Duties: Supports the meeting facilitator or Data Modeler in preparing and conducting meetings, and in meeting follow-up activities. Manipulates on-line electronic meeting software, such as GroupSystems V, for Business Reengineering or Process Improvement sessions. Responsible for the cataloging, maintenance, and distribution of customer session data files.



Qualifications:

Requires a Bachelor's degree in Computer Science, Information Systems, Engineering, Business, Education, Management Sciences, English, communications, Human Resource Development, or other related technical disciplines. This position requires a minimum of three years of experience, of which at least one is specialized. Specialized experience includes: cross-functional computer skills, knowledge of LAN servers, and knowledge of technical content. General experience includes knowledge of automated environments.

With an Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline: five years general experience of which at least two years specialized experience is required.

3.31 Sr. Computer Software Integration Analyst

Duties: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

With a Master's Degree (in the fields described above): four years general experience of which at least three years must be specialized experience is required.

With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

3.32 Sr. Computer Specialist – Functional



Duties: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business, and records management functions. Develops plans for automated information systems from project inception to conclusion. Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, upgrades and new COTS. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs, and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Develops, in conjunction with functional users, system alternative solutions.

Qualifications:

A Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of five (5) years experience, of which at least four years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, including three years experience in data base management concepts, use of the programming languages such as Ada, COBOL, 4GL, and/or DBMS. Knowledge of current storage and retrieval methods, one year of systems analysis experience designing technical applications on computer systems and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in information systems design and management. Must demonstrate the ability to work independently or under only general direction on requirements that are moderately complex to analyze, plan, program, and implement.

With a Master's Degree (in the fields described above): three (3) years general experience of which at least two (2) years must be specialized experience is required.

With ten years of general experience of which at least eight years must be specialized experience, a degree is not required.

3.33 Administrative Assistant

Duties: Prepares draft and final form technical documents. Must be capable of typing at average or above average speed. Must be capable of typing technical narratives and data. Responsible for spelling, grammar, and proper format, and for proofreading finished documents. Must be capable of using various word processing equipment.

Qualifications:

High School diploma or GED. Must have at least two years' experience in a technical typing position. At least one year's experience working as a technical typist preparing computer system documentation or documenting developed software requirements.

4.0 PRICING FOR GSA MOBIS - CONTRACT NUMBER: GS-10F-0043L

CONTRACT PERIOD: OCTOBER 01, 2006 THROUGH SEPTEMBER 30, 2010

Item No.	LABOR CATEGORY	LOADED RATE FY 06	LOADED RATE FY 07	LOADED RATE FY 08	LOADED RATE FY 09	LOADED RATE FY 10
1	Project Manager	\$167.96	\$174.26	\$180.80	\$187.58	\$194.61
2	Program Director	\$160.57	\$166.59	\$172.84	\$179.32	\$186.05
3	Executive Consultant	\$160.57	\$166.59	\$172.84	\$179.32	\$186.05
4	Senior Managing Consultant	\$117.76	\$122.18	\$126.76	\$131.51	\$136.44
5	Managing Consultant	\$102.86	\$106.71	\$110.71	\$114.87	\$119.17
6	Sr. Consultant	\$80.07	\$83.08	\$86.19	\$89.43	\$92.78
7	Consultant	\$72.27	\$74.98	\$77.80	\$80.71	\$83.74
8	Quality Assurance Manager	\$102.86	\$106.71	\$110.71	\$114.87	\$119.17
9	Program Administration Specialist	\$84.72	\$87.89	\$91.19	\$94.61	\$98.16
10	Senior Functional Analyst	\$83.55	\$86.68	\$89.93	\$93.30	\$96.80
11	Senior Facilitator	\$84.24	\$87.40	\$90.68	\$94.08	\$97.61
12	Computer Systems Analyst	\$100.99	\$104.78	\$108.71	\$112.78	\$117.01
13	Sr. Data Base Management Specialist	\$106.14	\$110.12	\$114.25	\$118.53	\$122.98
14	System Administrator	\$77.28	\$80.17	\$83.18	\$86.30	\$89.54
15	Technical Writer/ Editor	\$56.10	\$58.20	\$60.39	\$62.65	\$65.00
16	Documentation Specialist	\$55.09	\$57.16	\$59.30	\$61.53	\$63.83
17	User Relations Specialist	\$53.50	\$55.51	\$57.59	\$59.75	\$61.99
18	Sr. Accountant/Financial/Budget Specialist	\$94.73	\$98.28	\$101.97	\$105.79	\$109.76
19	Accountant/Financial/Budget Specialist	\$73.49	\$76.24	\$79.10	\$82.07	\$85.15
20	Jr. Accountant/Financial/Budget Specialist	\$54.29	\$56.32	\$58.44	\$60.63	\$62.90
21	Senior Auditor	\$103.43	\$107.31	\$111.33	\$115.51	\$119.84
22	Auditor	\$78.49	\$81.43	\$84.48	\$87.65	\$90.94
23	Junior Auditor	\$57.26	\$59.41	\$61.64	\$63.95	\$66.35
24	Procurement/Contracting Officer	\$90.35	\$93.74	\$97.26	\$100.90	\$104.69
25	Senior Contract Specialist	\$98.65	\$102.35	\$106.19	\$110.17	\$114.30



Item No.	LABOR CATEGORY	LOADED RATE FY 06	LOADED RATE FY 07	LOADED RATE FY 08	LOADED RATE FY 09	LOADED RATE FY 10
26	Contract Specialist	\$78.20	\$81.13	\$84.18	\$87.33	\$90.61
27	Procurement Analyst	\$44.66	\$46.33	\$48.07	\$49.87	\$51.74
28	Procurement Technician	\$34.91	\$36.22	\$37.58	\$38.99	\$40.45
29	Accounting/Budget/Financial Technician	\$38.77	\$40.22	\$41.73	\$43.30	\$44.92
30	Telecommunication Systems Specialist	\$73.55	\$76.31	\$79.17	\$82.14	\$85.22
31	Sr. Computer Software Integration Analyst	\$86.99	\$90.25	\$93.64	\$97.15	\$100.79
32	Sr. Computer Specialist – Functional	\$89.84	\$93.21	\$96.71	\$100.34	\$104.10
33	Administrative Assistant	\$44.60	\$46.28	\$48.01	\$49.81	\$51.68

NOTE

ONSITE RATES: FACTOR 1.3271% TO THE BASE RATES ABOVE

CLA: THE COST OF LIVING ADJUSTMENT IS 3.50% FOR EACH YEAR

OTHER DIRECT COSTS FOR TRAINING

Title of Course:	ISO 9000 & Business Process Reengineering (BPR)	Length of Course(# of Hrs/Days):	1 DAY
Total Price of Course:	\$ 4,000	Minimum Number of Participants:	20
Commercial Price:	\$ 4,175	Maximum Number of Participants:	30
Government Discount from the Commercial Price			4.20%
Price per each additional participant in excess of the minimum (if applicable)			\$10.50

	PRICE PER COURSE	Per Student OVER 20
1 Day COURSE	\$ 4,000.00	\$ 10.50
2 Day Course	\$ 7,000.00	\$ 16.50
3 Day Course	\$ 10,000.00	\$ 20.00
4 Day Course	\$ 14,000.00	\$ 25.00
5 Day Course	\$ 17,000.00	\$ 30.00



5.1 OTHER DIRECT COSTS RELATING SINS 874-1, 2, 3, 4, 6 & 7

Item	Quantity	Gov't.price
Workbooks	Per Page	\$0.65
Training Manuals	Per Page	\$0.65
Audio Cassette Tapes	Per Tape	\$1.75
Video Cassette Tapes	Per Tape	\$4.00
Computer Training equip	Per Day	\$150.00
Overhead Transparencies	Per Page	\$1.25
Interactive Training Services	Per Day	\$150.00
CD ROMS	Per Copy	\$4.00
Advanced Presentation Media	Per Day	\$250.00
Assessment/Survey Instruments	Per Day	\$250.00
Satellite Internet Broadcast Media	Per Day	\$300.00