



**GENERAL SERVICES ADMINISTRATION  
FEDERAL ACQUISITION 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: <http://www.gsaadvantage.gov>*

**General Services Administration  
Federal Supply Service  
Mission Oriented Business Integrated Services (MOBIS) Contract,  
Schedule 874**

**CONTRACT NUMBER:  
GS-10F- 0099V**

**PERIOD COVERED BY CONTRACT:  
MARCH 5, 2009 THROUGH MARCH 4, 2014**

**Systems Made Simple, Inc.  
149 Northern Concourse  
Syracuse, NY 13212-6000  
(P): 315-455-3200  
(F): 315-455-3120  
[www.systemsmadesimple.com](http://www.systemsmadesimple.com)**

General Services Administration  
Management Services Center Acquisition Division  
Supplement # \_\_\_\_\_, dated \_\_\_\_\_

**Business Size: Large  
DUNS: 78-304-4597**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

## **GSA AWARDED TERMS AND CONDITIONS**

### **Systems Made Simple, Inc.**

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price (s).

**SIN 874-1/874-1RC: CONSULTING SERVICES**

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

**Not Applicable**

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

**Please refer to Attachment A**

2. MAXIMUM ORDER:

**\$1,000,000.00**

3. MINIMUM ORDER:

**\$300.00**

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

**48 Contiguous States and the District of Columbia.**

5. Point(s) of production (city, county, and State or foreign country).

**Systems Made Simple, Inc.**

**149 Northern Concourse**

**Syracuse, NY 13212-6000**

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6. Discount from list prices or statement of net price.

**GSA Net pricing shown in pricing tables provided – See ATTACHMENT A**

7. QUANTITY DISCOUNTS.

**Not Applicable**

8. PROMPT PAYMENT TERMS:

**0%, Net 30 Days**

- 9a. Government purchase cards **are accepted** at or below the micro-purchase threshold.
- 9b. Government purchase cards **are not accepted** above the micro-purchase threshold.
10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):  
**None**
- 11a. TIME OF DELIVERY:  
**Specified on task order**
- 11b. EXPEDITED DELIVERY:  
**Please contact Systems Made Simple, Inc. for expedited delivery**
- 11c. OVERNIGHT AND 2-DAY DELIVERY:  
**Please contact Systems Made Simple, Inc. for overnight and 2- day delivery**
- 11d. URGENT REQUIREMENTS:  
**Please contact Systems Made Simple, Inc. for urgent requirements**
12. F.O.B. POINT(S):  
**Destination**
- 13a. ORDERING ADDRESS:  
**Systems Made Simple, Inc.  
149 Northern Concourse  
Syracuse, NY 13212-6000  
(P): 315-455-3200  
(F): 315-455-3120**
- 13b. 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 [fss.gsa.gov/schedules](https://fss.gsa.gov/schedules).
14. PAYMENT ADDRESS.  
**Systems Made Simple, Inc.  
149 Northern Concourse  
Syracuse, NY 13212-6000  
(P): 315-455-3200  
(F): 315-455-3120**

15. WARRANTY PROVISION.  
**Not Applicable**
16. EXPORT PACKING CHARGES, IF APPLICABLE.  
**Not Applicable**
17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL).  
**Not accepted 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**
- 20a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE).  
**Not Applicable**
- 20b. 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/](http://www.Section508.gov/).

**Not Applicable**

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER.

**78-304-4597**

26. Notification regarding registration in Central Contractor Registration (CCR) database.

**CAGE CODE #1U3R1, registration valid through January 9, 2010**

27. UNCOMPENSATED OVERTIME (INDICATE IF USED):

**Systems Made Simple, Inc. does not offer overtime compensation to its full time employees.**

**ATTACHMENT A**  
**SYSTEMS MADE SIMPLE, INC.**  
**LABOR CATEGORY DESCRIPTIONS AND HOURLY RATES**  
**(SIN 874-1/874-1RC)**

<b>SIN</b>	<b>Labor Category</b>	<b>GSA Hourly Rate w/IFF</b>
874-1	Subject Matter Expert – L1	\$119.05
874-1	Subject Matter Expert – L2	\$153.55
874-1	Subject Matter Expert – L3	\$220.23
874-1	Administrative Assistant – L1	\$55.26

**SINS 874-1/874-1RC (CONSULTING SERVICES)**

<b>LABOR CATEGORY</b>	<b>GSA HOURLY RATE W/ IFF</b>
<p><b>Subject Matter Expert Level 1</b></p> <p><b>Education/Experience:</b> 4 years of experience in relevant business processes. Relevant experience includes of knowledge in business process improvement methodologies and implementation.</p> <p><b>Description of Qualifications:</b> A Subject Matter Expert understands a business process or area well enough to answer in-depth questions from other team members in a specific subject area. Responsible for participating in a management consulting engagement, including facilitation, analysis, modeling, process improvement, best practice definition and implementation, project management, systems engineering, methodology development and deployment, process re-engineering, change management, organizational development, advanced analysis, and modeling capabilities. SME's work to help define a technology system or to automate or streamline a specific business process. Acting in an advisory role, this position provides input and support to customers and staff members on a specific project. The SME is responsible for maintaining up-to-date expertise in a specific subject area in order to participate in developing and evaluating business processes and program deliverables for consistency with defined objectives. SMEs recommend changes and participate in discussion of the depth and breadth of topic coverage in particular programs. Conducting research, program audits and evaluations; performing financial management activities related to improvement efforts, interpreting results and making recommendations for next steps.</p> <p><b>Educational Requirements:</b> B.S/B.A. degree in a relevant discipline</p>	<p><b>\$119.05</b></p>

LABOR CATEGORY	GSA HOURLY RATE W/ IFF
<p><b>Subject Matter Expert Level 2</b></p> <p><b>Education/Experience:</b> 8 years of experience in relevant experience. Relevant experience includes expert level of knowledge in business process improvement methodologies and implementation.</p> <p><b>Description of Qualifications:</b>  A Subject Matter Expert understands a business process or area well enough to guide the activities of other team members in a specific subject area. Responsible for managing a management consulting engagement, serving as the primary liaison between the firm and the client (contracting agent) including facilitation, analysis, modeling, process improvement, best practice definition and implementation, project management, systems engineering, methodology development and deployment, process re-engineering, change management, organizational development, advanced analysis, and modeling capabilities. SME's generally work to help define a technology system or to automate or streamline a specific business process. Acting in an expert advisory role, this position provides input and support to customers and staff members on a specific project. The SME is responsible for maintaining up-to-date expertise in a specific subject area in order to participate in developing and evaluating business processes and program deliverables for consistency with defined objectives. SMEs recommend changes and participate in discussion of the depth and breadth of topic coverage in particular programs. Conducting research, program audits and evaluations; performing financial management activities related to improvement efforts, interpreting results and making recommendations for next steps.</p> <p>SME-L2 provides management guidance to other SME's on the project team within their area of expertise and is responsible to gather the necessary resources to accomplish the mission of the project if they are the ranking level deployed on a project.</p> <p><b>Educational Requirements:</b> B.S/B.A. degree in a relevant discipline</p>	<p>\$153.55</p>

LABOR CATEGORY	GSA HOURLY RATE W/ IFF
<p><b>Subject Matter Expert Level 3</b></p> <p><b>Education/Experience:</b> 12 years of relevant business experience in a specialized field. Relevant experience includes expert level of knowledge in business process improvement methodologies and implementation.</p> <p><b>Description of Qualifications:</b> A Subject Matter Expert understands a business process or area well enough to guide the activities of other team members in a specific subject area. Responsible for managing a management consulting engagement, serving as the primary liaison between the firm and the client (contracting agent) including facilitation, analysis, modeling, process improvement, best practice definition and implementation, project management, systems engineering, methodology development and deployment, process re-engineering, change management, organizational development, advanced analysis, and modeling capabilities. SME's generally work to help define a technology system or to automate or streamline a specific business process. Acting in an expert advisory role, this position provides input and support to customers and staff members on a specific project. The SME is responsible for maintaining up-to-date expertise in a specific subject area in order to participate in developing and evaluating business processes and program deliverables for consistency with defined objectives. SMEs recommend changes and participate in discussion of the depth and breadth of topic coverage in particular programs. Conducting research, program audits and evaluations; performing financial management activities related to improvement efforts, interpreting results and making recommendations for next steps.</p> <p>SME-L3 assumes ultimate management responsibility for the project team within their area of expertise and is responsible to gather the necessary resources to accomplish the mission of the project if they are the ranking level deployed on a project. Further, SME-L3 is responsible to insure that QA/QC procedures are implemented and followed throughout their respective area of responsibility.</p> <p><b>Educational Requirements:</b> B.S/B.A. degree in a relevant discipline</p>	<p>\$220.23</p>

LABOR CATEGORY	GSA HOURLY RATE W/ IFF
<p><b>Administrative Assistant Level 1</b></p> <p><b>Education/Experience:</b> 4 years of experience in relevant experience.</p> <p><b>Description of Qualifications:</b>  Performs administrative duties for management team. Responsibilities may include screening calls, making travel and meeting arrangements, preparing reports and financial data, training and supervising other support staff, and customer relations. Requires strong computer and internet research skills. Also calls for flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.</p> <p><b>Educational Requirements:</b> Associates degree in a relevant discipline</p>	<p>\$55.26</p>