

**Provident Solutions Group, Inc. (PSGI)**  
**GSA Federal Supply Service Schedule for**  
**Management, Organizational & Business Improvement Services**  
**(Schedule 874)**  
**Contract No. GS-10F-0013U**

**PSGI Management, Organizational & Business Improvement Services (MOBIS)  
Program Office:**

Michael Kennedy	Schedule and Contract Manager	850-457- 7995	<a href="mailto:mkenedy@psgimail.com">mkenedy@psgimail.com</a>
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**Mailing Address:**

PSGI  
8200 West Highway 98, Suite C  
Pensacola, Florida 32506  
Attn. Michael Kennedy  
Fax: 850-457-7996

**Contract Overview:** PSGI has been awarded a GSA Federal Supply Schedule contract for Management, Organizational & Business Improvement Services (MOBIS), Contract No. GS-10F-0013U. The current contract ordering period is from November, 2007 through October 2012. The contract provides for task orders to be placed as fixed price (FP) or time and material (T&M) using the labor categories and ceiling rates defined in our catalog. There is no minimum dollar value per order and the maximum order value is \$1,000,000. Task orders may be placed for performance worldwide.

The contract is available for use by all federal government agencies and specified organizations. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Agencies authorized to use the GSA FSS schedules can be found at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCOC&contentId=8128&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCOC&contentId=8128&contentType=GSA_BASIC).

**Contract Special Item Numbers (SINs):** The Special Item Numbers (SINs) available under this contract is SIN 874-1. A description of the SIN is provided below. This description is not

meant to exclude or limit any authentic mission, orientated, and business integrated services.

**874-1 Consultation Services:** Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. A few examples of the consultation services available include strategic, business, and action planning; systems alignment; cycle time; high performance work; leadership training; performance measures and indicators; process and productivity improvement; and organizational assessments, program audits and evaluations.

**Labor Categories:** PSGI offers 13 labor categories and rates ranging from an hourly rate of \$49.45 to \$81.40 to quickly respond to a variety of mission, oriented, and business integrated services and locations worldwide. The wide range of labor categories enables PSGI to assemble a team with the right expertise and experience to meet your unique task requirements. Please review the complete list of labor categories and rates below:

Labor Category	Nov 07-Oct 08
Project Manager I	\$78.20
Subject Matter Expert II	\$81.40
Subject Matter Expert I	\$73.05
Consultant III	\$81.40
Consultant II	\$73.05
Consultant I	\$65.75
Analyst II	\$76.43
Analyst I	\$67.23
Training Specialist II	\$68.66
Training Specialist I	\$61.30
Admin Support/Graphic Specialist	\$49.45

## Labor Category Descriptions

### Project Manager I

Project Managers have a bachelor s degree and 8 years of experience in managing, directing, and implementing projects. Relevant experience includes, but is not limited to, experience in managing projects, contracts, funds, and resources. This position manages a diverse group of functional activities and subordinate groups of technical and administrative personnel. A Project Manager serves as the leader of a delivery/task order and assists the Program Manager in working with the Government s COR, other Government management personnel, and customer agency representatives. Under the guidance of the Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The Project manager performs enterprise-wide horizontal integration planning and interfaces to other functions systems. Project Managers are senior personnel who not only have responsibility for managing projects, but also for managing people.

### Subject Matter Expert II

SME IIs have a master s degree and 6 years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting large projects related to the specific subject matter expertise. These senior personnel are experts in either functional domains or technical disciplines with many years of experience. They all have experience as technical leaders and senior Project Managers. SME IIs prepare and deliver presentations to colleagues, subordinates, and Government representatives. SME IIs produce or review substantive or complex technical documentation reflecting detailed knowledge of technical and/or functional areas as identified in the statement of work.

### Subject Matter Expert I

SME Is have a bachelors degree and 4 years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting medium to large projects related to the specific subject matter expertise. These personnel are experts in either functional domains or technical disciplines with many years of experience. They all have experience as technical leaders and senior Project Managers. SME Is prepare and deliver presentations to colleagues, subordinates, and Government representatives. SME Is produce or review substantive or complex technical documentation reflecting detailed knowledge of technical and/or functional areas as identified in the statement of work.

### Consultant III

Consultant IIIs have a master s degree in business, management sciences, education, psychology, human resources development/management, engineering, or other related scientific or technical discipline. This position requires a minimum of 10 years experience, of which at least 7 years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel.

### Consultant II

Consultant IIs have a bachelor s degree in business, management sciences, education, psychology, human resources development/management, engineering, or other related scientific or technical discipline. This position requires a minimum of 8 years experience, of which at least five years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel.

### Consultant I

Consultant Is have a bachelor s degree in business, management sciences, education, psychology, human resources development/management, engineering, or other related scientific or technical discipline. This position requires a minimum of 4 years experience, of

which at least two years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel

#### Analyst II

Analyst IIs have a bachelor s degree in engineering, business, or other related scientific, technical, or functional discipline. This position requires a minimum of 4 years experience, of which at least 4 years must be specialized. Specialized experience includes superior functional knowledge of task order specific requirements or developing functional requirements for complex integrated systems. Must demonstrate the ability to work independently or under limited supervision.

#### Analyst I

Analyst Is have a bachelor s degree in engineering, business, or other related scientific, technical, or functional discipline. This position requires a minimum of 2 years experience. Specialized experience includes developing functional requirements for complex integrated systems. This position analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships and identify resources required for each task. Must demonstrate the ability to work independently or under only general supervision.

#### Training Specialist II

Training Specialist IIs have a bachelor s degree in any field. This position requires a minimum of 7 years experience. Specialized experience includes experience in developing and providing technical and end-user training. This position conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs; develops all instructional materials (course outline, background material, and training aids); and develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). This position trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Must demonstrate an ability to work independently and supervise a training environment.

#### Training Specialist I

Training Specialist Is have a bachelor s degree in any field. This position requires a minimum of 4 years experience. Specialized experience includes experience in developing and providing technical and end-user training. This position conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs; develops all instructional materials (course outline, background material, and training aids); and develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). This position trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Must demonstrate an ability to work independently and supervise a training environment.

## Administrative Support/Graphics Specialist

Administrative Support/Graphics Specialists have a high school diploma and 2 years experience in office administration and developing graphic or artistic presentations for publications and documents (preferably technical documentation). They have at a minimum, 1 year of specialized experience using commercial automated word processing; graphics systems; and desktop publishing systems. The Administrative Support and Graphics Specialist directly supports the Project Manager by maintaining personnel and other files, preparing correspondence and schedules, and coordinating travel. He or she assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. He or she is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

### **Education and Experience Substitution:**

Labor category descriptions illustrate the general qualifications of personnel in support of the GSA MOBIS Contract. Although no minimum education and experience qualifications are required, suggested levels of expertise, experience, and education support each labor category. Each formal degree (i.e., PhD, master s, or bachelor s) may be substituted for 4 years of experience. Four years of specialized experience may substitute for a bachelor s degree. Eight years of specialized experience may substitute for a master s degree.

### **Ordering Instructions:**

GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. While GSA Federal Supply Service has already determined PSGI rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. The following are simplified procedures for placing an order:

#### **1. Orders under \$2500:**

Prepare a Statement of Work of your choice and place order directly with contractor for the item that best meets your needs.

#### **2. Orders over \$2500:**

To ensure a "Best Value" determination is made, as required by FAR 8.404:

- Prepare Statement of Work
- Send Request For Quotes to at least 3 contractors
- Review the Schedule Contractor quotes received
- Consider price, plus administrative costs
- Select the contractor who provides you the "Best Value"
- Place order directly with contractor

## **Ordering & Sales Location:**

### ***Provident Solutions Group, Inc. (PSGI)***

8200 West Highway 98, Suite C  
Pensacola, Florida 32506  
ATTENTION: Michael Kennedy  
Phone: 850-457-7995  
Fax: 850-457-7996  
Email: mkennedy@psgimail.com

If desired, GSA Regional Offices are available to assist the agency during the procurement process under a fee-for-service agreement, but GSA is not required to be involved in any of the steps outlined above. More information about pricing of services under this contract can be found at <http://www.providentsolutionsgroup.com>

**Blanket Purchase Agreements (BPA):** Federal Supply Schedule contract contains BPA provisions to maximize your administrative and purchasing savings. This feature permits schedule users and contractors to set up "accounts" to fill a "reoccurring requirement." These accounts establish a period for the BPA and generally address issues, such as frequency of ordering and invoicing, authorized callers, discounts, delivery locations and time. 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 the BPA.

**Please contact the PSGI MOBIS Program Office at 850-457-7995 or 850-450-5970 or visit our web site at <http://www.providentsolutionsgroup.com/> for assistance and additional information on ordering our management, organizational and business improvement services.**