



# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service**

### *Authorized Federal Supply Schedule Price List*

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

#### **Schedule for - MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

**Federal Supply Group:** 874      **Class:** R499

**Contract Number:** GS-10F-0154U

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

**Contract Period:** March 10, 2008 through March 09, 2013

**Contractor:** AMTIS, Inc.

2431 Aloma Ave.  
Winter Park, FL 32792 2541

**Business Size:** Small, Woman Owned, Veteran Owned, Service-Disabled Business

**Telephone:** (407) 671-1609

**Extension:**

**FAX Number:** (407) 671-6491  
**Web Site:** www.amtisinc.com  
**E-mail:** barbara.stankowski@amtisinc.com  
**Contract Administration:** Barbara Stankowski

## **CUSTOMER INFORMATION:**

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1, 874-1RC
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the 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.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$300.00
- 4. Geographic Coverage (delivery Area):** Domestic only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company 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:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over \$3,000
- 10. Foreign items (list items by country of origin):** None

- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 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 (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**  
N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/).

25. **Data Universal Numbering System (DUNS) number:** 79-1152460

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

**SIN 874-1 (Consultation Services)**

<b>Item #</b>	<b>Labor Category</b>	<b>12/07-11/08</b>
1	Program Manager	\$142.80
2	Project Manager	\$118.79
3	Sr. Training Specialist/Instructor	\$108.86
4	Subject Matter Expert	\$133.87
5	Analyst	\$84.57
6	Multimedia Specialist	\$61.27
7	Sr. Technical Writer/Editor	\$87.33
8	Technical Writer/Editor	\$62.17

**Education/Experience Substitutions**

The following presents the allowable substitutions based on education and experience:

Two (2) years' experience (in addition to minimum experience requirements and an Associate's Degree) may be substituted for a Bachelor's degree.

Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years' experience (in addition to minimum experience requirements and Bachelor's degree) may be substituted for a Master's degree.

Two (2) years' experience (in addition to minimum requirements and Master's degree) may be substituted for a Ph.D.

For categories where a Bachelor's degree is required, a Master's degree may be substituted for two (2) years' experience; or a doctoral degree may be substituted for three (3) years' experience.

**Item 1            Program Manager**

**Responsibility:** Responsible for overall management of large or extremely complex programs or research efforts. This individual represents senior level management whose competency concerning effectiveness and efficiency in managing dedicated overall program activity is paramount to contract success. Organizes, directs and coordinates planning and production of all program/effort activities. Responsible for the performance of all program/effort requirements. Meets with appropriate client management personnel, other program managers and client agency representatives. Formulates and reviews strategic plans, subcontracting, and deliverable items. Responsible for the coordination of all functions of program/effort staff. Actively applies quality assurance measures to the management and performance of the program/effort.

**Minimum Education and Experience Requirements:** Masters Degree plus a minimum of 8 years intensive and progressive experience in management of large projects.

**Item 2            Project Manager**

**Functional Responsibility:** Serves as the counterpart to the client project/technical manager for intermediate to complex projects or programs. Manages project support operations involving multiple tasks and personnel. Organizes, directs and coordinates planning and execution of all technical support activities. Shall have demonstrated expertise and communication skills to be able to interface with various levels of management. Assigns duties and reviews work of subordinates. Meets and confers with client management officials regarding the status of specific Contractor project and progress. Resolves problems, issues or conflicts as required. Ensures that program schedule, performance, and deliverables are met.

**Minimum Education and Experience Requirements:** Masters Degree plus a minimum of 4 years intensive and progressive experience in management of large projects or programs.

**Item 3            Principal Facilitator**

**Functional Responsibility:** An expert facilitator who has facilitated a broad range of workshops and off-site meetings. This individual has worked as a peer with senior management and conducted meetings involving very sensitive subjects and strategic business issues. This individual plans and facilitates meetings and collaborative group processes when the situation is highly sensitive or problematic, or when high levels of management are involved.

**Minimum Education and Experience Requirements:** Masters degree or other graduate degree in relevant discipline (for example a law degree); may substitute experience for graduate work on a basis of two years of experience for one year of graduate work. Minimum experience: 12 years of experience

**Item 4            Senior Training Specialist/Instructor**

**Functional Responsibility:** Working independently as a team leader. Provide on-the-job instruction for an educational program, demonstrate, explain, and instruct students in the use/maintenance of equipment, techniques, principles, or instruction with training aids, devices, simulators or simulation. Conduct and evaluate training to include front-end analysis, design of training courses, development of training program content and material, and, classroom/laboratory instruction. Interprets technical information and translates it into practical language for training and instruction. Confers with technical staff members to interpret technical requirements and verify training and instructional material. Conducts classroom /laboratory instruction. Develops and validates, and implements instruments measuring student achievement of learning/training objectives.

**Minimum Education /Experience:** Masters Degree in education or other relevant discipline and six (6) years of directly relevant experience.

**Item 4            Subject Matter Expert**

**Functional Responsibility:** The Subject Matter Expert is a senior professional with unique credentials and provides expert advisor/contributions in complex and critical efforts. The individual must be skilled in providing unique, subject matter expertise in specific functional, technical, professional or policy areas of the project. Responsibilities include: investigating or identifying business, scientific, technology, engineering, operational, professional and/or policy issues; conducting expert analysis of these issues; and providing expert advice in support of major programs/projects. Assignments may require independent action, leading and/or guiding the efforts of peers, leading or collaborating with top level working groups and personnel involved in high level, highly complex efforts. The individual may be called upon to provide inputs, prepare and/or present high-level briefings of an innovative business, management, technological or strategic nature. Generally the Subject Matter Expert is broadly recognized as an authoritative, trusted source of expertise within the business or scientific community.

**Minimum Education and Experience Requirements:** Master s degree and six (6) years of subject matter experience.

**Item 5****Analyst**

**Functional Responsibility:** This Analyst performs complex business analysis and process improvement duties. Performs functional and operational analysis for a broad range of business management or technical disciplines. Maintains liaison with senior staff. Responsible for maintaining work standards, reviewing work, supporting resolution of discrepancies, and ensuring the adherence to policies, purposes, and goals of the organization. Uses specialized knowledge in exercising Quality Assurance, Configuration Management, and reliability and maintainability to control cost, design and production, and minimize life cycle cost. Duties require use of structured analysis, design methodologies and tools, and may include supervision of personnel.

**Minimum Education and Experience Requirements:** A Bachelor s Degree or equivalent, or a project-related IT or telecommunications certification, plus three (3) years related experience.

**Item 6****Multi Media Specialist**

**Functional Responsibility:** Utilizes current graphic design technology and computer software packages to produce and develop complex multimedia files for multiple projects. May include line drawings, digital images, flow charts, slide presentations, animations, video stills/clips, and simulations. Designs programming techniques to optimize running speed and disk space requirements. Integrates media with other applications such as PhotoShop, Illustration Package, 3D Modeling, Animation, Web-Design, Authoring of Courseware, and Internet Sites. Provides supervision and training for graphic design personnel. Exercises creative judgment and originality by translating needs into graphics capabilities. Makes final decisions related to matters of design, composition and methods of presenting technical data.

**Minimum Education/Experience:** A Bachelors Degree and four (4) years of related experience or completion of a formal education or certification program, e.g., military specialty training, trade school, or Associate Degree and six (6) years of relevant experience.

Four (4) years' experience (in addition to minimum experience requirements) may be substituted for a degree.

**Item 7****Senior Technical Writer/Editor**

**Functional Responsibility:** Lead writer/editor for multiple programs. Writes technical reports, brochures, and/or manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. Coordinates the production and distribution of material.

**Minimum Education /Experience:** This position requires a minimum of a Bachelor's degree and requires 6 to ten years of related work experience.

**Item 8****Technical Writer/Editor**

**Functional Responsibility:** Writes technical reports, brochures, and/or manuals for internal documentation, customer reference, or publications. Analyzes technical literature available, writes descriptive copy, and verifies documentation with related departments. May coordinate the production and distribution of material.

**Minimum Education /Experience:** This position requires a minimum of a Bachelor's Degree and two (2) years of relevant work experience. Four (4) additional years of directly related job experience may be substituted for a Bachelors Degree.