



**GSA** Contract Holder

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

# **MOBIS Catalog**

**Authorized Price List for  
Federal Supply Schedule GS-10F-0136Y  
Contract Period: 01/06/2012 – 01/05/2017**

**January 2012**

**Phoenix Systems Inc.  
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Sterling, VA 20165  
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**[www.phoenixs-inc.com](http://www.phoenixs-inc.com)**

***An Economically Disadvantaged Woman-Owned Small Business***

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## Company Overview

Phoenix Systems Inc. is a Woman-Owned, Small Disadvantaged Business with over a decade of experience providing skilled acquisition and contract professionals to support the Federal government. Our extensive knowledge of the Federal acquisition processes and procedures and the Federal Acquisition Regulations, gained from providing acquisition and contract administration support services to Federal clients has provided us the knowledge and experience required to provide “cradle-to-grave” support services. Our staff is fully knowledgeable of a large variety of contract types and can provide the detailed knowledge required to procure and administer each of these types. Our staff is knowledgeable of a variety of functional areas and can assist in the acquisition and procurement of logistical support, facilities maintenance services, information technology (IT) services, professional and non-professional services, design-build construction/construction management, and equipment and supplies. Many of our staff holds DAWIA certifications, as well as commercially equivalent certifications.

*Our clients include:*

- US Army/PEO-EIS
- DOT/NHTSA
- US Army/CECOM
- NCIS
- US Army/WHS
- GSA/PBS

Phoenix Systems had an excellent record of meeting the performance standards established by our client. Our quality control and assurance are the foundation for the provision of high quality, timely products that fulfilled the needs of our client. We consistently exceed the performance standards utilized by our client to judge the effectiveness of our performance. Our success is demonstrated by the letters of commendation and numerous positive comments regarding the quality of our efforts and work products.

Phoenix Systems has an outstanding record of being able to staff contracts and tasks within short timeframes. Our dedicated internal recruiting staff has extensive experience in the recruitment of acquisition professionals and administrative staff. Utilizing a variety of recruitment tools and resources, they are able to successfully identify and hire people with the applicable experience, knowledge, education, and certifications that them to contribute immediately. Our recruitment staff are often able to find additional/replacement personnel within a week of the identification of the need.

## Company Expertise

Phoenix Systems expertise covers the entire “cradle-to-grave” activities required to procure and administer a contract. Our expertise includes: acquisition life cycle support, administrative/general management support, finance support, business process analysis, and staffing solutions. Specific areas of competency are:

| Functional Area                              | Sub-functional Area   | Sample Activities   |
|--|---|---|
| <b><i>Acquisition Life Cycle Support</i></b> | <i>Pre-Award Activities</i>                                     | <ul style="list-style-type: none"> <li>• Market surveys/research</li> <li>• PWS/SOW/SOO development</li> <li>• Performance metrics/incentives identification</li> <li>• Source selection plan preparation</li> <li>• Pre-award documentation</li> </ul>                                       |
|  | <i>Post Award Activities</i>                                    | <ul style="list-style-type: none"> <li>• Invoice review</li> <li>• Contract terms compliance reviews</li> <li>• Contract file maintenance</li> <li>• Correspondence preparation</li> <li>• Contract modification preparation</li> </ul>   |
|  | <i>Closeout Activities</i>                                      | <ul style="list-style-type: none"> <li>• Modifications to de-obligate excess funds</li> <li>• Reconciliation of payments</li> <li>• File Maintenance/Transfer</li> <li>• Closeout log maintenance</li> </ul>  |
|  | <i>Contract Training Program Development and Implementation</i> | <ul style="list-style-type: none"> <li>• Course tailored to meet client needs</li> <li>• Career knowledge gap analysis</li> <li>• Professional certification preparation</li> </ul>   |
| <b><i>Administrative Support</i></b>         |   | <ul style="list-style-type: none"> <li>• Correspondence/Document preparation</li> <li>• Automated systems training support</li> <li>• Monitor, track, route and initiate staff officer actions</li> <li>• Administrative functions</li> <li>• Classified actions processing</li> </ul>        |
| <b><i>Finance Support</i></b>                |   | <ul style="list-style-type: none"> <li>• Development of Independent Government Cost Estimates</li> <li>• price submittal analysis</li> <li>• Contract audits/DCAA Coordination</li> <li>• De-obligation analyses</li> <li>• Entry of financial data into tracking databases</li> </ul>        |
| <b><i>Business Process Analysis</i></b>      |   | <ul style="list-style-type: none"> <li>• Management Consulting</li> <li>• Program and Project Management</li> <li>• Human Resources</li> <li>• Finance and Accounting</li> <li>• IT Support</li> <li>• Construction Management (CM)</li> <li>• Quality Control</li> <li>• Training</li> </ul> |

## Services Offered

Under SINs 874-6 and 874-6RC, Phoenix Systems will provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN include:

- acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.
- expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis
- contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies
- contract close-out assistance
- Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.
- Acquisition career force development

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS and will not be performed by Phoenix Systems.

### Summary Information

|                              |  |
|------------------------------|--|
| <b>Contact Person</b>        | Christopher Craig<br>Chief Operations Officer<br>ccraig@phoenixs-inc.com<br>Phone: (703) 430/0098<br>FAX: (703) 430/4859   |
| <b>Socio-economic Status</b> | Small, Woman Owned, Disadvantage Business  |
| <b>Core Competencies</b>     | <ul style="list-style-type: none"> <li>• Acquisition/Procurement Support</li> <li>• Contract Administration Support</li> <li>• Contract Close-out Support</li> <li>• Administrative Support</li> <li>• Business Process Analysis</li> <li>• Short term consulting/assistance</li> <li>• Career development training</li> </ul> |
| <b>Address</b>               | Phoenix Systems Inc.<br>22636 Davis Drive, Ste. 150<br>Sterling, VA  |
| <b>DUNS</b>                  | 148091254  |
| <b>CAGE Code</b>             | 398B6  |
| <b>GSA Contract</b>          | Mission Oriented Business Integrated Services (MOBIS)<br>Contract No.: GS-10F-0136Y  |

### Customer Information

**1a. Table of Awarded Special Item Number(s) (SINs):**

874-6, 874-6RC, Acquisition Support 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.**

Prices shown in the price list are valid for domestic areas only. Travel costs will be expensed in accordance with the Joint Travel Regulations.

**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.**

Hourly rates and corresponding labor categories/job descriptions apply to all SINs associated with this contract.

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production:** 22636 Davis Drive, Sterling, VA 20164
6. **Discount from list prices or statement of net price:**  
  
Government net prices (discounts already deducted).
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:**  
  
Items available for expedited delivery are noted in this price list.
- 11c. **Overnight and 2-day delivery:**  
  
For overnight and 2-day delivery, please contact the Point-of-Contact listed on page 5.
- 11d. **Urgent Requirements:**  
  
Phoenix Systems Inc. will negotiate with the contracting agencies to expedite faster delivery times should the deliverable be designated an Urgent Requirement.
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:**  
  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA are found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address

**15. Warranty provision:**

Phoenix Systems Warrants and implies that all services and deliverables are fit for the particular purpose described in this contract and any task order received under it.

**16. Export Packing Charges (if applicable):** N/A**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):**

Please contact at the address shown on page 5

**18. Terms and conditions of rental, maintenance, and repair (if applicable):** Not applicable**19. Terms and conditions of installation (if applicable):** Not applicable**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable**20a. 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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**

Phoenix Systems will comply with applicable environmental guidelines and regulations associated with the performance of services provided under this schedule. Additionally, Phoenix Systems will make every effort to utilize recycled materials and energy efficient equipment.

**24b. Section 508 compliance:**

Phoenix Systems will utilize Section 508 compliance standards found at [www.Section508.gov/](http://www.Section508.gov/) to the greatest extent possible in the performance of work under this contract.

**25. Data Universal Numbering System (DUNS) number:** 14-8091254**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

## Awarded Labor Categories and Hourly Labor Rates

| Labor Category                | MINIMUM EDUCATION       | MINIMUM EXPERIENCE | GSA Awarded Rates |
|-------------------------------|-------------------------|--------------------|-------------------|
| Senior Partner/Principal      | <i>Bachelors Degree</i> | <i>10 years</i>    | \$193.30          |
| Partner/Principal             | <i>Bachelors Degree</i> | <i>7 Years</i>     | \$169.43          |
| Senior Manager                | <i>Bachelors Degree</i> | <i>7 Years</i>     | \$133.72          |
| Experienced Manager           | <i>Bachelors Degree</i> | <i>4 Years</i>     | \$148.71          |
| Manager                       | <i>Bachelors Degree</i> | <i>2 Years</i>     | \$133.72          |
| Experienced Senior Consultant | <i>Bachelors Degree</i> | <i>7 Years</i>     | \$169.43          |
| Senior Consultant             | <i>Bachelors Degree</i> | <i>4 Years</i>     | \$133.72          |

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Mission Oriented Business Integrated Services (MOBIS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

### Labor Category Descriptions

#### Senior Partner/Principal

**Description:** Manages and/or provides expert knowledge/advice of activities in procurement functions. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and acquisition staff.. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department. This position requires a working knowledge acquisition policies and procedures and the ability to advise on the implementation and management of major acquisitions.

**Qualifications:** Requires a bachelor's degree in area of specialty and at least 10 years of experience in the field or in a related area that included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

#### Partner/Principal

**Description:** Manages and/or provides expert knowledge/advice of activities in procurement functions. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and acquisition staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department. This position requires a working knowledge acquisition policies and procedures and the ability to advise on the implementation and management of major acquisitions.

**Qualifications:** Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

### Senior Manager

**Description:** Manages and/or provides expert knowledge/advice of activities in procurement functions. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and acquisition staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department. This position requires a working knowledge acquisition policies and procedures and the ability to advise on the implementation and management of major acquisitions.

**Qualifications:** Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

### Experienced Manager

**Description:** Manages and/or provides expert knowledge/advice of activities in procurement functions. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and acquisition staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department. This position requires a working knowledge acquisition policies and procedures and the ability to advise on the implementation and management of major acquisitions.

**Qualifications:** Requires a bachelor's degree in area of specialty and at least 4 years of experience in the field or in a related area included or was supplemented by; at least 24 semester

hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

### Manager

**Description:** Manages and/or provides expert knowledge/advice of activities in procurement functions. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and acquisition staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department. This position requires a working knowledge acquisition policies and procedures and the ability to advise on the implementation and management of major acquisitions.

**Qualifications:** Requires a bachelor's degree in area of specialty and at least 2 years of experience in the field or in a related area included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

### Experienced Senior Consultant

**Description:** Manages and/or provides expert knowledge/advice of activities in procurement functions. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and acquisition staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department. This position requires a working knowledge acquisition policies and procedures and the ability to advise on the implementation and management of major acquisitions.

**Qualifications:** Requires a bachelor's degree in area of specialty and at least 7 years of experience in the field or in a related area included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.

### Senior Consultant

**Description:** Manages and/or provides expert knowledge/advice of activities in procurement functions. Ensures products and services are purchased in the most cost- and time-efficient manner. Evaluates contracts and vendors; makes final decisions regarding suppliers. May serve as a mediator during disputes between vendors and acquisition staff. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a head of a unit/department. This position requires a

working knowledge acquisition policies and procedures and the ability to advise on the implementation and management of major acquisitions.

**Qualifications:** Requires a bachelor's degree in area of specialty and at least 4 years of experience in the field or in a related area included or was supplemented by; at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management is required.