

MSA INCORPORATED

General Services Administration Contract GS 10F-0014K

Price Listing

Prices as of 12.20.2007

Awarded Special Item Numbers (SINs):

SIN 874-1, 874 1RC Consulting Services

SIN 874-3, 874 3RC Survey Services

MSA INCORPORATED

Thank you for your interest in Man-Machine Systems Assessment (MSA), Incorporated. We appreciate the opportunity to serve our customers.

MSA, Inc. was incorporated in 1990 to provide superior service to customers at a great value. MSA was founded on the belief that a company can grow and succeed while remaining unencumbered by too many layers of management and bureaucracy. At MSA, we are leaders, not managers. We translate that belief into action by providing our customers with specialists that perform careful analysis, evaluation and assessment to allow organizations to greatly improve performance and job satisfaction. For thirteen years, MSA has continuously shown a commitment to the improvement of its client's organizational structure (people, skills, and equipment) and management processes.

Within this catalog, you will first find a summary of regulatory information about our General Services Administration (GSA) Contract Number GS-10F-0014K. Following this, you will find contractual labor category descriptions and cost factors associated with each labor category.

If you have any questions regarding the information in this catalog, or if you would like to obtain a detailed cost estimate, please contact

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President
202.408.0042
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**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

Man-Machine Systems Assessment, Inc. Online Ordering Access: www.msaincorp.com
1101 14th St. NW
Suite 1020
Washington, DC 20005

202.408.0042 (primary phone)
202.408.0051 (fax)

Email: lharris@msaincorp.com
Business Size: Woman Owned Small
DUN's Number: 617443114 (Headquarters)/ 799732594 (Northern VA)
CAGE Code: OM3S2

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

Industrial Group: 874
Industrial Class: 8742
Contract: GS-10F-0014K
Contract Period: 10/15/04 - 10/14/2019

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!TM, a menu-driven database system. The INTERNET address for GSA Advantage!TM is: <http://www.fss.gsa.gov>.

Customer Information

1 a. Awarded Special Item Numbers:

874-1: Consulting Services
874-3: Survey Services

b. Lowest Price Unit: See Attached Price List

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

3. Minimum Order: \$300

4. Geographic Coverage: Worldwide

5. Points of Production: United States

6. Prices shown herein are Net with discounts included

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30

9 a. MSA, Inc. will accept government credit cards

b. No discounts for payment by Government Credit Cards will be given

10. Foreign Items: None

11. Delivery Time: TBD between MSA & ordering agency

12. F.O.B. Point: Destination

13. Ordering Address:
MSA, Inc.
1101 14th ST NW, Suite 1020
Washington, DC 20005
202.408.0042 (primary)
202.408.0051 (fax)
Email: lharris@msaincorp.com

14. Payment Address: Same as ordering address

15. Warranty Provision: N/A

16. Export Packaging Charges: Quoted at time of order

17. Terms and Conditions of Government Commercial Credit Card Acceptance:
In accordance with the Government Commercial Credit and Program Guidelines

**SIN 874-1 Consulting Services
Labor Category Descriptions**

Technical/Analytical Support Staff

Functional Responsibility- The analytical support staff provides specialized knowledge and technical skills necessary to analyze complex problems or issues, quantify essential performance parameters, and design solutions based upon the customers needs and constraints. Functions include task analysis, requirements definitions, organizational analysis, systems analysis, functional/procedural process analysis, data analysis, statistical analysis, modeling and simulation, test planning, configuration management, hardware and software testing, quality management, system engineering, or other operations research analysis.

Minimum Education/Experience- Must have the training in one or more of the following areas: computer science, computer systems, statistics, business processes, re-engineering, information collection, manipulation and analysis, developmental/operational testing, modeling/simulation./stimulation, process/functional analysis, test design, reliability, availability, and maintainability analysis, numerical analysis, engineering, or operations research.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelors degree
- Bachelor plus 2 years for a Master's Degree

TECHNICAL/ANALYTICAL STAFF

Level	Minimum Education	Minimum Experience
Level 1	BS	1 year
Level 2	BS	3 years
Level 3	BS	5 years
Level 4	BS	7 years
Level 5	MS	10 years

Professional Support Staff

Functional Responsibility- The professional support staff provides highly specialized knowledge and theoretical skills necessary to define, analyze, verify and document complex problems or issues. The professional support staff is capable of designing and developing solutions for implementation by the technical staff. The functions performed by the professional staff include: design, development, integration and testing of complex high tech concepts and system architectures. Must have a broad knowledge of technology, applications and customer requirements. Must have an in-depth understanding of technology to include engineering, system design, complex analysis, computer design and architectures and protocol, IEEE standards, and military /commercial standards. Must be trained to apply and/or develop advanced technologies, scientific principles, theories and concepts related to technical disciplines. The professional staff may also develop and provide training specifically tailored to the customer's needs. These training programs may include operator training as well as professional certification training and licensing.

Minimum Education/Experience- Must have the training in the one or more of the following areas: computer science, computer systems, statistics, business processes, re-engineering, information collection, manipulation and analysis, developmental/operational testing, modeling/simulation./stimulation, process/functional analysis, test design, reliability, availability, and maintainability analysis, numerical analysis, engineering, operations research, mathematics or physics.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelors degree
- Bachelor plus 2 years for a Master’s Degree

PROFESSIONAL SUPPORT STAFF

Level	Minimum Education	Minimum Experience
Level 1	BS	3 years
Level 2	BS	7 years
Level 3	MS	5 years
Level 4	MS	10 years

Software Support Staff

Functional Responsibility- The software support staff provides specialized knowledge and technical skills necessary to define, analyze, verify, and document complex problems or issues. The software support staff is capable of software design, and implementing computer solutions to include: design, installation, operation and maintenance, software/hardware testing and administration of complex computer systems and networks. Designs and develops software solutions in response to the customer’s requirements. Provide system analysis of computer systems, networks, operating systems, applications software, virus protection, backup and archiving procedures. Provides specific recommendations concerning system architectures, integration, acquisition, and procedures. Capable of designing embedded software, graphic user interfaces, modeling and simulation software and computer driven system stimulators.

Minimum Education/Experience- Must have the training in the one or more of the following areas: computer science, computer systems, statistics, business processes, re-engineering, information collection, manipulation and analysis, developmental/operational testing, modeling/simulation./stimulation, process/functional analysis, test design, reliability, availability, and maintainability analysis, numerical analysis, engineering, or operations research.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education.

SOFTWARE SUPPORT STAFF

Level	Minimum Education	Minimum Experience
Level 1	BS	3
Level 2	BS	5
Level 3	BS	7
Level 4	MS	10

Administrative Support Staff

Functional Responsibility- The administrative staff provides support services to include administration, word processing, security, supply, time sheet control, travel, data entry, accounting, document control, and clerical functions.

Minimum Education/Experience- Must have general knowledge and experience with standard operating procedures, practices, and techniques associated with administrative tasks.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelor's degree.

ADMINISTRATIVE SUPPORT STAFF

Level	Minimum Education	Minimum Experience
Level 1	HS	1 year
Level 2	HS	3 years

Specialized Technical Expert Staff

Functional Responsibility- The specialized technical expert provides highly specialized knowledge and practical skills to define, analyze, verify and document complex problems or issues. The specialized technical expert is capable of designing and developing solutions for implementation by the technical staff and/or the customer, in support of specific areas of business improvement practices, technologies, or procedures. The specialized technical expert may also develop and provide training specifically tailored to the customer's needs. These training programs may include operator training as well as professional certification training and licensing.

Minimum Education/Experience- There is no specific degree field requirement. However, must have verifiable expertise in an area of interest to the customer that will improve business practices, technologies or procedures.

In addition, personnel should have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelors degree
- Bachelor plus 2 years for a Master's Degree

SPECIALIZED TECHNICAL EXPERT STAFF

Level	Minimum Education	Minimum Experience *
Level 1	BS	3 years
Level 2	BS	7 years
Level 3	MS	5 years

* May be waived with validation of expertise in a specialized area of interest to the customer.

Senior Scientist

Functional Responsibility: A senior scientist is a mature journeyman that is able to work autonomously, or build and manage a team where necessary, to plan for and execute all tasks required to fulfill the mission. This includes: guiding and conducting the initial research and mission planning, training and testing the planning elements for accuracy and completeness, and finally, planning for the evaluation of the mission in a high-fidelity environment that will allow feedback to improve the efficiency and effectiveness of the mission plan and the execution of the mission. These evaluations will be required periodically to ensure the mission plan is responsive to any changes. In the case of National Preparedness, Disaster Response and Emergency Planning, the Sr. Scientist will be able to create and evaluate tactics and doctrine necessary to fulfill a mission. This might require revision and evaluation annually due to demographic and geographic changes in specific areas.

Minimum Education/Experience: Ph.D. with 5 years experience in the applicable field; M.S./M.A. with 10 years experience in the applicable field, or equivalent experience; or, a B.S./B.A. and 20 years actual experience in the applicable field or in the military-industrial complex.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelors degree
- Bachelor plus 2 years for a Master's Degree

Senior Scientist

Level	Minimum Education	Minimum Experience
1	BS/BA	20 years
1	MS/MA	10 years
1	PHD	5 years

Senior Oversight

Functional Responsibility: This person works at the program management level in support of the client and is the point of contact for an individual project or program. As such, the Sr. Oversight Level II person will provide: overall program/project management of team personnel and fiscal assets. He or she will monitor funding expenditures and availability of funds for specific tasks; provide periodic progress and expenditure reports to the clients as requested; resolve problematic issues; and, be responsible to the client for timely and accurate deliverables.

Minimum Education/Experience: M.S./M.A. with 5 years experience in the applicable field, or equivalent experience; or, a B.S./B.A. and 15 years actual experience in the applicable field or in the military-industrial complex.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelors degree
- Bachelor plus 2 years for a Master's Degree

Senior Oversight

Level	Minimum Education	Minimum Experience
1	BS/BA	15 years
2	MS/MA	5 years

Homeland Security Specialist

Functional Responsibility: A Homeland Security Specialist has acquired skills and knowledge in the areas of homeland security that include disaster response, emergency preparedness or continuity of operations. Specifically, the Homeland Security Specialist will be expert in the design, development, execution and test and evaluation of continuity of operations programs (COOP) and national preparedness (homeland security) programs. These duties include design, preparation and execution of training programs, tabletop and field exercises, performing business functional analyses, developing and assessing Occupant Emergency Plans, Continuity of Operations Plans, Business Continuity Plans, Devolution and Reconstitution plans. Other tasks include monitoring and ensuring that all programs created are responsive to existing and projected government requirements.

Minimum Education/Experience: M.S./M.A. with 5 years experience in the applicable field, or equivalent experience; or, a B.S./B.A. and 3 years actual experience in the applicable field or in the military-industrial complex.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelors degree
- Bachelor plus 2 years for a Master's Degree

Homeland Security Specialist

Level	Minimum Education	Minimum Experience
1	BS/BA	3 years
2	MS/MA	5 years

Subject Matter Expert

Functional Responsibility: The Subject Matter Expert exhibits the highest level of expertise in a specialized job, task, or skill within the organization or program. SMEs act as critical information sources during the research phase of project planning and are consulted equally in the technical validation of planning and training drafts to ensure interpreted information and data matches their actual, first-hand experience. An SME is not necessarily qualified due to academic degree level and may demonstrate expertise through appropriate training, experience and/or certifications, or demonstrate acceptance by his/her peers as an expert.

Minimum Education/Experience: PHD with 5 or more years of experience, or, appropriate certifications with 10 or more years of experience, or, 20 years verifiable experience.

Subject Matter Expert

Level	Minimum Education	Minimum Experience
1	N/A	20 years
2	PHD	5 years

SIN 874-1 Labor Rates

Labor Category	Off-Site Rate	On-Site Rate
Technical/Analytical, Level 1	\$37.81	\$36.62
Technical/Analytical, Level 2	\$45.77	\$44.33
Technical/Analytical, Level 3	\$51.74	\$50.11
Technical/Analytical, Level 4	\$61.69	\$59.74
Technical/Analytical, Level 5	\$69.66	\$67.45
Professional, Level 1	\$71.65	\$69.39
Professional, Level 2	\$79.60	\$77.10
Professional, Level 3	\$87.57	\$84.81
Professional, Level 4	\$93.54	\$90.60
Software Support, Level 1	\$43.77	\$42.41
Software Support, Level 2	\$51.74	\$50.11
Software Support, Level 3	\$65.68	\$63.61
Software Support, Level 4	\$79.60	\$77.10
Administrative Staff, Level 1	\$23.88	\$23.13
Administrative Staff, Level 2	\$33.83	\$32.77
Specialized Technical Expert, Level 1	\$94.19	\$89.52
Specialized Technical Expert, Level 2	\$102.41	\$97.30
Specialized Technical Expert, Level 3	\$110.59	\$105.09
Senior Scientist	\$159.11	\$150.48
Senior Oversight, Level 1	\$117.99	\$111.62
Senior Oversight, Level 2	\$130.18	\$123.17
Homeland Security Specialist, Level 1	\$99.52	\$94.15
Homeland Security Specialist, Level 2	\$108.16	\$102.33
Subject Matter Expert, Level 1	\$145.35	\$137.52
Subject Matter Expert, Level 2	\$174.90	\$165.48

SIN 874-3 Survey Services Labor Category Descriptions

Survey/Technical Support Staff

Functional Responsibility- The analytical support staff provides specialized knowledge and technical skills necessary to analyze complex problems or issues, quantify essential performance parameters, and design solutions based upon the customers needs and constraints, specifically within the area of surveying. Functions include task analysis, requirements definitions, organizational analysis, systems analysis, functional/procedural process analysis, survey instrument preparation and administration, data analysis, statistical analysis, test planning, quality management, system engineering, or other operations research analysis.

Minimum Education/Experience- Must have the training in the one or more of the following areas: human factors engineering, engineering psychology, psychology, computer systems, statistics, business processes, re-engineering, information collection, manipulation and analysis, developmental/operational testing, process/functional analysis, test design, reliability, availability, and maintainability analysis, numerical analysis, engineering, or operations research.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelors degree
- Bachelor plus 2 years for a Master's Degree

SURVEY/TECHNICAL SUPPORT STAFF

Level	Minimum Education	Minimum Experience
Level 1	BS	1 year
Level 2	BS	3 years
Level 3	MS	5 years
Level 4	MS	7 years
Level 5	PhD	10 years

Software Support Staff

Functional Responsibility- The software support staff provides specialized knowledge and technical skills necessary to define, analyze, verify, and document complex problems or issues. The software support staff is capable of software design, and implementing computer solutions to include: design, installation, operation and maintenance, software/hardware testing and administration of complex computer systems and networks. Designs and develops software solutions in response to the customer's requirements. Provide system analysis of computer systems, networks, operating systems, applications software, virus protection, backup and archiving procedures. Provides specific recommendations concerning system architectures, integration, acquisition, and procedures. Capable of designing embedded software, graphic user interfaces, modeling and simulation software and computer driven system stimulators.

Minimum Education/Experience- Must have the training in the one or more of the following areas: computer science, computer systems, statistics, business processes, re-engineering, information collection, manipulation and analysis, developmental/operational testing, modeling/simulation./stimulation, process/functional analysis, test design, reliability, availability, and maintainability analysis, numerical analysis, engineering, or operations research.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education.

SOFTWARE SUPPORT STAFF

Level	Minimum Education	Minimum Experience
Level 1	BS	3
Level 2	BS	5
Level 3	BS	7
Level 4	MS	10

Administrative Support Staff

Functional Responsibility- The administrative staff provides support services to include administration, word processing, security, supply, time sheet control, travel, data entry, accounting, document control, and clerical functions.

Minimum Education/Experience- Must have general knowledge and experience with standard operating procedures, practices, and techniques associated with administrative tasks.

In addition, personnel must have the education level and years of experience listed in the table below. Equivalent experience can be substituted for education:

- 4 years for a Bachelor’s degree.

ADMINISTRATIVE STAFF

Level	Minimum Education	Minimum Experience
Level 1	HS	1 year
Level 2	HS	3 years

SIN 874-3 Labor Rates

Labor Category	Off-Site Rate	On-Site Rate
Survey Technical, Level 1	\$52.74	\$50.11
Survey Technical, Level 2	\$68.97	\$65.53
Survey Technical, Level 3	\$81.14	\$77.13
Survey Technical, Level 4	\$95.35	\$90.60
Software Support, Level 1	\$44.63	\$42.41
Software Support, Level 2	\$52.74	\$50.11
Software Support, Level 3	\$66.94	\$63.61
Administrative Staff, Level 1	\$24.35	\$23.13
Administrative Staff, Level 2	\$34.49	\$32.77

The above prices include an Industrial Funding Fee (IFF) of $\frac{3}{4}$ of 1%.