



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

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: www.GSAAdvantage.gov.

Schedule 874: Mission Oriented Business Integrated Services (MOBIS)

**CONTRACT NUMBER:
GS-10F-0088P**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules at www.fss.gsa.gov. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.

**CONTRACT PERIOD:
November 19, 2003 through November 18, 2018**

Concept Systems Incorporated

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Ithaca, NY 14850-4400
Phone: 607-272-1206
Toll-Free: 800-260-1602
Fax: 607-272-1215
www.conceptsystems.com

**Business Size: Small
Business Status: Woman Owned
DUNS: 62-321-4020**

**Modification Number: PS_0009
Effective Date: November 19, 2013**

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CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs)	SIN 874-1 Integrated Consulting Services
1b. Prices	Professional services are priced according to negotiated hourly rates per the Labor Rates (page 9)
2. Maximum Order	\$1,000,000.00
3. Minimum Order	\$100.00
4. Geographic Coverage	United States
5. Point of Production	Ithaca, New York, Client Locations
6. Discount from List Price or Statement of Net Price	Prices shown below reflect net price
7. Quantity Discounts	None
8. Prompt Payment Terms	Net 30 days
9a. Government Commercial Purchase Cards	Accepted at or below the micro-purchase threshold
9b. Government Commercial Purchase Cards	Not accepted above the micro-purchase threshold
10. Foreign Items	None
11. Time of Delivery	Specified on task order
12. F.O.B. Points	Destination
13. Ordering Address	Concept Systems Incorporated 136 East State Street Ithaca, NY 14850-4400
14. Payment Address	Concept Systems Incorporated 136 East State Street Ithaca, NY 14850-4400
15. Warranty Provision	Not Applicable
16. Export Packing Charges	Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance	Contact Contract Administrator
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	Not Applicable
21. Service and Distribution Points	Not Applicable
22. Participating Dealers	Not Applicable
23. Preventative Maintenance	Not Applicable
24. Special Attributes	Not Applicable
25. Data Universal Number System (DUNS) Number	62-321-4020
26. Central Contractor Registration (CCR) Database	Registered
27. Uncompensated Overtime	Not Applicable

CSI OVERVIEW

Founded in 1993 and incorporated in 1994, Concept Systems Incorporated (CSI) is a woman-owned small business providing customized consulting and facilitation services, including in the areas of organizational development and strategic planning, needs assessment, training and curriculum development, and evaluation. Using rigorous methodologies and well-regarded group and community data gathering techniques, CSI helps organizations and agencies gather information, build consensus, and evaluate ideas or programs. CSI is the sole owner and provider of the proprietary technology, The Concept System[®], which supports stakeholder engagement, elicits buy-in and awareness, and leads to concrete, usable results. For more information about CSI and its products and services, visit: <http://www.conceptsystems.com>.

CSI CONTACT INFORMATION

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CSI SERVICES AND PRODUCTS

Concept Systems Incorporated (CSI) provides consulting and facilitation services that lead organizations and agencies to identify issues, develop plans and priorities, and move forward with measurable actions. For more than 20 years, CSI has worked with government agencies, national associations, not-for-profit and community-based organizations, and private businesses at all levels in the areas of organizational development, strategic planning, needs assessment, project design, curriculum development, and evaluation.

Integrated Consulting Services

➤ Consulting Services

Concept Systems Incorporated provides consulting services to assist organizations and agencies in creating, implementing, and evaluating projects, programs, and initiatives. CSI has worked with both private and public sector clients to create strategic plans and needs assessments with multiple and diverse constituencies, including in the fields of public health, education, healthcare, and public policy. CSI has also helped to create workforce training curricula tailored to the specific training needs of organizations and agencies. Examples of specific consulting services include:

- Organizational Development
- Strategic Planning
- Workforce Planning and Curriculum Development
- Evaluation Protocols and Systems Development
- Survey Instrument Development and Conduct
- Literature Review and Synthesis
- Policy Review and Synthesis
- Needs Assessments
- Content Analysis and Synthesis
- Bibliometric Analysis
- Environmental Scans

➤ Facilitation Services

Concept Systems Incorporated offers facilitation services to assist organizations and agencies with focus groups, meetings, workshops, and conferences. CSI helps to develop meeting goals, agendas, break-out group activities, and debriefing sessions, as well as other logistical support such as travel reimbursement tracking. CSI has worked with the private and public sector to help build consensus for large, diverse groups of stakeholders. Examples of specific facilitation services include:

- Focus Group Support
- Action Planning Workshops
- Community-Based Participatory/ Community-Centered Facilitation
- Workforce Training
- Small and Large Meeting Planning and Facilitation
- Partnership Development Models and Support
- Conference Facilitation
- Final Reports of Facilitated Discussions with Recommendations

CSI Products

In addition to their consulting and facilitation services, CSI offers several products to assist organizations and agencies in program and project development, strategic planning, and evaluation. CSI is the sole owner and provider of the proprietary software, The Concept System[®], which includes a step-by-step concept mapping process that creates a visual representation of the ideas of a group through statistical analysis (including multi-dimensional scaling and hierarchical cluster analysis). The software is offered to federal government clients at a negotiated discount. For more information, contact Ellen Slusar at eslusar@conceptsistemas.com.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

874-1 Integrated Consulting Services

➤ Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. This may also include studies, analyses, and reports documenting any proposed developmental, consultative, or implementation efforts.

Examples of consultation include but are not limited to:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203

➤ Facilitation Services

Contractor shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams.

Examples of facilitation include but are not limited to:

- Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputed)
- Leading or facilitating group briefings and discussions, enabling focused decision-making
- Recording discussion content and related facilitation support services
- Debriefing stakeholders
- Preparing and providing draft and final reports relating to the facilitated issues

LABOR CATEGORY DESCRIPTIONS

Title:	Principal Consultant
Functional Duties/Responsibilities:	Perform lead role in Client engagements. Work with Client to assess their needs and objectives and design project to meet these goals. Set project schedules, ensure the service delivery is timely, of high quality, and adheres to the project contract. Manage other company staff assigned to the project.
Minimum Education Level:	Master's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	Ten years of consulting experience in both private and public sector. Excellent oral and written communication skills and excellent computer skills.

Title:	Senior Consultant
Functional Duties/Responsibilities:	Perform lead role in smaller Client engagements with some assistance from a Principal Consultant. Work with Client to assess needs and objectives and then to design project to meet these goals. Set project schedules, ensure the service delivery is timely, of high quality, and adheres to the project contract. Manage other company staff assigned to the project.
Minimum Education Level:	Master's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	Five years of consulting experience in the private and/or public sector. Excellent oral and written communication skills and excellent computer skills.

Title:	Junior Consultant
Functional Duties/Responsibilities:	Assist Principal and Senior Consultants with assigned projects. Attend Client meetings as needed. Manage participant communications, data gathering, project website, meeting logistics, and participant inquiries. Assist with project planning, scheduling, and report preparation.
Minimum Education Level:	Bachelor's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	One year of project management and/or consulting experience. Excellent oral and written communication skills and excellent computer skills.

Title:	Project Manager
Functional Duties/Responsibilities:	Manage project scheduling ensuring adequate resources to meet commitments and timely delivery of contracted services. Monitor quality of services using the Process Assessment tool. Provide back up to Principal and Senior Consultants. Supervise and train Junior Consultants.
Minimum Education Level:	Bachelor's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	Four years experience in project management and/or consulting. Ability to manage a large number of project schedules at once. Excellent oral and written communication skills and excellent computer skills.

Title:	Administrative Assistant
Functional Duties/Responsibilities:	Assist Junior Consultants with project work including participant data entry, meeting logistics, participant travel and inquiries. Support the project teams in the planning and facilitation of scheduled project planning meetings and the preparation of presentations, reports and materials.
Minimum Education Level:	Associate's degree.
Minimum Experience Requirements:	Two years experience as an Administrative Assistant or Receptionist. Proficiency in Microsoft Office, strong attention to detail, enthusiastic, willingness to learn tasks unique to company projects.

Title:	Contract Administrator
Functional Duties/Responsibilities:	Manage client contract negotiations and contract compliance. Prepare client invoices and required financial documentation. Supervise mid-junior level project staff. Maintain all company financial records and required certifications. Monitor compliance of company policies.
Minimum Education Level:	Bachelor's degree in finance and accounting.
Minimum Experience Requirements:	Ten years experience managing business operations including human resources.

LABOR RATES

SIN 874-1 Integrated Consulting Services

MOBIS LABOR CATEGORY	YEAR 11 Beginning 11/19/13	YEAR 12 Beginning 11/19/14	YEAR 13 Beginning 11/19/15	YEAR 14 Beginning 11/19/16	YEAR 15 Beginning 11/19/17
Principal Consultant	\$195.45	\$203.27	\$211.40	\$219.86	\$228.66
Senior Consultant	\$137.83	\$143.34	\$149.07	\$155.04	\$161.24
Junior Consultant	\$70.31	\$73.12	\$76.05	\$79.09	\$82.25
Project Manager	\$94.22	\$97.99	\$101.92	\$105.99	\$110.23
Administrative Assistant	\$46.41	\$48.26	\$50.19	\$52.19	\$54.28
Contract Administrator	\$160.30	\$166.72	\$173.38	\$180.32	\$187.53

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 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 wage determination number. Failure to do so may result in cancellation of the contract.

For information on pricing for The Concept System[®], including CS Core[®] and CS Global[®] software licenses and training options, contact Ellen Slusar at eslusar@conceptsystems.com.