



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service Authorized Federal Supply Schedule Price List

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

Contract Number:	GS-02F-0078X
Federal Supply Class:	R499
FSC Group:	Schedule 874 MOBIS
SIN Number:	874-1: Consulting Services 874-2: Facilitator Services 874-3: Survey Services 874-4: Training Services 874-7: Project Management Services
Business Size:	Veteran-Owned, Small business
Contract Period:	February 8, 2011 - February 8, 2016

Masters, Albright & Associates, LLC

doing business as

AIM Consulting Associates

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

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**GSA MOBIS Contract
GS-02F-0078X**

Section 1: Customer Information

1a. Awarded Special Item Numbers (SIN):

SIN 874-1: Consulting Services
SIN 874-2: Facilitator Services
SIN 874-3: Survey Services
SIN 874-4: Training Services
SIN 874-7: Project Management Services

SIN 874-1 –Strategic Planner
SIN 874-2 –Facilitator

1b. Lowest Priced Model Number for each Awarded Special Item Numbers:

SIN 874-1 – Lowest Priced Model is one-half day of Consulting for \$887.67.
SIN 874-2 – Lowest Priced Model is one-half day of Facilitation for \$1,073.65.
SIN 874-3 – Lowest Priced Model is one-half day of Survey Services for \$894.71.
SIN 874-4 – Lowest Priced Model is one-half day of Survey Services for \$1,131.69.
SIN 874-7 – Lowest Priced Model is one-half day of Survey Services for \$905.90.

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education.

[See Section 2: Price List for Labor categories.](#)

2. Maximum Order: **\$1,000,000.00**

3. Minimum Order: **\$100.00**

4. Geographic Coverage (delivery area): **48 Contiguous States and Worldwide**

5. Point of production (city, county and State OR Foreign Country): **New London, CT**

6. Discount: **Prices shown include discounts of 8.80% to 13.60%**

7. Quantity discounts: **All orders over \$250,000.00 will receive a 1% discount**

8. Prompt payment terms: **Net 30**

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Government purchase/credit cards are accepted above the micro-purchase threshold. All travel expenses/per diem rates are negotiated outside of the concerns of this potential award.**

10. Foreign Items (list items by country of origin): **None**

Most Favored Customer: **All Commercial Customers.**

GSA Terms and Conditions: **No changes have been made to GSA Terms and conditions as referenced in the Solicitation**

11a. Time of delivery: **Within required timeframes as established by Government regulations and within the period specified in the ordering agency's performance-based statement of work and the order.**

11b. Expedited Delivery: **Contact contractor**

11c. Overnight and 2-day delivery: **Contact contractor**

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

12. FOB Point: **FOB Destination**

13. Ordering Address:

**AIM Consulting Associates
5 Shaws Cove; Suite 204
New London, CT 06320**

14. Payment Address: **Same as item no. 13.**

15. Warranty Provision: **Not applicable**

16. Export Packing Charges: **None**

17. Terms and Conditions of Government Purchase Card Acceptance: **We accept payment by government purchase/credit cards**

18. Terms and Conditions of rental, maintenance and repair: **Not applicable**

19. Terms and Conditions of installation: **Not applicable**

20. Terms and Conditions of repair parts indicating dates of parts price list and any discount from list prices: **None**

21. List of Service and Distribution Points: **Not Applicable**

22. List of Participating Dealers: **Not Applicable**

23. Preventive Maintenance: **Not Applicable**

24. Year 2000 Compliant: **Not Applicable**

25. Environmental Attributes e.g. recycled content, energy efficiency and/or reduced pollutants: **Not Applicable**

26. Data Universal Number System (DUNS) number: **102339889**

27. Notification regarding registration in Central Contractor Registration (CCR) database. **Masters, Albright & Associates, LLC (dba AIM Consulting Associates) is registered with the Central Contractor Registration (CCR).**

Section 2: Price List

Price List by Special Item Number (SIN):

SIN	Labor Category	Daily Labor Rate*	Half-day Labor Rate*
<u>Consulting Service</u>			
874-1	Senior Consultant	\$2,021.56	\$1,010.78
874-1	Consultant	\$1,777.33	\$888.67
<u>Facilitation Services</u>			
874-2	Senior Consultant	\$2,147.30	\$1,073.65
<u>Survey Services</u>			
874-3	Senior Consultant	\$1,968.36	\$984.18
874-3	Consultant	\$1,789.42	\$894.71
<u>Training Services</u>			
874-4	Training Consultant	\$2,263.38	\$1,131.69
<u>Program and Project Management Service</u>			
874-7	Senior Consultant	\$1,968.36	\$984.18
874-7	Consultant	\$1,811.79	\$905.90

* Labor is charged by the full or half day. Quoted prices include IFF mark-up.

Other Direct Costs:

Travel: All travel required in the performance of services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel.

Materials: Expenses associated with reproduction or copyrighted materials will be reimbursed at cost. Such materials may be used in the training sessions, workshops or as part of consulting services.

Labor Category Descriptions:

Senior Consultant:

Minimum Education - Master Degree

Minimum Experience - 20 years

Management consultants provide objective advice, expertise and specialist skills with the goal of creating customer value, maximizing business performance or improving the way the organization operates.

Consultants are capable of providing a variety of services including: strategy development and execution, business planning, performance management, leadership development, executive team development, teambuilding and leadership workshops, organizational development, climate assessment, structural redesign, continuous process improvement, negotiation and mediation, and labor management relations.

Consultant:

Minimum Education - BS

Minimum Experience - 15 years

Consultants provide a variety of services including: strategy development and execution, business planning, performance management, leadership development, executive team development, teambuilding and leadership workshops, organizational development, climate assessment, structural redesign, continuous process improvement, negotiation and mediation, and labor management relations.

Typical tasks, under direction of a Senior Consultant include:

- Business Management consulting
- IT consulting
- Human Resource consulting
- Program Managing consulting
- Maritime Security, Safety and Mobility consulting
- Emergency Preparedness consulting

Training Consultant:

Minimum Education - Master Degree

Minimum Experience - 20 years

Training consultants design, deliver, assess and evaluate training, ranging from one-hour training to full-blown training series or programs. Trainers assist clients:

- Resolve strategic-level issues intended to improve the organization's ability to leverage its talent
- Personalize and customize training to suit needs of the organization and employees
- Follow through to ensure training implementation
- Develop effective measurement tools to track training's value
- Encourage and support continuous improvement
- Proactively ensure training maintains value for the organization

Training consultants are capable of assessing the need for training and are well versed in all aspects of planning, designing, implementing and evaluating training. They customize training interventions to meet organizational objectives and tailor courses to specific participant (executive to front line) learning styles and work situations. They are highly flexible in the curriculum design and apply adult learning theory to all courses developed. Courses taught by AIM Consultants are highly interactive and experiential in nature with a minimum emphasis on lecture-style.

Section 3: Company Information

AIM Consulting Associates (AIM) is a management consulting firm known for its customized approaches to solving today's business and public sector challenges. We provide customized business consulting and training services and associated products to help clients optimize their strengths, enhance performance, discover new opportunities, and maximize customer value. Our services can be classified in the following areas:

- **Organizational Development,**
- **Leadership, Strategy,**
- **Negotiation and Conflict Management**
- **Customized Training**

Specific services include:

- business planning
- performance management
- executive team development
- climate assessments
- organizational assessment
- continuous process improvement
- org. structure redesign
- negotiation and mediation
- labor-management relations
- teambuilding
- leadership workshops
- coaching and mentoring

AIM's consultants are also sought after as presenters at public seminars and business schools on the topics of contemporary business concepts and application, labor relations, leadership training, management strategies, and human resources planning.

Our products include books, presentations, and articles. They are used to support consulting and training activities or may be purchased as stand-alone materials or job aids.

Points of Contact:

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Section 4: Description of Services

Special Item Numbers (SINs) Offered under contract GS-02F-0078X:

SIN 874-1	Consulting Services
SIN 874-2	Facilitation Services
SIN 874-3	Survey Services
SIN 874-4	Training Services
SIN 874-7	Program and Project Management Services

SIN 874-1 Consulting Services:

Our consultants provide expert advice, assistance, guidance and counseling in support of an organization's management and operations. Services covered by this SIN are: strategy development, organizational development, management consulting, program planning, assessments and evaluations, studies, analyses, scenario planning, and reports relating to an organization's mission-oriented business programs or initiatives. We are especially experienced in leadership development, executive/management coaching services, and mentoring programs.

SIN 874-2 Facilitation Services:

We provide exceptional facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams. Services include:

- Developing group facilitation strategies, programs and agenda
- Leading or facilitating group briefings and discussions, enabling focused decision-making
- Recording discussion content and related facilitation support services
- Debriefing stakeholders
- Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputed)
- Preparing and providing draft and final reports relating to the facilitated issues

SIN 874-3 Survey Services:

Our survey services can be deployed in a number of different situations. We can assist organization with, or perform, all phases of the survey process. Services include:

- Survey assessment planning, design, and development
- Pretest/pilot surveying
- Assessing reliability and validity of data
- Conducting/administering surveys
- Analyses of quantitative and qualitative survey data
- Production of reports related to the survey
- Briefings of results to stakeholders

SIN 874-4 Training Services:

Our experienced trainers deliver packaged and customized training onsite in the categories listed below and related subject matter:

Supervisory and Management:

Communications
Performance Management
Contingency Leadership

Leadership:

Crisis Leadership
Leadership Values
Executive Leadership Seminars

Teams:

Leveraging Team Diversity
High Performing Team Development
Effective Team Decision-Making
Goal and Role Clarification

Organizational Development:

Applying Contemporary Interventions to your Organization
Change Management
Change Resiliency

Strategy:

Strategy 101: Creating a Hierarchy of Strategic Intent
Building a Balanced Scorecard
Strategic Project Execution

Customer Service:

Customer Service Standards
Service Delivery

Negotiations and Conflict Management:

Best Practices in Negotiations
Resolving Conflict
Labor-Management Cooperation

Process Improvement:

Process Mapping and Analysis

Improving Processes

Managing Process Change

Additionally, we offer complete training program planning services that include training needs analyses, delivery strategies and evaluation services.

874-7 Programs and Project Management Services:

Backed with years of experience in government and private industry, our consultants assist organizations in planning, initiating, managing, executing, and closing out programs and projects. We offer consulting on or will lead: large projects, program sponsorship and communications with stakeholders; project planning and scheduling; earned value management; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; and project close-out services.