



Federal Supply Service  
*Authorized Federal Supply Schedule Price List*

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

Federal Supply Schedule 874

FSC Group 874  
FSC Class 8742

Contract Number: GS-10F-0090R

Contract Period: First Five-Year Option Period November 15, 2009 to November 14, 2014

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules home page at: <http://www.gsa.gov/schedules>.



1800 K Street NW  
Suite 929  
Washington DC 20006

T: 202.822.5080  
F: 202.822.5082  
W: [www.themetisgroup.com](http://www.themetisgroup.com)

---

## Table of Contents

---

## Section

1. An overview of The Metis Group	
■ Consulting Specialties	1
■ Federal Certifications	
■ The Metis Group’s Points of Difference	
<hr/>	
2. Terms and Conditions	2
<hr/>	
3. Our Consulting Services (SIN 874-1) described by practice area.	3
■ Real Estate Advisory Services	
■ Marketing & Licensing Services	
■ Management Consulting Services	
<hr/>	
4. Our Acquisition Management Support Services (SIN 874-6)	4
<hr/>	
5. Our Program and Project Management Services (SIN 874-7)	5
<hr/>	
6. Pricing	6
■ Labor rates by category, year and locale	
■ Description of each labor category	

---

# 1.0 Company Overview

The Metis Group LLC is a full service consulting firm working throughout the public sector. The firm is a woman-owned, small business and is certified by the U.S. Small Business Administration as an 8(a)/Small Disadvantaged Business (“SDB”).

<p><b>Our Expertise</b></p>	<ul style="list-style-type: none"> <li>■ Three integrated practice areas:             <ul style="list-style-type: none"> <li>○ Real Estate Advisory Services</li> <li>○ Marketing &amp; Licensing Services</li> <li>○ Management Consulting Services</li> </ul> </li> </ul> <p>The Metis Group works with public sector clients, representing their best interest with no conflict of interest.</p>
<p><b>Schedule #</b></p>	<p>MOBIS Schedule #GS-10F-0090R</p>
<p><b>Our Federal Certifications</b></p>	<ul style="list-style-type: none"> <li>■ 8(a)/Small Disadvantaged Business (“SDB”) by the US Small Business Administration</li> <li>■ Woman-owned Business</li> <li>■ Small Business</li> </ul>
<p><b>SINS</b></p>	<ul style="list-style-type: none"> <li>■ Consulting Services (SIN 874-1)</li> <li>■ Acquisition Management Services (SIN 874-6)</li> <li>■ Program and Project Management (SIN 874-7)</li> </ul>
<p><b>Hallmarks of The Metis Group LLC</b></p>	<ul style="list-style-type: none"> <li>■ <b>The Metis Group is user-friendly.</b> The Metis Group is user-friendly. Our personnel work well with all levels of organizations and stakeholders and work is performed on time, on task and on budget.</li> <li>■ <b>The Metis Group is a low-risk proposition.</b> We have a 10-year track record of success and have worked in high visibility/high stake environments and have succeeded.</li> <li>■ <b>The Metis Group is cost effective.</b> We work smart, finding the best way to accomplish the goal and focus on achieving it.</li> </ul>

---

## 2.0 Terms and Conditions

---

### 1. Awarded Special Item Numbers:

- SIN 874-1: Consultation Services
- SIN 874-6: Acquisition Management Support
- SIN 874-7: Program and Project Management

2. **Price List:** Please see Section 6 for Price Lists for all Option Years.

3. **Labor Category Descriptions:** Please see Appendix B for Labor Category Descriptions.

4. **Maximum Order Threshold:** \$1,000,000.

5. **Minimum Order:** \$100.

6. **Geographic Coverage (Delivery Area):** Worldwide.

7. **Point of Production:** Washington DC.

8. **Discount from List Prices:** All prices listed are net prices.

9. **Quantity Discounts:** None Offered.

10. **Prompt Payment Terms:** None Offered.

### 11. Notifications for Government Purchase Cards

11.1. **Acceptance of Government Purchase Cards at or below micro-purchase threshold:** Yes.

11.2. **Acceptance of Government Purchase Cards above the micro-purchase threshold:** Will accept over \$2,500.

12. **Foreign Items:** None.

### 13. Delivery

13.1. **Time of Delivery:** To be specified on the Task Order.

13.2. **Expedited Delivery:** Items available for expedited delivery are noted in this price list. Please contact The Metis Group LLC regarding any requirements for expedited delivery.

13.3. **Overnight and 2 Day Delivery:** Please contact The Metis Group LLC regarding any requirements for overnight and 2 day delivery.

- 13.4. Urgent Requirements:** The Metis Group LLC contract includes Clause I-FSS-140-B dealing with urgent requirements. Please contact The Metis Group LLC regarding any requirements for urgent delivery.
- 14.F.O.B. Points: Destination.**
- 15.Ordering**
- 15.1. Ordering Address:** Same as Company Address.
- 15.2. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).
- 16.Payment Address:** Same as Company Address.
- 17.Warranty Provision:** The Metis Group LLC's standard commercial warranty.
- 18.Export Packing Charges:** N/App.
- 19.Terms and Conditions of Government Purchase Card Acceptance:** Please contact The Metis Group LLC
- 20.Terms and Conditions of Rental, Maintenance and Repair:** N/App.
- 21.Terms and Conditions of Installation:** N/App.
- 22.Terms and Conditions of Repair Parts:** N/App.
- 22.1. Terms and Conditions for Any Other Services:** N/App.
- 23.List of Service and Distribution Points:** N/App.
- 24.List of Participating Dealers:** N/App.
- 25.Preventative Maintenance:** N/App.
- 26.Special Attributes and Section 508**
- 26.1. Special Attributes:** N/App.
- 26.2. Section 508 Compliance:** N/App.
- 27.Data Universal Numbering System (DUNS) Number:** 06-100-7345.
- 28.Central Contractor Registered (CCR) Database:** Registered

---

## 3.0 Consulting services (SIN 874-1)

---

Consulting services are integrated, providing the best thinking from inter-disciplinary thinking. Our three practice areas capitalize from the experiences and broad vantage point provided to assist each client with a tailored, high-impact and sustainable.

### Real Estate Advisory Services Synopsis (SIN 874-1)

The Metis Group provides real estate advisory services with a common objective to unlock the value of the assets across all phases of the ownership life cycle. Our professionals work nationally to identify, structure and implement market opportunity and ownership enhancements. Services are bundled into the following areas:

Service	The key question The Metis Group can answer for you
Enhanced Use Leasing	How can we unlock the value in government real property to benefit the installation?
Property Operations	How do we identify and capture the best opportunities to optimize the property's performance?
Facility Services	How do we anticipate market forces rather than react to market changes?
Asset sales	What are the underlying assets and how do we capture revenue from the portfolio?
Program Support	How do we augment our professional personnel with experienced professionals?
Additional Services	How else can The Metis Group assist us in optimizing our real estate assets?

If you would like to discuss our real estate advisory services, please contact us [info@themetisgroup.com](mailto:info@themetisgroup.com) or 202.822.5080.

## Marketing & Licensing Services Synopsis (SIN 874-1)

The Metis Group provides strategic marketing, communications and outreach services to the public and private sector. The common objective of all services is to develop and execute the most persuasive communications to influence relevant stakeholders. Our professionals have worked for a range of clients from blue chip consumer product companies to Federal and State agencies and not-for-profits. Services are bundled into the following areas:

<b>Service</b>	<b>The key question The Metis Group can answer for you</b>
<b>Vision Creation</b>	What is our vision for the future based on where we are today and market trends?
<b>Strategic planning and development</b>	How can we effectively and best realize our vision?
<b>Communication planning</b>	What is the most convincing message we can communicate? To whom? How? Where?
<b>Research: consumer, market, futures, etc.</b>	What information do we need about the market or stakeholders in order to set our strategic direction? What are the implications of the data?
<b>Creative development and production</b>	How do we talk to our target in the most persuasive way?
<b>Media planning and execution</b>	How and where can we most effectively reach our target(s)?
<b>Licensing</b>	What principles are needed to shape our licensing program? How does this affect our partnerships, products, plans, etc?
<b>Technical writing and persuasive writing</b>	How can we shape our complex communications in order to be the easiest to understand and/or persuasive?
<b>Training and facilitating teams</b>	How can we align the organization to reach our vision?
<b>Additional Services</b>	What else do we need to do in order to realize our vision?

If you would like to discuss our marketing and licensing services, please contact [us at info@themetisgroup.com](mailto:us@themetisgroup.com) or 202.822.5080.

## Management Consulting Synopsis (SIN 874-1)

The Metis Group provides strategic and regulatory consulting services to the government. The common objective of all services is to promote smart and effective business practices that are realistic and sustainable. Services are bundled into the following areas:

<b>Service</b>	<b>The key question The Metis Group can answer for you</b>
<b>Operations and organizations oversight</b>	How can we optimize our organization and operations to work most effectively and efficiently while meeting required standards?
<b>Training</b>	How can we best train our officials, managers, and employees to perform their jobs and duties?
<b>Privatization and ownership analyses</b>	Will the privatization of facilities and/or carrier operations help us meet our policy and fiscal goals?
<b>Information Technology</b>	How can we apply technology to support our mission?

If you would like to discuss our management consulting services, please contact [us at info@themetisgroup.com](mailto:us@themetisgroup.com) or 202.822.5080.

---

## 4.0 Acquisition Management Support

### (SIN 874-6)

---

The Metis Group provides expert advice, consultation, assistance and documentation in support of privatization federal acquisition management activities, studies, projects or efforts. These services include, but are not limited to:

- Strategic, tactical and operational level planning and support
- Development of Performance Work Statements
- Acquisition Document Development
- Development of Quality Assurance plans
- Bid Comparisons
- Initial feasibility planning
- Strategic Sourcing Studies, Privatization Studies, Public-Private Partnerships
- QASP, SOW, Synopsis, Solicitations
- Technical proposal analysis
- Management studies

---

## 5.0 Program and Project Management Services

### (SIN 874-7)

---

The Metis Group supports an agency's management &/or integration efforts for programs or projects. We ensure that all projects are completed on time and within budget. Our services include, but are not limited to:

- Program and Project Management
- Program and Project Integration
- Performance Planning
- Work Breakdown Analysis
- Management studies
- Program and Project Planning and Initiation
- Program and Project Integration
- Program and Project Oversight
- Work Breakdown Structures
- Communications with Stakeholders

## 6.0 Pricing and labor category descriptions for SINs 874-1, 874-6 and 874-7

### Pricing

The tables below present rates by labor category by option year and by locale. Pricing is shown for each of the option years in Option 1.

	15-Nov-09	14-Nov-10
	Government	
Labor Category	On-Site	Off-Site
Program Executive	\$211.72	\$264.65
Senior Advisor	\$203.25	\$254.06
Subject Matter Expert	\$203.25	\$254.06
Program Manager/Senior Manager	\$190.55	\$238.18
Senior RE & Privatization Consultant	\$169.37	\$211.72
Project Manager/Manager	\$148.20	\$185.25
Real Estate & Privatization Consultant	\$127.03	\$158.79
Analyst	\$105.86	\$132.32
Contract Specialist	\$55.05	\$68.81
Administrative Assistant	\$29.64	\$37.05

	15-Nov-10	14-Nov-11
Option Year 2		
Labor Category	On-Site	Off-Site
Program Executive	\$217.01	\$271.26
Senior Advisor	\$208.33	\$260.41
Subject Matter Expert	\$208.33	\$260.41
Program Manager/Senior Manager	\$195.31	\$244.14
Senior RE & Privatization Consultant	\$173.61	\$217.01
Project Manager/Manager	\$151.91	\$189.88
Real Estate & Privatization Consultant	\$130.21	\$162.76
Analyst	\$108.51	\$135.63
Contract Specialist	\$56.42	\$70.53
Administrative Assistant	\$30.38	\$37.98

	15-Nov-11	14-Nov-12
Option Year 3		
Labor Category	On-Site	Off-Site
Program Executive	\$222.44	\$278.05
Senior Advisor	\$213.54	\$266.92
Subject Matter Expert	\$213.54	\$266.92
Program Manager/Senior Manager	\$200.19	\$250.24
Senior RE & Privatization Consultant	\$177.95	\$222.44
Project Manager/Manager	\$155.71	\$194.63
Real Estate & Privatization Consultant	\$133.46	\$166.83
Analyst	\$111.22	\$139.02
Contract Specialist	\$57.83	\$72.29
Administrative Assistant	\$31.14	\$38.93

	15-Nov-12	14-Nov-13
	Option Year 4	
Labor Category	On-Site	Off-Site
Program Executive	\$228.00	\$285.00
Senior Advisor	\$218.88	\$273.60
Subject Matter Expert	\$218.88	\$273.60
Program Manager/Senior Manager	\$205.20	\$256.50
Senior RE & Privatization Consultant	\$182.40	\$228.00
Project Manager/Manager	\$159.60	\$199.50
Real Estate & Privatization Consultant	\$136.80	\$171.00
Analyst	\$114.00	\$142.50
Contract Specialist	\$59.28	\$74.10
Administrative Assistant	\$31.92	\$39.90

	15-Nov-13	14-Nov-14
	Option Year 5	
Labor Category	On-Site	Off-Site
Program Executive	\$233.70	\$292.12
Senior Advisor	\$224.35	\$280.44
Subject Matter Expert	\$224.35	\$280.44
Program Manager/Senior Manager	\$210.33	\$262.91
Senior RE & Privatization Consultant	\$186.96	\$233.70
Project Manager/Manager	\$163.59	\$204.48
Real Estate & Privatization Consultant	\$140.22	\$175.27
Analyst	\$116.85	\$146.06
Contract Specialist	\$60.76	\$75.95
Administrative Assistant	\$32.72	\$40.90

## Labor category descriptions

Descriptions for each category follow, including education, experience and professional certifications/licenses required. Personnel of The Metis Group are experienced professionals, working efficiently and effectively from the outset. We staff our teams to hit the ground running, with minimal learning curves.

### Program Executive

#### Qualifications

The position requires a minimum of fifteen (15) years experience in consulting, management and team leader positions.

Minimum education is a Bachelors degree in the areas of business, accounting or a related field or equivalent years of experience.

#### Description

Provides leadership and direction on a program-wide basis.

Responsible for oversight and integration of multiple project engagement/tasks, interfacing with senior leadership and assuring the quality of overall programs.

Serves as strategic advisor to senior program and project personnel, sets and monitors goals and outcomes and provides direction for on-going growth.

#### Knowledge

Requires strong background in business and management.

Up to date knowledge of the relevant industries and government programs and initiatives.

Must possess program management, financial, contract and client relationship skills.

### Senior Advisor

#### Qualifications

The position requires a minimum of ten (10) years experience in senior level consulting, project and program management and team leader positions.

Minimum education is a Bachelors degree in the areas of business marketing, finance or a related field or equivalent years of experience.

#### Description

Provides guidance to the engagement team in technical, contract and service areas.

Serves as strategic advisor to senior program and project personnel, sets and monitors goals and outcomes and provides direction for on-going growth.

#### Knowledge

Requires strong background in senior-level consulting, client service and project development/management.

Up to date knowledge of the specific industries and government programs and initiatives.

This individual shall have the background, experience and technical competence to provide necessary insights and guidance to a cross-functional team.

## Subject Matter Expert

### Qualifications

The position requires a minimum of ten years experience in a specific field with identified expertise in a related area.

Minimum education is a Bachelors degree or equivalent years of experience.

### Description

Provides direct industry expertise in the project area.

Responsible for technical direction and industry application within the area of expertise.

Serves as subject matter advisor to senior program and project personnel, providing industry-based and topic-specific insights to the project and to the client.

### Knowledge

Individual shall have the background, experience and technical competence to advise the project team in technical areas. The individual shall possess technical and practical experience relative to the project. Requires recognized industry or professional expertise in a specific topic.

Up to date knowledge of the specific industries and government programs and initiatives.

Must possess the ability to transfer industry knowledge and applications to the client-specific initiative.

## Program Manager/Senior Manager

### Qualifications

The position requires a minimum of ten years experience in a specific field with identified expertise in a related area.

Minimum education is a Bachelors degree or equivalent years of experience.

### Description

Provides leadership and direction on a program-wide basis.

This individual shall have the background, experience and technical competence to perform program and project oversight, guidance and monitoring.

The individual shall possess program management, financial and client relationship skills. Provides leadership and direction on a program-wide basis.

Responsible for the implementation and successful completion of a project, program, engagement or task.

Responsible for daily and overall management of the team and development of junior personnel.

Responsible for client satisfaction and quality assurance.

### Knowledge

Requires strong background in business and management, with specific experience in managing multi-disciplinary teams of professionals.

Up to date knowledge of the specific industries and government programs and initiatives.

Must possess program management, financial, contract and client relationship skills.

---

## Senior Consultant

---

**Qualifications**

The position requires a minimum of five years experience in real estate, marketing or management consulting.

Minimum education is a Bachelors degree in the area of business, economics, marketing or a related field or equivalent years of experience.

**Description**

Provides the expertise in real estate, marketing or management consulting.

The individual shall possess a solid foundation in the specialty service area.

**Knowledge**

Requires strong background in industry principles and practices and contacts within the relevant industry.

Possesses knowledge of one or more areas of real estate, marketing or transportation.

Knowledgeable about the real estate or the marketing industry or management consulting practices.

Must possess client relationship skills.

Must be able to train and mentor less experienced personnel.

---

---

## Project Manager/Manager

---

**Qualifications**

The position requires a minimum of five years experience in consulting, management and team leader positions.

Minimum education is a Bachelors degree in the areas of business, marketing, accounting or a related field or equivalent years of experience.

**Description**

Provides leadership and direction on a project-wide basis.

This individual shall have the background, experience and technical competence to perform project oversight, guidance and monitoring.

The individual shall possess project management, financial and client relationship skills. Provides leadership and direction on a project-wide basis.

Responsible for the implementation and successful completion of a project or task.

Responsible for daily management of the team and development of junior personnel.

Responsible for client satisfaction and quality assurance.

**Knowledge**

Requires strong background in business and management, with specific experience in managing multi-disciplinary teams of professionals.

Up to date knowledge of the real estate and/or marketing and/or transportation industries and government programs/initiatives.

Must possess program management, financial, contract and client relationship skills.

---

## Consultant (real estate, marketing and management)

### Qualifications

The position requires up to two years of experience in consulting, real estate, finance, economics, privatization or other business positions or equivalent experience.

Minimum education is a Bachelors degree in the areas of business, accounting, economics or a related field or equivalent years of experience.

### Description

Provides data and initial analysis necessary to support conclusions and recommendations for real estate, marketing and/or transportation consulting projects.

Responsible for accuracy and completeness of his/her own work product; drafting initial documents; and other assistance toward the completion of the project.

Develop market data, financial projections, best practices and review existing data.

### Knowledge

Requires strong analytical and research skills.

Working knowledge of real estate, capital markets or economics.

Must possess basic presentation and client interaction skills, developing to client relationship skills.

## Analyst

### Qualifications

The position requires a minimum of one year of experience in consulting, data collection or other business field.

Minimum education is a Bachelors degree in the areas of business, accounting or a related field or equivalent years of experience.

### Description

Provides preliminary data collection and compilation to support the project analysis.

The analyst shall work under the direction of senior personnel on the team to complete specific tasks in a timely and correct manner.

### Knowledge

The individual shall possess a basic understanding of the technical requirements of the project and shall possess basic consulting skills.

Requires analytical skills and attentiveness to detail.

Must possess strong written and verbal communication skills.

---

## Contract Specialist

---

**Qualifications**

The position requires a minimum of five years experience in the area of government procurements, including but not limited to purchasing, solicitation development, source selection, coordination of resources, financial oversight and contractor monitoring.

The individual may possess experience in negotiations and program management.

Minimum education is a Bachelors degree in the areas of business, accounting or a related field or equivalent years of experience.

---

**Description**

Provides contracting support and monitoring of burn rate, fees and requirements.

Responsible for the oversight and contract compliance and reporting requirements for Federal contracts.

This individual shall have the background, experience and technical competence to perform government contracting services.

---

**Knowledge**

Requires background in government contracting and knowledge of Federal government requirements.

Up to date knowledge of the Federal Acquisition Requirements (F.A.R.) and other contracting requirements.

Must possess program monitoring, financial analysis and compliance monitoring abilities.

---

---

## Administrative Assistant

---

**Qualifications**

The position requires a minimum of one year of experience in the area of support services, including but not limited to word processing, billing and invoicing, file maintenance, desktop publishing and presentations and communications.

Minimum education is an Associate degree in the areas of business or a related field or equivalent years of experience.

---

**Description**

Provides clerical and administrative support to the project team.

---

**Knowledge**

Requires strong communication skills, both written and verbal.

Up to date knowledge of business software applications.

Must possess capabilities with numbers and math.

---