



Contracting with Brandaris is greatly simplified using the General Services Administration's (GSA) Management, Organizational & Business Improvement Services (MOBIS) contracting vehicle. Specifically, Brandaris has pre-negotiated terms, conditions, labor categories and rates with GSA to help streamline future contracts with the Federal Government. Brandaris was awarded the MOBIS contract based on the qualifications of our professionals and demonstrated capability in helping organizations improve their operations. The Brandaris MOBIS contract is effective from 12/15/2002 through 12/14/2017. Contracting with Brandaris for management consulting services can generally be accomplished in less than 30 days depending upon the scope of the effort.

Management, Organizational & Business Improvement Services

Contract: GS-10F-0144N

Contracting Rep: Michael Vaughan, (801) 628-9193, mvaughan@brandarisconsulting.com

1a. Awarded special item numbers:

874-1 Consulting Services

874-1 RC Consulting Services

1b. Identification of Lowest Price Model Number and Price for each SIN: See Item 6 below.

1c. Labor categories, experience, functional responsibility and education:

POSITION	REQUIRED MINIMUM EXPERIENCE/RESPONSIBILITIES/EDUCATION
<i>Program Manager</i>	<p>Experience: 20 years progressive experience with 6 years experience in senior level position responsible for program management and administration of major programs. Responsibility: The Program Manager is responsible for the completion of assigned complex or long-term tasks/projects within budgetary and scheduling guidelines. Includes developing program controls and management procedures. Supervise, direct, review, and coordinate all work performed by staff and subcontractors. Education: MS in business or technical discipline. Additional 10 years experience can be substituted for the education requirements.</p>
<i>Sr Management Consultant</i>	<p>Experience: Senior Management Consultant shall have a minimum of 25 years active Government duty or held a military rank at pay grade "O-6" or above, or held a grade classification of GS-15 to Senior Executive Service in civilian government service, or 20 to 25 years as a Government contractor, or executive. Responsibility: The Senior Management Consultant shall be tasked in a Delivery Order to provide expert advice and recommendations to particular program areas, particular technology areas, and/or specialties related to information technology, engineering, acquisition, hardware/software engineering, government and commercial contracting, consulting, and/or source selection. Education: A Senior Management Consultant shall have a Bachelor's degree in Business Administration, Engineering, Economics, Mathematics or any relevant technical or management field. Any combination of undergraduate, and/or graduate study and experience that meets the above requirement where 2 years experience in the required areas</p>

	<p>equals one 1 year of undergraduate study, and each year of graduate study equals one 1 year of experience to a maximum of 3 years.</p>
<p><i>Management Consultant</i></p>	<p>Experience: The Management Consultant shall have a combination of at least 10 years experience in consulting, designing, engineering, planning, task or project management. Responsibility: Must be experienced with Military logistics policies and procedures. Perform strategic planning, business process re-engineering, information engineering, migration studies, data flow operations, and related operations research. Education: The Management Consultant shall have an undergraduate degree in Computer Science, Engineering, Business Administration, Mathematics, or technical equivalent. Any combination of under-graduate, and/or graduate study and experience that meets the above requirement where 2 years experience in the required areas equals 1 year of undergraduate study, and each year of graduate study equals 1 year of experience to a maximum of 3 years.</p>
<p><i>Jr Management Consultant</i></p>	<p>Experience: The Jr Management Consultant shall have a combination of at least 5 years experience in consulting, designing, engineering, planning, task or project management. Responsibility: Must be experienced with Military logistics policies and procedures. Perform strategic planning, business process re-engineering, information engineering, migration studies, data flow operations, and related operations research. Education: The Jr Management Consultant shall have an undergraduate degree in Computer Science, Engineering, Business Administration, Mathematics, or technical equivalent. Any combination of under-graduate, and/or graduate study and experience that meets the above requirement where 2 years experience in the required areas equals 1 year of undergraduate study, and each year of graduate study equals 1 year of experience to a maximum of 3 years.</p>
<p><i>Sr Management Analyst</i></p>	<p>Experience: The Sr Management Analyst shall have 8 years experience analyzing and defining client's information technology, analyzing logistics documentation, and defining support requirements. Responsibility: Assists in the development of logistical management systems. Obtains and researches data required to perform related analysis. Assists in developing materials for tracking and status reports. Receives instructions on project objectives, complex features, and potential solutions. Education: Bachelor's degree from an accredited university. The Sr Management Analyst may have a combination of under-graduate study and experience that meets the above requirement where 2 years experience in the required areas equals 1 year of undergraduate study, and each year of graduate study equals 1 year of experience, to a maximum of 3 years.</p>
<p><i>Staff Management Analyst</i></p>	<p>Experience: The Staff Management Analyst shall have 4 years experience in the required areas. Responsibility: The Staff Management Analyst must demonstrate the ability to independently evaluate support system effectiveness, reliability, maintainability, and logistics support for client information technology systems, weapon systems, and/or equipment. Education: Bachelor's degree from an accredited university. Alternatively, the Staff Management Analyst may have a combination of undergraduate study and appropriate experience that meets the above requirement where 2 years experience in the required areas equals 1 year of undergraduate study, and each year of graduate study equals 1 year of experience, to a maximum of 3 years.</p>
<p><i>Associate Management Analyst</i></p>	<p>Experience: Must have at least 2 years of data processing, telecommunications, or information technology experience. Responsibility: The Associate Management Analyst must have experience in end user training, telephone support, and the development of documentation for end-users. Preferably, personnel in this category should have experience in various query systems, databases, and office automation. Special skills for mapping software and graphic presentations of demographic or other</p>

	<p>statistical data may be required. Education: Bachelor's degree, and/or any combination of Technical certification or technical training courses in a related discipline. An additional 4 years experience in systems research or quality assurance may be substituted for the degree requirements.</p>
<p><i>Sr Systems Analyst</i></p>	<p>Experience: The Sr Systems Analyst shall have 8 years technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices. Responsibility: Applies software, hardware, and standards information technology skills in the analysis, specification, development, integration, and acquisition of logistical systems of information management applications. Applies business process improvement practices to re-engineer methodologies/principles and business process modernization projects. Applies activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics, Physics or related field. The Sr Systems Analyst may have a combination of under-graduate study and experience that meets the above requirement where 2 years experience in the required areas equals 1 year of undergraduate study, and each year of graduate study equals 1 year of experience, to a maximum of 3 years.</p>
<p><i>Staff Systems Analyst</i></p>	<p>Experience: The Staff Systems Analyst shall have 4 years experience in the required areas. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices. Responsibility: Analyzes and develops computer software possessing a wide range of capabilities, including numerous engineering, business and records management functions. Develops plans for automated logistic systems from project inception to conclusion. Education: Bachelor's degree in Computer Science, Information Systems, Engineering, Mathematics, Physics or related field. Alternatively, the Staff Systems Analyst may have a combination of undergraduate study and appropriate experience that meets the above requirement where 2 years experience in the required areas equals 1 year of undergraduate study, and each year of graduate study equals 1 year of experience, to a maximum of 3 years.</p>
<p><i>Associate Systems Analyst</i></p>	<p>Experience: Must have at least 2 years of data processing and information systems technology experience. Responsibility: Analyzes user interfaces, maintain hardware and software performance tuning, analyze workload and computer usage, maintain interfaces with outside systems, analyze downtimes, analyze proposed system modifications, and upgrades. Analyzes the problem and the information to be processed. Defines the problem, and develops system requirements and program specifications, from which programmers prepare detailed flow charts, programs and tests. Coordinates closely with programmers to ensure proper implementation of program and system specifications. Education: Bachelor's degree, and/or any combination of technical certification or technical training courses in a related discipline. An additional 4 years experience in systems research or quality assurance may be substituted for the degree requirements.</p>
	<p>Experience: The Sr Administrator must have 4 years of relevant experience and the ability to read and write English fluently, professionally interface with client and project personnel, and perform with minimum supervision. Responsibility: The Sr</p>

<i>Sr Administrator</i>	Administrator shall perform data processing support and services that include, but are not limited to, word processing, typing, support as directed by the Program Manager. Performs general tasks to aid in the ongoing support of microcomputer environments. Performs system backups, formats disks, and maintains adequate consumable supply levels. Assists with end user questions and problems. The individual's administrative support for project team includes, but is not limited to, project correspondence, report preparation, presentation graphics, scheduling and document preparation and editing. Education: High School Diploma or equivalent. The completion of some college level work is highly desirable for this position and each year of college completed may be substituted for a year of work experience.
<i>Administrator</i>	Experience: Must have a minimum of 1 year of experience using office automation systems and microcomputer word processing software, preferably Microsoft Word. The individual requires the ability to read and write English fluently. Must be experienced in the preparation of formal papers, document preparation and general office equipment and procedures. Responsibility: The Administrator performs clerical duties such as photocopying, compiling records, filing, tabulating, posting information, and distributing mail. Maintains records, prepares forms, verifies information, and resolves routine problems. Selects and interprets data and demonstrates a thorough knowledge of department and organization policies and procedures in assigned area of responsibility. Education: High School Diploma or equivalent.

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

3. **Minimum order:** \$100

4. **Geographic coverage:** Domestic only

5. **Point(s) of production:** Not Applicable (services only)

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

	Year 11	Year 12	Year 13	Year 14	Year 15
Labor Category	12/15/2012-12/14/2013	12/15/2013-12/14/2014	12/15/2014-12/14/2015	12/15/2015-12/14/2016	12/15/2016-12/14/2017
Program Manager	\$165.95	\$169.44	\$173.00	\$176.63	\$180.34
Sr Management Consultant	\$177.90	\$181.63	\$185.45	\$189.34	\$193.32
Management Consultant	\$142.08	\$145.07	\$148.11	\$151.22	\$154.40
Jr Management Consultant	\$119.27	\$121.78	\$124.34	\$126.95	\$129.61
Sr Management Analyst	\$108.79	\$111.07	\$113.40	\$115.79	\$118.22
Staff Management Analyst	\$87.82	\$89.66	\$91.54	\$93.47	\$95.43
Associate Management Analyst	\$70.44	\$71.92	\$73.43	\$74.97	\$76.54
Senior Systems Analyst	\$108.79	\$111.07	\$113.40	\$115.79	\$118.22
Staff Systems Analyst	\$87.82	\$89.66	\$91.54	\$93.47	\$95.43
Associate Systems Analyst	\$70.44	\$71.92	\$73.43	\$74.97	\$76.54
Senior Administrator	\$64.22	\$65.57	\$66.95	\$68.35	\$69.79
Administrator	\$46.56	\$47.54	\$48.53	\$49.55	\$50.59

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

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrator	01112 - General Clerk II	2005-2531
Senior Administrator	01113 - General Clerk III	2005-2531

7. Quantity discounts: None

8. Prompt payment terms: None (net 30 days)

9a. Government purchase cards that are accepted for all purchases up to the micro-purchase level:

Yes, accepted

9b. Government purchase cards that are accepted for all purchases: Yes, accepted

10. Foreign items: Not Applicable

11a. Time of delivery: To be negotiated with the ordering agency on each task order.

11b. Expedited delivery: To be negotiated with the ordering agency on each task order.

11c. Overnight and 2-day delivery: To be negotiated with the ordering agency on each task order.

11d. Urgent requirements: To be negotiated with the ordering agency on each task order.

12. F.O.B. point(s): Destination, location to be negotiated with the ordering agency on each task order.

13a. Ordering address(es):

Brandaris Inc
1154 Hanline Circle
Kaysville, UT 84037

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fsa.gsa.gov/schedules/>).

14. Payment address(es):

Brandaris Inc
1154 Hanline Circle
Kaysville, UT 84037

15. Warranty provision: Not applicable – services only

16. Export packing charges, if applicable: Not Applicable

17. Terms and Conditions of Government purchase card acceptance (any thresholds above the micropurchase level): Contractor will accept Government Purchase Card order for \$3,000 or less.

18. Terms and conditions of rental, maintenance, and repair: Not Applicable

19. Terms and conditions of installation: Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not Applicable

20a. Terms and conditions for any other services: Not Applicable

21. List of service and distribution points: Not Applicable

22. List of participating dealers: Not Applicable

23. Preventive maintenance: Not Applicable

24a. Special attributes such as environmental attributes: Not Applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and shows where full details can be found (e.g. contractors web site or other location. The EIT standards can be found at:

www.Section508.gov: 508 compliance is provided on all EIT services. Full details are located on the front page of each application.

25. Data Universal Number System (DUNS) number: 05-742-2227

26. Notification regarding registration in Central Contractor Registration (CCR) database:

Brandaris Inc is registered in the CCR database; registration is valid through 9/23/2013.

SERVICES

The Brandaris team of professionals maintains the necessary knowledge, skills, and abilities to provide expert advice, assistance, guidance and counseling in support of Federal Agencies' management, organizational and business improvement efforts. Our professionals have developed these knowledge, skills, and abilities through education and experience while serving in a variety of positions within the Department of Defense. Our services cover management, organizational and business improvement efforts with primary focus in the following areas.

Strategic, Business and Action Planning. Our team of professionals has vast experience in strategic business and action planning in the DoD community. Our team is currently responsible for building and supporting strategic plans using the Federal Agency's mission statement as a baseline and articulates the most efficient means to achieve the mission. In addition to documenting the current operating environment, our team develops detailed action plans that incorporate operating efficiencies over the FYDP (Future Years Defense Program) and describe the timelines and resources necessary to achieve the desired end state. Critical to any strategic plan is a suite of metrics that allow the Federal Agency to track the progress being made and to interject course correction during the execution of the strategic plan. Our team offers a suite of performance measures and indicators that maximizes limited resources and ensures functional balance.

Logistics Consulting for Systems Development and Integration. Our team performs a variety of business consulting services to maximize the positive impact of information management systems. As our clients have become more reliant on a continually growing array of data systems, our experts provide the logistical expertise to tie the new systems to current management challenges. Faced with an ever-increasing volume of available data our team compiles the chaos into usable, mission-focused information. Most recently, our team successfully merged data from multiple sources to create an accurate method to identify Air Force Materiel Command accounting transactions down to the Major Command (MAJCOM) and specific organization involved. We applied the methodology to inform each MAJCOM of funding impacts due to budget changes.

Cycle/Response Time. To guarantee the right product is delivered to the right place at the lowest possible price, our team recognizes the importance of reduced cycle/response times without jeopardizing the quality of the materiel. Our solutions identify process improvements that drive down response times in the transportation, packaging and warehousing, retrograde, procurement, and repair pipelines. Most recently, our team played a key roll in developing a customer wait time metric for the Air Force and identified existing constraints and recommended solutions to drive down the applicable cycle times.

Performance Measures and Indicators. Our team of professionals provide consulting services to improve and establish customer support and financial metrics. Our approach to developing meaningful metrics focuses on the overall well-being of the organization and achieves balance between the different functional areas. All measures and indicators are designed to support the organizations strategic plan in achieving balance between the mission, fiscal and human resources, and operations. Our Team also identifies source data systems and establishes the protocol for obtaining the necessary data. Our Team helps build the metrics strategy map to show the relationship of metrics and to identify positive and negative ramifications of given actions to reallocate resources and implements process improvements.

Process and Productivity Improvement. Our Team has developed a four-step approach to all improvement studies we perform. **Step 1 – Organizational Assessment and Condition Identification.** This step is critical in identifying the operating constraints of an organization and can take the greatest amount of time to conduct. The assessment covers all aspects of an organization’s operations and identifies those areas that will bring the greatest return on investment when improvements are implemented. **Step 2 - Root Cause/Constraint Identification.** The initial cause identified for an existing condition is generally not the “root” cause of the problem. Our experts research issues back to the driving policies, procedures, and attitudes that require change. **Step 3 - Impact Study.** This step in the approach documents the financial or mission impact of the conditions found. Only issues that have a significant adverse affect on the organization are carried forward for corrective action. **Step 4 – Recommendations.** The end product of all our services is the recommended actions and successful implementation of those recommendations. All recommended actions focus on resolving an existing condition and establishing controls to avoid repeat occurrence. Our team uses a mix of government and commercially accepted practices to identify and recommend improvements.

Program Audits, and Evaluations. Our team has over 10 years experience in performing DoD compliance and performance audits. Our experts develop detailed audit plans and programs, conduct audit tests using Generally Accepted Government Auditing Standards (GAGAS) processes and procedures, and report audit/evaluation findings using prescribed DoDIG reporting guidelines. Our audit and evaluation services focus on fiscal and mission objectives. Our conclusions clearly identify conditions found, root causes, mission and fiscal impacts, and recommended actions to remedy existing conditions and prevent repeat occurrence.

Our consulting services enable government agencies to improve performance, quality, timeliness and efficiency throughout their organizations. Our professionals understand the operating environment is rapidly changing and we are prepared to facilitate a dynamic response that will allow organizations to continuously improve mission performance. All of our services are focused on increasing customer support, with ever increasing financial constraints, and help restore the public's confidence in their government.