

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

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

**Mission Oriented Business Integrated Services**

**FSC Group: 874**

**Contract No.: GS-10F-0140P**

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

**Contract Period: 12/29/2003 - 12/28/2008**



**The Futures Group International  
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Washington, DC 20005  
Telephone: (202)775-9680  
Fax: (202)775-9694  
[www.futuresgroup.com](http://www.futuresgroup.com)**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through modification #FX38 dated 08/31/2006**

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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to page #4 for a more detailed description)

- SIN 874-1 Consulting Services
- SIN 874-2 Facilitation Services
- SIN 874-3 Survey Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #10

1c. Labor Category Descriptions: Please refer to page #8

2. Maximum Order: \$1,000,000 (for awarded SINs)

3. Minimum Order: \$300

4. Geographic Coverage: Domestic & Overseas

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: The Futures Group International  
Attn: Sandy Printz/GSA Orders  
One Thomas Circle, NW, Suite 200  
Washington, DC 20005

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: The Futures Group International  
Attn: Accounts Receivable/ Linda Mielauskas  
80 Glastonbury Blvd.  
Glastonbury, CN 06033

15. Warranty Provision:	Standard Commercial Warranty
16. Export Packing Charges:	Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance:	Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair:	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:	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. Preventative maintenance (if applicable)	Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):	Not Applicable
24b. 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: <a href="http://www.Section508.gov/">www.Section508.gov/</a> :	Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number:	095354874
26. The Futures Group International <i>is</i> registered in the Central Contractor Registration (CCR) database.	
27. Uncompensated Overtime:	The Futures Group International practices uncompensated overtime

## **CONTRACT OVERVIEW**

GSA awarded The Futures Group International a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract No. GS-10F-0140P. The current contract period is 12/29/2003 - 12/28/2008. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Sandy Printz  
The Futures Group International  
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## **MARKETING AND TECHNICAL POINT OF CONTACT**

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## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. 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 may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. The Futures Group International has been awarded a contract by GSA to provide services under the following SINs: 874-1, 874-2 & 874-3

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

### **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

#### **SIN 874-1: CONSULTING SERVICES**

Contractor 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 874-2: FACILITATION SERVICES**

Contractor shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques; defining and refining the agenda; debriefing and overall meeting planning; resolving disputes, disagreements, and divergent views; logistical meeting/conference support when performing technical facilitation; convening and leading large and small group briefings and discussions; providing a draft for the permanent record; recording discussion content and enabling focused decision-making; and preparing draft and final reports for dissemination.

#### **SIN 874-3: SURVEY SERVICES**

Contractors shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to: planning survey design; sampling, survey development; pretest/pilot surveying; defining and refining the agenda; survey database administration; assessing reliability and validity of data; determining proper survey data collection methodology; administering surveys using various types of data collection methods; and analyses of quantitative and qualitative survey data. Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions.

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that The Futures Group International meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

Labor Category	Manager I - V
<b>Minimum/Qualifications</b>	<p><b>Manager I:</b> Masters plus 3 years of experience or BS with 5 years of experience.</p> <p><b>Manager II:</b> Masters plus 5 years of experience or BS plus 8 years of experience.</p> <p><b>Manager III:</b> Masters plus 8 years of experience or BS plus 12 years of experience.</p> <p><b>Manager IV:</b> Masters plus 10 years of experience or BS plus 15 years of experience.</p> <p><b>Manager V:</b> PhD plus 10+ years of experience or Masters with 15 years of experience.</p>
<b>Functional Responsibilities</b>	Managers have the responsibility for the management and supervision of a team, on-site quality control, financial management, review and approval of working papers, findings, and deliverables. Coordinates activities of project personnel to ensure project deliverables are met, plans, organizes, staffs, directs, and manages performance of work for one or more task orders within the relevant subject matter domain of the project. Responsible for review and approval of all deliverables and monitors the technical quality of the work products. Oversees management, budgetary, and administrative review and oversight of technical inputs to projects.

Labor Category	Consultant I & II
<b>Minimum/Qualifications</b>	<p><b>Consultant I:</b> Masters plus 3 years of experience or BS with 5 years of experience.</p> <p><b>Consultant II:</b> Masters plus 5 years of experience or BS with 8 years of experience.</p>
<b>Functional Responsibilities</b>	Assists in quantitative and qualitative data collection, management, and analysis of technical assistance projects, provides internet research, writing and logistical support, creates databases and manages data entry, assists in preparing draft technical reports, and presentations with special emphasis on formatting, graphs, and tables

Labor Category	Consultant III - V
<b>Minimum/Qualifications</b>	<p><b>Consultant III:</b> Masters plus 8 years of experience or BS plus 12 years of experience.</p> <p><b>Consultant IV:</b> Masters plus 10 years of experience or BS plus 15 years of experience.</p> <p><b>Consultant V:</b> PhD plus 15+ years of experience or Masters with 20 years of experience.</p>
<b>Functional Responsibilities</b>	Provides expert consulting and facilitation services in technical area of competence, plans, implements, and executes projects, directs the activities of other technical experts and other staff to design, implement, monitor, and evaluate projects, supervises preparation of work plans, final reports, and other documentation.

<b>Labor Category</b>	<b>Administrator I - IV</b>
<b>Minimum/Qualifications</b>	<b>Administrator I:</b> BS with 5 years of experience. <b>Administrator II:</b> BS plus 8 years of experience. <b>Administrator III:</b> BS plus 12 years of experience. <b>Administrator IV:</b> Masters plus 10 years of experience or BS plus 15 years of experience.
<b>Functional Responsibilities</b>	Provides budgeting and logistical support to projects and programs; prepares contract correspondence and memos, assists with conference preparations, provides technical support and training to projects.

<b>Labor Category</b>	<b>Support Services I - V</b>
<b>Minimum/Qualifications</b>	<b>Support Services I:</b> BS with 1 year of experience. <b>Support Services II:</b> BS plus 5 years of experience. <b>Support Services III:</b> BS plus 8 years of experience. <b>Support Services IV:</b> BS plus 10 years of experience. <b>Support Services V:</b> Masters plus 10+ years of experience or BS with 20 years of experience.
<b>Functional Responsibilities</b>	Provides advice to clients in a recognized discipline or field of expertise including accounting, contracts management, human resources, IT, web development, etc.

<b>Labor Category</b>	<b>Subject Matter Specialist I - V</b>
<b>Minimum/Qualifications</b>	<b>Subject Matter Specialist I:</b> Masters plus 3 years of experience or BS with 5 years of experience. <b>Subject Matter Specialist II:</b> Masters plus 5 years of experience or BS plus 8 years of experience. <b>Subject Matter Specialist III:</b> Masters plus 8 years of experience or BS plus 12 years of experience. <b>Subject Matter Specialist IV:</b> Masters plus 10 years of experience or BS plus 15 years of experience. <b>Subject Matter Specialist V:</b> PhD plus 15+ years of experience or Masters with 20 years of experience.
<b>Functional Responsibilities</b>	Provides expert independent services and leadership in specialized technical areas. Develops and executes complex technical tasks, applies analytical problem solving methodologies, provides technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in or related to the specific technical area to which assigned. Experienced in planning, evaluating, directing and coordinating broad basic applied research and advanced development projects.

**HOURLY RATES FOR SERVICES  
SIN(s) 874-1, 874-2 & 874-3**

<b>Labor Category</b>	<b>Hourly Rate 12/29/05- 12/28/06</b>	<b>Hourly Rate 12/29/06- 12/28/07</b>	<b>Hourly Rate 12/29/07- 12/28/08</b>
Manager I	\$73.18	\$76.11	\$79.15
Manager II	\$98.43	\$102.37	\$106.46
Manager III	\$121.81	\$126.69	\$131.75
Manager IV	\$143.70	\$149.45	\$155.43
Manager V	\$165.12	\$171.73	\$178.60
Consultant I	\$60.08	\$62.48	\$64.98
Consultant II	\$80.86	\$84.09	\$87.45
Consultant III	\$119.08	\$123.84	\$128.79
Consultant IV	\$145.23	\$151.04	\$157.08
Consultant V	\$167.17	\$173.85	\$180.81
Administrator I	\$65.77	\$68.40	\$71.13
Administrator II	\$84.99	\$88.39	\$91.93
Administrator III	\$118.97	\$123.73	\$128.68
Administrator IV	\$140.42	\$146.04	\$151.88
Support Services I	\$38.63	\$40.18	\$41.78
Support Services II	\$57.81	\$60.12	\$62.52
Support Services III	\$90.50	\$94.11	\$97.88
Support Services IV	\$110.70	\$115.13	\$119.74
Support Services V	\$143.86	\$149.61	\$155.60
Subject Matter Specialist I	\$66.44	\$69.09	\$71.86
Subject Matter Specialist II	\$87.78	\$91.29	\$94.94
Subject Matter Specialist III	\$119.10	\$123.87	\$128.82
Subject Matter Specialist IV	\$148.40	\$154.34	\$160.51
Subject Matter Specialist V	\$167.55	\$174.26	\$181.23