
GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

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

Schedule Title

Management, Organizational and Business Improvement Services (MOBIS)

SIN 874-1 Integrated Consulting Service
Price shown herein are net (discount deducted)

Contract Number GS-10F-0155P

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period January 19, 2014 through January 18, 2019



Watts and Associates, Inc.
4331 Hillcrest Road
Billings, Montana 59101

406-252-7776

1-888-344-0072

406-252-9753 - Fax

www.wattsandassociates.com

twatts@wattsandassociates.com

Small Business

January 15, 2014

TABLE OF CONTENTS

SECTION I. CUSTOMER INFORMATION.....1
SECTION II. SKILL CATEGORY DESCRIPTIONS AND APPLICABLE RATES4
 SKILL CATEGORY DESCRIPTIONS.....4
 SKILL CATEGORY RATES5

SECTION I. CUSTOMER INFORMATION

- 1a. Awarded Special Item Number(s):
874-1 Integrated Consulting Services
Please see [Section II](#) below for skill category descriptions and rates.
- 1b. Identification of lowest unit price: Please see [Section II](#) below for skill category descriptions and rates.
- 1c. Description of job titles, experience, functional responsibility and education for those who will perform services: Please see [Section II](#) below for skill category descriptions and rates.
2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic coverage (delivery area): Domestic delivery
5. Point of production: Billings, Yellowstone, Montana
6. Discount from list prices: Net prices
7. Quantity discount: None
8. Prompt payment terms: 1% 15 Days, Net 30 days
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are not accepted above the micro-purchase threshold.
10. Foreign items: Not Applicable
- 11a. Time of delivery: TBD with the ordering agency
- 11b. Expedited delivery: TBD with the ordering agency
- 11c. Overnight and 2-day delivery: TBD with the ordering agency
- 11d. Urgent Requirements: TBD with the ordering agency
12. F.O.B. point(s): Destination

- 13a. Ordering address: Watts and Associates, Inc.
4331 Hillcrest Road
Billings, MT 59101
(406) 252-7776
- 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).
14. Payment address: Same as ordering address
15. Warranty provision: Not Applicable
16. Export packing charges: Not applicable
17. Terms and conditions of government purchase card acceptance: None
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 of 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. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and the EIT standards can be found at www.Section508.gov/.
25. Data Universal Number System (DUNS) number: 112960633
26. Notification regarding registration in Center Contractor Registration (CCR) database: Contractor is registered in the CCR database.
27. 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 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 Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Research Analyst I	30240 - Mathematical Technician	05-2317
Research Analyst I	30462 - Technical Writer II	05-2317
Research Assistant	30361 - Paralegal / Legal Assistant I	05-2317
Technical Editor	01613 - Word Processor III	05-2317
Document Specialist / Clerk	30461 - Technical Writer I	05-2317
Document Specialist / Clerk	01111 - General Clerk I	05-2317
Financial / Cost Analyst II	01013 - Accounting Clerk III	05-2317
Financial / Cost Analyst I	01012 - Accounting Clerk II	05-2317

SECTION II. SKILL CATEGORY DESCRIPTIONS AND APPLICABLE RATES

SKILL CATEGORY DESCRIPTIONS

The following labor category descriptions depict the types of English-speaking and writing personnel that shall be provided by the Contractor in support of task orders. Contractor personnel agreed upon at the time of task order issuance shall work on the task until its completion or until approval is obtained from the Contracting Officer to grant substitutions.

All staff employed by the Contractor shall meet or exceed the requirements listed in each category description. The following definitions and information are provided for clarification:

General Experience: Minimum years in risk management or category specialty positions. Years used to satisfy the specialized experience requirements may also be used to satisfy the general experience requirements.

Specialized Experience: Minimum years experience required related to the particular job skill category and level. When specialized experience requirements include several different “years of experience” requirements, those years of experience may run concurrently. Personnel in any of the Labor Categories may be required to have specialized experience in either Business or Administrative Applications or Scientific Applications. In some instances, unique requirements for individual task orders may require a mix of personnel. Experience that meets the specialized experience requirements may be used to meet the general experience requirements.

Experience for Formal Education: When experience is substituted for formal education, the time used to substitute for a formal education requirement can be used to meet a general or specialized experience requirement for the skill category.

SKILL CATEGORY RATES

	Year 11	Year 12	Year 13	Year 14	Year 15
	1/19/2014 - 1/18/2015	1/19/2015 - 1/18/2016	1/19/2016 - 1/18/2017	1/19/2017 - 1/18/2018	1/19/2018 - 1/18/2019
Project Director	\$358.93	\$366.11	\$373.43	\$382.76	\$394.25
Lead Actuary	\$438.69	\$447.47	\$456.41	\$467.83	\$481.86
Lead Underwriter	\$398.81	\$406.79	\$414.92	\$425.29	\$438.05
Principal Investigator	\$338.99	\$345.77	\$352.68	\$361.50	\$372.34
Task Manager	\$279.16	\$284.75	\$290.44	\$297.70	\$306.63
Research Analyst III	\$279.16	\$284.75	\$290.44	\$297.70	\$306.63
Research Analyst II	\$159.53	\$162.72	\$165.97	\$170.12	\$175.23
Research Analyst I	\$111.67	\$113.90	\$116.18	\$119.09	\$122.66
Research Assistant	\$143.58	\$146.45	\$149.38	\$153.11	\$157.70
Financial/Cost Analyst II	\$175.48	\$178.99	\$182.57	\$187.13	\$192.75
Financial/Cost Analyst I	\$143.58	\$146.45	\$149.38	\$153.11	\$157.70
Training Specialist II	\$143.58	\$146.45	\$149.38	\$153.11	\$157.70
Technical Writer	\$63.81	\$65.09	\$66.39	\$68.05	\$70.09
Technical Editor	\$63.81	\$65.09	\$66.39	\$68.05	\$70.09
Document Specialist	\$57.43	\$58.57	\$59.75	\$61.24	\$63.08
Information Technology Specialist	\$188.15	\$191.91	\$195.75	\$200.64	\$206.66
National Crop/Livestock Segment Specialist	\$186.75	\$190.49	\$194.30	\$199.15	\$205.13

Project Director

General Experience: The Project Director must have a minimum of ten (10) years of general experience that demonstrates competence in the following:

- Planning and executing multi-disciplinary programs involving multiple projects or task orders.
- Developing work plans and schedules, ensuring that work and quality standards are met and resolving discrepancies to ensure that technical solutions and schedules are implemented within estimated time frames and budget constraints.

Specialized Experience: As part of the ten (10) years of general experience, the Project Director must have at least one (1) year specialized experience, which includes the following:

- Demonstrated knowledge of RMA's legislative authority and regulations;
- Demonstrated knowledge of the Federal and private reinsurance systems; and
- Knowledge of agricultural issues and experience in developing and implementing multiple and varied risk management approaches that respond to producer needs.

Education: Possess a bachelor's degree or have ten (10) years of progressive experience performing the Functions listed in this labor category.

Functions: Plans and executes multi-disciplinary programs involving multiple projects or task orders. Develops work plans and schedules, ensures that work and quality standards are met, and resolves discrepancies to ensure that technical solutions and schedules are implemented within estimated time frames and budget constraints.

[Return](#)

Lead Actuary

A person having technical competence relating to the current financial implications of future contingent events, especially as this affects the establishment of premium rates for insurance, as evidenced by: 1) membership, as either a fellow or associate, in the Casualty Actuarial Society; 2) at least 10 years of professional level work experience as an actuary setting rates for crop insurance or related lines such as hail, livestock, or farm insurance; or 3) at least 15 years of professional level rate setting experience in, or equivalent to, the GS-1510 (Actuary) job series.

[Return](#)

Lead Underwriter

A person having technical competence and experience with the design of insurance policies, the classification and acceptance or rejection of risks, or the class of asset or activity (e.g., the

production risks or economics of specific crops) proposed to be insured, and who applies such knowledge to assure the proper functioning of insurance programs, as evidenced by: 1) at least 10 years of professional level work experience as a crop insurance underwriter; 2) at least 15 years of professional level work experience as a property and casualty underwriter in fields related to crop insurance, such as hail, livestock, or farm insurance; 3) at least 15 years of experience as an agricultural risk management consultant; 4) a Ph.D. in agricultural economics with at least 5 years of post doctoral work in crop insurance or agricultural risk management; or 5) a Ph.D. with at least 5 years of post doctoral work in a field of agriculture, risk management, etc., directly related to the agricultural commodity or activity proposed to be insured.

[Return](#)

Principal Investigator

General Experience: Has six (6) years progressive experience in the investigation of agricultural risk management, insurance related issues, or related scientific fields.

Specialized Experience: As part of the six (6) years of general experience, the principal investigator has been the principal author of at least one technical report about a risk management topic that has been peer reviewed and accepted for publication in a professional journal (or an M.S. or Ph.D. thesis or dissertation).

Education: Possess a doctorate degree in a technical or scientific field that is related to risk management. Ten (10) years of progressive experience performing the Functions listed in this labor category, with at least eight (8) of these following the acceptance of a Master's thesis or dissertation in a relevant field such as economics, statistics, or math, may be substituted for a doctorate degree.

Functions: Makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on projects and related activities. Negotiates critical and controversial issues with top level scientists and managers. Demonstrates a high degree of creativity, foresight, and mature judgment in planning, organizing, and guiding extensive technical programs and activities of outstanding novelty and importance. Provides general administrative direction in a supervisory capacity, is responsible for a very extensive and highly diversified technical program. Decides the type and extent of scientific and related programs needed to accomplish the objectives of the overall program, selects technical approaches, plans and organizes facilities and programs, and interprets results. As an individual researcher, formulates and guides the approach on exceptionally difficult problems. Problems are characterized by the lack of scientific precedents and source material or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance.

[Return](#)

Task Manager

General Experience: Has three (3) years experience in related technical and management discipline.

Specialized Experience: As part of the three (3) years of general experience, the task manager must have one (1) year of project work experience pertaining to research, development, implementation, or evaluation of risk management products.

Education: Possess a bachelor's degree in life or physical sciences or other related technical or scientific discipline. Five (5) years of progressive experience performing the Functions listed in this labor category may be substituted for a bachelor's degree.

Functions: Works under general supervision of the Project Director or high-level company management. Is responsible for the management of a specific task, or for a particular portion of a larger, more complex project. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project. Performs studies, analyses, and tests on projects or tasks that involve conventional plans, investigations, analyses, etc. Receives overall instructions on specific assignment objectives, features, or possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment.

[Return](#)

Research Analyst III

General Experience: Has eight (8) years of progressive experience working within the operations research analysis area.

Specialized Experience: As part of the eight (8) years of general experience, has five (5) years of risk management analytical experience.

Education: Possess a bachelor's or master's degree in life or physical sciences or other related technical or scientific discipline. Three (3) years of progressive experience performing the Functions listed in this labor category may be substituted for a bachelor's degree.

Functions: Applies intensive and diversified knowledge of analytical or scientific methods, principles and practices in broad areas of assignments and related fields. Make decisions independently on problems and methods and interfaces with counterparts to resolve important questions and to plan and coordinate analysis tasks. Requires the use of advanced analytical techniques and the modification and extension of theories, precepts, and practices of the field, as well as those in related sciences and disciplines.

[Return](#)

Research Analyst II

General Experience: Has five (5) years of progressive experience working within the operations research analysis area.

Specialized Experience: As part of the five (5) years experience, has three (3) years of risk management analytical experience.

Education: Possess a bachelor's degree in life or physical sciences or other related technical or scientific discipline. Three (3) years of progressive experience performing the Functions listed in this labor category may be substituted for a bachelor's degree.

Functions: Performs work requiring judgment in evaluation, selection, and substantial adaptation and modification of standard methods, techniques, procedures, and criteria related to assigned projects. Devises approaches to problems encountered. Requires sufficient professional experience to assure competence as a fully trained worker. Performs majority of assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Plans, schedules, conducts, or coordinates phases of the technical work. Performs work that involves conventional analysis practices but may include a variety of more complex features. Work requires a broad knowledge of precedents, experience, and a working knowledge of related principles and practices.

[Return](#)

Research Analyst I

General Experience: Has two (2) years general experience working within the operations research analysis area.

Specialized Experience: As part of the two (2) years of general experience, has one (1) year of risk management analytical experience.

Education: Possess a bachelor's degree in life or physical sciences or other related technical or scientific discipline. Three (3) years of progressive experience performing the Functions listed in this labor category may be substituted for a bachelor's degree. A master's degree in Applied Economics or a related discipline is considered as a replacement for the General or Specialized Experience.

Functions: Performs routine assignments requiring application of standard techniques, procedures, and criteria in carrying out a sequence of analytical tasks. Limited exercise of judgment is required on details of work and in making preliminary selections and adaptations or alternatives. Requires work experiences acquired in an entry level position, or appropriate graduate level study. Supervisor screens assignments for unusual or difficult problems and selects techniques, applications, and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments. Using prescribed methods, performs specific

and limited portions of a broader assignment of an experienced analyst, engineer, or scientist. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.

[Return](#)

Research Assistant

General Experience: Has two (2) years experience in the scientific field.

Specialized Experience: As part of the two (2) years of general experience, has one (1) year experience investigating issues related to risk management.

Education: Possess a bachelor's degree in a technical or scientific field related to the task. Three (3) years of progressive experience performing the Functions listed in this labor category may substitute for a bachelor's degree.

Functions: Under general supervision evaluates, selects, and applies standard scientific techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires basic developmental experience in a professional position. Receives detailed instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for application of sound professional judgment. Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents. Tasks usually include one or more of the following: design and development, test, preparation of specifications, process study, research investigations, report preparation, and other activities of limited scope.

[Return](#)

Financial/Cost Analyst II

General Experience: Has five (5) years of relevant experience in the financial/cost analysis area.

Specialized Experience: As part of the five (5) years of general experience, has three (3) years experience in the risk management or insurance financial/cost analysis area.

Education: Possess a bachelor's degree in an appropriate financial discipline or related field. Three (3) years progressive experience performing the Functions listed in this labor category may be substituted for the bachelor's degree requirement.

Functions: Independently makes decisions on problems and methods and resolves important financial/cost questions through the use of advanced financial/cost and economic analysis

techniques and the extension or modification of standard practices. Conducts analysis of unique and complex financial tasks through the development of new and improved methods and procedures. Accomplishes assignments by defining requirements, developing criteria, searching for information, developing concepts, and controlling allocated resources.

Return

Financial/Cost Analyst I

General Experience: Has three (3) years of relevant experience in the financial/cost area.

Specialized Experience: As part of the three (3) years of general experience, has one (1) year experience in the risk management or insurance financial/cost analysis area.

Education: Possess a bachelor's degree in an appropriate financial discipline or related field. Three (3) years progressive experience performing the functions listed in this labor category may be substituted for the bachelor's degree requirement.

Functions: Under supervision, applies prescribed financial/cost analysis techniques and standard practices to problems. Assignments have specific objectives and limited scope. Receives detailed instructions on objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed.

Return

Training Specialist II

General Experience: Has five (5) years progressive experience in the development and analysis of training requirements and development of course subjects and material and has conducted training classes.

Specialized Experience: As part of the five (5) years of general experience, possesses three (3) years experience in developing training for risk management or similar professional course subjects. Experience in hands-on training techniques and computer-based training.

Education: Possess a bachelor's degree in education, business management, journalism, communications, or other related subject area. Five (5) years of progressive experience performing the Functions listed in this labor category and possession of the American Society of Training and Development (ASTD) Certificate in Human Performance Improvement may be substituted for the bachelor's degree requirement.

Functions: Evaluates customer requirements and analyzes program complexity to develop training requirements. Develops and conducts technical training and educational programs of a complex nature related to specific customer requirements. Creates teaching outlines where

established guidelines may not exist. Selects and/or develops instructional aids, such as handouts, reference materials, or audio/visual supports. Maintains records and statistical information on employee training; monitors training program by reviewing and analyzing student course evaluations. Makes recommendations to management on course improvement and customer training needs. Plans training programs for customer employees in accordance with the agency/corporate training instruction/policy. Provides training to more junior training specialists and instructors. Supervises enterprise-wide training.

[Return](#)

Technical Writer

General Experience: Has five (5) years experience performing research and writing functions to prepare briefings, manuals, and similar documents.

Specialized Experience: As part of the five (5) years of general experience, possesses three (3) years experience in developing material about varied risk management topics.

Education: Possess a bachelor's degree in English, language/writing, or related technical discipline. Three (3) years of progressive work experience performing the functions listed in this labor category may be substituted for a bachelor's degree.

Functions: Under general supervision, writes and/or edits technical documents, including business proposals, reports, manuals, briefings and presentations, guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents developed by others to ensure accuracy and quality of contents, organization, languages, format consistency, and conformance with established standards. Works with technical staff to develop documentation requirements. Develops outlines and drafts for review and approval by technical specialist and project management; and ensures that final documents meet applicable contract requirements and regulations. Researches and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and client and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

[Return](#)

Technical Editor

General Experience: Has two (2) years experience writing and editing briefings, manuals, and other documents.

Specialized Experience: As part of the two (2) years of general experience, possesses one (1) year experience in developing written materials about varied risk management topics.

Education: Possess an associate degree in English, journalism, or other related discipline. Three (3) years of progressive work experience performing the Functions listed in this labor category may be substituted for the bachelor's degree requirement.

Functions: Under general supervision, edits and rewrites on-line and hard copy documents for grammatical, syntactical, and usage errors; spelling; punctuation; and adherence to standards, including consistency, format, and presentation. Proofreads documentation and graphics for accuracy and adherence to original content, provides quality control checking for documents received from photocopying and word processing; assembles master copies, including graphics, appendices, table of contents, and title pages, assists in scheduling printing, copying, and graphics with vendors. Obtains quotes and determines best prices to achieve quality documents. Assists in determining level of effort required for incoming documents, assists in document tracking and logging, and consults with technical staff to determine format, contents, and the organization of technical reports and proposals.

[Return](#)

Document Specialist / Clerk

General Experience: Has three (3) years of experience as a documentation specialist or three (3) years experience in an office environment as a clerk.

Specialized Experience: As part of the three (3) years of general experience, possesses one (1) year specialized experience preparing technical documentation.

Education: Possess a high school diploma or equivalent. No work experience may substitute for this educational requirement.

Functions: Gathers, analyzes, and composes technical information. Conducts research and ensures the use of proper technical terminology. Translates technical information into clear, readable documents to be used by technical and non-technical personnel. Demonstrated ability to work independently or under only general direction. Carries out assignments on projects. Applies knowledge in a well-defined area in which qualified.

[Return](#)

Information Technology Specialist

Senior IT consultant who analyzes plans, directs, and coordinates the activities of the project to ensure that project goals and objectives are accomplished within prescribed timeframes and funding parameters. Provides management, organizational, and business improvement services to include visioning, business and information strategy planning, total quality management, organizational design/efficiency, cost benefit analysis, change management, and business process reengineering solutions. Specifically will analyze the results of the efficiency and accuracy

review of the current conversions and produce the recommendations documents coming from that review. Requires a degreed person with a minimum of a B.S. (M.S. preferred) in Information Science or related discipline with 10+ years IT experience, or a mixture of education and experience that meet the requirements of the position.

[Return](#)

National Crop/Livestock Segment Specialist

General Experience: The Specialist must have a minimum of twelve (12) years of experience in the general field of agronomic, animal, agriculture production, or agriculture economic science in specific production regions with a focus on extension and/or producer outreach.

Specialized Experience: As part of the twelve (12) years of experience, the Crop/Livestock Segment Specialist must have authored at least one (1) relevant publication that has been peer reviewed and accepted for publication in a professional journal. In addition, the Specialist must have at least six (6) years of specialized experience, which includes the following:

- Demonstrated knowledge of a specified crop/livestock segment's economic, market, or production cost structure.
- Demonstrated knowledge of agricultural production and pest/disease control practices for a specified crop/livestock segment.
- Knowledge of a specified crop/livestock segment's production issues and producer needs.
- Demonstrated industry involvement and public participation with producers and experience in coordinating and implementing educational meetings and outreach.

Education: Possess a doctorate degree in a field related to agricultural production science or possess a master's degree with six (6) years of progressive experience in a related field. A bachelor's degree and ten (10) years of relevant experience will also satisfy the educational requirements.

Functions: Provides industry perspective regarding project goals. Reviews and critiques specified crop's production characteristics, cultural practice, and historical information. Provides guidance with regard to research of important industry issues, technology, and production practices.