Authorized Mission Oriented Business
Integrated Services

General Services Administration
Federal Supply Service

Kais E Systems, Inc. (KES) is an organizational performance firm specializing in analysis, training, coaching, facilitation, and operational support.
### Mission Oriented Business Integrated Services (MOBIS)

<table>
<thead>
<tr>
<th>Special Item Numbers (SIN)</th>
<th>Products/Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>Integrated Consulting Service</td>
</tr>
<tr>
<td>874-1RC</td>
<td>Recovery Purchasing</td>
</tr>
<tr>
<td>874-4</td>
<td>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships</td>
</tr>
<tr>
<td>874-4RC</td>
<td>Recovery Purchasing</td>
</tr>
</tbody>
</table>

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 for GSA Advantage! is

http://www.GSAAdvantage.gov

Contractor:
Kais E Systems, Inc.
1840 E. Valencia Road
Bldg. 8 Suite 209
Tucson, AZ 85706
520.445.6330 P
520.445.6331 F
shelley@kaisystems.com
http://www.kaisystems.com

Contract Number: GS-10F-0022N
Base Contract Period: October 8, 2002 - October 7, 2007
First Option Period: October 8, 2007 - October 7, 2012
Second Option Period: October 8, 2012 - October 7, 2017
Pricelist current through Modification # PO-0009, dated October 8, 2012.

Agencies can also browse GSA Advantage! by accessing the Federal Supply Service’s Home Page via the Internet at http://www.fss.gsa.gov/.
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<td>9 - 11</td>
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CONTRACT MODIFICATIONS

Modification PS-0009 dated October 8, 2012

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 Schedule 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.

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 reasonable available information by using the GSA Advantage! that contains 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. TABLE OF AWARDED SINs/ PRICES
   a)  874-1  Integrated Consulting Services
   b)  874-1RC Recovery Purchasing
   c)  874-4  Training Services
   d)  874-4RC Recovery Purchasing

2. MAXIMUM ORDER
<table>
<thead>
<tr>
<th>ITEM NUMBER/SIN</th>
<th>MAXIMUM ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>874-1</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>874-1RC</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>874-4</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>874-4RC</td>
<td>$1,000,000.00</td>
</tr>
</tbody>
</table>

3. MINIMUM ORDER
   The minimum dollar value of orders to be issued is $100.00.

   KES’s minimum order is one course; for courses taught on-site at least the minimum number of attendees is required.

4. GEOGRAPHIC SCOPE OF CONTRACT DELIVERY AREA
   Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

   Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

   Offerors are requested to check one of the following boxes:
   [X] The Geographic Scope of Contract will be domestic and overseas delivery.
   [ ] The Geographic Scope of Contract will be overseas delivery only.
   [ ] The Geographic Scope of Contract will be domestic delivery only.

5. POINTS OF PRODUCTION
   Kais E Systems
   1840 E. Valencia Road
   Bldg. 8 Suite 209
   Tucson, AZ 85706

6. STATEMENT OF NET PRICES
   Prices shown here are net.

7. QUANTITY DISCOUNT
   None

8. PROMPT PAYMENT DISCOUNT
   None

9. GOVERNMENT COMMERCIAL PURCHASE CARD
   Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written orders. Bank account information for wire transfer payments will be shown on the invoice. Government purchase cards are accepted above the micro purchase threshold.

10. FOREIGN ITEMS
    Not applicable under the scope of this contract.

11. A. TIME OF DELIVERY
    As negotiated between the Contractor and the ordering activity.

11. B. EXPEDITED DELIVERY
    As negotiated between the Contractor and the ordering activity.

11. C. OVERNIGHT AND 2-DAY
    As negotiated between the Contractor and the ordering activity.
11. D. URGENT REQUIREMENTS

As negotiated between the Contractor and the ordering activity.

12. F.O.B. POINT

Destination

13. ORDERING ADDRESS

A. Ordering Address

By Mail:

1840 E. Valencia Road
Bldg. 8 Suite 209
Tucson, AZ 85706

By Facsimile:

520-445-6331
Attn: Shelley Kais

By e-mail:

Shelley@kaisesystems.com

B. Technical and/or Ordering Assistance. The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance:

520-445-6330

13. PAYMENT ADDRESS

1840 E. Valencia Road
Bldg. 8 Suite 209
Tucson, AZ 85706

14. WARRANTY PROVISIONS

N/A

15. CANCELLATION POLICIES

Cancellation Policies for SIN 874-4, 874-4RC

Client will be billed for the full minimum number of attendees. Attendee substitutions are permitted at any time up to the start of the course or facilitation engagement. In the event the entire course session is cancelled with less than thirty (30) calendar days notice prior to course commencement, the client is liable for all out of pocket expenses that KES incurred in preparing to teach the course or facilitate the engagement, including non-refundable expenses such as airfare. A postponement of a course is considered a cancellation. All cancellations must be received in writing. KES shall use its best efforts to attempt to reschedule training cancelled for reasons beyond the Client’s control.

Classes and engagements started but not completed due to inclement weather will be invoiced and are payable in full at the agreed upon sale price plus any costs incurred, including instructor fees and travel costs, for delivering make-up days.

16. EXPORT PACKING CHARGES

N/A

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

N/A

18. TERMS AND CONDITIONS OF RENTAL AND MAINTENANCE

N/A

19. TERMS AND CONDITIONS OF INSTALLATION

N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS

N/A
20. A. PLACING AN ORDER FOR TRAINING COURSES AND/OR SERVICES

N/A

21. SERVICES AND DISTRIBUTION POINTS

N/A

22. PARTICIPATING DEALERS

N/A

23. PREVENTIVE MAINTENANCE

N/A

24. A. SPECIAL ATTRIBUTES

N/A

24. B. SECTION 508 COMPLIANCE

Yes

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS)

DUNS Number: 10-331-0566

26. CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

Contractor has registered with the System for Award Management Database.
The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

### SIN 874-1, 874-1RC Integrated Consulting Services

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Yr 11</th>
<th>Yr 12</th>
<th>Yr 13</th>
<th>Yr 14</th>
<th>Yr 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Consultant</td>
<td>$201</td>
<td>$205</td>
<td>$210</td>
<td>$214</td>
<td>$218</td>
</tr>
<tr>
<td>Consultant</td>
<td>$168</td>
<td>$172</td>
<td>$175</td>
<td>$179</td>
<td>$183</td>
</tr>
<tr>
<td>Junior Consultant</td>
<td>$99</td>
<td>$101</td>
<td>$103</td>
<td>$105</td>
<td>$108</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$52</td>
<td>$53</td>
<td>$54</td>
<td>$55</td>
<td>$57</td>
</tr>
<tr>
<td>Senior Subject Matter Expert</td>
<td>$319</td>
<td>$326</td>
<td>$333</td>
<td>$340</td>
<td>$347</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>$262</td>
<td>$268</td>
<td>$273</td>
<td>$279</td>
<td>$285</td>
</tr>
<tr>
<td>Senior Curriculum Development Specialist</td>
<td>$201</td>
<td>$205</td>
<td>$210</td>
<td>$214</td>
<td>$218</td>
</tr>
<tr>
<td>Curriculum Development Specialist</td>
<td>$132</td>
<td>$135</td>
<td>$138</td>
<td>$140</td>
<td>$143</td>
</tr>
<tr>
<td>Editor</td>
<td>$99</td>
<td>$101</td>
<td>$103</td>
<td>$105</td>
<td>$108</td>
</tr>
<tr>
<td>Instructional Design Specialist</td>
<td>$132</td>
<td>$135</td>
<td>$138</td>
<td>$140</td>
<td>$143</td>
</tr>
<tr>
<td>Writer</td>
<td>$132</td>
<td>$135</td>
<td>$138</td>
<td>$140</td>
<td>$143</td>
</tr>
<tr>
<td>Graphics Designer</td>
<td>$99</td>
<td>$101</td>
<td>$103</td>
<td>$105</td>
<td>$108</td>
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</tbody>
</table>
### APPENDIX B

#### 1b. PRICING TABLE

<table>
<thead>
<tr>
<th>Name of Course</th>
<th># Days/ Hours</th>
<th>Min/Max # of Attendees</th>
<th>Price for Min # of Attendees</th>
<th>Price Per Additional Attendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Analysis with Microsoft Excel</td>
<td>4 days</td>
<td>10/25</td>
<td>$4,500</td>
<td>$450.00</td>
</tr>
<tr>
<td>Budget Analysis with Microsoft Excel</td>
<td>3 days</td>
<td>10/25</td>
<td>$3,500</td>
<td>$350.00</td>
</tr>
<tr>
<td>Data Collection Techniques</td>
<td>4 days</td>
<td>10/25</td>
<td>$4,500</td>
<td>$450.00</td>
</tr>
<tr>
<td>Presenting Statistics Using Charts, Graphs and Tables</td>
<td>2 days</td>
<td>10/25</td>
<td>$2,000</td>
<td>$200.00</td>
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<tr>
<td>Performance Measurement</td>
<td>2 days</td>
<td>10/25</td>
<td>$2,000</td>
<td>$200.00</td>
</tr>
<tr>
<td>Cost-Benefit Analysis</td>
<td>3 days</td>
<td>10/25</td>
<td>$3,500</td>
<td>$350.00</td>
</tr>
<tr>
<td>Project Management: An Overview</td>
<td>2 days</td>
<td>12/25</td>
<td>$2,000</td>
<td>$200.00</td>
</tr>
<tr>
<td>Applied Business Analysis: Strategic Operations Planning</td>
<td>4 days</td>
<td>10/25</td>
<td>$4,500</td>
<td>$450.00</td>
</tr>
<tr>
<td>Applied Business Analysis: Operations Design</td>
<td>4 days</td>
<td>10/25</td>
<td>$4,500</td>
<td>$450.00</td>
</tr>
<tr>
<td>Applied Business Analysis: Operations Management</td>
<td>4 days</td>
<td>10/25</td>
<td>$4,500</td>
<td>$450.00</td>
</tr>
<tr>
<td>Applied Business Analysis: Quantitative Techniques</td>
<td>4 days</td>
<td>10/25</td>
<td>$4,500</td>
<td>$450.00</td>
</tr>
<tr>
<td>Leadership at All Levels</td>
<td>2.5 days</td>
<td>10/25</td>
<td>$3,250</td>
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<tr>
<td>Project Skills Refresher</td>
<td>2 days</td>
<td>10/25</td>
<td>$2,000</td>
<td>$200.00</td>
</tr>
<tr>
<td>Thinking &amp; Acting Strategically</td>
<td>1.5 days</td>
<td>10/25</td>
<td>$1,750</td>
<td>$175.00</td>
</tr>
<tr>
<td>Cost-Benefit Analysis for Decision Support</td>
<td>2 days</td>
<td>10/25</td>
<td>$2,000</td>
<td>$200.00</td>
</tr>
<tr>
<td>Building Effective Teams</td>
<td>1 day</td>
<td>10/25</td>
<td>$1,250</td>
<td>$125.00</td>
</tr>
<tr>
<td>Project Leadership Skills Workshop</td>
<td>2 days</td>
<td>8/18</td>
<td>$1,600</td>
<td>$200.00</td>
</tr>
<tr>
<td>Grammar Skills Workshop</td>
<td>3 days</td>
<td>8/18</td>
<td>$2,800</td>
<td>$350.00</td>
</tr>
<tr>
<td>Business Writing Skills</td>
<td>2 days</td>
<td>8/15</td>
<td>$1,600</td>
<td>$200.00</td>
</tr>
<tr>
<td>Presentation Skills Workshop</td>
<td>3 days</td>
<td>6/12</td>
<td>$2,100</td>
<td>$350.00</td>
</tr>
<tr>
<td>Time Management</td>
<td>3 hours</td>
<td>12/18</td>
<td>$600</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
APPENDIX C

MOBIS LABOR CATEGORY DESCRIPTIONS
SIN 874-1 INTEGRATED CONSULTING SERVICES

Senior Consultant

Description: Responsible for coordination with client, supervision of project team, and review and approval of deliverables.

Minimum Education/Years of Experience: Requires advanced degree plus at least eight years of consulting experience, or bachelor’s degree plus at least ten years of consulting experience.

Consultant

Description: Responsible for managing tasks within project, supervising junior consultants, preparation of deliverables. Reports to Senior Consultant.

Minimum Education/Years of Experience: Requires advanced degree plus at least six years of consulting experience, or bachelor’s degree plus at least eight years of consulting experience.

Junior Consultant

Description: Responsible for performance of tasks on project, assisting in preparation of deliverables. Reports to Consultant.

Minimum Education/Years of Experience: Requires bachelor’s degree plus at least four years of consulting experience.

Administrative Assistant

Description: Provides administrative support to project team.

Minimum Education/Years of Experience: Requires high school diploma plus at least four years of administrative experience.

Senior Subject Matter Expert

Description: Provides functional or subject matter expertise in specific technical area.

Minimum Education/Years of Experience: Requires advanced degree plus at least ten years’ experience in field or bachelor’s degree plus at least twelve years’ experience in field.

Subject Matter Expert

Description: Provides functional or subject matter expertise in specific technical area.

Minimum Education/Years of Experience: Requires advanced degree plus at least eight years’ experience in field or bachelor’s degree plus at least ten years’ experience in field.

Senior Curriculum Development Specialist

Description: Responsible for developing curriculum for customized training courses.

Minimum Education/Years of Experience: Requires bachelor’s degree plus at least eight years curriculum development experience.

Curriculum Development Specialist

Description: Responsible for developing curriculum for customized training courses.

Minimum Education/Years of Experience: Requires bachelor’s degree plus at least six years curriculum development experience.
Editor

Description: Responsible for editing curriculum for customized training courses.

Minimum Education/Years of Experience: Requires bachelor’s degree plus at least four years editing experience.

Instructional Design Specialist

Description: Responsible for designing instructional material for customized training courses.

Minimum Education/Years of Experience: Requires advanced degree plus at least six years of instructional design experience.

Writer

Description: Responsible for writing course material for customized training courses.

Minimum Education/Years of Experience: Requires bachelor’s degree plus at least six years of writing experience.

Senior Facilitator

Description: Responsible for facilitation of client group meetings, breakout sessions and activities.

Minimum Education/Years of Experience: Requires advanced degree plus at least eight years of facilitation experience, or bachelor’s degree plus at least ten years of facilitation experience.

Facilitator

Description: Responsible for facilitation of client group meetings, breakout sessions, and activities. Reports to Senior Facilitator.

Minimum Education/Years of Experience: Requires advanced degree plus at least six years of facilitation experience, or bachelor’s degree plus at least eight years of facilitation experience.

Junior Facilitator

Description: Responsible for facilitation of client group meetings, breakout sessions, and activities. Reports to Senior Facilitator.

Minimum Education/Years of Experience: Requires advanced degree plus at least six years of facilitation experience, or bachelor’s degree plus at least eight years of facilitation experience.

Graphics Designer

Description: Responsible for designing graphics for reports and deliverables as well as customized training courses.

Minimum Education/Years of Experience: Requires bachelor’s degree plus at least four years graphics design experience. Experience may be substituted on a one year for one year basis.