



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
FSC GROUP 874, CLASS R499**

**CONTRACT NUMBER:
GS-10F-0078Y**

**PERIOD COVERED BY CONTRACT:
November 29, 2011 through November 28, 2016**

BUSINESS SIZE: Service Disabled, Veteran-Owned, Small Business (SDVOSB)

Duty First Consulting, LLC

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Contract current through Modification PA-0003, dated August 2, 2013

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 FAS Schedules button at <http://www.gsa.gov/fas>.



U.S. General Services Administration

TABLE OF CONTENTS

Ordering Information 3

Duty First Consulting, LLC Labor Category Descriptions 5

Duty First Consulting, LLC Labor Rates 8

ORDERING INFORMATION

- 1a. Authorized Special Item Numbers (SINs): *Pricing begins on page 8*
Special Item No. 874-1/ 874-1RC Integrated Consulting Services
Special Item No. 874-7/ 874-7RC Integrated Business Program Support Services
- 1b. Description of all commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services. *Please see attached labor category descriptions.*
2. Maximum order: *\$1,000,000*
3. Minimum order: *\$100.00*
4. Geographic coverage (delivery area): *The 48 contiguous States and the District of Columbia, Alaska, Hawaii, Puerto Rico, and U.S. territories*
5. Point of production (city, county, and state or foreign country): *Not Applicable*
6. Discount from list prices or statement of net price: *Government prices are net*
7. Quantity discounts: *None*
8. Prompt payment terms: *0%--Net 30 days*
- 9a. Government purchase cards are accepted below the micropurchase threshold
- 9b. Government purchase cards are accepted above the micropurchase threshold
10. Foreign items (list items by country of origin): *Not Applicable*
- 11a. Time of delivery: *As negotiated between Contractor and Ordering Agency*
- 11b. Items available for expedited delivery: *Contact Contractor*
- 11c. Overnight and 2-day delivery: *Contact Contractor*
- 11d. Urgent Requirements: *Contact Contractor*
12. F.O.B. Point: *Destination*
- 13a. Ordering address:

Duty First Consulting, LLC
2650 Park Tower Drive, Suite 100
Vienna, VA 22182

- 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:

*Duty First Consulting, LLC
2650 Park Tower Drive, Suite 100
Vienna, VA 22182*
15. Warranty provision: *Not Applicable*
16. Export packing charges: *Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *None*
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*
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: *Not Applicable*
25. Data Universal Number System (DUNS) number: *362623170*
26. Duty First Consulting, LLC is registered in the System for Award Management (SAM) database. *CAGE Code: 4SJK4*

Duty First Consulting, LLC

Labor Category Descriptions

Junior Analyst

Description: Possess knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with senior Analysts or Team Leads.

Experience & Education: Minimum of 1 year experience and Bachelors Degree

Analyst

Description: Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Analyst 2, Task Leads, or Project Manager. Directs the activities of junior staff as necessary.

Experience & Education: Minimum of 3 years experience and Bachelors Degree

Senior Analyst

Description: Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

Experience & Education: Minimum of 5 years experience and Bachelors Degree

Junior Consultant

Description: Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment.

Experience & Education: Minimum of 2 years experience and Bachelors Degree

Consultant

Description: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.

Experience & Education: Minimum of 4 years experience and Bachelors Degree

Senior Consultant

Description: Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Management Consultants or other staff as necessary.

Experience & Education: Minimum of 6 years experience and Bachelors Degree

Domain Expert

Description: Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closed with senior Specialists or Task Leads.

Experience & Education: Minimum of 5 years experience and Bachelors Degree

Project Manager

Description: Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

Experience & Education: Minimum of 7 years experience and Bachelors Degree

Management Consultant

Description: Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary.

Experience & Education: Minimum of 7 years experience and Bachelors Degree

Senior Management Consultant

Description: Possess demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.

Experience & Education: Minimum of 9 years experience and Masters Degree

Program Manager

Description: Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. 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 may include subject matter and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc.

Experience & Education: Minimum of 10 years experience and Bachelors Degree

Note: Duty First Consulting, LLC reserves the right to make the following substitutions: 1) One year of education is equivalent of one year experience and 2) One year of experience is equivalent to one year of education.

SERVICE CONTRACT ACT

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Mission Oriented Business Improvement Services (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 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.

Duty First Consulting, LLC Labor Rates

Labor Category	Hourly Labor Rates				
	11/29/11- 11/28/12	11/29/12- 11/28/13	11/29/13- 11/28/14	11/29/14- 11/28/15	11/29/15- 11/28/16
Jr Analyst	\$ 69.12	\$ 70.99	\$ 72.90	\$ 74.87	\$ 76.89
Analyst	\$ 83.93	\$ 86.20	\$ 88.52	\$ 90.91	\$ 93.37
Sr Analyst	\$ 108.61	\$ 111.54	\$ 114.55	\$ 117.65	\$ 120.82
Jr Consultant	\$ 123.43	\$ 126.76	\$ 130.19	\$ 133.70	\$ 137.31
Consultant	\$ 138.72	\$ 142.47	\$ 146.31	\$ 150.26	\$ 154.32
Sr Consultant	\$ 153.22	\$ 157.36	\$ 161.61	\$ 165.97	\$ 170.45
Domain Expert	\$ 162.92	\$ 167.32	\$ 171.84	\$ 176.48	\$ 181.24
Project Manager	\$ 169.02	\$ 173.58	\$ 178.27	\$ 183.08	\$ 188.03
Management Consultant	\$ 171.95	\$ 176.59	\$ 181.36	\$ 186.26	\$ 191.29
Sr Management Consultant	\$ 181.47	\$ 186.37	\$ 191.40	\$ 196.57	\$ 201.88
Program Manager	\$ 195.61	\$ 200.89	\$ 206.32	\$ 211.89	\$ 217.61