

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service**

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

Schedule for - MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

**Federal Supply Group:** 874                      **Class:** R499

**Contract Number:** GS-10F-0048U

**For more information on ordering from Federal Supply Schedules**

**Click on the FSS Schedules button at <http://www.fss.gsa.gov>**

**Contract Period:** November 23, 2007 through November 22, 2012

**Contractor:** MacroSys Research and Technology  
888 17<sup>th</sup> Street, NW, Suite 312  
Washington, DC 20006 3324

**Business Size:**  
Small, Disadvantaged, 8(a) Business

**Telephone number:** 202-955-6024  
**FAX number:** 202-955-6021  
**Website:** [www.macrosysrt.com](http://www.macrosysrt.com)  
**E-mail:** [Vincent.fang@macrosysrt.com](mailto:Vincent.fang@macrosysrt.com)  
**Contract Administration:** Bingsong Fang

## **CUSTOMER INFORMATION**

**1a. Table of awarded special item number(s) with appropriate cross-reference to page numbers:** 874-3

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**

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

**3. Minimum order:** \$300.00

**4. Geographic coverage (delivery area):** Domestic only

**5. Point(s) of production (city, county, and State or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). List at the end of this pricelist.

- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over \$2,500
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of delivery. (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
- 12. F.O.B. Point(s):** Destination
- 13a. Ordering Address(es):** Same as company address
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).**
- 14. Payment Address(es):** Same as company address
- 15. Warranty provision:** Contractor’s standard commercial warranty
- 16. Export packing charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.section508.gov](http://www.section508.gov)

25. Data Universal Number System (DUNS) number: 05-8603296

26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

Contractor will accept LH and FFP

Government Awarded Prices (Net Prices)

**LABOR CATEGORY, HOURLY RATE, AND DESCRIPTION**

<b>SIN Number 874-3, Contractor Site</b>	<b>Unit</b>	<b>Hourly</b>
Program Manager	NA	176.71
Senior Research Analyst	NA	141.28
Research Analyst	NA	109.31
Research Associate	NA	66.87
Research Assistant	NA	47.08
Writer/Editor II	NA	75.61
Sr. Survey Methodologist	NA	122.55
Senior Statistician	NA	123.19
Survey Manager	NA	123.19
Data Analyst	NA	81.70
Data Entry Clerk	NA	30.00
Desktop Publishing Specialist	NA	72.49
<b>SIN Number 874-3, Government Site</b>	<b>Unit</b>	<b>Hourly</b>
Program Manager	NA	155.92
Research Analyst	NA	89.19
Research Associate	NA	58.68
Research Assistant	NA	47.55
Writer/Editor I	NA	63.31
Sr. Survey Methodologist	NA	118.29
Senior Statistician	NA	118.29
Statistician	NA	75.32
Survey Manager	NA	118.29
Data Analyst	NA	78.29
Graphic Design Specialist	NA	70.34

**Labor Category: Program Manager**

Position duties/ responsibilities	Responsible for the performance of client programs/projects or subsystems of major programs/projects. Directs all phases of program integration or management projects from inception through completion. Acts as primary customer contact for program activities, leading program review sessions with customer to discuss cost, schedule, and technical performance. Establishes milestones and monitors adherence to master plans and schedules and identifies program problems and obtains solutions, such as allocation of resources or changing contractual specifications. Directs the work of employees assigned to the program/project.
Minimum education	Master's degree in statistics, management, or related field.
Minimum experience	Ten (10) or more years professional experience with at least two (2) years program management experience of a \$3-9 million per year contract involving 20-50 staff. Exceptional oral and written communication skills and expertise in relevant software.

**Labor Category: Senior Research Analyst**

Position duties/ responsibilities	Manages a team of research analysts to collect and analyze data to evaluate mission-oriented business functions. Advises research team regarding projects, tasks, and operations. Identifies inefficiencies and analyzes and reports solutions to correct inefficiencies. Develops and follows modeling and evaluation processes to determine the effectiveness of current activities to determine problem areas and develop solutions.
Minimum education	Master's degree in business management, operations research, economics, or related field.
Minimum experience	Eight (8) to ten (10) years of experience, five (5) of which should be in a research team leadership position. Excellent oral and written communications skills and expertise in relevant software. Familiarity with standards and procedures for information security and data confidentiality.

<b>Labor Category: Research Analyst</b>	
Position duties/responsibilities	Collects and analyzes data to evaluate difficulties and makes recommendations to improve mission-oriented business functions. Develops and follows modeling and evaluation processes to determine the effectiveness of current activities to determine problem areas and develop solutions.
Minimum education	Bachelor's degree in business management, operations research, economics, or related field.
Minimum experience	Six (6) to (8) years of experience in the business management and research fields. Good oral and written communications skills and expertise in relevant software. Familiarity with standards and procedures for information security and data confidentiality.

<b>Labor Category: Research Associate</b>	
Position duties/responsibilities	Collects and analyzes data to evaluate difficulties and makes recommendations to improve mission-oriented business functions. Develops and follows modeling and evaluation processes to determine the effectiveness of current activities to determine problem areas and develop solutions.
Minimum education	Bachelor's degree in business management, operations research, economics, or related field.
Minimum experience	Four (4) to six (6) years of experience in the business management and research fields. Good oral and written communications skills and expertise in relevant software. Familiarity with standards and procedures for information security and data confidentiality.

<b>Labor Category: Research Assistant</b>	
Position duties/responsibilities	Collects and analyzes data in support of mission-oriented business improvement. Follows established modeling and evaluation processes to determine the effectiveness of current activities to determine problem areas and develop solutions.
Minimum education	Bachelor's degree in research-related field.
Minimum experience	One (1) to four (4) years of experience in research and familiar with commonly-used research concepts, practices, and procedures. Good oral and written communications skills and expertise in relevant software. Familiarity with standards and procedures for information security and data confidentiality.

**Labor Category: Technical Writer I**

Position duties/ responsibilities	Writes and edits a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Works with other members of a mission-oriented business services team from planning stages through final release or publication to coordinate production schedules, plan review cycles, and maintain version control. May be responsible for coordinating the display of graphics and the production of the document.
Minimum education	Bachelor's degree in English or communications field.
Minimum experience	One (1) to four (4) years of experience in technical writing and familiar with the field's commonly-used concepts, practices, procedures, and relevant software. Familiarity with standards and procedures for information security and data confidentiality.

**Labor Category: Technical Writer II**

Position duties/ responsibilities	Writes and edits a variety of technical articles, reports, brochures, and/or manuals for documentation for a wide range of uses. Works with other members of a mission-oriented business services team from planning stages through final release or publication to coordinate production schedules, plan review cycles, and maintain version control. May be responsible for coordinating the display of graphics and the production of the document.
Minimum education	Bachelor's degree in English or communications field.
Minimum experience	Four (4) to six (6) years of experience in technical writing and familiar with a variety of the field's concepts, practices, procedures, and relevant software. Familiarity with standards and procedures for information security and data confidentiality.

<b>Labor Category: Sr. Survey Methodologist</b>	
Position duties/ responsibilities	Develops and manages statistical surveys. Initiates methodological research projects; develops survey methodologies, sample design and weighting techniques; provides technical assistance to users; and oversees data production and dissemination. Collaborates with client on survey validity, quality control, methodological improvement, project timelines, research processes and programmatic issues. Develops methodology to improve response rates and survey data quality. Collaborates with statisticians and programmers on statistical design, data analysis and other data issues. Assists in drafting methodology reports, technical documents and journal publications.
Minimum education	Master's degree in survey methodology, statistics, or related research field.
Minimum experience	Four (4) to six (6) years experience in survey/research methodology, statistics, or related field and familiar with a variety of statistical concepts, practices, procedures, and relevant software. Familiarity with standards and procedures for information security and data confidentiality.

<b>Labor Category: Senior Statistician</b>	
Position duties/ responsibilities	Analyzes and interprets data from surveys. Compiles reports, charts, and tables based on established statistical methods. Collaborates with the survey methodologist to ensure sound statistical sampling that will support quantitative and qualitative analysis. Participates in technical briefings to survey stakeholders. May lead a team of junior statisticians.
Minimum education	Master's degree in statistics or related research field.
Minimum experience	Eight (8) to ten (10) years of experience in statistics or a related research area and expert in a variety of statistical concepts, practices, procedures, and relevant software. Familiarity with standards and procedures for information security and data confidentiality.

<b>Labor Category: Statistician</b>	
Position duties/ responsibilities	Analyzes and interprets data from surveys. Compiles reports, charts, and tables based on established statistical methods. Collaborates with the survey methodologist to ensure sound statistical sampling that will support quantitative and qualitative analysis. Participates in technical briefings to survey stakeholders.
Minimum	Bachelor's degree in statistics or related research area.

education	
Minimum experience	Four (4) to six (6) years of experience in statistics or a related research area and familiar with statistical concepts, practices, procedures, and relevant software. Familiarity with standards and procedures for information security and data confidentiality.

**Labor Category: Survey Manager**

Position duties/ responsibilities	Coordinates all aspects of assigned surveys to support timely, valid and quality survey results. Coordinates surveys; plans, schedules and participates in survey meetings; evaluates potential for and recommends automated data collection, processing and reporting systems; develops drafts of survey documents; recommends and implements survey improvements; monitors survey participant mix; promotes survey participation; and contributes to weekly reports and annual budgets. Coordinates data input/uploads with other staff; screens data input for accuracy and completeness; and contacts participants to “clean/edit” questionable data as deemed necessary. Develops and recommends survey publications, reports and promotional materials and coordinates quality review prior to distribution. Ensures achievement of survey quality standards. Compiles and analyzes survey feedback questionnaires to identify and implement improvements.
Minimum education	Master’s degree in statistics or related research field.
Minimum experience	Four (4) to six (6) years of experience in survey administration and management and familiar with the concepts, practices, procedures, and relevant software of survey management. Familiarity with standards and procedures for information security and data confidentiality.

**Labor Category: Data Analyst**

Position duties/ responsibilities	Evaluates and prepares research and/or other complex statistical data. Prepares statistical and narrative reports and recommendations and participates in the analysis and interpretation of data as appropriate. Collects, analyzes, interprets, and summarizes data in preparation for generation of statistical and analytical reports. Utilizes specified statistical software to analyze and interpret research data. Maintains appropriate records of research methods and results.
Minimum education	Master’s degree in statistics or related field.
Minimum	Four (4) to six (6) years of experience in statistics or a related field and

experience	knowledge of research methodology, principles, procedures, and relevant software. Familiarity with standards and procedures for information security and data confidentiality.
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**Labor Category: Data Entry Clerk**

Position duties/ responsibilities	Operates a data entry device to record or verify a variety of standard and/or complex coded or uncoded business and statistical source data into a computer. Manipulates existing data, edits current information, or proofreads new entries into a database for accuracy. May also operate computer peripheral equipment such as printers and tape readers, act as tape librarians, or perform other clerical duties.
Minimum education	Associate's degree in administrative field.
Minimum experience	One (1) to four (4) years of experience in data entry. Excellent attention to detail. Expertise in relevant software. Familiarity with standards and procedures for information security and data confidentiality.

**Labor Category: Graphic Design Specialist**

Position duties/ responsibilities	Uses knowledge of current graphic design software to produce graphic art and visual materials for print and online media. Generates and manipulates graphic images into consolidated and seamless publications and multimedia programs. Interfaces with other members of production team and with end users to improve the usability of products. Remains abreast of technological advances in the field and is able to identify areas of use in the organization.
Minimum education	Bachelor's degree in graphics field or relevant professional training.
Minimum experience	Two (2) years of work experience and familiar with standard concepts, practices, procedures, and relevant software of graphic design. Familiarity with standards and procedures for information security and data confidentiality.

**Labor Category: Desktop Publishing Specialist**

Position duties/ responsibilities	Completes assignments involving word processing, including page layouts, charts and computer graphics utilizing desktop publishing equipment and integrated software packages. Interfaces with editors and graphic design specialists to produce attractive, usable publications that conform to internal style guidelines. Inspects print proofs and communicates with printers.
Minimum education	Bachelor's degree in graphic or publication design or related field or relevant professional training.
Minimum experience	Two (2) years of work experience and knowledge of commonly-used concepts, practices, procedures, and relevant software of desktop publishing. Familiarity with standards and procedures for information security and data confidentiality.