

STEVEN N. TOMANELLI & ASSOCIATES
ACQUISITION AND CONSULTING SERVICES
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GENERAL SERVICES ADMINISTRATION

Federal Supply 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 is available through **GSA Advantage!**®, a menu-driven database system. The INTERNET address for **GSA Advantage!**® is: <http://www.GSAAdvantage.gov>.

Schedule for - Mission Oriented Business Integrated Services (MOBIS)

FSC Group 874

Class: R499, U008

Contract Number: GS-02F-0080P

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

Contract Period: 2-12-2014 through 2-11-2019

Contractor: Steven N. Tomanelli & Associates
13475 Coneflower Court
Centreville VA 20120

Business Size: Veteran-Owned Small Business

Telephone: (703) 405-9327

FAX Number: (703) 830-9126

Web Site: www.AcqTrainer.com

E-mail: acqtrainer@cox.net

Contract Administration: Steven N. Tomanelli

CUSTOMER INFORMATION

1a. Awarded Special Item Number(s):

SIN 874-1: Consultation Services

SIN 874-4: Training Services: Instructor Led Training, Web-Based Training and Education Courses, Course Development and Test Administration

SIN 874-6: Acquisition Management Support

- 1.b. Lowest unit prices are as shown in the tables in Appendix A. The prices listed are the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price.
- 1.c. Labor Category Descriptions: Labor category descriptions and rates are provided in Appendix A.
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage: Continental United States
5. Point(s) of production (city, county, and State or foreign country): Consulting services (SINs 874-1 and 874-6) and training courses (SIN 874-4) are offered throughout the United States (including Alaska and Hawaii).
6. Discount from list prices or statement of net price: All prices listed are net prices (discount already deducted).
7. Quantity discounts: Orders over \$250,000 receive a .5% discount
8. Prompt payment terms: 2%/Net 14 days
- 9a. The Government Purchase Card will be accepted for orders below the micropurchase threshold.
- 9b. The Government Purchase Card will be accepted for orders above the micropurchase threshold.
10. Foreign items (list items by country of origin): None
- 11a. Time of delivery: Specified on the Task Order.

- 11b. Expedited Delivery. Specified on the Task Order.
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements. Agencies may contact the Contractor's representative to effect a faster delivery under the terms of I-FSS-140-B -URGENT REQUIREMENTS (JAN 1994).
12. F.o.b. point(s): Destination
- 13a. Ordering address(es)

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- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment address(es).

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15. Warranty provision: N/A
16. Export packing charges, if applicable: N/A
17. Terms and conditions of Government purchase card acceptance: Specified in Task Order
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A

23. Preventive maintenance: N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Hard copy deliverables will be prepared with recycled paper to the maximum extent practicable.
- 24b. Section 508: If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Number System (DUNS) number: 13-615-2092
26. Central Contractor Registration (CCR) Database: Steven N. Tomanelli and Associates is registered in the CCR Database.
27. Uncompensated Overtime. (Indicate if used). NOT USED

Contractor will accept Labor-Hour, Time & Materials (T&M) and Firm-Fixed Price Orders

COMPANY INFORMATION

Steven N. Tomanelli & Associates is a veteran-owned small business based in Northern Virginia providing professional services in the field of Government contracting and appropriations law. We provide three categories of services:

- Acquisition Consulting
- Acquisition Training
- Legal Services Related to Government Contracting

Our consulting services are designed to streamline and improve agency procurements by expertly supporting and facilitating each phase of the acquisition, from acquisition planning through contract closeout. Acquisition support services include: requirements definition; market research; writing the Acquisition Plan; developing performance-based metrics, standards, acceptable quality levels and incentives; writing the Source Selection Plan; developing evaluation factors and proposal instructions; preparing the Request for Proposals; and supporting the proposal evaluation process, which includes drafting discussion questions, preparing briefing charts for the source selection authority, drafting the source selection decision document and preparing the debriefing materials.

Acquisition training courses are available on all of the most important federal contracting topics, such as: Performance Based Contracting, Best Value Source Selection, Federal Appropriations Law, the Federal Acquisition Regulation, COTR Training, Commercial Item Contracting, Government Contract Law, Intellectual Property, Negotiating Software Licenses, Procurement Ethics, as well as courses developed specifically for agency or corporate customers. Our instructors all have over 20 years of experience, have advanced degrees and are consistently among the highest rated in the country (based on student evaluations).

Legal services for contractors include: Filing protests, preparing requests for equitable adjustment and claims, RFP review and risk assessment, assisting with termination actions and drafting licensing agreements, subcontracts and teaming agreements. For government agencies, legal services include protest and claims support, management consulting to improve acquisition processes, appropriations law consulting support and legal review of contract actions.

Appendix A

MOBIS Hourly Labor Rates

The following Labor Rates are applicable to:

- **SIN 874-1:** Consultation Services; and
- **SIN 874-6:** Acquisition Management Support

Labor Category	Description	GSA Rate
Consulting Counsel	Attorney with at least 10 years experience in Federal Procurement Law.	\$213.75/hour
Senior Consultant	Bachelor's degree, at least one year of post-graduate work and at least 10 years of experience in some aspect of federal acquisition.	\$166.91/hour
Consultant	Bachelor's degree and at least 3 years of experience in some aspect of federal acquisition.	\$143/hour

The following course fees are applicable to:

- **SIN 874-4:** Training Services: Instructor Led Training, Web-Based Training and Education Courses, Course Development and Test Administration.

<p align="center">Training Courses</p>	<p align="center">On-Site Course Price (up to 15 students). There is no maximum number of students who may attend)</p>
<p align="center">Working With Contractors in the Federal Workplace (1/2 day)</p> <p>The federal workplace is a dynamic and ever-changing environment. Today, in most federal facilities, contractor employees work side-by-side with government employees to an unprecedented degree. While this arrangement generally benefits both parties, it requires all personnel involved to clearly understand the rules applicable to the government-contractor relationship. This 3-hour class will enable participants to correctly apply the rules applicable to personal services contracting, inherently governmental functions, the Procurement Integrity Act and conflicts of interest.</p>	<p align="center">\$1435.77 (\$75 for each additional student)</p>
<p align="center">FAR Update (1 day)</p> <p>This one-day session summarizes recent changes to the Federal Acquisition Regulation (FAR). Course material is continually updated and covers FAR changes finalized in the 12-month period preceding each class. This class enables busy acquisition professionals to “catch up” on a year’s worth of changes in a single day.</p>	<p align="center">\$2564.84 (\$114.75 for each additional student)</p>

<p style="text-align: center;">COR Refresher (1 day)</p> <p>This course provides an update of statutory, regulatory, and policy changes and their impact on CORs. It discusses how each change affects COR responsibilities and how it should be implemented to ensure legal compliance and to further program interests in acquisitions. This course also reinforces core COR responsibilities quality/schedule assurance and submittal review. It also covers building a sound and otherwise ethical business relationship with the contractor.</p>	<p style="text-align: center;">\$3110.33 (\$120.00 for each additional student)</p>
<p style="text-align: center;">Appropriations Law Refresher (1 day)</p> <p>This one-day course provides a general overview of the most important principles of federal appropriations law supplemented by the most recent developments and GAO decisions. Topics include a review of the bona fide needs rule and how it applies to severable and non-severable contracts, the various sections of the Antideficiency Act and conducting agency business during continuing resolutions and sequestration. Class discussion will be augmented with practical exercises to reinforce these key fiscal concepts. This class is intended for contracting personnel, CORs, program personnel, administrative officers and assistants, budget officers and anyone else interested in learning more about how federal appropriations law pertains to federal acquisitions.</p>	<p style="text-align: center;">\$3159.70 (\$125.00 for each additional student)</p>
<p style="text-align: center;">Intellectual Property (1-day)</p> <p>In this one-day class, students will gain an understanding of the various types of intellectual property rights that are applicable to Government contracts and how to ensure that the Government receives the level of intellectual property rights necessary to perform its mission. We will cover how patent rights are allocated between the Government and the contractor, the use of third party patents, the applicability of copyright and trademark rights under Government contracts and the various levels of data rights established by the FAR data rights clauses. Several practical exercises will be used to reinforce the key points.</p>	<p style="text-align: center;">\$3552.64 (\$140.00 for each additional student)</p>

<p style="text-align: center;">IDIQ Contracting (2-days)</p> <p>ID/IQ Contracting (2 days): This two-day course teaches students everything they need to know to effectively set-up and use Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts. Students will learn when and how to use ID/IQ contracts, how to develop and implement the acquisition strategy, how to get the most out of oral presentations and sample tasks, how to issue task and delivery orders and how to provide vendors a "fair opportunity" to be considered. Topics will also include pricing task and delivery orders and procedures for terminating orders.</p>	<p style="text-align: center;">\$5223.88</p> <p style="text-align: center;">(\$191.25 for each additional student)</p>
<p style="text-align: center;">Small Business Contracting (2-days)</p> <p>This training course defines and describes federal socioeconomic programs. In this course, you will gain a good understanding of program policies, procedures, and problem areas associated with various socioeconomic programs benefiting small businesses. After successful completion of this training course, you will be able to describe the different socioeconomic programs required by the Federal Acquisition Regulation (FAR) and determine which program or programs to use in a particular acquisition.</p>	<p style="text-align: center;">\$5430.73</p> <p style="text-align: center;">(\$191.25 for each additional student)</p>
<p style="text-align: center;">Commercial Item Contracting (2 days)</p> <p>This two-day course will enable students to effectively use the commercial item procedures of Part 12 of the FAR. Topics covered include analysis of the commercial item clauses, how and when these clauses may be modified, market research, how to select the appropriate procurement method, contract financing, data rights, termination procedures and the use of performance-based contracting methods. The course includes discussion of the most recent cases and regulatory changes, as well as several practical exercises.</p>	<p style="text-align: center;">\$5223.88</p> <p style="text-align: center;">(\$191.25 for each additional student)</p>

<p style="text-align: center;">Performance Based Contracting (3 days)</p> <p>This three-day course will assist agencies in meeting their performance-based contracting goals. The course provides a step-by-step analysis that will enable students to successfully conduct a performance-based acquisition and minimize the risk of protest. Topics include: development of the work statement and identification of key performance metrics, setting performance standards and acceptable quality levels, developing an effective incentive plan that will achieve results and writing a customized quality assurance plan to verify performance levels achieved.</p>	<p style="text-align: center;">\$7793.00</p> <p style="text-align: center;">(\$212.50 for each additional student)</p>
<p style="text-align: center;">Federal Appropriations Law (3 days)</p> <p>This three-day course covers the fundamental concepts of federal appropriations law. Topics include an overview of the appropriations process, the bona fide needs rule, severable and non-severable contracts, the "Purpose" statute and the Antideficiency Act. Class discussion will be augmented with practical exercises to reinforce these key fiscal concepts.</p>	<p style="text-align: center;">\$7793.00</p> <p style="text-align: center;">(\$212.50 for each additional student)</p>
<p style="text-align: center;">Best Value Source Selection (4 days)</p> <p>This four-day course teaches students how to take full advantage of the source selection procedures of Part 15 of the Federal Acquisition Regulation (FAR) to select the best value offeror. Students will learn how to identify and describe agency requirements, conduct efficient market research, prepare key source selection documents, develop and appropriately weight relevant evaluation factors, organize the Request for Proposals, conduct and document the evaluation process, support the award decision and minimize the potential for protest.</p>	<p style="text-align: center;">\$10,362.14</p> <p style="text-align: center;">(\$240 for each additional student)</p>

Introduction to Government Contracting (5 days)

This comprehensive five-day course covers all major aspects of federal contracting. Starting with an overview of the government contracting process, the course will discuss more specific topics, such as contract funding, contract types, competition requirements and exceptions, procurement methods (e.g., simplified acquisitions, commercial item procedures, sealed bidding and competitive negotiations), contract changes, inspection and acceptance, contract terminations and protests and disputes. In addition, students will apply the lessons learned in several practical exercises to reinforce key points throughout the class.

\$12,377.14

(\$255 for each additional student)