



**General Services Administration (GSA)
Federal Supply Service
Authorized Federal Supply Schedule Pricelist and Catalog**

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

**Contract Number: GS-10F-0076W
Contract Period: December 23, 2009 - Dec 22, 2014
SIN: 874-1, 874-1RC**

Federal Supply Group: 874 Class: 1

Galvan and Associates, LLC

A Small, 8(a) Disadvantaged Business

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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 <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



Table of Contents

Customer Information	3
SIN: 874-1 Integrated Consulting Services.....	5
The Galvan Approach: Aligning the Business for Performance	6
Experience.....	7
Federal Supply Schedule Pricelist	8
Labor Categories for SIN 874-1 Integrated Consulting Services.....	9
Committed to Delivery.....	12



Customer Information

- 1a. Special item number(s): **SIN 874-1; SIN 874-1RC**
2. Maximum order: **\$1,000,000** (see FAR 8.405-1 for instructions on placing orders above the maximum order threshold).
3. Minimum order: **\$100.00**
4. Geographic coverage: **United States**
5. Point(s) of production: **United States**
6. Discount from list prices or statement of net price:
Prices shown are NET Prices; Basic Discounts have been deducted.
7. Quantity discounts: **None**
8. Prompt payment terms: **None**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Yes**, Galvan and Associates LLC will accept the Government Purchase Card for payments equal to or less than the micro-purchase threshold of \$2,500.00.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Yes**, Galvan and Associates LLC will accept the Government Purchase Card for payments equal to or above the micro-purchase threshold of \$2,500.00.
10. Foreign items (list items by country of origin): **Not Applicable.**
- 11a. Time of delivery: **As Specified on the Task Order.**
- 11b. Expedited Delivery: **Contact contractor for Items available for expedited delivery.**
- 11c. Overnight and 2-day delivery: **Contact contractor.**
- 11d. Urgent Requirements: **Agencies can also contact the Contractor's representative to negotiate and effect a faster delivery.**
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 and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
14. Payment address(es): **Same as company address.**



15. Warranty provision: **Galvan and Associates, LLC warrants that it will perform services under MOBIS services engagements with qualified personnel in a competent and professional manner. Galvan and Associates disclaims all other warranties, either express or implied, including, without limitation, warranties of merchantability and fitness for a particular purpose.**
16. Export packing charges, if applicable: **Not Applicable.**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Galvan and Associates, LLC will accept Government purchase cards above the micro-purchase threshold.**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **Not Applicable.**
19. Terms and conditions of installation (if applicable): **Not Applicable.**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **Not Applicable.**
- 20a. Terms and conditions for any other services (if applicable): **Not Applicable.**
21. List of service and distribution points (if applicable): **Not Applicable.**
22. List of participating dealers (if applicable). **Not Applicable.**
23. Preventive maintenance (if applicable): **Not Applicable.**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **Not Applicable.**
- 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/.**
25. Data Universal Number System (DUNS) number: Galvan and Associates LLC's DUNS number is: **132493201**
26. Notification regarding Central Contractor Registration (CCR) database: **Registered.**
27. Uncompensated Overtime. (Indicate if used): **Galvan and Associates, LLC does not engage in any uncompensated overtime.**



SIN: 874-1 Integrated Consulting Services

Galvan and Associates is a high quality consulting firm specializing in the deployment of customer-focused solutions to plan, improve and measure business performance throughout the organization. We offer management consulting services primarily in the areas of Information Technology and Business Management. Galvan can assist you to improve your organization's effectiveness by:

- Advising and assisting your management team;
- Aligning IT with your agency mission;
- Enabling transformation of your performance and programs;
- Supporting program and initiative review, risk and compliance; and
- Measuring performance for transparency and accountability.

INFORMATION TECHNOLOGY SERVICES	BUSINESS MANAGEMENT SERVICES
CIO Advisory	Process Improvement
Program & Project Management	Performance Measurement
Enterprise Architecture	Business Analytics
IT Strategy & Modernization	Organization & Change Management
Governance	Compliance Review
Capital Planning & Investment Control	Risk Management
Quality Management	Procurement Management Support
Data Management	Contract Closeout
Independent Verification & Validation	GPRAMA Activity Support
Change & Configuration Management	



The Galvan Approach: Aligning the Business for Performance

The firm’s approach incorporates a mission focus that engages our customer's team. We bring together the Program areas and mission support team to define shared mission goals and objectives, and then emphasize a process that takes into account various steps to engage, improve efficiency and effectiveness and measure results and program outcomes.

Aligning - Integrated Approach



Execution - Achieving Performance Results





Experience

Galvan and Associates is composed of former executives and consultants with broad business experience. Galvan's perspective and insight are based on senior level experience in the federal government. We had experience as officials at The OMB, and at agencies as CIO, Field Regional Director, Chief of Staff, COO and in the capacity of Deputy Administrator. We pride ourselves on keeping current with industry best practices, federal wide mandates and being active within the federal management community.

Our leaders have federal agency experience on cross-agency initiatives, shared investment solutions, and Government Performance and Results Act (GPR/GPRAMA) activities embodying agency strategic planning through annual performance reporting. We worked with oversight groups that include Inspector General, GAO and OMB. This depth combined with our team of certified experienced consultants, provides a level of experience and perspective that enables us to deliver results for our agency customers.



Federal Supply Schedule Pricelist

LABOR CATEGORY	MOBIS HOURLY RATE
EXECUTIVE CONSULTANT	\$226.70
PRINCIPAL CONSULTANT	\$190.28
PROGRAM MANAGER	\$162.69
PROJECT MANAGER	\$149.65
CONSULTANT	\$149.23
SENIOR RESULTS ASSOCIATE	\$129.33
INDUSTRY/FUNCTIONAL EXPERT III	\$117.58
INDUSTRY/FUNCTIONAL EXPERT II	\$113.27
INDUSTRY/FUNCTIONAL EXPERT I	\$88.72
SHAREPOINT SPECIALIST	\$107.17
CONTRACT ADMINISTRATIVE SPECIALIST/JUNIOR CONSULTANT	\$67.35
ACQUISITION SUPPORT SPECIALIST/JUNIOR CONSULTANT	\$67.35

- Rates include the .0075 Industrial Funding Fee (IFF) Galvan and Associates LLC will pay to GSA FSS.
- Annual labor category rates escalation based on Department of Labor, BLS Employment Cost Index Series Id: CIU2010000100000A (B,I) for private industry workers. Base period for rates is 12/2009.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 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.



Labor Categories for SIN 874-1 Integrated Consulting Services

Executive Consultant

Functional Responsibilities: Functions as the top technical lead on multiple projects/tasks and interfacing with senior Government/Industry leaders. Coordinates and directs program audits and evaluations. Critically evaluates performance measures and make recommendations for implementation of management, organizational and business improvement programs and systems alignments. Provides group facilitation, mentoring, and training as well as other forms of knowledge transfer.

Minimum Education: Requires a Bachelor's degree in business, financial management, or related discipline.

Minimum Experience: At least 15 years of related work experience in area of expertise. Regarded as an expert in their field of specialization.

Principal Consultant

Functional responsibilities: Principal Consultants oversee and review multiple or complex initiatives and ensure that they deliver the anticipated business results. They perform analyses and reviews and perform services for organizational development, performance management, process improvement, solution implementation, change management, leading large teams, enterprise wide and strategic re-engineering efforts Many are subject matter experts in various business management disciplines and functional areas such as business strategy, organizational development, workforce management, process improvement, economic modeling, strategy formulation and assessment, project management and knowledge management.

Qualifications: Minimum of 10 years experience plus Bachelor's degree or higher Advanced degree is worth 2 years experience.

Program Manager

Functional responsibilities: Responsible for the quality and timely delivery of all contractual items. Manages the program requirements for the customer as directed and within the scope of the contract. Manages multiple Projects within the program for the customer to include the cost, schedule and performance parameters of the Projects. Manages and coordinates the efforts of professionals and project managers within the scope the contract.

Minimum education: Bachelor's Degree, PMP Certification

Minimum experience: Ten (10) years general experience to include Five (5) years of experience which applies to project and program management.

Project Manager

Functional Responsibilities: Responsible for the quality and timely delivery of all contractual items within the project. Manages project requirements for the customer as directed and within the scope of the contract. Coordinates project team members and resources to ensure timely delivery



of the project within cost, schedule and scope.

Minimum Education: Bachelor's Degree

Minimum Experience: Five (5) years general experience to include Two (2) years of experience which applies to project and program management.

Consultant

Functional responsibilities: Consultants perform services in program planning, reviews and evaluations. They have responsibility for coordinating mission and management initiatives and performing analysis on program, performance, financial, budget areas and manage a team of associate consultants and staff consultants. Many are knowledgeable and have experience in business management disciplines and functional areas such as business strategy, strategic planning, process improvement, data compilation and analysis, analytical and knowledge management.

Qualifications: Minimum of 3 years experience plus Bachelor's degree or higher
Advanced degree is worth 2 years experience.

Senior Results Associate

Functional responsibilities: Perform services in planning specific to OMB circulars such, to support the Government Performance and Results Act. They support and advise teams in enterprise wide and mission initiatives, capturing data, compiling meeting notes, information and report creation, write-ups from facilitated meetings, review report, editing, and industry write-ups. Many are knowledgeable in business management disciplines and functional areas such as business strategy, OMB planning, and strategy issues.

Qualifications: Minimum of 6 years experience plus Bachelor's degree or higher
Advanced degree is worth 2 years experience.

Industry/Functional Expert III

Functional responsibilities: This supervisory position performs services in program planning, reviews and evaluations. They have responsibility for supporting the coordination of mission and management initiatives and analyses on program, performance, financial, budget areas. Many have experience in business management disciplines and functional areas such as business strategy, strategic planning, process improvement, data compilation and analysis, analytical and knowledge management.

Minimum education: A college degree following a 4 year course of study.

Minimum experience: 1 year, supervisory experience and demonstrated communication skills desired.

Industry/Functional Expert II

Functional responsibilities: Industry/Functional experts support team leads to perform services in program planning, reviews and evaluations. They have responsibility for supporting the coordination of mission and management initiatives and analyses on program, performance,



financial, budget areas. Many have experience in business management disciplines and functional areas such as business strategy, strategic planning, process improvement, data compilation and analysis, analytical and knowledge management.

Minimum education: Bachelor's degree or higher

Minimum experience: Minimum of 1 years experience or advanced degree.

Industry/Functional Expert I

Functional Responsibility:

Industry/Functional experts support team leads to perform services in program planning, reviews and evaluations. They have responsibility for supporting the coordination of mission and management initiatives and analyses on program, performance, financial, budget areas. Many have experience in business management disciplines and functional areas such as business strategy, strategic planning, process improvement, data compilation and analysis, analytical and knowledge management.

Minimum Education: A college degree following a 4 year course of study.

Minimum experience: 1 year, demonstrated communication and strong customer service skills desired.

SharePoint Specialist I

Functional responsibilities: SharePoint specialists provide project support services using the Microsoft SharePoint software.

Minimum education: Bachelor's degree or higher

Minimum experience: Minimum of 1 years demonstrated experience with Microsoft SharePoint.

Contract Administrative Specialist/Junior Consultant

Functional Responsibilities: This position supports the contract specialists to close out contracts and de-obligate Agency funds. This position gathers data and does document research and analysis to assist more senior staff members. A requirement for this position is to be able to work independently with minimal supervision to complete assigned tasks.

Minimum Education: A college degree following a 4 year course of study.

Minimum experience: One year of experience.

Acquisition Support Specialist/Junior Consultant

Functional Responsibilities: The position provides contract specialist support. Duties include assisting federal employees in preparing contractual documentation for review, administering the terms and conditions of contracts along with assisting the awarding of contracts, contract modifications, and/or subcontracts. The position also helps post solicitations to FBO.gov and communicating with interested vendors.

Minimum Education: A college degree following a 4 year course of study.

Minimum experience: One year of experience or strong educational references desired.



Committed to Delivery

Consider Galvan and Associates -- We bring together technology expertise and business/program management to deliver integrated solutions.

- We have the passion of a small business and knowledge of a larger practice.
- We have the business insight.
- We bring the talent.
- We are customer focused.
- We look at the mission, management, and programs before we address people, process, and technology.
- We help you deliver results.
- Your success is our goal.