

GSA Schedule
Contract Number: GS-10F-0141R

Contract period: December 16, 2004- December 15, 2009



AMEX International, Inc.

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Section 1: Client Information for Ordering Activities

GSA Schedule Contract Number: GS10F0141R

Federal Supply Service
Authorized Federal Supply Schedule Price List

Federal Supply Group: 874
Business size: Small Business

1a. Special Item Numbers: 874-1, 874-2, 874-3, 874-6, 874-7

1b. Identification of the lowest priced model number and lowest unit price for that model. This price is the Government based on a unit of one, exclusive of any quantity/dollar volume, prompt payment or any other concession, affecting price. **Please see rate table attached.**

1c. Hourly rates- Please see rate table attached

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

3. Minimum order: \$300.00

4. Geographic Coverage: Domestic and Overseas

5. Point of production: Same as headquarter 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: .5%-20 days, Net 30 days
9. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will not accept over \$2,500
10. Foreign items-None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor
12. FOB points: Destination
13. Ordering address: Same as headquarter address
- 13b. Ordering procedure: can be found at the GSA Schedule homepage
14. Payment address: Same as headquarter address
15. Warranty Provision: Contractor's standard commercial warranty
16. Export Packing Charges: N/A
17. Terms and Conditions of Government purchase card acceptance: Contact Contractor
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list and any discounts from list prices: n/a
- 20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distributing points (if applicable): N/A

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

23. Preventative maintenance: N/A

24. Special attributes:

24b.

25. DUNS number: 08-1124596

26. Notification regarding registration in CCR: Registered

Section 2: AMEX description & Special Item Numbers

AMEX International, Inc.

AMEX International is a small business with a history of exceptional performance well documented in more than 20 years of providing outstanding consulting services to governments, private corporations and international development agencies such as USAID. Our company is committed to providing practical solutions for clients' needs.

AMEX has built a solid reputation for efficiency and draws on this strength to synergize two divisions-International Consulting and Commodity Procurement & Shipping. The International Division specializes in economic growth, trade and investment promotion, institutional capacity building, democracy and governance, training, information technology. The Commodity Procurement and Shipping Division provides clients with comprehensive procurement solutions that include development of procurement procedures and systems, contract negotiations, evaluation of bids, market research, updates on changes to USG procurement rules and regulations, and advice concerning procurement and transportation rules, regulations, and best practices for food and non-food items. In total, AMEX has successfully arranged procurement of more than six million metric tons of agricultural and non-agricultural commodities.

AMEX is based in Washington, DC with several field offices globally. Our client list includes USAID, the World Bank, USDA, UNDP, Free Trade Union Institute, International Fertilizer Development Center, African Development Bank, Mercy Corps, US-Polish Joint Commission, Plan International, Africare and work in more than fifty countries throughout Africa, Eastern Europe, Former Soviet Union countries, the Middle East, the Caribbean, Latin America, as well as several USG agencies.

Special Item Number 874-1: Consulting Services

AMEX International, Inc. (AMEX) is a small business located in Washington DC. For more than 24 years, AMEX has been providing quality services in consulting, procurement and shipping to US agencies, foreign governments, international organizations and private corporations worldwide. AMEX's activities include managing and implementing projects for several US Government agencies. To date AMEX has managed well over 100 projects in dozen of countries.

AMEX has worked with a variety of clients such as the U.S. Department Agriculture, the U.S. Agency for International Development, the Free Trade Union Institute, Plan International and several foreign governments around the world. AMEX has been tasked with developing commodity specifications, sourcing equipments, soliciting and analyzing quotations, strategic planning, preparing legal documentations, administrative and management support, operational support, arranging for the transport and delivery of agricultural products, evaluations, and performance measurement. For example, when AMEX was contracted to purchase and ship over \$1 million worth of microcomputers, software, and accessories, we also arranged for the installation of a wide area network after working with the client to determine improvement strategies. The network consisted of more than 140 separate sites and AMEX established a maintenance system, developed training of local staff, and built a communication system between the central and provincial offices of the Department of Agriculture in the Philippines.

AMEX's areas of expertise include business development, policy analysis, democracy and governance, information technology, trade and investment promotion, institutional capacity building, training, commodity procurement, and shipping.

Our technical assistance capacities are geared to manage:

- Project audit and evaluations
- Performance measurement system
- Strategic Planning
- Process and productivity improvement
- Organizational assessment
- Administration and management activities
- Operation activities

Special Item Number 874-2: Facilitation Services

AMEX has extensive experience in organizing workshops and conferences in over 20 countries in Africa, Asia, the Near East, Latin America and the Caribbean, as well as in the US. In the past few years, AMEX has managed more than 80 conferences, workshops, and seminars. These events have ranged in size from 20 to 150 participants. Over the past 10 years, AMEX has processed more than 4,000 conference, workshop, and seminar participants. Subjects of these conferences, workshops, and seminars have included strategic planning, monitoring and evaluation, impact assessment, management, policy reform, agriculture, agribusiness, financial markets, food processing, marketing, natural resource management, technology transfer, and trade and export development.

In 1998, the Productive Sector, Growth and Environment Division of the USAID Africa Bureau's Office of Sustainable Development wanted to hold a workshop for all agriculture, environment, and private-sector officers posted in Africa. Beginning almost a year before the workshop, AMEX worked closely with USAID staff in the preparations. Responsible for all logistics of the conference, AMEX also provided programmatic support in preparing the agenda. The workshop was an overwhelming success, receiving high praise from both participants and USAID organizers.

Other examples of conferences and workshops arranged by AMEX include:

- Agriculture, Environment, and Private Sector Officer's Workshop
- Impact Assessment of Agricultural Research Workshop
- Financial Markets for SME Agribusinesses in Southern Africa
- Technology Development and Transfer Impact Roundtable
- Analysis, Research and Technical Support (ARTS) Retreat
- Partnership Development Initiative and Information Systems for Technology Commercialization in Rural Areas of Southern Africa
- SD/PGSE Annual Planning Retreat
- Human Resource Development Assistance Management Training Workshop

Special Item Number 874-3: Survey and Data Services

AMEX has considerable experience in the collection and management of data and generation of timely and meaningful reports and analysis designed for a variety of purposes, including monitoring and evaluation, sample design, and pilot survey and pretest. AMEX provides analysis, design, development and support of database applications using both desktop and client-server database management systems.

The following are a selected list of projects in which AMEX conducted survey and data services:

- AMEX currently maintains the Food for Peace Information System (FFPIS), which stores the operational and analytical requirements of the Food for Peace (FFP) Office of USAID and Cooperating Sponsors. The system can be searched by country, program, budget or commodity and shipping categories. As part of monitoring and evaluation activities, AMEX identifies trends and prepares and compiles reports for USAID and Congress.
- AMEX assisted the Africa Bureau of USAID in managing the server for AFR-SD according to USAID network protocols and standards. The AMEX IT Team worked on several projects and activities, providing database design and development to AFR-SD and Strategic Objective teams, including development and deployment of an Activity-Based Information and Management System (a tool to help implement Performance Monitoring Plans), the Initial Environmental Examination database (to monitor and publish the environmental impact of USAID activities), the AFR-SD publications series database (a searchable electronic card catalog), and integration of these databases into the AFR-SD World Wide Web site, which served to extend access to information sources for AFR-SD partners and collaborators. AMEX has ample hardware and software capability to manage the changing parameters of information technology, upgrades, and evolving requirements in a prompt, proactive, and professional manner.
- AMEX assisted with the development and management of several AFR-SD project Web sites and provided overall programming support for Web development, database programming, project management and scheduling programs, and other applications as requested. Our IT Team also provided multimedia presentation support, using a variety of graphic, presentation, and technical drawing software.
- AMEX provided the Loan Resolution Task Force of the U.S. Department of Agriculture with management services and computer systems design and support, including hardware and software procurement. The objectives of the project: (1) AMEX helped the task force standardize information collected on loans granted to farmers across the United States; 2) devised a protocol that enabled the department's regional sites to connect with one another, and 3) and designed a program that could use predefined criteria to evaluate loans in default and help the office identify those that offered the best chances of recovery.

Special Item Number 874-6: Privatization Support Services and Documentation

AMEX has extensive experience in providing assistance to private business operations, in the areas of strategic, tactical and operational level support. The company has a pragmatic approach and broad expertise which stems from its extended experience in working through several USAID projects, with small and medium-size enterprises that needed management, production system and marketing support, in order to become viable competitors in the international arena.

AMEX's approach to enterprise development involves a close collaboration with actors along the value chain. For instance by creating strategic partnerships between major foreign retailers, distributors and local agro-business clusters, AMEX built a tradition of successful marketing/export of agricultural and semi-processed produce from Ghana and Guinea-Bissau. This type of arrangement resulted in transfer of skills through the adoption of new production systems, improved post harvest handling, appropriate packaging and marketing standards for local businesses.

AMEX's work with SME's is built around the following types of interventions:

- Building production and trade associations (clusters)
- Providing adequate management training to business managers
- Conducting initial study planning
- Providing assessment and/or studies of potential privatization initiatives
- Developing quality assurance plans
- Developing private/public partnership schemes
- Providing training in production and post harvest (i.e. use do restricted chemicals)
- Sourcing and training in use of modern equipment
- Increasing access to finance
- Creating efficient resource utilizing scheme (including rational labor usage)
- Instilling efficient financial system
- And providing access to large markets

AMEX also has extensive experience with developing commodity specifications, sourcing equipments, soliciting and analyzing the quotations, preparing legal documentations, and arranging for the transport and delivery of the goods to the clients.

Special Item Number 874-7: Program Integration and Project Management Services

The AMEX project management strategy draws its strength from three fundamental assets: 1) the choice of a highly experienced personnel; 2) the strategic alliance of the AMEX Consortium whose technical expertise and geographical reach grant our team the unique ability to address key issues for clients; and 3) a feasible and inclusive knowledge management system that ensures the full cooperation and participation of all our partners and their vast resources in all project activities.

AMEX has experience in managing projects in various sectors including business operation, budgeting, financial control, procurement, policies and procedures, economics and training. We also have a strong background in project and program impact assessment and evaluation.

Our project management services incorporate the key principles of staffing to assure quick response capability, product standardization to maximize efficiency and cost-effectiveness in delivery, close attention to long-range planning and scheduling of assistance, use of product review panels for quality control, and web-based communication to assure inclusiveness and ease of access by targeted users.

AMEX program integration and project management services have capacity to provide assistance in the following areas:

- Program Management
- Project Management
- Program Integration
- Program Oversight

Section 3: AMEX International Labor Category Descriptions for MOBIS:

Attorney

Experience: At least 5 years

Function: Provide analysis, advice and/or implementation assistance on executive, judicial, and legislative institutions, formation and modifications to legal systems, and legal aspects of design or modification of rules, regulations, and legislation.

Typically will provide programmatic guidance on issues relating to constitutions, legal and regulatory codes and procedures, human rights, administration of justice, the development of a legal profession, law school curriculum, etc.

Education: J.D.

Program Development/Implementation Specialist

Experience: Development and implementation of projects and programs.

Function: Design, development, implementation, management, analysis, and improvement of projects and programs.

Provides advice and guidance on planning, design, development, financial analysis, implementation, and performance monitoring and reporting of programs and activities. Advises and assists in the comprehensive planning and setting of priorities for new development program initiatives and activities; and advises and assists in the strategic management and implementation of activities, including the development of management information systems and the conduct of performance monitoring plans.

Education: Ph.D. or equivalent experience.

Public Administration Specialist

Experience: At least 5 years

Function: Assess and develop regional, national, or local administrative structures and procedures. Design and provide appropriate technical assistance and training.

Education: Ph.D. or equivalent experience.

Financial Analyst

Experience: Experience in business administration, accounting, statistics, or finance.

Function: Assess the economic performance of companies and industries. Analyze financial data, spot trends, and develop forecasts. Write reports and make presentations. Use the data to measure the financial risks associated with making a particular investment decision.

Education: Ph.D. or equivalent experience.

Social Scientist (includes Economist)

Experience: At least 5 years of experience, including training in statistics and mathematics, use of computers for research purposes, and familiarity with global information-system technology.

Function: Perform applied research to produce information that will enable people to make better decisions or manage their affairs more effectively. Conduct interviews

and surveys to collect facts, opinions, or other information. Perform field investigations; analyze historical records and documents; and prepare and interpret maps and computer graphics.

Provides analysis, advice and guidance based on education in and/or practical knowledge of anthropology, economics, social history, law, political science, sociology and/or related disciplines. OR Provides analysis, advice and guidance based on education in and/or practical knowledge of the discipline of political science and political economy. Examples include comparative politics, international political theory, democratic development, regional/country experts, development theory, etc.

Education: Ph.D. or equivalent experience. Training in statistics and mathematics, ability to utilize computers for research purposes, familiarity with GIS technology.

Management Information Specialist

Experience: Experience with management information systems technology.

Function: Manage information systems and computing resources, oversee a variety of services, make hardware and software upgrade recommendations, help to assure the availability, continuity, and security of data and information technology services.

Provides operating units with information technology assistance regarding program monitoring and evaluation, content specific web sites, analysis of survey data. This assistance will likely include the creation and maintenance of databases and websites.

Education: Ph.D. or equivalent experience.

Training Specialist

Experience: Experience in human resources, labor relations, or business administration.

Function: Plan, organize, and direct training activities. Assess the training needs of clients, then guide them through the most appropriate training method. Plan and develop programs, evaluate training effectiveness. Methods include on-the-job training, operating schools, apprenticeship training, classroom training; and electronic learning.

Education: Master's degree or equivalent experience.

Conference/Meeting Planner

Experience: At least 8 years of experience

Function: Design and manage conferences and meetings, including logistics. Coordinate activities of staff and convention personnel to make arrangements for group meetings and conventions.

Education: Bachelor's degree or equivalent experience.

Facilitator

Experience: At least 10 years of experience

Function: Plan and conduct training sessions and workshops. Includes design and preparation of instructional and informational materials, scheduling, and management.

Education: Ph.D. or equivalent experience.

Business Development/Marketing Specialist

Experience: Experience or education in business administration, business law, economics, accounting, finance, marketing, mathematics, political science, public affairs, statistics, advertising, or journalism.

Function: Develop detailed marketing strategy, determine demand for products and services offered by the client and its competitors. Identify potential markets, develop pricing strategy, monitor trends that indicate the need for new products and services and oversee product development.

Education: Ph.D. or equivalent experience in business administration with an emphasis on marketing.

Grants Manager/Grants Administrator

Experience: At least 5 years of experience

Function: Analyze grant program statements and applications, monitor disbursements and expenditures, provide assistance and outreach. Develop plans, set goals and deadlines, implement procedures to improve productivity and service.

Education: Master's degree or equivalent experience in business, human resources, or finance. Curriculum should include courses in office technology, accounting, business mathematics, computer applications, human resources, and business law.

Monitoring and Evaluation Specialist

Experience: At least 5 years of experience

Function: Develop and implement performance monitoring and impact evaluation programs. Plan, design, and coordinate the development of systems to measure and demonstrate impact. Provide expert technical assistance on performance monitoring and evaluation. Monitor and evaluate programs and provide recommendations for their improvement.

Education: Master's degree or equivalent experience.

Administrative Support

Experience: At least 8 years of experience

Function: Perform and coordinate administrative activities and store, retrieve, and integrate information for dissemination to staff and clients. Manage office information, plan and schedule meetings and appointments, organize and maintain paper and electronic files, manage projects, conduct research, and provide information, using the telephone, postal mail, and e-mail. Handle travel arrangements. Create spreadsheets, compose correspondence, manage databases, and create presentations, reports, and documents, using word-processing and desktop-publishing software as well as digital graphics. Word processing and answering the telephone. Provides secretarial, logistical and operations support to contractor teams, USAID and cooperating country personnel. Conducts research and obtains documents to inform technical assistance, briefings and reports. Coordinates logistics for travel, study tours, training and other events.

Education: High-school diploma with additional education, training, and certification as appropriate to specific responsibilities.

Sector Specialist

Experience: Five years of experience.

Function: Provide expert technical assistance, including analysis, training, and reporting, in a specific sector (e.g., microfinance, human rights).

Education: Bachelor's degree or equivalent experience.

Office Support

Experience: Familiarity or experience with computers and good interpersonal skills.

Function: Computerized and hard-copy file storage and retrieval. Maintain, update, and process records. Communications via telephone, fax, and e-mail. Use and maintenance of office equipment.

Education: High-school diploma.

Section 4: Price Lists

Table of Hourly Rates

Labor Categories Site	Client Site	Contractor
Attorney	\$135.19	\$146.96
Program Development / Implementation Specialist	\$121.68	\$131.41
Public Administration Specialist	\$126.60	\$137.60
Financial Analyst	\$116.76	\$126.91
Social Scientist (incl. Economist)	\$116.76	\$126.91
Management Information Specialist	\$126.60	\$137.60
Training Specialist	\$98.33	\$106.88
Conference / Meeting Planner	\$78.66	\$85.50
Facilitator	\$121.68	\$132.26
Business Development / Marketing Specialist	\$121.68	\$132.26
Grants Manager / Grants Administrator	\$89.72	\$97.53
Administrative Support	\$39.82	\$43.28
Office Support	\$29.50	\$32.06
Monitoring and Evaluation Specialist	\$104.47	\$113.55
Sector Specialist	\$76.20	\$82.83