
Federal Supply Service
Authorized Federal Supply Schedule Pricelist

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order system are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:
<http://www.fss.gsa.gov>.

MISSION ORIENTED BUSINESS
INTEGRATED SERVICES (MOBIS)

Special Item No: 874-1, 874-1RC

(Prices Shown Herein are Net [Discount Deducted])



STG, Inc.

12011 Sunset Hills Road, SUITE 1200
RESTON, VIRGINIA 20190

Telephone: (703) 691-2480 • Fax: (703) 691-1054
E-mail: MOBIS@stginc.com

Contract Number: **GS-10F-0106K**

Period Covered by Contract: 02/01/10 to 01/31/15

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



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INFORMATION FOR ORDERING OFFICES

1. SERVICES AVAILABLE ON THIS PRICELIST

This Pricelist offers MOBIS Services at hourly labor rates. See page 23 for the available labor categories and labor rates.

WHAT IS MOBIS?

MOBIS, Mission Oriented Business Integrated Services, is a multi-year contract issued to STG by the General Services Administration (GSA). The MOBIS contracting vehicle can be used by Federal agencies to acquire consultation, facilitation services, surveys, training, and other support services from STG's staff of management specialists.

MOBIS offers the flexibility of a broad range of support services, allowing government agencies to obtain services of STG to meet their unique business needs. This vehicle enables agencies to obtain quick access to STG's high quality business consultants and specialized expertise so they can improve their enterprises going into the next millennium.

STG's services available under MOBIS include process assessment, systems improvements, business process reengineering, change management, strategic and business planning, facilitation services and meeting support. Other work areas include business and market surveys, analysis of survey data and statistics, preparation and delivery of support products, and training in business processes, quality, and knowledge management.

PROFESSIONAL SERVICES OFFERED UNDER MOBIS

STG offers a full range of Mission Oriented Business Integrated Services under this contract vehicle. STG's Creative Business Solutions Strategy offers a three phased, customer-focused, solutions-driven approach to improved planning and business performance. It encompasses the complete life cycle of process and systems analysis (Phase 1), design (Phase 2), and implementation (Phase 3) activities. It is punctuated at the beginning and other critical points with the strategic and tactical planning required ensuring project success, regardless of scope. STG is knowledgeable of congressionally mandated programs for improving performance. It uses a variety of data gathering techniques, including individual and group interviews/sessions in both groupware and non-groupware-enabled environments, to accurately and quickly capture essential information and build the required consensus and support needed to make a strategic, business or action plan successful.

Government agencies can take advantage of any one or all services offered by STG's business consulting practices under the various Special Item Number (SIN) areas of work described below.



SIN 874-1, SIN 874-1RC – Consulting Services

STG can provide expert advice, assistance, and guidance in supporting agencies' mission oriented business integrated efforts. Typical services include:

- * Strategic, Business and Action Planning
- * Business Process Reengineering
- * High Performance Work
- * Knowledge Management/Knowledge Discovery
- * Process and Productivity Improvement
- * Program Audits and Evaluations
- * Systems Alignment
- * Work Flow
- * Business Intelligence
- * Data Warehousing and Data Mining
- * Organizational Assessments
- * Change Management

STG's success is a direct result of building upon two precious assets—staff and reputation. The interests, experience, and entrepreneurial spirit of our staff, combined with strong management and technical support capabilities, allow us to respond to clients' evolving business needs. Our integrated application of “state of the art” methods, tools, customized solutions and qualified personnel produce significant improvements in organizational performance.



Additional questions about STG's services offered under the MOBIS schedule can be directed to:

STG, Inc.
Attn: Karen Padmore, Director of Contracts
12011 Sunset Hills Road, Suite 1200
Reston, Virginia 20190
Telephone: (703) 691-2480 x1351
Fax: (703) 636-1054
E-mail: karen.padmore@stginc.com

2. MAXIMUM ORDER

The Contractor is not obligated to honor any order for a combination of items in excess of:
SIN 874-1 Consultant Services \$1,000,000

Notwithstanding the above, the Contractor shall honor any order exceeding the maximum order unless that order (or orders) is returned to the ordering office within 5 workdays after receipt, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

3. MINIMUM ORDER

The minimum dollar value of orders is \$100.

4. GEOGRAPHIC SCOPE OF CONTRACT

This contract may be used as sources of supplies or services described herein for domestic and/or overseas delivery.

Definitions—

Domestic delivery is delivery within the 48 contiguous United States and Washington, DC; and to a CONUS port or consolidation point for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous United States, and Washington, DC.

This contract may be used on a non-mandatory basis by the following activities: Executive agencies; other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to the Contracting Officer.)



- (1) The Contractor is obligated to accept orders received from activities within the Executive Branch of the Federal Government.
- (2) The Contractor is not obligated to accept orders received from activities outside the Executive Branch of the Federal Government; however, the Contractor is encouraged to accept orders from such Federal activities.

5. POINT OF PRODUCTION

All services provided under this contract will be originated at the STG headquarters facility in Reston, Virginia.

6. DISCOUNT FROM LIST PRICES

Prices shown are NET Prices; Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS

None.

8. PROMPT PAYMENT TERMS

Prompt Payment: net - 30 days from receipt of invoice or date of acceptance, whichever is later.

9. GOVERNMENT PURCHASE CARDS

Purchase card orders below the micropurchase threshold (currently \$3,000) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.

Purchase card orders exceeding the micropurchase threshold will also be accepted, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under Schedule contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.

10. FOREIGN ITEMS

None.



11.a. TIME OF DELIVERY

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
SIN 874-1 Consultant Services	To be negotiated

11.b.

Items available for expedited delivery are noted in this pricelist.

11.c. OVERNIGHT AND 2-DAY DELIVERY

Not applicable.

11.d. URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. POINTS

F.O.B. Destination -- to destinations within the 48 contiguous States and the District of Columbia.

F.O.B. Origin -- to destinations in Alaska, Hawaii, the commonwealth of Puerto Rico, and all other overseas locations.

13. ORDERING ADDRESS

Orders should be directed to:

STG, Inc.
 Attn: Karen Padmore, Director of Contracts
 12011 Sunset Hills Road, Suite 1200
 Reston, Virginia 20190
 Telephone: (703) 691-2480 x1351
 Fax: (703) 636-1054
 E-mail: karen.padmore@stginc.com



14. PAYMENT ADDRESS

Payment may be made by check, wire transfer, or Government purchase card.

Address checks to:

STG, Inc.
Attn: Accounting
12011 Sunset Hills Road, Suite 1200
Reston, Virginia 20190

Address wire transfers to:

STG, Inc.
(provided on a task order basis)

For payment by Government Purchase Card:

Contact Ryan Cook at (703) 691-2480 for assistance.

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties and representations include:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. EXPORT PACKING CHARGES

Not applicable.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the Government purchase card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the Contractor and the customer; therefore, contractors are encouraged to accept payment by the Government purchase card for all orders. If the Contractor is unwilling to accept payment by the Government purchase card for a delivery order, the Contractor must so advise the ordering agency within 24 hours of receipt of order.



The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the Contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

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.

20.a. 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. PREVENTATIVE MAINTENANCE

Not applicable.

24. ENVIRONMENTAL ATTRIBUTES

Not applicable.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

STG's DUNS number is 78-041-4652.

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE

DOD will require Contractors to register as trading partners to do business with the Government. This policy can be reviewed via the INTERNET at <http://acq.osd.mil/ec/nwsltr.html>.



To do EDI with the Government, Contractors must register as a trading partner. Contractors will provide regular business information, banking information, and EDI capabilities to all agencies in this single registration. A central repository of all trading partners, **called the Central Contractor Registration (CCR)**, has been developed. All Government procuring offices and other interested parties will have access to this central repository. The database is structured to identify the types of data elements which are public information and those which are confidential and not releasable.

27. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.



PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall—

I. Prepare a Request for Quotes:

A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor-hour and time-and-materials orders.

C. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.



D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

II. Transmit the Request for Quotes to Contractors:

A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

B. The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

III. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the



Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(i) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

IV. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

V. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

VI. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

ORDERS

a. Agencies may use written orders, EDI orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.

c. The Contractor guarantees the satisfactory completion of the IT Services performed under the task order and that all contract personnel utilized in the performance of IT/EC services under the task order shall have the education, experience, and expertise as stated in the task order.



d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for security consulting services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.



DESCRIPTION OF LABOR CATEGORIES AND PRICING

1. Labor Categories

874-1, 874-1RC Consulting Services

Commercial Job Title: Executive Management Consultant
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 20 years providing direction to organizations on multiple complex issues and projects including 15 years of direct management experience in multidisciplinary organizations. Held consulting or leadership positions in major private or public organizations in the areas of Business Management.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1a

Commercial Job Title: Senior Principal Management Consultant II
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 18 years providing direction to organizations on multiple complex issues and projects including 13 years of direct management experience in multidisciplinary organizations. Demonstrated leadership of consulting engagements in the areas of Business Management.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1b



Commercial Job Title: Senior Principal Management Consultant I
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 15 years providing direction to organizations on multiple complex issues and projects including 10 years of direct management experience in multidisciplinary organizations. Demonstrated leadership of consulting engagements in the areas of Business Management.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1c

Commercial Job Title: Principal Management Consultant I
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 12 years providing direction to organizations on multiple complex issues and projects including 8 years of direct management experience in multidisciplinary organizations. Specialist in at least one functional area of Business Management Consulting.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1d

Commercial Job Title: Principal Management Consultant
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 10 years providing direction to organizations on multiple complex issues and projects including 8 years of direct management experience in multidisciplinary organizations. Specialist in at least one functional area of Business Management Consulting.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1e



Commercial Job Title:	Senior Management Consultant
Education:	MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience:	10 years providing direction to organizations on multiple complex issues and projects including 7 years of direct management experience in multidisciplinary organizations. Specialist in at least one functional area of Business Management Consulting.
Functional Responsibility:	<ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1f	

Commercial Job Title:	Subject Matter Expert IV
Education:	MBA or equivalent.
Minimum/General Experience:	Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. The Subject Matter Expert IV is typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field.
Functional Responsibility:	<ul style="list-style-type: none">◆ Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions;◆ Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; and◆ Provide specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.
CLIN: 874-1g	

Commercial Job Title:	Management Consultant
Education:	Bachelors Degree
Minimum/General Experience:	10 years providing direction to organizations on multiple complex issues and projects including 7 years of direct management experience in multidisciplinary organizations. Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations.
Functional Responsibility:	<ul style="list-style-type: none">◆ 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; and◆ Directs the activities of more junior Management Consultants or other staff as necessary.
CLIN: 874-1h	



Commercial Job Title: Subject Matter Expert III
Education: Bachelors Degree
Minimum/General Experience: Expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas.
Functional Responsibility: <ul style="list-style-type: none">◆ Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions;◆ Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts; and◆ Provide specific expertise in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.
CLIN: 874-1i

Commercial Job Title: Associate Management Consultant
Education: Bachelors Degree
Minimum/General Experience: 7 years providing direction to organizations on multiple complex issues and projects including 5 years of direct management experience in multidisciplinary organizations. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations.
Functional Responsibility: <ul style="list-style-type: none">◆ 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; and◆ Directs the activities of other staff as necessary.
CLIN: 874-1j

Commercial Job Title: Subject Matter Expert II
Education: Bachelors Degree
Minimum/General Experience: 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.
Functional Responsibility: <ul style="list-style-type: none">◆ 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; and◆ Directs the activities of other staff as necessary on activities related to the specified field or discipline.
CLIN: 874-1k



Commercial Job Title: Subject Matter Expert I
Education: Bachelors Degree
Minimum/General Experience: Possesses knowledge in designated field or discipline.
Functional Responsibility: <ul style="list-style-type: none">◆ 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; and◆ Works closely with senior Subject Matter Experts or Management Consultants.
CLIN: 874-1I

Commercial Job Title: Senior Consulting Staff
Education: High school diploma or equivalent
Minimum/General Experience: 5 years of experience performing consulting task support.
Functional Responsibility: <ul style="list-style-type: none">◆ Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives; and◆ Directs the activities of other staff as necessary on activities related to the specified field or discipline.
CLIN: 874-1m

Commercial Job Title: Junior Consulting Staff
Education: High school diploma or equivalent
Minimum/General Experience: 2 years of experience performing consulting task support.
Functional Responsibility: <ul style="list-style-type: none">◆ Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives; and◆ Works closely with senior Consulting Staff.
CLIN: 874-1n



Commercial Job Title: Executive Management Facilitation Consultant
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 20 years providing direction to organizations on multiple complex issues and projects including 15 years of direct management facilitation experience in multidisciplinary organizations. Held consulting or leadership positions in major private or public organizations in the areas of Management Facilitation.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1o

Commercial Job Title: Principal Management Facilitation Consultant
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 12 years providing direction to organizations on multiple complex issues and projects including 8 years of direct management facilitation experience in multidisciplinary organizations. Specialist in at least one functional area of Management Facilitation.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1p

Commercial Job Title: Senior BPR Specialist
Education: Master's degree in computer science, information systems, engineering, business, or other related discipline.
Minimum/General Experience: 7 years in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, data conversion implementation, and document preparation including 4 years in business process reengineering analysis.
Functional Responsibility: <ul style="list-style-type: none">◆ Applies business process reengineering tools to improve business practices, data flow, organizational structure, and technology throughout an organization;◆ Meets regularly with client's BPR team; and◆ Makes oral and written recommendations explaining costs, scheduling, responsibilities, and resources involved in implementing organizational changes.
CLIN: 874-1q



Commercial Job Title: BPR Specialist
Education: Bachelor's degree in computer science, information systems, engineering, business, or other related discipline.
Minimum/General Experience: 7 years in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, data conversion implementation, and document preparation including 2 years in business process reengineering analysis.
Functional Responsibility: <ul style="list-style-type: none">◆ Applies business process reengineering tools to improve business practices, data flow, organizational structure, and technology throughout an organization;◆ Meets regularly with client's BPR team; and◆ Makes oral and written recommendations explaining costs, scheduling, responsibilities, and resources involved in implementing organizational changes.
CLIN: 874-1r

Commercial Job Title: Senior Facilitator
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.
Minimum/General Experience: 15 years including 6 years facilitating work group and team processes.
Functional Responsibility: <ul style="list-style-type: none">◆ Designs scope of facilitation process, identifying level of effort required, participants, key stakeholders, and decision points;◆ Diagnoses and analyzes organizational problems, often through focus or workshop groups;◆ Ensures that session minutes, conclusions, and decisions are documented and distributed; and◆ Engages in team building, coaching, leadership development, and consensus building.
CLIN: 874-1s

Commercial Job Title: Facilitator
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.
Minimum/General Experience: 10 years including 4 years facilitating work group and team processes.
Functional Responsibility: <ul style="list-style-type: none">◆ Designs scope of facilitation process, identifying level of effort required, participants, key stakeholders, and decision points;◆ Diagnoses and analyzes organizational problems, often through focus or workshop groups;◆ Ensures that session minutes, conclusions, and decisions are documented and distributed; and◆ Engages in team building, coaching, leadership development, and consensus building.
CLIN: 874-1t



Commercial Job Title: Junior Facilitator
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.
Minimum/General Experience: 5 years including 2 years facilitating work group and team processes.
Functional Responsibility: <ul style="list-style-type: none">◆ Diagnoses and analyzes organizational problems, often through focus or workshop groups;◆ Ensures that session minutes, conclusions, and decisions are documented and distributed; and◆ Engages in team building, coaching, leadership development, and consensus building.
CLIN: 874-1u

Commercial Job Title: Co-Facilitator / Technographer
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.
Minimum/General Experience: 3 years including 1 year facilitating work group and team processes.
Functional Responsibility: <ul style="list-style-type: none">◆ Diagnoses and analyzes organizational problems, often through focus or workshop groups;◆ Ensures that session minutes, conclusions, and decisions are documented and distributed; and◆ Engages in team building, coaching, leadership development, and consensus building.
CLIN: 874-1v

Commercial Job Title: Senior Facilitation Staff
Education: High school diploma or equivalent
Minimum/General Experience: 3 years including 1 year facilitating work group and team processes.
Functional Responsibility: <ul style="list-style-type: none">◆ Diagnoses and analyzes organizational problems, often through focus or workshop groups;◆ Ensures that session minutes, conclusions, and decisions are documented and distributed; and◆ Engages in team building, coaching, leadership development, and consensus building.◆ Works closely with senior Facilitating staff.
CLIN: 874-1w

Commercial Job Title: Industry Survey Subject Matter Expert
Education: Ph.D. or equivalent in one of the social sciences
Minimum/General Experience: Strong conceptual and analytic skills and experience with varied statistical analysis approaches. Excellent public speaking skills with experience in videoconferencing and teleconferencing as well as more traditional presentations.
Functional Responsibility: <ul style="list-style-type: none">◆ Works productively in interdisciplinary research teams with other social scientists; and◆ Writes effectively for diverse audiences including policy-makers, government program managers, academics, the media, and the general public.
CLIN: 874-1x



Commercial Job Title: Senior Management Survey Consultant
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 15 years providing direction to organizations on multiple complex issues and projects including 10 years of direct management survey consulting experience in multidisciplinary organizations. Demonstrated leadership of consulting engagements in the areas of Management Survey.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1y

Commercial Job Title: Management Survey Consultant
Education: MBA or other graduate degrees. Some hold PhD qualifications in economics, finance, organizational development, or other business-related specialties.
Minimum/General Experience: 10 years providing direction to organizations on multiple complex issues and projects including 7 years of direct management survey consulting experience in multidisciplinary organizations. Specialist in at least one functional area of Management Survey Consulting.
Functional Responsibility: <ul style="list-style-type: none">◆ Works with customers to analyze and evaluate all aspects of management requirements;◆ Applies a broad knowledge of management theories and disciplines to varying organizations of all sizes; and◆ Participates in organizational, strategic planning and analysis, change management, information systems, or program development.
CLIN: 874-1z

Commercial Job Title: Survey Operations (field, data services)
Education: Bachelor's degree in psychology, behavioral sciences, or other related discipline.
Minimum/General Experience: Minimum of 5 years of experience in survey research operations, at least 2 years as a survey research operations manager in a facility with computer-assisted telephone interviewing (CATI) capabilities.
Functional Responsibility: <ul style="list-style-type: none">◆ Anticipates staffing needs, hiring and training staff who provide high-quality data collection work in telephone interviewing, mailing, and data processing;◆ Develops and implements telephone survey operations procedures, including tracking the start-up of new projects, scheduling, anticipated staffing needs, assigning data collection staff to projects, and quality control measures;◆ Identifies and implements methods to improve our ability to recruit more good interviewers, develop systems to motivate interviewers and reward good performance, and retain our best interviewers longer;◆ Keeps interviewer training methods up with the state-of-the-art in the survey research industry; and◆ Develops procedures to keep project managers, technical staff, and clients fully up-to-date on progress, performance, and deliverables for survey research projects.
CLIN: 874-1aa



Commercial Job Title: Survey Data Analyst
Education: Bachelor's degree in statistics, mathematics, or a behavioral science.
Minimum/General Experience: 3 of business management experience including four years conducting progressively more complex statistical analyses and business assessments using survey processes.
Functional Responsibility: <ul style="list-style-type: none">◆ Prepares survey sampling frames, designs, constructs, and monitors the execution of sampling plans;◆ Administers questionnaires, summarizes findings;◆ Performs statistical analysis employing statistical analysis software systems;◆ Documents results in graphical and textual formats; and◆ Presents findings in formal settings and to management groups.
CLIN: 874-1ab

Commercial Job Title: Senior Survey Staff
Education: Bachelor's degree. 3 years of additional, directly relevant work experience (over and above the minimum experience requirements for this position) may be substituted for the Bachelor's degree.
Minimum/General Experience: 3 years of experience in survey and data collection activities.
Functional Responsibility: <ul style="list-style-type: none">◆ Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results; and◆ Prepares summaries of findings.
CLIN: 874-1ac

Commercial Job Title: Junior Survey Staff
Education: High School diploma.
Minimum/General Experience: 2 year of experience in survey and data collection activities.
Functional Responsibility: <ul style="list-style-type: none">◆ Assists statistics, data collection, and research staff in developing and administering surveys, analyzing results; and◆ Prepares summaries of findings.
CLIN: 874-1ad



2. PRICE LISTS

The price list effective February 1, 2010 and is presented on the following pages and includes the .75% GSA IFF. Subsequent years' prices will be negotiated with the MOBIS Contracting Officer based on the yearly Economic Price Adjustment (I-FSS-969)

Business Process and Information Services Schedule Price List		
Line Item	Description	Client Site
874-1, 874-1RC	CONSULTING SERVICES	
874-1a	Executive Management Consultant	\$219.18
874-1b	Senior Principal Management Consultant II	198.63
874-1c	Senior Principal Management Consultant I	171.96
874-1d	Principal Management Consultant I	152.38
874-1e	Principal Management Consultant	136.99
874-1f	Senior Management Consultant	127.35
874-1g	Subject Matter Expert IV	116.65
874-1h	Management Consultant	105.94
874-1i	Subject Matter Expert III	96.44
874-1j	Associate Management Consultant.	86.94
874-1k	Subject Matter Expert II	76.84
874-1l	Subject Matter Expert I	66.75
874-1m	Senior Consulting Staff	55.76
874-1n	Junior Consulting Staff	40.20
874-1o	Executive Management Facilitation Consultant	219.18
874-1p	Principal Management Facilitation Consultant	136.99
874-1q	Senior BPR Specialist	123.05
874-1r	BPR Specialist	113.59
874-1s	Senior Facilitator	114.07
874-1t	Facilitator	102.52
874-1u	Junior Facilitator	89.88
874-1v	Co-Facilitator / Technographer	76.05
874-1w	Senior Facilitation Staff	55.76
874-1x	Industry Survey Subject Matter Expert	344.03
874-1y	Senior Management Survey Consultant	172.02
874-1z	Management Survey Consultant	122.87
874-1aa	Survey Operations (field, data services)	88.47
874-1ab	Survey Data Analyst	58.97
874-1ac	Senior Survey Staff	49.89
874-1ad	Junior Survey Staff	35.97



Note: All non-professional services are incidental to and in direct support of the proposed professional services.

Note: STG is participating in the Disaster Recovery Purchasing program. Section 833 of the John Warner National Defense Authorization Act (Public Law 109-364) amends 40 U.S.C. 502 to authorize the Administrator of General Services to provide State and local governments use of certain Federal Supply Schedules of the GSA for purchase of products and services to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack. Use of Federal supply schedules by State and local governments is voluntary.

Note: Prices for the SCA labor categories meet or exceed those in Wage Determination No. 05-2103 Revision 8 dated 05/26/2009.

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Senior Consulting Staff	Administrative Assistant - 01020	05-2103
Junior Consulting Staff	Secretary II - 01312	05-2103
Senior Facilitation Staff	Administrative Assistant - 01020	05-2103
Junior Survey Staff	Survey Worker - 01420	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.



(GSA/FSS-Suggested BPA Format)

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and **STG** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

AGENCY

DATE

CONTRACTOR

DATE



BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be_____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on_____or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:



- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.