

**MANAGEMENT, ORGANIZATIONAL, AND BUSINESS IMPROVEMENT
SERVICES (MOBIS) SCHEDULE**

Contract Number: GS-10F-0087S



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1	INTRODUCTION	4
2	CONTRACT INFORMATION	4
3	SIN 874-1 DESCRIPTION	4
4	SIN 874-2 DESCRIPTION	5
5	SERVICES OFFERED	5
6	DESCRIPTION OUR SERVICES	5
7	INFORMATION FOR ORDERING OFFICES	7
8	GEOGRAPHIC SCOPE OF CONTRACT.....	7
9	CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION 7	
10	BLANKET PURCHASE AGREEMENTS (BPAS)	7
11	COMMERCIAL JOB TITLE AND DESCRIPTIONS.....	8
12	<i>PROJECT MANAGEMENT (GENERAL DESCRIPTION)</i>	8
13	PROJECT MANAGEMENT 1	8
14	PROJECT MANAGEMENT 2	8
15	PROJECT MANAGEMENT 3	8
16	PROJECT MANAGEMENT 4	9
17	PROJECT MANAGEMENT 5	9
18	PROJECT MANAGEMENT 6	9
19	PROJECT SPECIALIST (GENERAL DESCRIPTION).....	10

20	PROJECT SPECIALIST I	10
21	PROJECT SPECIALIST II	11
22	PROJECT SPECIALIST III	11
23	PROJECT SPECIALIST IV	11
24	PROJECT SPECIALIST V	12
25	JR. PROGRAM TECHNICIAN	12
26	SR. PROGRAM TECHNICIAN	12
27	PRIMARY CONTACTS.....	13
28	RATES.....	13

1 Introduction

Mathematical Research, Inc., dba MRI Technologies, is a woman owned small business providing project management, engineering, and life cycle services to government and aerospace industry. The company was established in 1988 and has continuously contributed to the success of government agencies and fortune 500 companies in the area of project and program management. Company personnel have established certifications with the Institute of Configuration Management and International Society of Configuration Management.

MRI's primary objective in providing consulting services and facilitation services is to analyze how processes were being performed, determine if performance improvements could be made and facilitate these changes across the organization. Additionally, we provide consulting and support services to integrate our support and knowledge of project requirements into the proposed or active projects. This consulting and facilitation involves the integration of identified improvements resulting in increased productive time for the project team and allow them to focus and spend more of their efforts on the project activities and less on the business functions of project and configuration management requirements

In addition to our consulting and facilitation services which include life cycle services, we provide planning and scheduling for each project. Our tasks include defining the task and developing a work breakdown structure. From the work breakdown structure MRI develops the master project plan and schedule. MRI works closely with managers to develop earned value based schedules and plans. We maintain and produce data from performance measurement systems, which provide earned value analysis for division projects and programs.

2 Contract Information

Contract number: GS10F0087S

Awarded Special Item Numbers (SINs)

FSC Group: 874

SIN 874-1 Consulting Services

SIN 874-2 Facilitation Services

Contract Period: Base Years - December 2005 through November 2010
 Options – December 2010 through November

3 SIN 874-1 Description

MRI provides expert advice, assistance, guidance or counseling in support of customers' management, organizational and business improvement efforts. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts including but not limited to:

- Strategic, business and action planning
- System alignment
- Cycle time
- High performance work
- Leadership systems
- Performance measure and indicators
- Process and productivity improvement
- Organizational assessments
- Program audits, and evaluations

4 SIN 874-2 Description

MRI provides facilitation and related decision support services to customers engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Customers bringing together diverse teams and /or groups with common and divergent interests requiring assistants in but not limited to:

- Use of problem solving techniques
- Resolving disputes, disagreements, and divergent views
- Providing a draft for the permanent record
- Defining and refining the agenda
- Logistical meeting/conference support when performing technical facilitation
- Recording discussion content and focusing decision making
- Debriefing and overall meeting planning
- Convening and leading large and small group briefings and discussions
- Preparing draft and final reports for dissemination

5 Services Offered

6 Description Our Services

General Description of Services: During the project definition phase, MRI contributed to the establishment of project management and configuration management processes and policies, including the definition of the project baseline schedule. Through the requirements, preliminary design, and detailed design phase MRI supported the project and configuration management of all the data. MRI developed and maintained many databases and documentation related to design reviews, testing, hardware delivery, change directive, contract issues, scope, and technical coordination meetings. MRI was

also responsible for coordinating and supporting all life cycle gate reviews such as the preliminary design review (PDR) and critical design review (CDR). In these reviews MRI assisted the project team in setting up and refining the agenda; coordinating meeting logistics and conference support; recording discussion content and capturing of action items; and processing review item discrepancies (RIDs). MRI captured the resulting review information in reports and placed on the project web site. As the projects advanced to the delivery and operational phases, MRI supported the maturing processes and all changes to the baselined documentation and databases.

Throughout the life of the project there are weekly project team meetings to status actions, address any issues or concerns, update the project schedule and report a general health and status of the project. In these meetings MRI would prepare the meeting agenda, report and update status on the actions, update the project schedule, and take minutes of the meeting as required.

MRI has integrated process improvements to decrease the bureaucratic tendency of records and documentation management by applying consulting and facilitation services. For each project, MRI is responsible for establishing management policy of configurations. Our processes and methodology is directed at fast and effective change processing and accurate, concise documentation. Our approach supports ISO 9000 compliance and has been recognized by our customers.

MRI's approach to Program Integration and Project Management has enabled us to plan, organize, and control our important projects by providing the following:

- Identifying, planning, and scope of project,
- Providing project focus and alignment,
- Developing customer focused requirements,
- Project team communications,
- Team member training and motivation,
- Scheduling resources,
- Optimization of organizational resources,
- Work breakdown structure,
- Tracking and reporting project status,
- Providing cost comparisons to project value,
- Measuring of project's success.
- Customer feedback and process improvement

Documents include but are not limited to:

- Requirements documents
- Meeting Minutes
- Issues & Resolutions
- Action Items
- Project Schedules and budgets
- Status Reports
- Drawings & Photos

7 Information for Ordering Offices

For Orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage on-line services at www.gsaadvantage.gov.

8 Geographic Scope of Contract

The geographic scope of the contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico.

9 Contractor's Ordering and Payment Information

MRI Technologies:

Attn.: GSA Department
Mr. Tim Kropp
1110 NASA Parkway, Suite 503
Houston, Texas 77058

Phone (281) 333-2555 x11
Email: TKropp@mricompany.com
Fax: (281) 333-3912

Payment Address: Payment should be forwarded to the following address:

For Check Payment:

MRI Technologies
1110 NASA Parkway, Suite 503
Houston, Texas 77058

Attn.: Accounts Receivables

For Electronic Payment

Amegy Bank

Call 281-333-2555 x10 for routing and
Account information

Authorized Signature Representative:

Deborah Kropp
CEO/President

10 Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulations (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of BPAs under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, "BPAs may be established with Federal Supply

Schedule Contractors, if Not inconsistent with the terms of the applicable schedule contract.”

11 Commercial Job Title and Descriptions

12 Project Management (General Description)

Apply knowledge of multidisciplinary processes and systems management and architectures to ensure management integration. Ability to optimize management process effectiveness (performance, cost, operational and logistical suitability, growth, capability, etc.) by postulating alternative approaches, concepts, architectures, across the organization. Analyzes emerging customer and regulatory agency requirements and develops management solutions to ensure ongoing certification, operation, and integrity of the company management approach. Requires 2 or 4 year degree and relative experience for each category.

13 Project Management 1

Develops solutions to management, program or project problems of limited scope and impact; applies basic management principles. Supports project leader as a team member and gains exposure to working with customers, teaming partners, subcontractors, and suppliers. Activities are performed in accordance with organization and program standards and procedures. Works according to established guidelines; exercise limited latitude in determining project management solutions; requires guidance and instructions from more experienced team members. Applies complex professional skills and the related concepts, practices and methods. Requires educational credentials meeting the classification project support, project management. 2 or 4 year degree.

14 Project Management 2

Develops solutions to complex problems, which require ingenuity and innovation. Works according to established guidelines. Exercise broad latitude in determining solutions; requires guidance from more experienced managers. Participates in team activities. Supports the development of processes, methods, and tools. Makes routine contacts with customers, teaming partners, subcontractors, and suppliers. Requires educational credentials meeting the classification standards for project support, project management and typically a minimum of 4 years' experience.

15 Project Management 3

Develops solutions to a wide range of complex problems, requiring ingenuity and innovation. Works according to established guidelines. Determines and develops approaches to solutions. Develops, documents, and maintains processes, methods, and tools. Helps resolve programmatic problems that would affect cost, schedule, and performance. Provides functional guidance to less experienced staff; acts in a leadership

capacity. Requires educational credentials meeting the classification standards for project support, project management and typically a minimum of 8 years' experience.

16 Project Management 4

Works independently. Plans research and development programs and exercises considerable latitude in determining objectives. Ensures application of best practices and identifies the need for enhanced processes, methods, and tools. Translates contract requirements into work requirements, processes, and tasks. Plans, schedules, and leads others to produce work responsive to customer needs within allocated budgets. Contacts customers, teaming partners, subcontractors, and suppliers to exchange technical data and to discuss project performance. Manages customer and supplier relationships and participates in development of fundamental approaches to projects and of requirements for implementation. Requires educational credentials meeting the classification standards for project support, project management and typically a minimum of 13 years' experience.

17 Project Management 5

Develops new principles, processes, methods, or concepts. Participates in resolving complex problems that require a high level of ingenuity and innovation. Investigates and pursues course of action necessary to obtain desired results. Verifies accuracy of results through consultation with other authorities in the field rather than by formal review. Prepares plans for and oversees development of processes, methods, and tools. Translates contract requirements into work requirements, processes, and tasks, resolves or oversees resolution of programmatic problems. Resolves problems that would critically affect performance, cost, or schedule. Provides functional and guidance to all aspects of project management. Acts as project leader in specialized instances. Requires educational credentials meeting the classification standards for project support, project management and typically a minimum of 18 years' experience.

18 Project Management 6

Is considered an expert in principles, theories, and concepts. Has management experience. Independently seeks to reveal and resolve problems that affect operational, or program issues. Acts as a resource within the organization to develop solutions or handle the most complex tasks for which existing methods and procedures may not apply. Leads, manages, or directs teams to develop validated methodologies, advance design processes, and link business planning strategy to product definition and development where applicable. Serves as a consultant to upper management regarding long-range planning in areas of program or project management. Requires educational credentials meeting the classification standards for project support, project management and typically a minimum of 20 years' experience.

19 Project Specialist (General Description)

Coordinates implementation of policies, processes, and standards for the development and manufacture of products, systems, or equipment in accordance with appropriate customer, company, contractual, and regulatory requirements. Applies business and management principles to developing, documenting, and deploying processes and standards for regulatory and requirement definition, including configuration, data, and test equipment management; process management of product configuration; and production process development. Implements and controls the introduction of changes to project or product configurations. Verifies that configurations and subcontract and prime contract deliverables are in compliance with applicable requirements. Reviews and coordinates with other disciplines, customers, regulatory agencies, and subcontractors to ensure compliance with customer and contract requirements, regulatory requirements, and policies and processes. Knowledge of organizations, management principles, business systems, regulations, administrative processes, planning and control techniques. Ability to perform organization tasks (e.g., facilities planning, resource planning and management, equipment management, scheduling, updating status, preparing reports, recognition, training, safety program administrations, preparation and conduction internal and external audits, etc.) Applies engineering disciplines to research, design, develop, test, and evaluate operations and support programs, modifications, repairs, and technical data for company products supplied to the customer. Analyzes emerging customer and regulatory agency requirements and develops technical solutions to ensure ongoing certification, operation, and integrity of the company products or services. Represents the company on technical aspects of training, operations, support systems, service, maintenance, modification, and retrofit issues. Consults with commercial and military customers, simulator manufacturers, and other suppliers to facilitate exchange of design, performance, operation, and other technical data pertinent to company products. Collaborates with commercial and military customers to develop safe and efficient operation, service, and maintenance plans to maximize reliability and minimize support costs over the lifetime of the product. Ensures that supportability is included in the initial definition, design, and manufacture of products or services by consulting with customers, suppliers, and other engineering and manufacturing organizations within the company. High School, 2 or 4 year degree as applicable to each category.

20 Project Specialist I

Works at the group level to administer processes in support of projects and programs. Develops and maintains schedules, record-keeping systems, and configuration files, following established procedures. Enters configuration changes, standards, and other technical data into computing systems and ensures accuracy of files. Shares routine information primarily within immediate working group. Prefer an associate's degree in an administrative or technical field and working knowledge of web, database, word processor, and spreadsheet application.

21 Project Specialist II

Works at the organization level to administer such processes as management, engineering data control, program planning, test, certification, and product delivery. Develops solutions to problems of moderate scope and complexity. Reviews, maintains, and presents schedule performance data, and recommends improvements to processes. Has responsibility for systems containing technical data such as product and customer records, configurations, standards, test, and certification records. Has frequent contact within and external to organization to communicate and clarify data and process issues. Prefer an associate's degree in an administrative or technical field and at least 2 years' experience with technical administrative processes and procedures.

22 Project Specialist III

Works at the functional or program level to oversee administration of such technical projects and programs as product schedules, reviews, life cycle and configuration and change management; test, certification, and delivery issues; technical standards definition and release; and contract compliance, audits, and closure. Analyzes program requirements, participates in contract negotiations, and develops proposals and technical work packages. Implements and monitors incorporations plans, evaluates compliance, and ensures the integrity of processes. Analyses progress, recommend corrective action, and provides reports of assessment of program performance. Mediates resolution of schedule issues, determines alternatives, and directs and implements solutions. Frequently works with other specialists to coordinate project, program, and process development issues. Prefer an associate's degree in an administrative or technical field, 6 years' experience, working knowledge of technical administration processes and procedures, demonstrated expertise in processes, policies, and issues associated with the specific technical discipline.

23 Project Specialist IV

Oversees and guides compliance with program requirements across organizations, audits, and the development of solutions to emerging product and program issues. Directs development of contract provisions for new business and change proposals. Leads or coordinates reviews and audits, directs contract closure, and evaluates work and contract performance. Identifies new industry capabilities and standards; develops and implements long-range standardization strategies across the company. Analyses business requirements and documents findings to evaluate and plan for new planning techniques and technologies. Keeps abreast of current planning techniques and future trends and directions. Uses technical and process expertise to develop new product certification plans and influence the adoption of regulatory positions favorable to the company. Decisions made are critical to project or program success. Serves as an organization spokesperson; makes decision that affects the organizations' work; and advises management, subcontractors, or customers on appropriate courses of action. Represents the organization or function as an advisor and resource to management, suppliers, customers, and regulatory agencies. Prefer an associate's or bachelor's degree in an

administrative or technical field, 10 to 12 years' experience, a high level of expertise, and leadership skills in the specific technical discipline.

24 Project Specialist V

Is familiar with life cycles and supporting applications and processes. Develops solutions to complex problems, which require ingenuity and innovation. Works according to established guidelines. Oversees and guides compliance with program requirements across organizations, audits, and the development of solutions to emerging product and program issues. Directs development of contract provisions for new business and change proposals. Leads or coordinates reviews and audits, directs contract closure, and evaluates work and contract performance. Identifies new industry capabilities and standards; develops and implements long-range standardization strategies across the company. Analyses business requirements and documents findings to evaluate and plan for new planning techniques and technologies. Keeps abreast of current planning techniques and future trends and directions. Uses technical and process expertise to develop new product certification plans and influence the adoption of regulatory positions favorable to the company. Decisions made are critical to project or program success. Serves as an organization spokesperson; makes decision that affects the organizations' work; and advises management, subcontractors, or customers on appropriate courses of action. Represents the organization or function as an advisor and resource to management, suppliers, customers, and regulatory agencies. Exercise broad latitude in determining solutions; works as a member on multidiscipline teams consisting of managers, engineers or scientists. Participates in team activities. Supports the development of processes, methods, and tools. Can lead a team to implement tools, applications, or processes. Makes routine contacts with customers, teaming partners, subcontractors, and suppliers. Requires educational credentials meeting the classification standards for project support, project management or engineer and typically a minimum of 12 years' experience.

25 Jr. Program Technician

Works at the group level to administer processes in support of technical projects and programs. Develops and maintains schedules, record-keeping systems, and configuration files, following established procedures. Enters configuration changes, standards, and other technical data into computing systems and ensures accuracy of files. Shares routine information primarily within immediate working group. Prefer a high school degree and/or some college course work in an administrative or technical field and working knowledge of database, word processor, and spreadsheet application.

26 Sr. Program Technician

Works at the group level to administer processes in support of technical projects and programs. Develops and maintains schedules, record-keeping systems, and configuration files, following established procedures. Enters configuration changes, standards, and

other technical data into computing systems and ensures accuracy of files. Shares routine information primarily within immediate working group. Prefer an associate's degree in an administrative or technical field and working knowledge of database, word processor, and spreadsheet application.

27 Primary Contacts

Susan Widmer
Vice President

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Email: SWidmer@mricompany.com

Tim Kropp
Vice President

Phone: 281-333-2555
Email: TKropp@mricompany.com

28 Rates

MRI Technology MOBIS Pricing List

GSA MOBIS SINS		LABOR CATEGORY	ONSITE	OFFSITE
SIN 874-1	SIN 874-2	Project Management 6	\$94.06	102.25
SIN 874-1	SIN 874-2	Project Management 5	\$87.06	\$95.25
SIN 874-1	SIN 874-2	Project Management 4	\$73.52	\$81.71
SIN 874-1	SIN 874-2	Project Management 2	\$56.12	\$64.31
SIN 874-1	SIN 874-2	Project Specialist V	\$49.97	\$58.16
SIN 874-1	SIN 874-2	Project Specialist IV	\$44.08	\$52.27
SIN 874-1	SIN 874-2	Project Specialist III	\$40.89	\$49.08
SIN 874-1	SIN 874-2	Project Specialist II	\$38.39	\$46.58
SIN 874-1	SIN 874-2	Project Specialist I	\$35.42	\$43.61
SIN 874-1	SIN 874-2	Senior Program Technician	\$32.91	\$41.10
SIN 874-1	SIN 874-2	Junior Program Technician	\$26.92	\$35.11