



General Services Administration (GSA)
Contract Number: GS-10F-0048Y

**Mission Oriented Business
Integrated Services (MOBIS)
Schedule 874**

www.realtimprocessolutions.com

2011-MOBIS

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A. Contact Details

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: GSAAdvantage.gov.

Schedule for	Mission Oriented Business Integrated Services (MOBIS)
Contract Number	GS-10F-0048Y
Contract Period	November 14, 2011 through November 13, 2016
Contractor	Real Time Process Solutions, LLC 9004 Weatherly Way Lorton, VA 22079
Business Size	Small Business
DUNS	828470059
Telephone	(703) 868-6873
Fax Number	(703) 890-2365
Web Site	www.realtimeprocessolutions.com
Contracts Ordering Point of Contact	Darryl M. Springer (703) 868-6873 info@realtimeprocessolutions.com
Authorized Negotiator	Darryl M. Springer (703) 868-6873 darryl.springer@realtimeprocessolutions.com

B. Customer Information

Real Time Process Solutions, LLC's focus is on building strong relationships with clients and offering them the right solutions for their business operations. We are dedicated to enhancing your business' processes by providing superior services from well-qualified professionals to make your process improvement goals more attainable. We work with you to define your organization's strategic goals and purposes; determine your organization's customers (or stakeholders); and align your business processes to realize your organization's goals.

Real Time Process Solutions, LLC provides management and technical consulting services to the U.S. Government and its agencies as well as private-sector businesses. These services include, among others: program and project management, strategic planning and marketing plan development, business process improvements, and facilitation services. Our awarded items with cross reference: 874-1, 874-2 and 874-7.

I. SIN 874-1 Consulting Services

Real Time Process Solutions, LLC shall provide expert advice, assistance, guidance, or counseling in support of agencies' business management system, including business improvement efforts. Services provided included but are not limited to:

- Management or strategy consulting

- Business process improvement analysis and assessments
- Change management consultation
- Regulatory and compliance reviews
- Policy and regulation development assistance
- Benchmarking and lesson learned
- Performance measures and indicators
- Standard Operating Procedure (SOP) development
- Training analysis, design, development, delivery, and evaluation
- Executive/management coaching services
- Organizational assessments
- Program planning, audits, and evaluations

II. SIN 874-2 Facilitation Services

Real Time Process Solutions, LLC shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or process team teams. Our facilitators will perform the following services:

- Planning and preparation of facilitated group meetings
- Leading or facilitating group briefings and discussions, enabling focused decision-making
- Making observations and providing recommendations stemming from facilitated meetings resolving disputes, disagreements, and divergent views
- Defining and updating the agenda based on stakeholder needs
- Providing logistical meeting/conference support for all facilitations
- Facilitation of all types of agency meetings
- Recording discussion content and related facilitation support services
- Debriefing stakeholders
- Preparing and providing draft and final reports relating to the facilitated issues
- Recording discussion content and focusing decision-making on lessons learned

III. SIN 874-7 Program Integration and Project Management Services

Real Time Process Solutions, LLC shall provide services in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. These services may include, but are not limited to:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Program/project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Stakeholder briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

C. Authorized Price List

This price list is for all customers.

Management Consulting Services	
Labor Category	Hourly Rate
Management Consultant	\$78.99

D. Management Consulting Labor Categories

Real Time Process Solutions, LLC is committed to helping federal agencies run as smoothly as possible. Our consultants are equipped with the skills and experience to conduct strategic planning and a host of other business management services that facilitate change and continual improvement. This demonstrates our ability to build public trust and to deliver intended results. Our services include:

- Managing multiple ongoing interrelated projects, which allows us to coordinate and prioritize resources across projects, departments, and entities.
- Working with organizations to help them meet their strategic goals, while managing resources and overall costs.
- Brainstorming and developing strategies for future mission and vision.
- Developing written documentation pertaining to a product and/or service, a brand, or a product line that details the necessary actions to achieve one or more marketing objectives.
- Using a management approach aimed at improving efficiency and effectiveness of existing processes within and across organizations.
- Looking at your business processes from an unbiased point of view and determining how to best construct processes to improve how your business is conducted.

I. Management Consultant Description and Functional Responsibilities

Consultants possess knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Consultants work with our clients to provide objective advice, expertise and specialist skills with the aim of creating value, maximizing growth or improving the business performance of their clients. Consultants are primarily concerned with the strategy, structure, management and operations of an organization. They assist by identifying options with recommendations, providing additional resources and/or the implementation of solutions.

II. Educational Requirements

This position requires a Bachelor's Degree and 3 years of related work experience; or a Master's Degree and 1 year of related work experience.

In additions, individuals must have at least three years of Consulting experience to federal government agencies; program management skills to include project planning, project economic management, staffing and coaching, managing client

relationships and overseeing deliverable development; a working knowledge of federal laws, regulations and standards; and strong written and verbal communication skills.

CAPM (Certified Associate in Project Management) or PMP (Project Management Professional) is highly desired.

E. Additional Contract Information

1. Awarded Special Item Number(s):	874-1 Consulting Services 874-2 Facilitation Services 874-7 Program and Project Management Services
2. Maximum Order:	\$1,000,000
3. Minimum Order:	\$10,000
4. Geographic Coverage:	Worldwide (Domestic & Overseas)
5. Point(s) of Production:	Not Applicable
6. Discount from List Prices or Statement of Net Price:	Prices shown are net prices
7. Quantity Discounts:	None Offered
8. Prompt Payment Terms:	Net 30 Days
9a. Annotate if Government commercial credit card is accepted:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9b. Discount for payment by Government commercial credit card:	None
10. Foreign Items:	None
11a. Time of Delivery:	As specified on the Task Order
11b. Expedited Delivery:	Not Applicable
11c. Overnight and 2-day delivery:	Not Applicable
11d. Urgent Requirements:	Per Task Order
12. FOB Point:	Destination
13a. Ordering Address:	Real Time Process Solutions, LLC c/o Darryl M. Springer 9004 Weatherly Way Lorton, VA 22079
13b. Ordering Procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address:	Real Time Process Solutions, LLC 9004 Weatherly Way Lorton, VA 22079
15. Warranty Provisions:	Not Applicable
16. Export Packing Charges:	Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance:	None
18. Terms and Conditions of Rental, Maintenance,	Not Applicable

and Repair:	
19. Terms and Conditions of Installation:	Not Applicable
20. Terms and Conditions of Repair Parts:	Not Applicable
20a. Terms and Conditions for Any Other Services:	Not Applicable
21. List of Service and Distribution Points:	Not Applicable
22. List of Participating Dealers:	Not Applicable
23. Preventive Maintenance:	Not Applicable
24a. Special Attributes Such as Environmental Attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):	Not Applicable
24b. Section 508 Compliance Information:	Not Applicable
25. Data Universal Number System (DUNS) Number:	828470059
26. CCR Registration:	Real Time Process Solutions, LLC is registered in Central Contractor Register (CCR) database. Tax ID Number: 26-3458594
27. Uncompensated Overtime:	Not Used