



FEDERAL SUPPLY SERVICES

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!, a menu-driven database system. The INTERNET address for GSA Advantage! is: [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

Schedule Title: **Mission Oriented Business Integrated Services (MOBIS)**

Schedule For: **CPS Professional Services, LLC**  
**Service Disabled Veteran Owned Small Business (SDVOSB)**

Federal Supply Group: 874  
Service and Product Codes: R499

Contract Number: **GS-10F-0146V**  
For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: 04/14/2009 – 04/14/2014 Base Period  
**04/15/2014 – 04/14/2019 Option Period 1** (Plus Two 5 Year Options)

Current through: **Modification PS-0021, Dated 04/13/2014**

Contractor: CPS Professional Services, LLC  
8260 Willow Oaks Corporate Drive, Suite 350  
Fairfax, VA 22031-4513

Business Size: **Small Business. Service Disabled Veteran Owned Small Business (SDVOSB)**

Telephone: (571) 282-4024

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Contract Administrator: NAME GSA MOBIS PMO  
TITLE GSA MOBIS PMO  
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**CUSTOMER INFORMATION:**

1a. Table of Awarded Special Item Numbers (SINs): Pricing included below.

SIN	Description
874-1	Integrated Consulting Services
874-4	Training Services
874-6	Acquisition Support Services
874-7	Integrated Business Program Support Services

- 1b. **Identification of the lowest priced model number and lowest unit price for each special item number awarded under contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not Applicable**
- 1c. **Labor Category Descriptions: 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. Not Applicable**
2. **Maximum order: \$1,000,000.00**
3. **Minimum order: \$100.00**
4. **Geographic coverage (delivery area): CONUS, OCONUS, Alaska, Hawaii and Puerto Rico**
5. **Point(s) of production: 8260 Willow Oaks Corporate Drive, Suite 350, Fairfax, VA 22031**
6. **Statement of Net Price: Pricing provided below represents Government Net Pricing. Discounts have been deducted.**
7. **Quantity/Volume Discounts: None.**
8. **Prompt Payment Terms: None. (Payments are due thirty days from receipt of an invoice).**
- 9a. **Notification That Government Purchase Cards Are Accepted at or Below the Micro-purchase Threshold:**  
CPS Professional Services, LLC agrees to accept the government purchase card at or below the micro-purchase threshold.
- 9b. **Notification That Government Purchase Cards Are Not Accepted Above the Micro-purchase Threshold:** CPS Professional Services, LLC agrees to accept the government purchase card above the micro-purchase threshold.
10. **Foreign Items: Not Applicable**
- 11a. **Time of Delivery: As negotiated between CPS Professional Services, LLC and ordering activity**
- 11b. **Expedited Delivery: Contact Contractor**
- 11c. **Overnight and 2-Day Delivery: Contact Contractor**
- 11d. **Urgent Requirements: Contract Contractor**
12. **F.O.B. point(s): Destination**
- 13a. **Ordering Address: 8260 Willow Oaks Corporate Drive, Suite 350, Fairfax, VA 22031**
- 13b. **Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**
14. **Payment Address: 8260 Willow Oaks Corporate Drive, Suite 350, Fairfax, VA 22031**
15. **Warranty Provision: Standard Commercial**
16. **Export Packing Charges: Not Applicable**
17. **Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level):**  
Contact Contractor
18. **Terms and Conditions of Rental, Maintenance, and Repair: Not Applicable**
19. **Terms and Conditions of Installation: Not Applicable**

- 20a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).**  
Not Applicable
- 20b. **Terms and Conditions for any Other Services:** Not Applicable
21. **List of Service and Distribution points:** 8260 Willow Oaks Corporate Drive, Suite 350, Fairfax, VA 22031
22. **List of Participating Dealers:** Not Applicable
23. **Preventive maintenance:** Not Applicable
- 24a. **Special Attributes such as Environmental Attributes:** Not Applicable
- 24b. **Section 508 Compliance:** www.cps-ps.com
25. **Data Universal Number System (DUNS) Number:** 621642623
26. **Notification regarding registration in Central Contractor Registration (CCR) Database:** Active on CCR 02/14/2012. Cage Code: 4CUA3

### **CPS Professional Services MOBIS Overview**

Under the General Services Administration federal supply schedule contract Mission Oriented Business Integrated Services (MOBIS), solicitation no. TFTP-MC-000874-B, CPS provides a broad spectrum of products and services focused on improving the performance of federal agencies and other organizations. The MOBIS contract is an indefinite delivery, indefinite quantity multiple award schedule contract that provides for task orders to be placed as firm fixed-price or time and material using the labor categories and ceiling rates defined in the contract. The order type is at the discretion of the ordering agency.

Under the federal supply schedule program, GSA enters into contracts with commercial firms to provide supplies and services at stated prices for given periods of time. Orders are placed directly with the schedule contractor, and deliveries are made directly to the customer. The federal supply schedule program mirrors commercial buying practices more than any other procurement process in the federal government today. It provides customers with literally millions of state-of-the-art, high-quality commercial products and services at volume discount pricing on a direct delivery basis. The federal supply schedule program also offers the benefits of shorter lead times, lower administrative costs, and reduced inventories.

Multiple award schedule contracts are awarded to contractors supplying comparable commercial supplies and services at government-negotiated, pre-approved prices. They provide federal agencies with the variety and flexibility necessary to select the best-valued professional services to meet their requirements. Consistent with the Competition in Contracting Act, multiple award schedule contracts are competitive in that participation in the program is open to all responsible sources, and orders placed following the procedures in Federal Acquisition Regulation 8.4 result in the lowest overall cost alternative. Therefore, when placing orders under federal supply schedules, ordering offices need not: 1) seek further competition, 2) synopsise the requirement, 3) make a separate determination of fair and reasonable pricing, or 4) consider small business programs. GSA already has determined the prices of items under schedule contracts to be fair and reasonable.

### **Contract Clauses**

GSA multiple award schedule contracts are awarded in accordance with the provisions of Federal Acquisition Regulation Part 12 Acquisition of Commercial Items. As much as possible, GSA multiple award schedule contracts include only those clauses required, either to implement provisions of law or executive orders applicable to the acquisition of commercial items or determined to be consistent with customary commercial practices. Ordering agencies may incorporate provisions in their task orders that are essential to their specific requirements (i.e., security, hazardous material handling, key personnel) provided they do not conflict with the terms and conditions of the contract. These provisions, when required, must be included in the individual task order, and any costs necessary to comply with the provision(s) will be included in the task order proposal price estimate, unless otherwise prohibited by law.

### **Service Contract Act (SCA)**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire GSA MOBIS Schedule program and all of its 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 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and when SCA labor categories are added to this MOBIS Schedule contract through the modification process, CPS will 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 Wage Determination number.

## Special Item Number (SIN) Descriptions

**SIN 874-1 – Integrated Consulting Services** Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Facilitation and related decision support services.
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.
- Advisory and assistance services in accordance with FAR 37.203.

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

### **SIN 874-4 – Training Services**

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

### **SIN 874-6 – Acquisition Management Support**

Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: 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. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/mobis).

### **SIN 874-7 Integrated Business Program Support Services**

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout.
- Operational/administrative business support services in order to carry out program objectives.

NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

**GSA MOBIS GS-10F-0146V Pricing for Option Period 1 (4/15/2014 to 4/14/2019)**

**GSA Awarded Rates (including the 0.75% IFF)**

SIN	GSA MOBIS Labor Category Name	4/15/2014 - 4/14/2015	4/15/2015 - 4/14/2016	4/15/2016 - 4/14/2017	4/15/2017 - 4/14/2018	4/15/2018 - 4/14/2019
874-1,4,6,7	GS-M Project Assistant 1	43.48	43.48	43.48	43.48	43.48
874-1,4,6,7	GS-M Project Assistant 2	50.46	50.46	50.46	50.46	50.46
874-1,4,6,7	GS-M Project Assistant 3	69.59	69.59	69.59	69.59	69.59
874-1,4,6,7	GS-M Project Analyst 1	75.56	75.56	75.56	75.56	75.56
874-1,4,6,7	GS-M Project Analyst 2	97.80	97.80	97.80	97.80	97.80
874-1,4,6,7	GS-M Project Analyst 3	147.77	147.77	147.77	147.77	147.77
874-1,4,6,7	GS-M Project Analyst 4	164.72	164.72	164.72	164.72	164.72
874-1,4,6,7	GS-M Program Manager 1	128.87	128.87	128.87	128.87	128.87
874-1,4,6,7	GS-M Program Manager 2	162.92	162.92	162.92	162.92	162.92
874-1,4,6,7	GS-M Program Director 1	172.64	172.64	172.64	172.64	172.64
874-1,4,6,7	GS-M Program Director 2	198.25	198.25	198.25	198.25	198.25
874-1,4,6,7	GS-M Program Director 3	240.63	240.63	240.63	240.63	240.63
874-1,4,6,7	GS-M Black Belt 1	102.02	102.02	102.02	102.02	102.02
874-1,4,6,7	GS-M Black Belt 2	121.85	121.85	121.85	121.85	121.85
874-1,4,6,7	GS-M Black Belt 3	145.64	145.64	145.64	145.64	145.64
874-1,4,6,7	GS-M Master Black Belt 1	153.31	153.31	153.31	153.31	153.31
874-1,4,6,7	GS-M Master Black Belt 2	185.20	185.20	185.20	185.20	185.20
874-1,4,6,7	GS-M Master Black Belt 3	251.81	251.81	251.81	251.81	251.81
874-1,4,6,7	GS-M Deployment Advisor 1	222.05	222.05	222.05	222.05	222.05
874-1,4,6,7	GS-M Deployment Advisor 2	287.89	287.89	287.89	287.89	287.89
874-1,4,6,7	GS-M Trainer 1	76.57	76.57	76.57	76.57	76.57
874-1,4,6,7	GS-M Trainer 2	112.54	112.54	112.54	112.54	112.54
874-1,4,6,7	GS-M Trainer/Developer	125.20	125.20	125.20	125.20	125.20
874-1,4,6,7	GS-M Curriculum Specialist	167.47	167.47	167.47	167.47	167.47
874-1,4,6,7	GS-M Writer/Editor	71.78	71.78	71.78	71.78	71.78
874-1,4,6,7	GS-M Business Analyst 1	81.93	81.93	81.93	81.93	81.93
874-1,4,6,7	GS-M Business Analyst 2	92.55	92.55	92.55	92.55	92.55
874-1,4,6,7	GS-M Business Analyst 3	98.85	98.85	98.85	98.85	98.85
874-1,4,6,7	GS-M Business Analyst 4	118.01	118.01	118.01	118.01	118.01
874-1,4,6,7	GS-M Business Analyst 5	137.16	137.16	137.16	137.16	137.16
874-1,4,6,7	GS-M Business Consultant 1	169.09	169.09	169.09	169.09	169.09
874-1,4,6,7	GS-M Business Consultant 2	183.11	183.11	183.11	183.11	183.11
874-1,4,6,7	GS-M Business Consultant 3	215.31	215.31	215.31	215.31	215.31
874-1,4,6,7	GS-M Business Consultant 5	265.04	265.04	265.04	265.04	265.04
874-1,4,6,7	GS-M Technical Specialist 1	82.16	82.16	82.16	82.16	82.16
874-1,4,6,7	GS-M Technical Specialist 2	94.72	94.72	94.72	94.72	94.72
874-1,4,6,7	GS-M Technical Specialist 3	114.88	114.88	114.88	114.88	114.88
874-1,4,6,7	GS-M Technical Specialist 4	130.69	130.69	130.69	130.69	130.69
874-1,4,6,7	GS-M Technical Specialist 5	140.09	140.09	140.09	140.09	140.09
874-1,4,6,7	GS-M Technical Consultant 1	152.86	152.86	152.86	152.86	152.86
874-1,4,6,7	GS-M Technical Consultant 2	188.55	188.55	188.55	188.55	188.55
874-1,4,6,7	GS-M Technical Consultant 3	192.16	192.16	192.16	192.16	192.16
874-1,4,6,7	GS-M Technical Consultant 5	255.85	255.85	255.85	255.85	255.85

Above GSA rates may be adjusted if rate adjustments are approved by GSA.

## Labor Category Descriptions

### Project Assistants

Position Duties/Responsibilities: Provides administrative support to technical and management-level personnel. This includes, but is not limited to defining and executing technical, managerial, and/or administrative activities and services within a project, documentation planning and support, project administration, program management support, event planning and administration, records, data input, and other office administration functions. May perform other duties as assigned.

Labor Category	Experience/Education
GS-M Project Assistant 1	High School Diploma, at least 1 year of experience
GS-M Project Assistant 2	High School Diploma, at least 5 years of experience
GS-M Project Assistant 3	High School Diploma, at least 9 years of experience

### Project Analysts

Position Duties/Responsibilities: Performs a variety of technical, managerial, administrative, and/or project support tasks which are broad in nature. Project Analyst may at times perform work that is highly technical (information technology, aerospace, cyber technology, and other areas) in nature with positions that may/may not require a clearance. Performs with some latitude for unreviewed actions and decisions.

Labor Category	Experience/Education
GS-M Project Analyst 1	Bachelor's Degree, at least 1 year of experience
GS-M Project Analyst 2	Bachelor's Degree, at least 3 years of experience
GS-M Project Analyst 3	Bachelor's Degree, at least 9 years of total experience, including 2 years of management experience and 7 years of general experience
GS-M Project Analyst 4	Bachelor's Degree, at least 14 years of total experience, including 5 years of management experience and 9 years of general experience

### Program Managers

Position Duties/Responsibilities: Directs the performance of or provides high level technical expertise for a variety of related projects which may be organized by technology, program, or client. Oversees the technology development and/or application, marketing, and resource allocation within program/project client base. Responsible for the effective management of funds and personnel, and is accountable for the quality and timely delivery of contractual items as identified within the contractual documentation. Position requires prior management\*\*/supervisory experience relating to the field of expertise. May hold high level certifications or clearances.

Labor Category	Experience/Education
GS-M Program Manager 1	Bachelor's Degree, at least 10 years of total experience, including 7 years of management experience and 3 years of general experience
GS-M Program Manager 2	Bachelor's Degree, at least 12 years of total experience, including 8 years of management experience and 4 years of general experience

### Program Directors

Position Duties/Responsibilities: Directs the performance of or provides high level technical expertise for multiple programs/projects which may be organized by technology, program, or client. Ability to provide management and direction to program managers or other program or project personnel, exercise independent judgment, and a high level of analytical skill in solving complex or unusual technical, administrative, or managerial issues. May oversee technology development or application, marketing, and resource allocation within program/project client base. Responsible for the effective management of funds and

personnel, and is accountable for the quality and timely delivery of contractual items as identified within the contractual documentation. Position requires prior management\*\*/supervisory experience relating to the field of expertise. May hold high level certifications or clearances.

<b>Labor Category</b>	<b>Experience/Education</b>
GS-M Program Director 1	Bachelor's Degree, at least 11 years of total experience, including 5 years of management experience and 6 years of general experience
GS-M Program Director 2	Bachelor's Degree, at least 12 years of total experience, including 7 years of management experience and 5 years of general experience
GS-M Program Director 3	Bachelor's Degree, at least 16 years of total experience, including 9 years of management experience and 7 years of general experience

### Black Belts

Position Duties/Responsibilities for Black Belt: Provides management and technical expertise and support by working with and understanding client requirements in an effort to enhance capabilities and processes, identifying projects and selecting project team leaders, and working with sponsors to develop six sigma deployment strategies. Provides support for a variety of functions including but not limited to leading Six Sigma projects, training mentoring, and coaching Green Belts and project teams, and acts as a catalyst for process improvement.

<b>Labor Category</b>	<b>Experience/Education</b>
GS-M Black Belt 1	Bachelor's Degree, Black Belt Certification, at least 5 years of experience
GS-M Black Belt 2	Bachelor's Degree, Black Belt Certification, at least 7 years of experience
GS-M Black Belt 3	Bachelor's Degree, Black Belt Certification, at least 9 years of experience

### Master Black Belts

Position Duties/Responsibilities for Master Black Belt: Provides leadership for enterprise-level projects, enhancing and creating new training curricula, and supporting internal Master Black Belt development, and bringing the entire organization to the Six Sigma competency level to allow the organization to become self-sufficient. In addition, may provide management and technical expertise and support by working with and understanding client requirements in an effort to enhance capabilities and processes, identifying projects and selecting project team leaders, and working with sponsors to develop Six Sigma deployment strategies. Responsibilities may include providing support for a variety of functions including but not limited to leading Six Sigma projects, training mentoring, and coaching Green Belts and project teams, and acting as a catalyst for process improvement.

<b>Labor Category</b>	<b>Experience/Education</b>
GS-M Master Black Belt 1	Bachelor's Degree, Master Black Belt Certification, at least 12 years of total experience, including 4 years of specialized experience and 8 years general experience
GS-M Master Black Belt 2	Bachelor's Degree, Master Black Belt Certification, at least 14 years of total experience, including 5 years of specialized experience and 9 years general experience
GS-M Master Black Belt 3	Bachelor's Degree, Master Black Belt Certification, at least 16 years of total experience, including 7 years of specialized experience and 9 years general experience

### Deployment Advisors

Position Duties/Responsibilities for Deployment Advisor: Advises senior leaders on process improvement tools and deployment, project selection, prioritization, and execution. Mentors Green Belt, Black Belt and Master Black Belt candidates on professional development and certification, and coaches project teams, from Green Belt to Enterprise level teams, through completion of projects. Trains project leaders including Green Belt through Master Black Belt through courses that include lecture, practical exercises and simulations. Executes enterprise level projects across the organization with projects for process improvement across high level organizations as teams incorporate senior leaders, systems analysts, and operations specialists. May possess higher level industry executive experience\* and/or hold high level certifications or clearances.

<b>Labor Category</b>	<b>Experience/Education</b>
GS-M Deployment Advisor 1	Master's Degree, Master Black Belt Certification, at least 15 years of experience
GS-M Deployment Advisor 2	Master's Degree, Master Black Belt Certification, at least 17 years of experience

### Training

Position Duties/Responsibilities: Plans, develops, conducts, and/or provides training materials and end user training on a variety of subjects including but not limited to applying new and unique methods and procedures. Facilitates and provides advice and counsel. Curriculum development expertise is required in a related field of expertise that may include some or all of the following: Activities such as conceptualizing, planning, implementing, field testing, and researching in one or more fields to either improve, place, or identify recommendations that may improve teaching, instruction, or implementation of various related fields, to include but not limited to information technology, management, engineering, military requirements, and other undefined fields.

<b>Labor Category</b>	<b>Experience/Education</b>
GS-M Trainer 1	Bachelor's Degree, at least 3 years of experience
GS-M Trainer 2	Bachelor's Degree, at least 5 years of experience
GS-M Trainer / Developer	Bachelor's Degree, at least 7 years of experience
GS-M Curriculum Specialist	Bachelor's Degree, at least 10 years of total experience, including 5 years of specialized curriculum development experience and 5 years of general experience

### Writing/Editing

Position Duties/Responsibilities: Performs writing and editing support including but not limited to content management, document preparation and development, editing, and formatting for printed and/or online media. Creates, reviews, and/or edits a variety of documents including but not limited to project deliverables, resumes, proposal submissions, presentations, briefings, forms, templates, user guides, instructional materials, and technical documents. Coordinates and manages document design, structure, and production. Provides support for website development, content, and graphics. Participates in the technical design, development, testing, implementation, and maintenance of web site enhancements, and performs website editorial activities.

<b>Labor Category</b>	<b>Experience/Education</b>
GS-M Writer/Editor	Bachelor's Degree, at least 5 years of experience

### Business Analysts

Position Duties/Responsibilities: Performs a variety of technical, managerial, and/or project tasks which are broad in nature, including but not limited to ability to apply a business-wide set of disciplines for planning, analysis, data modeling, design and construction of business systems, reverse engineering and reengineering, provide guidance in software engineering techniques and automated support tools. Performs with some latitude for unreviewed actions and decisions.

<b>Labor Category</b>	<b>Experience/Education</b>
GS-M Business Analyst 1	Bachelor's Degree, at least 1 year of experience
GS-M Business Analyst 2	Bachelor's Degree, at least 3 years of experience
GS-M Business Analyst 3	Bachelor's Degree, at least 5 years of experience
GS-M Business Analyst 4	Bachelor's Degree, at least 7 years of experience
GS-M Business Analyst 5	Bachelor's Degree, at least 9 years of experience

### Business Consultants

Position Duties/Responsibilities: Provides subject matter expertise including but not limited to business, technical and/or managerial guidance with responsibility for leading or supervising direction and recommendations for problem definition, analysis, requirements development, and implementation of complex projects and programs. May also be responsible for supervision of large teams, multiple teams, or various projects spanning numerous locations. Areas of management expertise may include but are not limited to management, engineering, testing, research and development, information technology oversight, and various other fields.

Labor Category	Minimum Experience/Education
GS-M Business Consultant 1	Bachelor's Degree, at least 10 years of total experience, including 5 years of management experience and 5 years of general experience
GS-M Business Consultant 2	Bachelor's Degree, at least 13 years of total experience, including 7 years of management experience and 6 years of general experience
GS-M Business Consultant 3	Bachelor's Degree, at least 16 years of total experience, including 9 years of management experience and 7 years of general experience
GS-M Business Consultant 5	Bachelor's Degree, at least 17 years of total experience, including 9 years of executive experience and 8 years of general experience

### Technical Specialists

Position Duties/Responsibilities: Provides technical expertise, support, and advice for a variety of projects including but not limited to state-of-the-art technologies, problem definition, analysis, requirements development, recommendation, and issue resolution. May hold high level certifications or clearances.

Labor Category	Experience/Education
GS-M Technical Specialist 1	Bachelor's Degree, at least 2 years of experience
GS-M Technical Specialist 2	Bachelor's Degree, at least 3 years of experience
GS-M Technical Specialist 3	Bachelor's Degree, at least 5 years of experience
GS-M Technical Specialist 4	Bachelor's Degree, at least 7 years of experience
GS-M Technical Specialist 5	Bachelor's Degree, at least 9 years of experience

### Technical Consultants

Position Duties/Responsibilities: Provides subject matter expertise, directs the performance of and/or provides technical expertise for a variety of related projects which may be organized by technology, program or client. Facilitates discussions as a method of planning and analysis, and recommends solutions. Ability to provide oversight in a variety of technology development and/or application development arenas, marketing, and resource allocation within program client base. May, also, be responsible for supervision of large teams, multiple teams, or various projects spanning numerous locations. Areas of management/supervisory expertise may include but not be limited to management, engineering, testing, research and development, information technology oversight, and various other fields. May hold high level certifications or clearances.

Labor Category	Experience/Education
GS-M Technical Consultant 1	Bachelor's Degree, at least 10 years of total experience, including 5 years of technical experience in a related field and 5 years of general experience
GS-M Technical Consultant 2	Bachelor's Degree, at least 12 years of total experience, including 7 years of technical management experience in a related field and 5 years of experience
GS-M Technical Consultant 3	Bachelor's Degree, at least 15 years of total experience, including 9 years of technical management experience in a related field and 6 years of experience
GS-M Technical Consultant 5	Bachelor's Degree, at least 16 years of experience, including 9

	years of executive experience in a related field and 7 years of experience
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<b>Education/Experience Substitutions/Equivalency Criteria</b> <i>Additional experience over the minimum required in any labor category may be substituted for required education.</i>		
Required Education	Actual Education	Additional General Experience Above Minimum Required (Yrs)
HS Diploma	GED or Vocational Degree	1
Bachelor's Degree	HS Diploma	4
Master's Degree	HS Diploma	6
Bachelor's Degree	Associate's Degree	2
Master's Degree	Associate's Degree	4
Master's Degree	Bachelor's Degree	2
Ph.D.	Master's Degree	2

Example: High School Diploma plus 4 additional years of general experience is equivalent to a Bachelor's Degree. Years of total experience includes experience applicable to the field of expertise required for each job description.

\* Executive experience is comparative to the following definition: a person or group of persons having administrative or supervisory authority in a company and may be expressed but not limited to: General Manager, Sr. Manager, Vice President, or CEO.

\*\* Management experience/expertise is defined as : organization and coordination of the activities of an organization in order to achieve defined objectives such as financial, project, program, or policy results. Technical management experience is considered technical expertise that may also include experience in the management of various teams.

## Training Course Descriptions

### 1 GREEN BELT CLASS

#### Course Description and Objectives:

Green Belt training consists of two weeks of classroom training with time in between each week for a belt candidate to work on an assigned GB level project. The POI consists of teaching the Define, Measure, Analyze, Improve, and Control (DMAIC) methodology and includes the most common tools a GB will require to solve 2- to 3-month, smaller-scoped project typically within their own area of responsibility. These projects will involve a team of three to five subject matter experts and other extended team members as necessary to find the root cause of a process problem and develop solutions that will deliver results to their organization. Each GB candidate will have an assigned coach to help them navigate the various DMAIC phases, and the tools necessary to successfully complete a project. In addition to the project coach, the CPS instructors provide feedback to each student on the progress of their projects during project presentation sessions as part of the classroom instruction. This learning and feedback cycle is essential to the belt candidate's success in completing a project within the 2- to 3-month time frame.

Green Belt Course Topics	
<ul style="list-style-type: none"> <li>• Introductions</li> <li>• LSS Course Overview</li> <li>• Week One Expectations &amp; Goals</li> <li>• DMAIC Philosophy and Value-Based Project Selection</li> <li>• Team Effectiveness</li> <li>• Voice of the Customer</li> <li>• Basic Tools</li> <li>• Value Stream Mapping</li> <li>• Intro to Variation and Basic Statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Sampling &amp; Data Collection</li> <li>• 5S</li> <li>• Metrics &amp; Dashboards</li> <li>• Process Capability</li> <li>• Kaizen Project Selection and Preparation</li> <li>• Defect Prevention</li> <li>• Value-Add Time Improvement</li> <li>• Visual Tools &amp; Exercise</li> <li>• Process Constraints and Balancing</li> <li>• Introduction to DOE/ANOVA</li> </ul>

<b>Green Belt Course Topics</b>	
<ul style="list-style-type: none"> <li>• The Value of Cycle Time</li> <li>• Control Charts</li> <li>• Cause &amp; Effect Matrix</li> <li>• Measurement System Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Process Flow Improvement</li> <li>• Develop &amp; Select Solutions</li> <li>• Solution FMEA</li> <li>• Process Control (Control Charts)</li> </ul>
<p><b>Note:</b> This course includes follow-on coaching and mentoring.</p>	

**Course Specifics:**

1	<b>Course Title</b>	<b>Green Belt Class (no classroom, no materials)</b>
2	<b>Length of Course (hours/days)</b>	2 weeks
3	<b>Minimum/Maximum Number of Participants</b>	12 / 25
4	<b>Price for Additional Students Above Minimum</b>	none
5	<b>Support Materials Provided</b>	none
6	<b>Commercial Course Price</b>	\$33,753.60
7	<b>Discount % offered to GSA</b>	2%
8	<b>GSA Course Price</b>	\$33,328.49

1	<b>Course Title</b>	<b>Green Belt Class (all inclusive)</b>
2	<b>Length of Course (hours/days)</b>	2 weeks
3	<b>Minimum/Maximum Number of Participants</b>	12 / 25
4	<b>Price for Additional Students Above Minimum</b>	none
5	<b>Support Materials Provided</b>	Classroom and all materials: <ul style="list-style-type: none"> <li>• Training binders containing course content and exercises.</li> <li>• Lap tops with MS Office 2003 products and SigmaXL® installed. SigmaXL® is a powerful but easy to use Excel Add-In that will enable TSA Belts to apply sophisticated statistical and graphical tools to their service and transactional process improvement projects.</li> <li>• At the beginning of each belt-level course wave, participants will be issued at least one reference text. An example is the <i>Lean Six Sigma Pocket Toolbook</i>.</li> <li>• Weekly quizzes and final exam.</li> <li>• Other resource materials regarding the use of LSS tools are available during teaching sessions.</li> </ul>
6	<b>Commercial Course Price</b>	\$55,160.51
7	<b>Discount % offered to GSA</b>	2%
8	<b>GSA Course Price</b>	\$54,465.79

## 2 BLACK BELT CLASS

### Course Description and Objectives:

Black Belt training consists of four weeks of classroom training with time in between each week for a belt candidate to work on an assigned BB level project. The POI for BB training consists of teaching the Define, Measure, Analyze, Improve, and Control methodology, but includes more advanced data analysis tools a BB will require to solve more complex projects that can take from three to six months. BB projects are typically outside the belts area of responsibility and will cross multiple functional areas and require more rigorous analysis and tools than a GB project. In the case of a BB project, a team could involve up to ten subject matter experts and other extended team members necessary to find the root cause of a process problem and develop solutions that will deliver results to the organization. Each BB candidate will have an assigned coach to help them navigate the various DMAIC phases, and the tools necessary to successfully complete a project. In addition to the project coach, the CPS instructors provide feedback to each student on the progress of their projects during project presentation sessions during the four weeks of classroom instruction.

<b>Black Belt Course Topics</b>	
<ul style="list-style-type: none"> <li>• The Role of the LSS Black Belt</li> <li>• Team Launch and Communication</li> <li>• Project Management</li> <li>• Identifying Financial Benefits</li> <li>• Gate Review Process and Define Gate Review</li> <li>• MSA and Gage R&amp;R</li> <li>• SPC - Process Capability Cp &amp; Cpk</li> <li>• Generic Pull Systems</li> <li>• Work Unit Conversion</li> <li>• Non-Parametric Statistics</li> <li>• Transactional Balanced Flow</li> <li>• Transactional Cells</li> <li>• Setup Reduction</li> <li>• Total Productive Maintenance</li> <li>• Measure Gate Review</li> <li>• Cause and Effect Matrix</li> <li>• Confidence Intervals</li> <li>• Hypothesis Testing and Sample Sizing</li> <li>• Simple Regression</li> <li>• PK Analysis</li> <li>• Multiple Regression</li> </ul>	<ul style="list-style-type: none"> <li>• Components of Variation Studies</li> <li>• ANOVA (One and Two)</li> <li>• Solution Development</li> <li>• Analyze Gate Reviews</li> <li>• Manufacturing and Transactional Strategy</li> <li>• Replenishment Pull Systems</li> <li>• Stocking Strategy</li> <li>• Improvement Tool Application</li> <li>• DOE Design, Planning and Analysis</li> <li>• Response Surface Methods</li> <li>• Improve Gate Review</li> <li>• Process Control Plans</li> <li>• Defect Prevention</li> <li>• Core Competency Balance</li> <li>• Visual Process Control Tools</li> <li>• Transactional Takt</li> <li>• Specialty Control Charts</li> <li>• Control Gate Reviews</li> <li>• Sustain Gate Review</li> <li>• Standardized Work</li> </ul>
<p><b>Note:</b> This course includes follow-on coaching and mentoring.</p>	

### Course Specifics:

<b>1</b>	<b>Course Title</b>	<b>Black Belt Class (no classroom, no materials)</b>
<b>2</b>	<b>Length of Course (hours/days)</b>	3 weeks
<b>3</b>	<b>Minimum/Maximum Number of Participants</b>	12 / 25
<b>4</b>	<b>Price for Additional Students Above Minimum</b>	none
<b>5</b>	<b>Support Materials Provided</b>	none
<b>6</b>	<b>Commercial Course Price</b>	\$41,220.00
<b>7</b>	<b>Discount % offered to GSA</b>	2%
<b>8</b>	<b>GSA Course Price</b>	\$40,700.86

1	<b>Course Title</b>	<b>Black Belt Class (all inclusive)</b>
2	<b>Length of Course (hours/days)</b>	3 weeks
3	<b>Minimum/Maximum Number of Participants</b>	12 / 25
4	<b>Price for Additional Students Above Minimum</b>	none
5	<b>Support Materials Provided</b>	Classroom and all materials: <ul style="list-style-type: none"> <li>• Training binders containing course content and exercises.</li> <li>• Laptops with MS Office 2003 products and SigmaXL<sup>®</sup> installed.</li> <li>• At the beginning of each belt-level course wave, participants will be issued at least one reference text. An example is <i>Lean Six Sigma for Service</i>.</li> <li>• Weekly quizzes and final exam.</li> <li>• Other resource materials regarding the use of LSS tools are available during teaching sessions.</li> </ul>
6	<b>Commercial Course Price</b>	\$57,080.32
7	<b>Discount % offered to GSA</b>	2%
8	<b>GSA Course Price</b>	\$56,361.42

### 3 MASTER BLACK BELT CLASS

#### Course Description and Objectives:

Master Black Belt training consists of three weeks of classroom training designed to equip the MBB candidate with the skills and capabilities to train other belts, lead the most complex enterprise projects, coach other GB and BB candidates, and advise their senior leadership on how best to deploy and sustain the LSS program in their organizations. In addition to the classroom training, each MBB candidate will be required to complete a rigorous certification program consisting of completing two BB level projects, teaching the BB POI in a classroom environment, coaching two other BB projects to completion, and facilitating a Project Identification and Selection Workshop (PISW). At the completion of this rigorous certification program, the certified MBB will enable their organization to have a self-sustaining LSS deployment.

<b>Master Black Belt Course Topics</b>	
<ul style="list-style-type: none"> <li>• The Role of the MBB</li> <li>• LSS DMAIC Methodology</li> <li>• Deep Dive: Variation and Control Charts</li> <li>• Deep Dive: Process/Value Stream Mapping</li> <li>• Deep Dive: LSS Metrics</li> <li>• Deep Dive: Process Capability</li> <li>• Project Presentation Effectiveness</li> <li>• Deep Dive: MSA</li> <li>• Transactional and RTY Simulations</li> <li>• Deep Dive: Constraint ID</li> <li>• Deep Dive: Hypothesis Testing, CI and Sample Size</li> <li>• Becoming a Change Agent</li> <li>• Deep Dive: Regression</li> <li>• Deep Dive: ANOVA</li> <li>• Deep Dive: FMEA</li> <li>• Deep Dive: C&amp;E</li> <li>• Deep Dive: Alternative Distributions</li> <li>• Advanced Statistical Techniques</li> </ul>	<ul style="list-style-type: none"> <li>• Gate Review Management</li> <li>• How to Create a Best Practice</li> <li>• Deep Dive: Part Stratification</li> <li>• Deep Dive: Kaizen</li> <li>• LSS Coaching/ Mentoring Skills</li> <li>• Deep Dive: Replenishment Pull</li> <li>• Deep Dive: 2 – Bin Replenishment</li> <li>• Deep Dive: Purchased/Manufactured Parts Pull System Case Study</li> <li>• Deep Dive: DOE Introduction</li> <li>• Deep Dive: DOE Planning</li> <li>• Deep Dive: DOE Design and Analysis</li> <li>• Deep Dive: Setup Reduction</li> <li>• Deep Dive: Line Balance/Analytical Batch Size</li> <li>• Deep Dive: Visual Control</li> <li>• Deep Dive: Process Flow</li> <li>• Deep Dive: Control Plans</li> <li>• BB Certification</li> </ul>

Master Black Belt Course Topics	
<ul style="list-style-type: none"> <li>• Deep Dive: Generic Pull</li> </ul>	<ul style="list-style-type: none"> <li>• BB Training Project Review</li> </ul>
<p><b>Note:</b> This course includes follow-on coaching and mentoring.</p>	
Master Black Belt Course Teachbacks	
<ul style="list-style-type: none"> <li>• LSS Overview</li> <li>• DMAIC Philosophy</li> <li>• Introduction to Variation</li> <li>• The Value of Cycle Time</li> <li>• LSS Metrics</li> <li>• Control Charts</li> <li>• Process/Value Stream Mapping</li> <li>• Process Capability</li> <li>• Process Constraint ID</li> <li>• C&amp;E Matrix</li> <li>• FMEA</li> <li>• Hypothesis Testing, CI &amp; Sample Size</li> <li>• RTY and Transactional Simulations</li> </ul>	<ul style="list-style-type: none"> <li>• Components of Variation Regression</li> <li>• ANOVA</li> <li>• Generic Pull Systems</li> <li>• Replenishment Pull Systems</li> <li>• 2-Bin Replenishment</li> <li>• Analytical Batch Sizing</li> <li>• Purchased/Manufactured Parts Pull &amp; Case Studies</li> <li>• Setup Reduction</li> <li>• Process Flow Improvement</li> <li>• DOE Planning, Design and Analysis</li> <li>• Total Productive Maintenance</li> <li>• Control Plans</li> </ul>

**Course Specifics:**

1	<b>Course Title</b>	Master Black Belt Class (no classroom, no materials)
2	<b>Length of Course (hours/days)</b>	3 weeks
3	<b>Minimum/Maximum Number of Participants</b>	12 / 25
4	<b>Price for Additional Students Above Minimum</b>	none
5	<b>Support Materials Provided</b>	none
6	<b>Commercial Course Price</b>	\$38,807.00
7	<b>Discount % offered to GSA</b>	2%
8	<b>GSA Course Price</b>	\$38,318.74

1	<b>Course Title</b>	Master Black Belt Class (all inclusive)
2	<b>Length of Course (hours/days)</b>	3 weeks
3	<b>Minimum/Maximum Number of Participants</b>	12 / 25
4	<b>Price for Additional Students Above Minimum</b>	none
5	<b>Support Materials Provided</b>	Classroom and all materials: <ul style="list-style-type: none"> <li>• Training binders containing course content and exercises.</li> <li>• Lap tops with MS Office 2003 products and SigmaXL<sup>®</sup> installed.</li> <li>• At the beginning of each belt-level course wave, participants will be issued at least one reference text. An example is <i>Basic Statistics: Tools for Continuous Improvement</i>.</li> <li>• Weekly quizzes and final exam.</li> <li>• Other resource materials regarding the use of LSS tools are available during teaching sessions.</li> </ul>

6	<b>Commercial Course Price</b>	\$55,940.01
7	<b>Discount % offered to GSA</b>	2%
8	<b>GSA Course Price</b>	\$55,235.48

#### 4 EXECUTIVE/PROJECT SPONSOR CLASS

##### Course Description and Objectives:

Executive/Project Sponsor training, taught by Master Black Belt instructors, is focused on teaching and equipping Executive Leaders and Project Sponsors with the knowledge and capabilities on how to be effective Deployment Leaders and sponsor successful high value project in their organizations. This important 2.5 day event focuses on teaching a high level overview of the LSS DMAIC methodology, understanding the role a leader plays in a LSS deployment, how to write effective project charters, and how to develop and support a project team as they work through a project.

<b>Executive/Project Sponsor Course Topics</b>		
<ul style="list-style-type: none"> <li>• Why are we implementing Operational Excellence?</li> <li>• Strategic opportunities</li> <li>• Tie-up to Value Based Management</li> <li>• “Burning Platform”</li> <li>• LSS Overview</li> <li>• What is the LSS approach?</li> <li>• Why is it valuable?</li> <li>• What are critical success factors?</li> <li>• LSS Simulation</li> <li>• Improve &amp; Control</li> </ul>	<ul style="list-style-type: none"> <li>• Deployment Discussion and Planning</li> <li>• Linking Value Maximization and Value Agendas to Projects and to Results</li> <li>• Project identification and selection process overview</li> <li>• Organizing for Success</li> <li>• Understanding organizational design</li> <li>• Understanding roles/responsibilities</li> <li>• Understanding financial benefits</li> <li>• Communications Change Management</li> <li>• Elevator Speech</li> </ul>	<ul style="list-style-type: none"> <li>• Project Definition &amp; Scoping – writing the project charter</li> <li>• Project Prioritization</li> <li>• Tollgate Reviews – why, what, who</li> <li>• Tollgate Checklist for each DMAIC phase</li> <li>• Tollgate Validation</li> <li>• Leadership Excellence</li> <li>• Team Launch</li> <li>• Mission Statement</li> <li>• Ground rules</li> <li>• Roles &amp; Responsibilities (RACI)</li> </ul>
<p><b>Note:</b> This course includes follow-on coaching and mentoring.</p>		

##### Course Specifics:

1	<b>Course Title</b>	Executive/Project Sponsor Training
2	<b>Length of Course (hours/days)</b>	2.5 days
3	<b>Minimum/Maximum Number of Participants</b>	12 / 25
4	<b>Price for Additional Students Above Minimum</b>	none
5	<b>Support Materials Provided</b>	Classroom and all materials: <ul style="list-style-type: none"> <li>• Training binders containing course content and exercises.</li> <li>• Participants will be issued an appropriate reference text, such as <i>Creative Training Techniques Handbook: Tips, Tactics, and How-To's for Delivering Effective Training</i>.</li> <li>• Weekly quizzes and final exam.</li> </ul>
6	<b>Commercial Course Price</b>	\$24,189.20
7	<b>Discount % offered to GSA</b>	2%
8	<b>GSA Course Price</b>	\$23,884.55