



U.S. General Services Administration

Authorized Federal Supply Schedule
Mission Oriented Business Integrated Services (MOBIS) Schedule Price List
FSC Group: 874
FSC Class: R499

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 GSA Advantage! is: GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at www.gsa.gov/fas



One Rock Spring Plaza
6550 Rock Spring Dr. · 7th Floor
Bethesda, MD 20817
P 240.223.4800 · F 240.223.4888

www.DMInc.com

Telephone: (240) 720-0404

Fax: (240) 223-4888

Business size: **Large Business**

Contract administration: Thelma Miles

Email: tmiles@DMInc.com

Contract number: **GS-10F-0069V**

Contract period: **January 28, 2009—January 27, 2019**

Pricelist current through modification #PS-0011, dated October 23, 2013.



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CUSTOMER INFORMATION:

Contract Terms and Conditions:

1a. Awarded Special Item Numbers and descriptions:

874-1: Integrated Consulting ServicesPage 4
 874-6: Acquisition Management SupportPage 4
 874-7: Integrated Business Program Support Services.....Page 4

1b. Awarded Labor Category Rates. Includes identification of the lowest price for each Special Item Number awarded in the contract.Page 4

1c. Labor Category Descriptions:Page 5

- 2. Maximum order. \$1,000,000.00
- 3. Minimum order: \$100.00
- 4. Geographic coverage: Domestic coverage only.
- 5. Point(s) of production: Bethesda, MD
- 6. Discount from list prices or statement of net price. Prices listed are Government net prices (discounts already deducted).
- 7. Quantity discounts: None
- 8. Prompt payment terms. 0%, Net 30 Days
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
- 10. Foreign items: None
- 11a. Time of delivery: To be negotiated at the task level
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor.



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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 affect a faster delivery.

12. F.O.B. point(s): Destination

13a. Ordering address(es):

Digital Management, Inc.
6550 Rock Spring Drive, 7th Floor
Bethesda, MD 20817

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(es):

Digital Management, Inc.
6550 Rock Spring Drive, 7th Floor
Bethesda, MD 20817

15. Warranty provision: Company’s standard commercial

16. Export packing charges: Not Applicable

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: Not Applicable

19. Terms and conditions of installation: Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: 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: Not Applicable

24b. The Electronic and Information Technology (EIT) standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: **113512359**

26. Digital Management, Inc. is registered in the Central Contractor Registration (CCR) database.
CAGE: **3BDL8**



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The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS schedule and all services provided. While no specific labor categories have been identified by Digital Management, Inc. (DMI) 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.



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Awarded Special Item Number (SIN) Descriptions

SIN 874-1: Integrated Consulting Services

Provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions, as follows: Management or strategy consulting; program planning, audits and evaluations; studies, analyses, scenarios, and reports relating to mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations; educational studies, regulatory studies, economic studies, and preparedness studies; executive/management coaching services; customized training as part of a consulting engagement; policy and regulatory development and review; expert witness services in support of litigation, claims, or other formal cases, and advisory and assistance services in accordance with FAR 37.203(b). Financial audits are covered under GSA Schedule 520, Financial and Business Services, and are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.

SIN 874-6: Acquisition Management Support

Provide support to agencies in conducting federal acquisition management activities, as follows: Acquisition planning assistance; developing acquisition documents, including quality assurance surveillance plans, statements of work, synopses, and solicitations; expert assistance in evaluating proposals; contract administration services; and competitive sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies. Inherently Governmental services as identified FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination.

SIN 874-7: Integrated Business Program Support Services

Provide support to agencies in planning, initiating, managing, executing, and closing our mission-oriented business programs and projects, as follows: project leadership and communications with stakeholders; project planning and scheduling; earned value management support; 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; and project close-out services; program integration services, and project close-out services. All services must be provided and performed under the supervision/management of DMI's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

**Digital Management Inc.
Labor Category Rates**

Special Item Numbers SIN(s)		Labor Category	Hourly Rate (With IFF)
874-1	874-7	Senior Consultant	\$148.19
874-1	874-7	Project Manager	\$121.22
874-1	874-7	Business Consultant	\$107.58
874-1	874-7	Staff Consultant	\$40.31
874-1	874-7	Director	\$304.53
874-1	874-7	Senior Principal Consultant	\$242.77
874-1	874-7	Principal Consultant	\$209.71
874-1	874-7	Senior Project Manager	\$188.41
874-1	874-7	Senior Manager	\$167.81
874-6	874-7	Business Analyst I	\$68.97
874-6	874-7	Business Analyst II	\$82.13

Digital Management, Inc. Labor Categories and Descriptions

Digital Management, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. *One year of experience is the equivalent of one year of education.*
2. *One year of education is the equivalent of one year of experience*

Labor Category	Option Period 1					
	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	1/28/13-1/27/14	1/28/14-1/27/15	1/28/15-1/27/16	1/28/16-1/27/17	1/28/17-1/27/18	1/28/18-1/27/19
Senior Consultant	\$148.19	\$152.64	\$157.22	\$161.94	\$166.80	\$171.80
Project Manager	\$121.22	\$124.86	\$128.61	\$132.47	\$136.44	\$140.53
Business Consultant	\$107.58	\$110.81	\$114.13	\$117.55	\$121.08	\$124.71
Staff Consultant	\$40.31	\$41.52	\$42.77	\$44.05	\$45.37	\$46.73
Director	\$304.53	\$313.67	\$323.08	\$332.77	\$342.75	\$353.03
Senior Principal Consultant	\$242.77	\$250.05	\$257.55	\$265.28	\$273.24	\$281.44
Principal Consultant	\$209.70	\$215.99	\$222.47	\$229.14	\$236.01	\$243.09
Senior Manager	\$167.81	\$172.84	\$178.03	\$183.37	\$188.87	\$194.54
Business Analyst I	\$68.97	\$71.04	\$73.17	\$75.37	\$77.63	\$79.96
Business Analyst I	\$82.13	\$84.59	\$87.13	\$89.74	\$92.43	\$95.20

The below labor category will be deleted from DMI’s offering as of 27 January 2014 per Modification PS-0011 dated 23 October 2013:

Labor Category	Option Year 5
	1/28/13-1/27/14
Sr. Project Manager	\$188.41

Digital Management, Inc. Labor Categories and Descriptions

Digital Management, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

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SIN 874-1 and 874-7 Integrated Consulting Services and Integrated Business Program Support Services

Labor Category Title: Senior Consultant

Minimum/General Experience:

Twelve (12) years experience, or more, in the areas of business improvement, strategic business planning, management, and organizational techniques. Must possess demonstrated ability and experience in management consulting, and cross-team and one-on-one facilitation at the senior management level.

Functional Responsibility:

- a. Provides consulting to agency directors and senior managers on implementation of agency wide strategy development, implementation and process improvement initiatives
- b. Designs, organizes, leads and conduct executive level workshops, seminars, training sessions and facilitation
- c. Tailors strategy development, implementation and quality improvement courses and workshops for an agency and its specific needs
- d. Designs, organizes, leads and conducts benchmarking and surveys for an organization
- e. Creates original and innovative models and techniques to facilitate strategy development, implementation of process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines
- f. Manages a team of senior consultants and analysts supporting an agency's strategy development, implementation, organizational change, process improvement, and training efforts
- g. Gives lectures, speeches or writes original articles or documents relating to strategy development, implementation of process improvement, or technical enhancements to process improvement and customer service

Minimum Education: Master's Degree in Business or Public Administration, or a Bachelor's Degree; or equivalent combination of education and experience.



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Labor Category Title: Project Manager

Minimum/General Experience:

Six (6) years experience managing a staff of consultants and supporting staff to implement a strategic plan or complete a complex project; allocates work among the staff and provides guidance to team members; prepared quarterly and annual department plans and budgets; performs routine employee relations activities.

Functional Responsibility:

- a. Responsible for managing multiple contract engagements, ensures quality standards and work performance on all task orders and project plans, organizes and oversees work efforts, assigns resources to projects, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance
- b. Provides program direction and directs completion of tasks; ensures work standards are met, and reviews and resolves work discrepancies to ensure contract compliance
- c. Manages staff within schedules and budget constraints
- d. Makes operational decisions considered authoritative in nature that impacts the engagement
- e. Assigns duties to subordinates and ensures assignments are completed as directed
- f. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this includes subject matter and unique technical knowledge. Manages a team of consultants or staff supporting an agency's strategy development, implementation of process improvement, or training efforts

Minimum Education:

Master's Degree in Public Administration, Business, Engineering, or Science, or a Bachelor's Degree or equivalent combination of education and experience.



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Labor Category Title: Business Consultant

Minimum/General Experience:

Six (6) years experience, or more, in management consulting training or business improvement skills and techniques. Skilled in areas such as, but not limited to: methodology development, change management, organizational development, activity and data modeling, individual and organizational assessments and evaluations, training to improve service or customer service, performance measurement, benchmarking and identifying best-practices. Must be able to assist or lead in the mediation or facilitation of discussions and meetings with customer staff.

Functional Responsibility:

- a. Provides consulting to directors and senior managers on implementation of agency wide quality and process improvement initiatives
- b. Responsible for capture, analysis, and evaluation of customer, project or system requirements
- c. Develops, leads and conducts quality workshops, seminars, training sessions and facilitation
- d. Tailors strategy development, implementation and quality improvement workshops and courses for an organization and its specific needs
- e. Leads and conducts benchmarking and surveys for an organization
- f. Facilitates strategy development, implementation and process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes
- g. Manages a team of consultants or staff supporting an agency's strategy development, implementation of process improvement, or training efforts
- h. Leads the design and build of graphics that accurately communicate goals and strategies
- i. Generates and designs documents and papers associated with solutions

Minimum Education:

Master's degree in Business or Public Administration, or a Bachelor's Degree; or equivalent combination of education and experience.



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Labor Category Title: Staff Consultant

Minimum/General Experience:

Two (2) years experience providing consulting assistance to managers and supervisors at government organizations; provides training seminars and workshops; supervises work of support staff; possesses analytical experience in one or more project elements or technical expertise in an element.

Functional Responsibility:

- a. Using an existing process model, leads the design and measurement of a core business process of client organization
- b. Assists in the presentation of quality workshops, seminars and training sessions
- c. Performs technical analysis or implementation as directed to develop new or modified and improved designs
- d. Assists with benchmarking and surveys for an organization
- e. Assists in the facilitation of process improvement efforts
- f. Responsible for knowledge capture/scribing and meeting facilitation
- g. Provides logistical support to project team, including organizing all information, event planning, and travel arrangements

Minimum Education:

Bachelor's Degree or equivalent combination of education and experience.

Labor Category Title: Director

Minimum/General Experience:

Fifteen (15) years experience, or more, in organizational behavior and organizational development devising strategy development; designing, leading, and organizing organizational surveys and focus groups; performing benchmark studies; design and lead business process improvement efforts; conduct training sessions and pilot projects; successfully implement methods, tools, and procedures to execute strategy or change

Functional Responsibility:

- a. Recognized as industry leaders in their respected industry area. Provide executive coaching to agency heads, directors, and senior managers on strategy development, implementation and quality improvement engagements. Requires extensive senior level experience, public visibility, acting in an operationally critical, or will have potential significant regulatory or financial impact on the mission of the agency.
- b. Design, organize, lead and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods, tools, or theories, or require senior level experience in the strategy development and program management of enterprise-wide change efforts.
- c. Tailor strategy development, implementation and quality improvement workshops for an agency and its specific needs on projects that require senior level experience because of the complexity of the subjects being covered, or where the client determines it is advantageous to utilize senior level personnel because of their functional knowledge of industry best practices in fields relevant to the business processes and practices being studied.
- d. Design, organize, lead and conduct organizational readiness surveys, customer focus groups, benchmarking studies, and other related surveys for an organization where the client determines senior level experience is required: 1) to identify the proper issues to be studied, or 2) to gain participation of customers or from the industry leading organizations targeted for benchmarking, or 3) where the client determines it is advantageous to utilize senior level personnel because of their functional knowledge of industry best practices in fields relevant to the business processes and practices being studied.
- e. Facilitate process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area where the client determines it is advantageous to utilize personnel with a senior level of experience to ensure the success of pilot projects, and the planning for enterprise-wide implementation.
- f. Manage a team of senior consultants and analysts supporting an agency's strategy development, implementation and process improvement efforts in quality improvement initiatives, which have extreme public visibility, operational criticality or potentially significant regulatory or financial impact on the mission of the agency.
- g. Give lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service.

Minimum Education:

Master's Degree in Public Administration, Business, Engineering, or Science; or equivalent combination of education and experience.

Labor Category Title: Senior Principal Consultant

Minimum/General Experience:

Fifteen (15) years experience, or more, in organizational behavior and organizational development providing consulting to senior managers or executives on company-wide strategy implementation; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions; provide mediation and facilitation services and executive coaching; publish articles regarding strategy development.

Functional Responsibility:

- a. Recognized as industry leaders in their respected industry area Provide consulting to agency directors and senior managers on implementation of agency wide strategy development, implementation and process improvement initiatives. Possesses extensive experience in group collaboration and one-on-one executive coaching to organization leaders.
- b. Design, organizes, lead and conduct executive level workshops, seminars, training sessions and facilitation.
- c. Tailor strategy development, implementation and quality improvement courses and workshops for an agency and its specific needs.
- d. Design, organize, lead and conduct benchmarking and surveys for an organization.
- e. Creates original and innovative models and techniques to facilitate strategy development, implementation and process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area.
- f. Manage a team of senior consultants and analysts supporting an agency's strategy development, implementation, organization change, process improvement and training efforts.
- g. Give lectures, speeches or write original articles or documents relating to strategy development, implementation and process improvement or technical enhancements to process improvement and customer service.

Minimum Education:

Bachelor's Degree in Public Administration, Business, Engineering, or Science, or equivalent combination of education and experience.

Labor Category Title: Principal Consultant

Minimum/General Experience:

Ten (10) years experience, or more, experience required in organizational behavior and organizational development providing consulting to senior managers or executives on companywide strategy implementation; designing, leading, and organizing organizational workshops and seminars; performing benchmark studies; create unique procedures and methods to support implementation of approved strategy or business change or improvement; conduct training sessions.

Functional Responsibility:

- a. Provide consulting to agency directors, and senior managers on implementation of agency wide strategy development, implementation and process improvement initiatives. Possess extensive experience in group collaboration and one-on-one executive coaching to organization leaders.
- b. Design, organize, lead and conduct executive level workshops, seminars, training sessions and facilitation.
- c. Tailor strategy development, implementation and quality improvement courses and workshops for an agency and its specific needs.
- d. Design, organize, lead and conduct benchmarking and surveys for an organization.
- e. Create original and innovative models and techniques. Facilitate strategy development, implementation and process improvement efforts requiring a mastery of technical expertise in scientific/technical disciplines or area.
- f. Manage a team of consultants and analysts supporting an agency's strategy development, implementation and process improvement and training efforts.
- g. Give lectures and conducts training related to quality implementation or technical enhancement to strategy development, implementation, process improvement and customer service.

Minimum Education:

Bachelor's Degree in Public Administration, Business, Engineering, or Science, or equivalent combination of education and experience.



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Labor Category Title: Senior Manager

Minimum/General Experience:

Eight (8) years experience managing a staff of consultants and support staff to implement a strategic plan or complete a complex project; allocates work among the staff and provides guidance to team members; prepared quarterly and annual department plans and budgets; performs routine employee relations activities.

Functional Responsibility:

- a. Demonstrated ability to provide guidance and direction at the program level.
- b. Responsible for the successful implementation of strategic, complex projects. Including project plans, level of effort estimates, cost estimates, scheduling, monitoring and progress tracking of project.
- c. Extensive subject matter knowledge
- d. Allocates work, provides, advice, guidance, and training to subordinates, and recommends/determines personnel actions for department.
- e. Design, implementation and management of business operations, improvements or strategy projects.
- f. Interfaces with the client on program issues.
- g. Responsible for staffing and outsource strategy, implementation and oversight.

Minimum Education:

Bachelor's Degree in Public Administration, Business, Engineering, or Science, or equivalent combination of education and experience.



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SIN 874-6 and 874-7 Acquisition Management Support and Integrated Business Program Support Services

Labor Category Title: Business Analyst I

Minimum/General Experience:

Minimum of three (3) years, or more, in contract administration working with a variety of procurement documents and performing higher level duties associated with contract acquisition or close out.

Functional Responsibility:

Provides contract administration support services including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies and contract close-out assistance. Assists with competitive sourcing support including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

Minimum Education:

Bachelor's Degree or equivalent

Labor Category Title: Business Analyst II

Minimum/General Experience:

Minimum of six (6) years of experience, or more, in federal contract acquisition management.

Functional Responsibility:

Performs services on an independent basis in federal acquisition management to include planning assistance, market research and recommending procurement strategy; document development to include cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda. Provides expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis.

Minimum Education:

Bachelor's Degree or equivalent