



GSA Federal Supply Schedule

Contract Number: GS-10F-0074P

Business Type: Small Business

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

FSC Group: 874

Consulting Services: SIN: 874-1 SIN: 874-1RC SIN: 874-7 SIN: 874-7RC

CVR Associates Inc.

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Federal Supply Group: 874

Class: R499

Contract Number: GS-10F-0074P

Contract Period: Jan 1, 2009 through Dec 31, 2012

Business Size: Small Business

CVR Associates, Inc. (CVR) is a full-service GSA-certified, 100% MBE consulting firm providing development consulting, strategic planning and management services (including the direct management of agencies and programs) to public and private entities in the affordable housing industry. *The primary focus of the company is to assist housing agencies and private-sector / non-profit firms to realize organizational efficiencies through focused leadership, strategic planning, program management, financial and computerization enhancements, resident program collaborations and improved asset management practices.*

Since its founding in 1995, CVR has built a strong reputation in the affordable housing consulting field. This is demonstrated by the fact that CVR has been selected by the U.S. Department of Housing and Urban Development (HUD) to provide technical assistance to troubled housing authorities. We have also helped “turn-around” assisted housing agencies facing managerial problems and are considered an industry leader in the private management of public housing programs, including the Housing Choice Voucher Program. On the development side, CVR has assisted numerous public housing agencies in the preparation and implementation of successful HOPE VI and other mixed-finance projects.

Our awareness and understanding that each client and assignment is highly individualized has produced multiple repeat clients. CVR has always worked closely to assess each client’s needs, develop a thorough understanding of the situation in question and produce deliverables that could immediately be utilized and implemented to affect positive change for the client. *CVR remains committed to achieving results through a thoughtful and flexible approach to management and planning.*

CVR is a national firm employing over 125 team members. Main offices are in Atlanta and Tampa with additional offices in New Orleans and Pittsburgh. National coordination is centered in the Tampa and Atlanta offices through the use of an advanced management information system and data filing and transmission system.

Core areas of focus are outlined below:

- | | |
|-------------------------------------|---|
| ⊕ Program & Agency Management | ⊕ Financial Advising |
| ⊕ Strategic Planning | ⊕ Housing Choice Voucher Program (HCVP) |
| ⊕ Mixed-Finance Program | ⊕ Operational Assessments |
| Management & Development Consulting | |

Customer Information

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1a.	Special Item Numbers (SIN)	874-1, 874-1RC, 874-7, 874-7RC
1b.	Pricing for Services	See Rates in Exhibit 1
2.	Maximum Order	n/a
3.	Minimum Order	\$300
4.	Geographic Coverage	Domestic Only
5.	Point of Production	Same as Company Address
6.	Discount from List Prices	Net government pricing listed in Item 1a on the following page. (Note: This pricing reflects GSA contract discount.)
7.	Quantity Discounts	None
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.	Not accepted
10.	Foreign Terms/Items	n/a
11a.	Time of Delivery	Specified in the Task Order
11b.	Expedited Delivery	Contact Contractor
11c.	Overnight and 2-day Delivery	Contact Contractor
11d.	Urgent Requirements	CVR Associates provides MOBIS-related services under this schedule thus the urgent requirements clause does not apply.
12.	F.O.B. Points	Destination
13a.	Ordering Address	Same as Company Address
13b.	Ordering Procedures	See GSA/FSS Schedule Homepage
14.	Payment Address	Same as Company Address
15.	Warranty provision	n/a
16.	Export Packing Charges	n/a
17.	Terms and Conditions of Government Purchase Card Acceptance	No thresholds above micro-purchase level
18.	Terms and Conditions of rental, maintenance, and repair	n/a

19.	Terms and conditions of installation	n/a
20a.	Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices	n/a
20b.	Terms and conditions for any other service	Same as Company Address
21.	List of service and distribution points	n/a
22.	List of participating dealers	n/a
23.	Preventative maintenance	n/a
24a.	Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants)	None
24b.	Section 508 compliance information	Contact Contractor
25.	Data Universal Numbering System (DUNS)	018911177
26.	Notification regarding registration in Central Contractor Registration (CCR) database	CVR is registered in CCR.
27.	Uncompensated overtime (indicate if used)	CVR does not use uncompensated overtime.

1b) Customer Information: see Exhibit 1 below.

Exhibit 1: GSA Pricing and Labor Categories

SIN	Item Description	Labor Categories	GSA Rates
874-1	MOBIS Consulting Services	Principal Program Director Senior Project Manager Senior Consultant Senior Associate Associate Junior Associate Senior MIS Specialist Analyst MIS Analyst Senior Accountant Program Accountant Administrative Support	\$178.46 \$168.73 \$140.61 \$112.49 \$107.08 \$89.77 \$69.22 \$186.04 \$129.79 \$84.36 \$135.20 \$97.34 \$38.94
874-7	MOBIS Program Integration & Project Management Services	Principal Program Director Senior Project Manager Senior Consultant Senior Associate Associate Junior Associate Senior MIS Specialist Analyst MIS Analyst Senior Accountant Program Accountant Administrative Support	\$178.46 \$168.73 \$140.61 \$112.49 \$107.08 \$89.77 \$69.22 \$186.04 \$129.79 \$84.36 \$135.20 \$97.34 \$38.94

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.

See prices in Exhibit 1 on previous page. There are no prices based on the geographical location of the customer.

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees who will perform services on behalf of CVR Associates, Inc. follows:

1. Principal

Government Site Rate: \$178.46

Minimum/General Experience: Demonstrated senior leadership skills of planning, organizing, leading, and controlling the activities of multiple projects and large, very complex tasks. Ability to access, interpret, and apply Government and industry best practice standards and processes to the unique requirements of a public housing or related project. Must have a minimum of eight (8) years experience managing multiple tasks and complex projects. Must have a minimum of six (6) years experience supervising other personnel.

Functional Responsibility: Exerts broad supervisory and management responsibility over technical teams and project activities of a public housing or related project. Supervises the management of multiple project schedules, resources, and budgets. Supervises the development of project plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisition of manpower resources, materials, tools, and or equipment needed to complete multiple projects.

Minimum Education: Bachelor's degree in a business, technical or management discipline. Masters degree in management or a related discipline is preferred. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree.

2. Program Director

Government Site Rate: \$168.73

Minimum/General Experience: Demonstrated leadership skills of planning, organizing, leading, and controlling the activities of multiple projects or large tasks. Ability to access, interpret, and applies Government and industry best practice standards, specifications, and handbooks to the unique requirement of a public housing or related project. Must have a minimum of five (5) years experience managing multiple tasks or projects. Must have a minimum of four (4) years experience supervising other personnel.

Functional Responsibility: Supervises, leads, and directs management or technical teams and project activities of a public housing or related project. Manages project schedules, resources, and budgets. Prepares project plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, tools, and or equipment needed to complete projects.

Minimum Education: Bachelor's Degree in a business, technical or management discipline, or an Associate's Degree with a certification in a management discipline. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree.

3. Senior Project Manager

Government Site Rate: \$140.61

Minimum/General Experience: This position requires a minimum of four (4) years experience managing a public housing or related task or project. Experience must be in general management or in the fields of process engineering, management, or finance and accounting. Experience must include managing budgets. Must have three (3) years experience supervising other personnel.

Functional Responsibility: Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Assigned as team leader on a complex task or project or those that will require significant interaction of various management and technical disciplines. Provides administrative and technical direction to personnel working on the project. Leads interdisciplinary teams with responsibility for project performance.

Minimum Education: Bachelor's Degree in a technical or management discipline, or an Associate's Degree with a certification in a management discipline. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree.

4. Senior Consultant

Government Site Rate: \$112.49

Minimum/General Experience: A minimum of five (5) years experience. Specialized experience includes: facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying and applying best practices, change management, developing and applying business management techniques, organizational development, activity modeling, and research in a public housing or related environment.

Functional Responsibility: Applies management expertise, process improvement and re-engineering methodologies and principles to conduct management analysis and process modernization projects. Functions can include activity modeling, developing new businesses processes and methods, identifying and implementing best practices, and creating and assessing management performance measurements. Frequently assigned to several tasks concurrently.

Minimum Education: Master's or Bachelor's Degree in a management or business field. A combination of education, training, or certification that provides the requisite knowledge, skills, and abilities may be substituted for the degree.

5. Senior Associate

Government Site Rate: \$107.08

Minimum/General Experience: Ten (10) years of experience in a public housing or directly related management field. At least five (5) years experience in applying specific and diversified knowledge of business process reengineering, accounting, or a related discipline as well as other management principles and practices in performing management analyses and studies of the public housing sector. Experience working both independently and in deadline-driven project teams.

Functional Responsibility: Works independently and with other senior personnel conducting a wide variety of public housing-related consulting activities including the development of budgets; the design, development and implementation of programs for the public housing sector; and the analysis of existing programs to determine their strengths and weaknesses.

Minimum Education: Bachelor's Degree in a management discipline or a related field. Some postgraduate work in a management field of study is also required. An equivalent combination of education and experience, which provides comparable knowledge, is acceptable.

6. Associate

Government Site Rate: \$89.77

Minimum/General Experience: Five (5) years of experience in a public housing sector, management analysis or related management field. Experience in applying specific and diversified knowledge of process and other management principles and practices in assigned management area. Experience working both independently and in deadline-driven project teams.

Functional Responsibility: Provides direct support to consultants and other senior personnel conducting public housing and related consulting activities. Required to show creativity and sound judgment involving occasionally unusual and complex management and technical problems.

Minimum Education: Bachelor's Degree in a management discipline or a related field. A Master's Degree is highly desirable. An equivalent combination of education and experience, which provides comparable knowledge, is acceptable.

7. JR. Associate

Government Site Rate: \$69.22

Minimum/General Experience: At least three (3) years of experience in a public housing sector, management analysis or related management field. Some experience in applying specific and diversified knowledge of process and other management principles and practices in assigned management area. Some experience preferred in working both independently and in deadline-driven project teams.

Functional Responsibility: Provides direct support to senior associates and consultants and other senior personnel conducting public housing and related management studies and other consulting activities. Required to show some creativity and exercise good judgment occasionally involving unusual and management-related issues and problems.

Minimum Education: Bachelor's Degree in a management discipline or a related field. An Associate Degree and several years of related experience can be substituted for a Bachelor's Degree.

8. SR MIS Specialist

Government Site Rate: \$186.04

Minimum/General Experience: A minimum eight (8) years experience/knowledge directly relating to management information systems. Possesses technical experience which applies to systems analysis and design techniques for information systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure, and management practices.

Functional Responsibilities: Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of systems for information management applications. Ensures these systems and applications are compliant with standards for open systems architectures, reference models, and profiles of standards as they apply to the implementation and specification of information management solutions on the application platform, across the application program interface, and the external environment/software application. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects.

Minimum Education: A Bachelor's of Science Degree in Computer Science, Information Systems, Engineering, Mathematics, Physics or a related field. An Associate's Degree and a technical certification plus experience can be substituted for a four-year degree.

9. Analyst – MIS

Government Site Rate: \$129.79

Minimum/General Experience: A minimum of four (4) years experience. Experience includes supporting the designing, developing, testing, and documenting of systems, databases and applications. Experience includes user interface in defining the requirements. Required to exercise independent judgment and initiative in developing solutions for technical problems and providing analytical support.

Functional Responsibility: Serves as both lead and supporting analyst and designer on system development and maintenance projects. Translates operational requirements into specific hardware and software designs or process solutions. Performs all necessary functions including end user interface, requirements analysis and definition, functional description development, design development, test plan development and implementation, and the development of final documentation. Performs and assists in problem resolution, and troubleshooting on existing systems. Generally assigned to more than one task concurrently.

Minimum Education: Bachelor's Degree Computer Science, Engineering or a related field. A combination of education, training, or technical certification that provides the requisite knowledge, skills, and abilities may be substituted for a degree.

10. Analyst

Government Site Rate: \$84.36

Minimum/General Experience: A minimum of four (4) years experience in a variety of research activities that can support the public housing sector. Experience includes policy and program research and analysis, policy development, data analysis, and performing analytical or evaluation studies.

Functional Responsibility: Works independently and in teams to collect, analyze, and present data from structured research and evaluation activities. Describes results of research in text, process flow diagrams, and a variety of charts and graphs. Uses analytical tools to support conducting research activities. Conducts independent public housing-related research using a variety of sources including materials available in academia, private sector associations and other organizations, state- and national-level organizations, and the internet. Occasionally assigned to several tasks concurrently.

Minimum Education: Master's Degree. A Bachelor's degree and a combination of other education, training, or experience that provides the requisite knowledge, skills, and abilities may be substituted for the Master's Degree.

11. Senior Accountant

Government Site Rate: \$135.20

Minimum/General Experience: This position requires between six (6) and ten (10) years of experience managing/preparing/reviewing/auditing income and balance sheet statements, consolidated statements and various other accounting instruments; analyzing financial reports and records; and performing other complex accounting-related activities. Must have at least three (3) years experience supervising other personnel in performing accounting-related activities.

Functional Responsibility: Prepares income and balance sheet statements, consolidated statements and various other accounting statements and reports; analyzes financial reports and records, making studies or recommendations relative to the accounting of reserves, assets, and the like; reviews and verifies the accuracy of journal vouchers, accounting classifications assigned to various records and the like; conducts special studies and develops or recommends accounting methods and procedures, may instruct or assign work to coordinate accounting matters with other organizations. Uses computers to input, retrieve, or display accounting information. Supervises others in performing similar activities.

Minimum Education/Experience: This position requires a minimum of a Bachelor's Degree in Accounting and either an MBA or CPA. A combination of four (4) additional years of experience in accounting can be substituted for either the MBA or CPA.

12. Program Accountant

Government Site Rate: \$97.34

Minimum/General Experience: This position requires between three (3) and six (6) years of experience preparing/reviewing/auditing income and balance sheet statements, consolidated statements and various other accounting instruments; analyzing financial reports and records; and performing other accounting-related activities. Experience supervising other personnel in performing accounting-related activities is preferred. Experience working in teams with other accounting or business management personnel required.

Functional Responsibility: Works in teams to prepare income and balance sheet statements, consolidated statements and various other accounting statements and reports; assists in analyzing financial reports and records, participates in performing studies relative to the accounting of reserves and assets. Reviews and helps verify the accuracy of journal vouchers and accounting classifications assigned to various records. Participates in special studies and helps develop recommendations for accounting methods and procedures. Uses computers to input, retrieve, or display accounting information.

Minimum Education/Experience: This position requires a Bachelor's Degree in Accounting. An MBA or CPA is preferred. A combination of two (2) additional years of experience in accounting and an Associate's Degree in an appropriate discipline can be substituted for a Bachelor's Degree.

13. Administrative Support

Government Site Rate: \$38.94

Minimum/General Experience: A minimum of two (2) years experience performing a variety of clerical support functions. Experience includes maintaining schedules, performing word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other administrative support functions. Required to use judgment and initiative in problem solving.

Functional Responsibility: Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently. **Minimum Education:** High School diploma or equivalent. Associate's degree/two (2) year business school certificate is recommended.