



*Authorized Management,  
Organizational and Business  
Improvement Services (MOBIS)  
Pricelist*

**Federal Supply Service**  
U.S. General Services Administration



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## CONTRACT MODIFICATIONS

None.

## INFORMATION FOR ORDERING OFFICES

### SPECIAL NOTICE TO AGENCIES Small Business Participation

The General Services Administration and the Small Business Administration (SBA), strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires 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. Visit SBA's website for guidance on goal setting and goal submittal via the Internet. (Note: Insert user name: OSDBU and the password: sba3865, then scroll down and click on "Instructions.") In June 2000, GSA and SBA signed an agreement that allows agencies to count contracts with 8(a) firms under the Multiple Award Schedules Program toward their 8(a) 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 to consider reasonably available information by using the GSA *Advantage!* online shopping service. The catalogs/pricelists and GSA *Advantage!* contain information on a broad array of products and services offered by small business contractors. When conducting evaluations and before placing an order, consider including, if available, one or more small, women-owned small, and/or small disadvantaged business Schedule contractor(s). For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

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 price lists for a best value determination.

#### 1. **MAXIMUM ORDER:** (All dollar amounts are exclusive of any discount for prompt payment)

- a) **SPECIAL ITEM 874-1-CONSULTING SERVICES.** The maximum dollar value per order for all consulting services will be \$1,000,000.
- b) **SPECIAL ITEM 874-2 – FACILITATION SERVICES.** The maximum dollar value per order for all facilitation services will be \$1,000,000.
- c) **SPECIAL ITEM 874-7 – PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES.** The maximum dollar value per order for all services will be \$1,000,000.

#### 2. **MINIMUM ORDER:**

The minimum dollar value of an order for delivery to one destination is \$300.00.

#### 3. **GEOGRAPHIC SCOPE OF CONTRACT:**

The geographic scope of this contract is domestic.



associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

## 17. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

## 18. GSA ADVANTAGE!

**GSA Advantage!**<sup>TM</sup> will use this FACNET system to receive catalogs, invoices and text messages; and to send purchase orders, application advice, and functional acknowledgments. **GSA Advantage!**<sup>TM</sup> enables customers to:

- (i) Perform database searches across all contracts by manufacturer; manufacturer's model/part number; vendor; and generic product categories.
- (ii) Generate their own EDI delivery orders to contractors, generate EDI delivery orders from the Federal Supply Service to contractors, or download files to create their own delivery orders.
- (iii) Use the Federal IMPAC VISA.

**GSA Advantage!**<sup>TM</sup> may be accessed via the GSA Home Page. The INTERNET address is: <http://www.gsa.gov>, or <http://www.fss.gsa.gov>.

## 19. PURCHASE OF OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Schedule -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## 20. BLANKET PURCHASE AGREEMENTS (BPAs):

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.

**21. CONTRACTOR TEAM ARRANGEMENTS:**

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

**22. SECTION 508 COMPLIANCE:**

If applicable, Section 508 conformance information on the supplies and services in this contract is available in Electronic and Information Technology (EIT) at the following:

**23. UNCOMPENSATED OVERTIME:**

It is the practice and policy of Centre to avoid uncompensated overtime. In those rare occasions where salaried/exempt employees are required to work overtime to fulfill customer requirements, it has been Centre's practice to afford those employees additional leave to compensate them for such overtime.

As required by law, all non-exempt employees are paid time and one-half for overtime hours in excess of 40 hours per workweek unless the applicable state law requires other compensation.

**SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS**

**BEST VALUE  
BLANKET PURCHASE AGREEMENT**

**FEDERAL SUPPLY SCHEDULE  
(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

**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:

<b>MODEL/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____

- (2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

- (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.

- Federal Supply Schedule Contractors may individually meet the customers 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.

## ***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.

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## APPENDIX A

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### MOBIS LABOR CATEGORY DESCRIPTIONS SIN 874-1 CONSULTING SERVICES

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#### Partner

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**Description:** Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling. Provides over-all program direction and strategy, oversees work in progress, interfaces with top-level government officials, ensures successful completion of work in a timely manner.

Minimum Education/Years of Experience: JD/MBA/10  
Bachelors Degree/15.

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#### Senior Attorney

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**Description:** Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at a senior associate level. Supervisory responsibility for legal tasks and deliverables, principle liaison with staff and customer for task completion on legal tasks/ projects.

Minimum Education/Years of Experience: J.D./8.

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#### Associate Attorney III

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**Description:** Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate mid-level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task.

Minimum Education/Years of Experience: J.D./5.

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#### Associate Attorney II

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**Description:** Provides advice, assistance, guidance and counseling on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate junior level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task.

Minimum Education/Years of Experience: J.D./2.

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#### Associate Attorney I

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**Description:** Provides advice, assistance, guidance and counseling on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection

guidance, and contract management counseling at an associate entry-level. Serves as a member of the legal/acquisition support team for entry-level analytical assignments.

Minimum Education/Years of Experience: J.D./0.

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#### Law Clerk

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**Description:** Provides legal research and assistance on acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management issues to attorneys.

Minimum Education/Years of Experience: Law school student.

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#### Program Manager

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**Description:** Organizes, directs and coordinates planning and production of all contract support activities. Manages cost, schedule and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operators work sites. Formulates, recommends and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process.

Minimum Education/Years of Experience: BS/BA/ 5.

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#### Senior Consultant

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**Description:** Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management analysis. Supervisory responsibility for complex consulting projects, principle liaison with staff and customer for task completion on consulting projects.

Minimum Education/Years of Experience: MBA/7 Bachelor's degree/10.

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#### Consultant

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**Description:** Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management assistance. Serves as the senior analyst. Responsible for providing high-level analytical support. Qualifications: Significant high-level analytical or acquisitions support.

Minimum Education/Years of Experience: Masters/5 Bachelor's degree/7.

### **Conference Manager**

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**Description:** Coordinates meeting logistical arrangements including site research and contract negotiation, development of meeting materials, coordination of registrations, daily interaction with meeting participants and clients, negotiations with vendors and onsite support.

Minimum Education/Years of Experience: Bachelor's/1.

### **Contract Administrator II**

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**Description:** Provides contract management assistance. Provides assistance on mid-level assignments, serves as a member of the team.

Minimum Education/Years of Experience: Bachelor's degree/5.

### **Contract Administrator I**

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**Description:** Provides contract management assistance. Provides assistance on entry-level assignments, serves as a member of the team.

Minimum Education/Years of Experience: Bachelor's degree/0.

### **Paralegal**

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**Description:** Works with responsible attorney to perform research and file management.

Minimum Education/Years of Experience: Bachelor's degree/1-5.

### **Administrative Assistant**

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**Description:** Responsible for overseeing various administrative functions to include general administrative support.

Minimum Education/Years of Experience: Bachelor's degree/0; High School Diploma/3.

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## APPENDIX B

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### MOBIS LABOR CATEGORY DESCRIPTIONS SIN 874-2 FACILITATION SERVICES

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#### Partner

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**Description:** Provides ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services.

**Minimum Education/Years of Experience:** JD/MBA/10 Bachelors Degree/15.

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#### Senior Attorney

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**Description:** Provides senior associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services.

**Minimum Education/Years of Experience:** J.D./8.

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#### Associate Attorney III

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**Description:** Provides mid-level associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services.

**Minimum Education/Years of Experience:** J.D./5.

---

#### Associate Attorney II

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**Description:** Provides mid-level associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services.

**Minimum Education/Years of Experience:** J.D./2.

---

#### Associate Attorney I

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**Description:** Provides entry-level associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services.

**Minimum Education/Years of Experience:** J.D./0.

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#### Senior Consultant

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**Description:** Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management analysis. Supervisory responsibility for complex consulting projects, principle liaison with staff and customer for task completion on consulting projects.

**Minimum Education/Years of Experience:** MBA/7 Bachelor's degree/10.

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#### Consultant

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**Description:** Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management assistance. Serves as the senior analyst. Responsible for providing high-level analytical support. Qualifications: Significant high-level analytical or acquisitions support.

**Minimum Education/Years of Experience:** Masters/5 Bachelor's degree/7.

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#### Paralegal

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**Description:** Works with responsible attorney to perform research and file management.

**Minimum Education/Years of Experience:** Bachelor's degree/1-5.

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#### Administrative Assistant

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**Description:** Responsible for overseeing various administrative functions to include general administrative support.

**Minimum Education/Years of Experience:** Bachelor's degree/0; High School Diploma/3.

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## APPENDIX C

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### MOBIS LABOR CATEGORY DESCRIPTIONS SIN 874-7 PROGRAM MANAGEMENT AND PROJECT MANAGEMENT SERVICES

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#### Partner

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**Description:** Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Provides over-all program direction and strategy, oversees work in progress, interfaces with top-level government officials, ensures successful completion of work in a timely manner.

Minimum Education/Years of Experience: JD/MBA/10  
Bachelors Degree/15.

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#### Senior Attorney

---

**Description:** Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at a senior associate level. Supervisory responsibility for legal tasks and deliverables, principle liaison with staff and customer for task completion on legal tasks/ projects.

Minimum Education/Years of Experience: J.D./8.

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#### Associate Attorney III

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**Description:** Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at an associate mid-level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task.

Minimum Education/Years of Experience: J.D./5.

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#### Associate Attorney II

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**Description:** Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at an associate mid-level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task.

Minimum Education/Years of Experience: J.D./2.

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#### Associate Attorney I

---

**Description:** Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at an associate entry-level. Serves as a member of the legal/acquisition support team for entry-level analytical assignments.

Minimum Education/Years of Experience: J.D./0.

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#### Senior Consultant

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**Description** Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management analysis. Supervisory responsibility for complex consulting projects, principle liaison with staff and customer for task completion on consulting projects. Minimum Education/Years of Experience: MBA/7 Bachelor's degree/10.

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#### Consultant

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**Description:** Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management assistance. Serves as the senior analyst. Responsible for providing high-level analytical support. Qualifications: Significant high-level analytical or acquisitions support.

Minimum Education/Years of Experience: Masters/5 Bachelor's degree/7.

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#### Management Consultant II

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**Description:** Advises, assists, guides and consults on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Serves as a member of the consulting team for preparing high to mid-level analysis and consulting.

Minimum Education/Years of Experience: Bachelor's degree 10.

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#### Management Consultant I

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**Description:** Advises, assists, guides and consults on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Serves as a member of the consulting team for preparing low-level analysis and consulting.

Minimum Education/Years of Experience: Bachelor's/5.

### **Contract Administrator II**

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**Description:** Provides contract management assistance. Provides assistance on mid-level assignments, serves as a member of the team.

Minimum Education/Years of Experience: Bachelor's degree/5.

### **Contract Administrator I**

---

**Description:** Provides contract management assistance. Provides assistance on entry-level assignments, serves as a member of the team.

Minimum Education/Years of Experience: Bachelor's degree/0.

### **Paralegal**

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**Description:** Works with responsible attorney to perform research and file management.

Minimum Education/Years of Experience: Bachelor's degree/1-5.

### **Administrative Assistant**

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**Description:** Responsible for overseeing various administrative functions to include general administrative support.

Minimum Education/Years of Experience: Bachelor's degree/0; High School Diploma/3.



## *Consulting Services*

### *Year One*

SIN	Order Number	Labor Category	GSA Price Per Hour
874-1	CC-CS-P	<b>Partner.</b> Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling. Provides over-all program direction and strategy, oversees work in progress, interfaces with top-level government officials, ensures successful completion of work in a timely manner. Qualifications: Possesses at least an JD/MBA plus more than 10 years of experience or at least a Bachelor's degree and more than 15 years of experience.	\$303
874-1	CC-CS-SAA	<b>Senior Attorney.</b> Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at a senior associate level. Supervisory responsibility for legal tasks and deliverables, principle liaison with staff and customer for task completion on legal tasks/ projects. Qualifications: Possesses at least a law degree plus a minimum of 8 years experience.	\$266
874-1	CC-CS-AA3	<b>Associate Attorney III.</b> Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate mid-level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task. Qualifications: Possesses at least a law degree plus a minimum of 5 years experience.	\$219
874-1	CC-CS-AA2	<b>Associate Attorney II.</b> Provides advice, assistance, guidance and counseling on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate junior level. Serves as a member of the legal/acquisition support team for junior level analytical assignments. Qualifications: Possesses at least a law degree plus a minimum of 2 years of experience.	\$163
874-1	CC-CS-AA1	<b>Associate Attorney I.</b> Provides advice, assistance, guidance and counseling on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management counseling at an associate entry-level. Serves as a member of the legal/acquisition support team for entry-level analytical assignments. Qualifications: Possesses a law degree plus 0 years of legal experience.	\$140
874-1	CC-CS-LC	<b>Law Clerk.</b> Provides legal research and assistance on acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management issues to attorneys. Qualifications: Law school student.	\$79

874-1	CC-CS-PM	<b>Program Manager.</b> Organizes, directs and coordinates planning and production of all contract support activities. Manages cost, schedule and quality of multiple projects. Meets with management personnel and Federal client agency representatives. Manages client relationships for teams of consultants and professionals assigned to projects and client-customer program and operators work sites. Formulates, recommends and reviews strategic plans and deliverable items and ensures conformance with standards. Assigns, schedules and reviews work of subordinate project managers and professional and support staff. Manages quality inspection and quality assurance activities and oversees project evaluation process. Qualifications: BS/BA and at least 5 years experience.	\$163
874-1	CC-CS-SC	<b>Senior Consultant.</b> Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management analysis. Supervisory responsibility for complex consulting projects, principle liaison with staff and customer for task completion on consulting projects. Qualifications: Possesses at least an MBA and 7 years experience or at least a Bachelor's degree and 10 years experience.	\$233
874-1	CC-CS-C	<b>Consultant.</b> Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management assistance. Serves as the senior analyst. Responsible for providing high-level analytical support. Qualifications: Significant high-level analytical or acquisitions support. Possesses at least a Master's degree plus more than 5 years experience or at least a Bachelor's degree and 7 years experience.	\$186
874-1	CC-CS-CM	<b>Conference Manager.</b> Coordinates meeting logistical arrangements including site research and contract negotiation, development of meeting materials, coordination of registrations, daily interaction with meeting participants and clients, negotiations with vendors and onsite support. Qualifications: Bachelor's Degree and one year of experience.	\$70
874-1	CC-CS-CA2	<b>Contract Administrator II.</b> Provides contract management assistance. Provides assistance on mid-level assignments, serves as a member of the team. Qualifications: Bachelor's degree and 5 years of experience.	\$126
874-1	CC-CS-CA1	<b>Contract Administrator I.</b> Provides contract management assistance. Provides assistance on entry-level assignments, serves as a member of the team. Qualifications: Bachelor's degree.	\$98
874-1	CC-CS-PL	<b>Paralegal.</b> Works with responsible attorney to perform research and file management. Qualifications: Possesses at least a Bachelor's degree or a paralegal certificate and 1-5 years experience as a paralegal.	\$89
874-1	CC-CS-AA	<b>Administrative Assistant.</b> Responsible for overseeing various administrative functions to include general administrative support. Qualifications: Possesses at least a Bachelor's degree or a minimum of three years of experience.	\$47



*Facilitation Services*

*Year One*

SIN	Order Number	Labor Category	GSA Price Per Hour
874-2	CC-ADR-P	<b>Partner.</b> Provides ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services. Qualifications: Possesses at least a MBA plus more than 10 years experience or at least a Bachelor's degree and more than 15 years experience.	\$303
874-2	CC-ADR-SAA	<b>Senior Attorney.</b> Provides senior associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services. Qualifications: Possesses at least a law degree plus a minimum of 8 years experience.	\$266
874-2	CC-ADR-AA3	<b>Associate Attorney III.</b> Provides mid-level associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services. Qualifications: Possesses at least a law degree plus a minimum of 5 years experience.	\$219
874-2	CC-ADR-AA2	<b>Associate Attorney II.</b> Provides mid-level associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services. Qualifications: Possesses at least a law degree plus a minimum of 2 years experience.	\$163
874-2	CC-ADR-AA1	<b>Associate Attorney I.</b> Provides entry-level associate attorney support for ombudsman, negotiated rule-making, special master, early neutral evaluation, non-binding arbitration, mediation, partnering, magistrate, private judging, binding arbitration, conciliation and consensus building services. Qualifications: Possesses at least a law degree plus a minimum of 0 years experience.	\$140
874-2	CC-ADR-SC	<b>Senior Consultant.</b> Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management analysis. Supervisory responsibility for complex consulting projects, principle liaison with staff and customer for task completion on consulting projects. Qualifications: Possesses at least an MBA and 7 years experience or at least a Bachelor's degree and 10 years experience.	\$233

874-2	CC-ADR-C	<b>Consultant.</b> Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management assistance. Serves as the senior analyst. Responsible for providing high-level analytical support. Qualifications: Significant high-level analytical or acquisitions support. Possesses at least a Master's degree plus more than 5 years experience or at least a Bachelor's degree and 7 years experience.	\$186
874-2	CC-ADR-PL	<b>Paralegal.</b> Works with responsible attorney to perform research and file management. Qualifications: Possesses at least a Bachelor's degree or a paralegal certificate and 1-5 years experience as a paralegal.	\$89
874-2	CC-ADR-AA	<b>Administrative Assistant.</b> Responsible for overseeing various administrative functions to include general administrative support. Qualifications: Possesses at least a Bachelor's degree or a minimum of three years of experience.	\$47



*Project Integration and Project Management Services  
Year One*

SIN	Order Number	Labor Category	GSA Price Per Hour
874-7	CC-PIM-P	<b>Partner.</b> Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Provides over-all program direction and strategy, oversees work in progress, interfaces with top-level government officials, ensures successful completion of work in a timely manner. Qualifications: Possesses at least a MBA plus more than 10 years of experience or at least a Bachelor's degree and more than 15 years of experience.	\$303
874-7	CC-PIM-SAA	<b>Senior Attorney.</b> Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at a senior associate level. Supervisory responsibility for legal tasks and deliverables, principle liaison with staff and customer for task completion on legal tasks/ projects. Qualifications: Possesses at least a law degree plus a minimum of 8 years experience.	\$266
874-7	CC-PIM-AA3	<b>Associate Attorney III.</b> Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at an associate mid-level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task. Qualifications: Possesses at least a law degree plus a minimum of 5 years experience.	\$219
874-7	CC-PIM-AA2	<b>Associate Attorney II.</b> Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at an associate mid-level. Serves as a member of the legal/acquisition support team for mid-level analytical/legal task. Qualifications: Possesses at least a law degree plus a minimum of 2 years experience.	\$163

874-7	CC-PIM-AA1	<b>Associate Attorney I.</b> Advises, assists, guides and counsels on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services at an associate entry-level. Serves as a member of the legal/acquisition support team for entry-level analytical assignments. Qualifications: Possesses at least a law degree plus a minimum of 0 years experience.	\$140
874-7	CC-PIM-SC	<b>Senior Consultant.</b> Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management analysis. Supervisory responsibility for complex consulting projects, principle liaison with staff and customer for task completion on consulting projects. Qualifications: Possesses at least an MBA and 7 years experience or at least a Bachelor's degree and 10 years experience.	\$233
874-7	CC-PIM-C	<b>Consultant.</b> Provides advice, assistance and guidance on management, organizational and business improvement efforts. Provides acquisition planning and strategy, procurement assistance, program and project management consulting, source selection guidance, and contract management assistance. Serves as the senior analyst. Responsible for providing high-level analytical support. Qualifications: Significant high-level analytical or acquisitions support. Possesses at least a Master's degree plus more than 5 years experience or at least a Bachelor's degree and 7 years experience.	\$186
874-7	CC-PIM-MC2	<b>Management Consultant II.</b> Advises, assists, guides and consults on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Serves as a member of the consulting team for preparing high to mid-level analysis and consulting. Qualifications: Possesses at least a Bachelor's degree plus more than 10 years of experience.	\$163
874-7	CC-PIM-MM1	<b>Management Consultant I.</b> Advises, assists, guides and consults on and helps to develop Performance Work Statements, Quality Assurance Surveillance Plans, management studies to determine the Government's MEO, in-house cost estimates, comparisons of in-house bids to proposed or ISSA prices and provides Administrative Appeal Process support as well as other related services. Serves as a member of the consulting team for preparing low-level analysis and consulting. Qualifications: Possesses at least a Bachelor's degree plus more than 5 years of experience.	\$140
874-7	CC-PIM-CA2	<b>Contract Administrator II.</b> Provides contract management assistance. Provides assistance on mid-level assignments, serves as a member of the team. Qualifications: Bachelor's degree and 5 years of experience.	\$126
874-7	CC-PIM-CAI	<b>Contract Administrator I.</b> Provides contract management assistance. Provides assistance on entry-level assignments, serves as a member of the team. Qualifications: Possess a Bachelor's degree.	\$98

874-7	CC-PIM-PL	<b>Paralegal.</b> Works with responsible attorney to perform research and file management. Qualifications: Possesses at least a Bachelor's degree or a paralegal certificate and 1-5 years experience as a paralegal.	\$89
874-7	CC-PIM-AA	<b>Administrative Assistant.</b> Responsible for overseeing various administrative functions to include general administrative support. Qualifications: Possesses at least a Bachelor's degree or a minimum of three years of experience.	\$47