

**U.S. General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Management Organizational, and  
Business Improvement Services (MOBIS)**

**ALON**

**Contract No. GS-10F-0125T**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).*

**Contract Period: 02/05/2007 to 02/04/2012**

**Business Size: 8(a), small, woman-owned**

**ALON, Inc.  
6800 Versar Center, Suite 303  
Springfield, VA 22151  
(703)256-9503 Fax (703)256-9507  
[www.aloninc.com](http://www.aloninc.com)**

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 GSA Advantage! is: [GSAAAdvantage.gov](http://GSAAAdvantage.gov).

**CUSTOMER INFORMATION****1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).**SIN 874-1: Consulting Services

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

SIN 874-7: Program Integration and Project Management Services

Contractors shall provide management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

**1b. Pricelist:** See Price List.

**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.**

See Labor Category Section.

**2. Maximum order.** \$1,000,000.00

**3. Minimum order.** \$300.00

**4. Geographic coverage (delivery area).** Domestic only.

**5. Point(s) of production (city, county, and State or foreign country).** Same as company address.

**6. Discount from list prices or statement of net price.** Government net prices (discounts already deducted). See attachment.

**7. Quantity discounts.** None offered.

**8. Prompt payment terms.** Net 30 days.

**9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Contact ALON.

**10. Foreign items (list items by country of origin).** None.

**11a. Time of delivery.** Specified on the task order.

**11b. Expedited Delivery.** Contact ALON.

**11c. Overnight and 2-day delivery.** Contact ALON.

**11d. Urgent Requirements.** Contact ALON to expedite urgent requirements.

**12. F.O.B. point(s).** Destination

**13a. Ordering address(es).**

ALON, Inc.  
6800 Versar Center, Suite 303  
Springfield, VA 22151  
Phone: (703)256-9503  
Fax: (703)256-9507

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment address(es).**

ALON, Inc.  
6800 Versar Center, Suite 303  
Springfield, VA 22151

**15. Warranty provision.** ALON's standard commercial warranty.

**16. Export packing charges, if applicable.** N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** Contact ALON.

**18. Terms and conditions of rental, maintenance, and repair (if applicable).** N/A.

**19. Terms and conditions of installation (if applicable).** N/A.

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** N/A.

**20a. Terms and conditions for any other services (if applicable).** N/A.

**21. List of service and distribution points (if applicable).** N/A.

**22. List of participating dealers (if applicable).** N/A.

**23. Preventive maintenance (if applicable).** N/A.

**24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** N/A.

**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/).

**25. Data Universal Number System (DUNS) number.** 14-368-2164

**26. Notification regarding registration in Central Contractor Registration (CCR) database.**  
ALON is registered in CCR.

**27. Uncompensated Overtime.** (Indicate if used). N/A.

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**LABOR CATEGORIES****Senior Management Consultant**

**Minimum/General Experience:** 10 years experience providing comprehensive business and management solutions. Must have strong writing and communications skills and the ability to interface with senior and executive management. Relevant experience may include, but is not limited to, acquisition support, business process analysis, application of PMBOK project management knowledge areas, functional or subject matter knowledge, proposal development, report preparation, auditing and contract administration. Master's degree is equivalent to two (2) years experience.

**Functional Responsibility:** Leads teams to develop business and management solutions. Develops documentation, white papers and proposals to communicate developed solutions. Prepares project schedules and develops project processes. May perform other duties as assigned.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 2 years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

**Graphics/Documentation Specialist**

**Minimum/General Experience:** Requires five years experience. Relevant experience includes, but is not limited to, writing and editing project documentation and business processes. Documentation skills include use of graphics software.

**Functional Responsibility:** Duties may include writing and editing documents, manuals and training course materials. In addition, may include developing graphical representations of business processes.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

**Management Consultant**

**Minimum/General Experience:** Requires 10 years experience managing large-scale projects, contracts, funds, and resources. This individual must have specialized experience in facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business

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management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

**Functional Responsibility:** Duties may include contract management, large-scale project management, and working with the customer to determine program requirements.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 2 years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

### **Enterprise Architect**

**Minimum/General Experience:** Fifteen years of directly related experience designing and implementing business enterprises. Must understand process interactions, entity relationships, market dynamics, and entrepreneurial approaches required for successful enterprise development. Must be familiar with recognized Enterprise Architecture models, e.g., DODAF, FEAF.

**Functional Responsibility:** Develop, manage, and execute project management plans. Duties may include performing or leading architecture analysis and design, system development, defining systems and data architectures, providing technical direction, analyzing alternative designs, integration, and migration. Develop project-specific architecture products, i.e. impact assessments, blueprints, simulation, and performance measures.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent degree program (or an additional 2 years specialized experience). Requires ability to obtain a SECRET clearance. Certification in Enterprise Architecture (or an additional 2 years general management experience).

### **Expert Consultant**

**Minimum/General Experience:** Requires fifteen years experience in field of expertise (management, acquisition, etc.).

**Functional Responsibility:** Duties may include providing expert services and leadership in field of expertise. Serves as a senior advisor/analyst to customer's executive

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management team in a variety of capacities. Provides advice and expertise in competitive sourcing, outsourcing methods, value chain analysis, strategic planning, process improvement methods, change enablement and management, site-selection, and consolidation of operations. May serve as the project lead for either a contract or task. May serve as the primary customer point of contact for an activity.

**Minimum Education/Training/Certifications/Clearances:** Master's Degree or other equivalent degree program (or an additional 2 years specialized experience). Requires ability to obtain a SECRET clearance.

### **Project Management Analyst**

**Minimum/General Experience:** Requires 8 years experience managing large-scale projects, contracts, funds, and resources. This individual must have specialized experience in facilitation, training, methodology development and evaluation, process re-engineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. Applies process improvement and re-engineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, and training, and provides additional forms of knowledge transfer.

**Functional Responsibility:** Duties may include contract management, large-scale project management, and working with the customer to determine program requirements.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 2 years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

### **Senior Financial Analyst**

**Minimum/General Experience:** Ten (10) years relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit

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Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

### **Financial Analyst**

**Minimum/General Experience:** Eight (8) years relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

### **Junior Financial Analyst**

**Minimum/General Experience:** Two (2) years relevant experience. Relevant experience may include, but is not limited to strategic, business and action planning for the cost and schedule performance of programs.

**Functional Responsibility:** Support and analyze program schedule and performance data to integrate programs, maximize efficiency, and improve processes. Develop performance metrics and program baselines for process and productivity improvement and project performance monitoring. Support programs and projects by performing analyses of program management and support costs. Analyses include: Cost/Benefit Analysis, Total Ownership Costs Analysis, Life Cycle Cost Estimates, Earned Value and Activity Based Costing Analysis. Prepares documents to meet capital planning and

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investment control review requirements established by the Office of Management and Budget, including Circular A-11.

**Minimum Education/Training/Certification/Clearances:** 24 Credit hours in accounting and/or budgeting from an accredited two year or four year college or university. Requires ability to obtain a SECRET clearance.

**Senior Technical Writer/Editor**

**Minimum/General Experience:** Six (6) years relevant experience. Relevant experience may include, but is not limited to program support to review and edit highly complex written and graphic technical and/or legal materials, including system configuration, technical documentation, studies, reports, closing documents and presentation graphics.

**Functional Responsibility:** Ensures compliance with standards of style and format, good usage of English, and overall structure and organization of material. Maintain electronic data systems, compose letters/communications and advertising orders. Ensure legal guidelines are adhered to when applicable. Compose and maintain status documentation.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

**Technical Writer/Editor**

**Minimum/General Experience:** Four (4) years relevant experience. Relevant experience may include, but is not limited to program support to review and edit highly complex written and graphic technical and/or legal materials, including system configuration, technical documentation, studies, reports, closing documents and presentation graphics.

**Functional Responsibility:** Ensures compliance with standards of style and format, good usage of English, and overall structure and organization of material. Maintain electronic data systems, compose letters/communications and advertising orders. Ensure legal guidelines are adhered to when applicable. Compose and maintain status documentation.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

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**Business Process Consultant (Senior Archivist/Records Manager)**

**Minimum/General Experience:** Eight (8) years relevant experience. Relevant experience may include, but is not limited to analyzing, making strategic recommendations, and implementing policies and procedures.

**Functional Responsibility:** Provide guidance and develop policies to comply with regulations and directives such as those outlined in Federal Enterprise Architecture (FEA) Records Management Profile: Electronic Records Management and Recordkeeping Requirements Checklists. Develop and maintain program management plan and support development of related documents. Develops or coordinates responses to management audits and assessments. Requires understanding of organization's business systems and industry requirements. Creates process change by integrating new process with existing ones and communicating these changes to stakeholders. Recommends and facilitates quality improvement efforts.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

**Business Process Consultant (Archivist/Records Manager)**

**Minimum/General Experience:** Four (4) years relevant experience. Relevant experience may include, but is not limited to analyzing, making strategic recommendations, and implementing policies and procedures.

**Functional Responsibility:** Provide guidance and develop policies to comply with regulations and directives such as those outlined in Federal Enterprise Architecture (FEA) Records Management Profile: Electronic Records Management and Recordkeeping Requirements Checklists. Develop and maintain program management plan and support development of related documents. Develops or coordinates responses to management audits and assessments. Requires understanding of organization's business systems and industry requirements. Creates process change by integrating new process with existing ones and communicating these changes to stakeholders. Recommends and facilitates quality improvement efforts.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

**Subject Matter Expert - 4**

**Minimum/General Experience:** Fifteen (15) years experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular program or project. Provide studies, audits, reports, guidance, training, analysis, evaluations, and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

**Minimum Education/Training/Certification/Clearances:** Master's Degree or other equivalent degree program (or an additional 2 years specialized experience). Requires ability to obtain a SECRET clearance.

**Subject Matter Expert - 3**

**Minimum/General Experience:** Fifteen (15) years experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular program or project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 6 years subject matter manager experience). Requires ability to obtain a SECRET clearance.

**Subject Matter Expert - 2**

**Minimum/General Experience:** Twelve (12) years experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

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**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years subject matter manager experience). Requires ability to obtain a SECRET clearance.

**Subject Matter Expert - 1**

**Minimum/General Experience:** Ten (10) years experience in a subject relevant to a particular program or project.

**Functional Responsibility:** Serve as technical, functional, and/or management expert in areas relevant to a particular project. Provide studies, audits, reports, guidance, training, analysis, evaluations and research on the functional procedures/processes/policies of relevant area. Provide strategic, business and action planning. Interfaces with Government management personnel and functional proponents.

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years subject matter manager experience). Requires ability to obtain a SECRET clearance.

**Senior Analyst**

**Minimum/General Experience:** Eight (8) years progressive experience within the general functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, test and evaluation, human factors, reliability and maintainability, systems security, organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

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**Minimum Education:** Bachelor's Degree or other equivalent degree program (or an additional 4 years functional area experience). Requires ability to obtain a SECRET clearance.

**Analyst**

**Minimum/General Experience:** Six (6) years progressive experience within the general functional area. Applicable functional areas include systems engineering, acquisition management, business process reengineering, test and evaluation, human factors, reliability and maintainability, systems security, organizational planning, financial management, acquisition logistics, configuration and data information systems, and support or program management.

**Functional Responsibilities:** Performs routine assignment on a broad range of tasks associated with the implementation of standard techniques, procedures and/or criteria as they apply to the technical or administrative discipline relating to the task. Using prescribed methods and information supplied, develops draft inputs to program documentation as it relates to any of the support functions; reviews final draft documents for conformity to requirements and completeness. Organizes and maintains management files; tracks preparation and delivery status of data deliverables. Attends meetings, design reviews, working groups and briefings; reports issues and problems; recommends solutions. Works under general guidelines established by supervisor; receives overall instructions on specific assignment objectives, features, possible solutions, etc. Assistance is furnished on unusual problems and work is reviewed for consistency and completeness.

**Minimum Education:** Bachelor's Degree or other equivalent degree program (or an additional 4 years functional area experience). Requires ability to obtain a SECRET clearance.

**Junior Management Consultant**

**Minimum/General Experience:** Four (4) years relevant experience. Relevant experience may include, but is not limited to, automated office procedures, acquisition support, business process analysis, application of PMBOK project management knowledge areas, functional or subject matter knowledge, proposal development, report preparation, knowledge of database management, contractor/government relations on, and auditing and contract administration. Master's degree is equivalent to two (2) years experience.

**Functional Responsibility:** Develop business and management solutions. Develops documentation, white papers and proposals to communicate developed solutions.

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Prepares project schedules and develops project processes. May perform other duties as assigned.

**Minimum Education/Training/Certifications/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 2 years general management experience and/or a Project Management Professional (PMP) Certification). Requires ability to obtain a SECRET clearance.

### **Executive Assistant**

**Minimum/General Experience:** Two (2) years relevant experience. Relevant experience may include coordinating and performing technical and office administrative duties.

**Functional Responsibility:** Assist program and project managers in accomplishing goals. Provide program/project-wide organizational and administrative support. Working with minimal supervision, provide support for the accomplishment of project/program objectives. May include maintaining and monitoring executive performance schedules, providing meeting support, and making travel arrangements.

**Minimum Education/Training/Certification/Clearances:** Associate's Degree (or an additional 2 years administrative experience). Requires ability to obtain a SECRET clearance.

### **Task Manager**

**Minimum/General Experience:** Eight (8) years relevant experience. Relevant experience may include, but is not limited to program direction through completion of tasks within estimated timeframes and budget constraints.

**Functional Responsibility:** Organizes, directs, and coordinates planning and execution of all program/technical support activities. Monitors and controls the expenditure of funds and labor hours on the overall contract. Responsible for program status, including: identification of problems, issues, and strategies for resolution. Does strategic long-range and short-range planning; backup and security planning and implementation; hardware/software evaluation and selection, etc. Provides resolutions and implements improvements. Assigns schedules, reviews work quality, and communicates policies, purposes, and goals

**Minimum Education/Training/Certification/Clearances:** Bachelor's Degree or other equivalent degree program (or an additional 4 years related experience). Requires ability to obtain a SECRET clearance.

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**Program Support Specialist**

**Minimum/General Experience:** Four (4) years relevant experience providing program and data management support to program(s) of like size or scope.

**Functional Responsibility:** Establish and maintain action item databases; track action items; prepare and deliver progress reports and other documents in support of program(s); prepare and monitor delivery schedules; support preparation for, attend and record minutes and actions items for meetings; assist in scheduling and preparation of program(s) activities.

**Minimum Education/Training/Certification/Clearances:** Associate's Degree (or an additional 2 years related experience). Requires ability to obtain a SECRET clearance.

**PRICE LIST**

<b>Labor Category</b>	<b>Hourly Rate</b>
Senior Management Consultant	\$119.64
Graphics/Documentation Specialist	\$52.64
Management Consultant	\$95.71
Enterprise Architect	\$129.21
Expert Consultant	\$136.87
Project Management Analyst	\$83.27
Senior Financial Analyst	\$101.08
Financial Analyst	\$65.66
Junior Financial Analyst	\$42.20
Senior Technical Writer/Editor	\$83.79
Technical Writer/Editor	\$65.13
Business Process Consultant (Senior Archivist/ Records Manager)	\$79.72
Business Process Consultant (Archivist/ Records Manager)	\$48.77
Subject Matter Expert - 4	\$181.60
Subject Matter Expert - 3	\$159.45
Subject Matter Expert - 2	\$140.70
Subject Matter Expert - 1	\$114.70
Senior Analyst	\$79.78
Analyst	\$69.67
Junior Management Consultant	\$61.71
Executive Assistant	\$46.61
Task Manager	\$93.18
Program Support Specialist	\$56.82