



COMMUNICATIONS TRAINING ANALYSIS CORPORATION (CTAC)

**General Services Administration's  
Authorized Federal Supply Service  
Schedule Catalogue and Price List**

**for**

**Mission Oriented Business Integrated Services (MOBIS)**

Effective July 15, 2014

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!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is: <http://www.gsa.gov>.

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**Schedule For  
Mission Oriented Business Integrated Services (MOBIS)  
Federal Supply Class 874**

Contract Number: GS-10F-0159J  
Contract Administration: Donald S. Royal, Executive Vice President/COO  
CTAC  
3120 Fairview Park Drive  
Suite 600  
Falls Church, VA 22042  
[droyal@ctacorp.com](mailto:droyal@ctacorp.com)

Contract Period: July 15, 2014 - July 14, 2019

Contractor: Communications Training Analysis Corporation (CTAC)  
3120 Fairview Park Drive  
Suite 600  
Falls Church, VA 22042  
[www.ctacorp.com](http://www.ctacorp.com)

Business Size: Small

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**Information for Ordering Activities**

*1a. Awarded Special Item Numbers (SIN)*

874-1 Integrated Consulting Services  
874-6 Acquisition Management Support  
874-7 Integrated Business Program Support Services  
874-1RC Integrated Consulting Services  
874-6RC Acquisition Management Support  
874-7RC Integrated Business Program Support Services

*1b. Identification of the lowest priced labor category*

Admin / Clerical Assistant, \$46.75 per hour

*1c. Description of commercial job titles, functional responsibility and education for labor categories.*

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<b>Technical Subject Matter Expert</b>	Bachelors Degree (Masters Preferred) and a minimum 25 years experience of which at least 10 years is directly relative to subject matter.	The Technical Subject Matter Expert is typically a former high-ranking military or civilian official (Executive Level) and recognized by industry as an expert in their specific field. Provides extensive, enterprise-wide programmatic knowledge, expertise, and experience in one or more designated domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Provides high-level strategic vision to client leadership or client program/project manager(s) to influence objectives of complex program/agency-wide efforts. Supports the creation of comprehensive methods for describing current and/or future strategic structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. Provides the highest-level of expertise to prepare, advise and/or review the most demanding and sophisticated work being performed within assigned area of responsibility. Analyzes complex problems, makes strategic recommendations, develops alternative solutions and drafts and executes implementation plans. Converses with and provides strategic advice and assistance to highest levels of corporate and government management.
<b>Functional Subject Matter Expert</b>	Masters Degree (PhD. Preferred) and a minimum of 15 years experience of which at least 10 years is directly relative to subject matter.	The Functional Subject Matter expert is a recognized industry competence at the highest level in a specialty area; a bona fide technical expert that is well read and likely published in his/her subject field which may include safeguards and security, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, change management, organizational development, and the development of leadership/management skills. . Provides insight and advice concerning task's or project's technical direction and outcomes. May contribute to the evaluation, analysis, and development of recommended tactical solutions. Resolves complex technical problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Generally possess demonstrated ability and experience in management and technical consulting and cross-team facilitation at the senior management level.

Mission Oriented Business Integrated Services (MOBIS)

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<b>Senior Manager</b>	Bachelors Degree (Masters preferred) and a minimum 15 years of relevant experience.	Provides strategic direction, vision, leadership, and overall program management to the team. Maintains productive and effective client relationship with the most senior levels of the client organization, establishes goals and business plans for area of responsibility and have broad latitude for decision-making. Interacts with executives in current and potential client and customer organizations on matters of substantial importance and sensitivity. Ensures the most effective use of company's human resources within area of responsibility. Develops and sustains client and customer bases, and ensures high quality technical and scientific products and services are provided to clients and customers. Identifies and targets business opportunities and ensures resources are committed to developing such targets. Continually evaluates strategy and plans to meet changing technical and competitive conditions, and works with executive leadership in client organizations to plan and implement new programs. Works with clients to identify and resolve complex problems or contractual issues.
<b>Program Manager</b>	Bachelors Degree and a minimum of 10 years relevant experience.	Coordinates the management of all work performed under the contract. Serves as the central point of contact for the contract and is ultimately responsible for coordinating the efforts of subcontractors, team members, vendors, etc. in the performance of the work under the contract. Works independently on all phases of contract performance, including managing multiple contract operations, ensuring quality standards and work performance on all task orders and projects. Plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc. Ensures senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher-level organizational strategic vision, and participates in client briefings and meetings.

Mission Oriented Business Integrated Services (MOBIS)

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<b>Project Manager</b>	Bachelors Degree and a minimum of 7 years of related experience. PMP certification preferred.	Manages, and provides technical guidance, to the project team in performance of the work. Maintains and manages the client interface at the Contracting Officer's Technical Representative (COTR) level of the client organization. Provides technical advice, resolves problems, and anticipates future requirements. Prepares or reviews project or task proposals or plans to determine schedules, funding requirements and limitations, procedures for accomplishing the project, staffing requirements, and allotment of available resources. Directs and coordinates activities of project personnel to ensure: timeliness and quality of products and services; maintenance of project schedules; cost control to ensure conformance with prescribed budget; and, responsiveness to customer requirements. Assists the Program Manager as required in managing contract performance.
<b>Task Manager/Leader</b>	Bachelors Degree and a minimum of 6 years related experience, 3 years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/ improvement methods, enterprise applications, etc.).	Provides solutions in the area of contract administration and procurement, communications, training, and other business disciplines to achieve optimized program/project performance. Prepares plans, documents, presentations, testimony, and other material needed for high-level briefings and hearings. Assists in collecting information, analyzing information, preparing exhibits and briefing presentations, and producing reports. Identifies potential issues that could influence the acceptance, and provides recommendations to ensure the success of an initiative. Serves as a leader, member or advisor of self-directed teams, or to management directed teams. Assists in providing problem resolution, consensus building, and in conducting evaluations. Assists in the administration of team personnel functions, such as training, work scheduling, and helps to prepare budget forecasts and documentation.

Mission Oriented Business Integrated Services (MOBIS)

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<b>Organizational Management Specialist</b>	Bachelor degree (BA) and ten years related experience, six years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/improvement methods, enterprise applications, etc.). A master's or doctorate degree is preferred.	Provides senior level advice, guidance to corporate, and client organizations. Maintains knowledge of organizational requirements and goals, and anticipates internal and external drivers that could potentially impact the organization(s). Maintains frequent contacts with program/project managers and senior client management and staff regarding complex issues and potentially involving multiple entities. Identifies problem areas and independently resolves complaints for even the most extreme problems. Plans the study of workplace problems such as organizational change, communications, quality control, information flow, integrated production methods, inventory control, and/or cost analysis. Participates in manpower planning and planning for succession, and makes recommendations to senior management. Conducts operational effectiveness reviews to insure program/project systems are applied as designed and functioning properly. Under the general direction of a program/project manager, conducts analyses of organizational structures, functions and responsibilities, reporting relationships, workforce capabilities, business and/or operating procedures and processes, and workflow to devise a most efficient method of accomplishing work.
<b>Business Operations Specialist</b>	Bachelors Degree and a minimum of 6 years experience.	Prepares plans, documents, presentations, testimony, and other material needed for high-level briefings and hearings. Assists in collecting information, analyzing information, preparing exhibits and briefing presentations, and producing reports. Identifies potential issues that could influence the acceptance, and provides recommendations to ensure the success of an initiative. Serves as a leader, member or advisor of self-directed teams, or to management directed teams. Assists in conducting studies and analyses of programs/projects and provides client support and assistance the areas of public affairs, communications, training, contract administration and procurement, and paralegal issues. Assists in providing problem resolution, consensus building, and in conducting evaluations. Assists in the administration of personnel functions, such as training, work scheduling, as well as the evaluation of current economic conditions, and helps to prepare budget forecasts and documentation. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies.

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<b>Implementation Specialist</b>	Bachelor degree (BA) and eight years related experience, four years of which must be relevant work experience specific to function and/or training (e.g., business process reengineering/improvement methods, enterprise applications, etc. A master's or doctorate degree is preferred.	Work requires the independent development of comprehensive and highly complex project plans and schedules and continual monitoring and updating of same to ensure that project goals are achieved. Must have broad latitude for decision-making at the operations center level and are reviewed on the basis of results achieved. Prepares intricate and/or complex engineering or data analysis plans, which require a very high level of specialized knowledge or the resolution of complex management problems that require extensive cross-functional knowledge. Leads the design and implementation of a variety of interventions that will foster the implementation of organizational change in such areas as business processes, policy, culture, environment or workplace. Assists in the design, development and implementation of communication plans. Possesses knowledge in designated field or discipline. Independently leads proof of concept tasks. Facilitates the implementation of major interventions related to an organization's redesign of existing business processes or design new processes to support the attainment of mission critical business goals. Conducts data collection, analysis, research in support of identifying individual and organizational performance barriers, and recommend courses of action to minimize or eliminate obstacles preventing the achievement of optimal performance. Participates in major business process reengineering assignments to support organizational improvement through implementation of new solutions or major restructuring initiatives. Conduct analyses of complex business processes and data processing requirements to develop functional requirements documents and programming design specifications.
<b>Principal Consultant</b>	Bachelors degree and 14 years of experience.	Senior expert that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of more junior Management Consultants or other staff as necessary. Oversees various tasks of a highly complex nature. Must be familiar with the scope and project objectives, as well as the role and function of each team member, in order to effectively coordinate the activities of the team. May serve as a technical authority for a particular task area. Interacts with client management personnel. Leads a team of analysts and/or consultants in accomplishing specific tasks in support of management, organizational and business integration services.

Mission Oriented Business Integrated Services (MOBIS)

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<b>Senior Consultant</b>	Bachelors degree and 12 years of experience.	Establishes project requirements using analysis in the development of enterprise-wide or large-scale projects. Designs plans to support the total project requirements as well as provide for present and future cross-functional requirements. As appropriate, ensures these plans/requirements are compatible and in compliance with standards. Analytically and systematically evaluates problems develops appropriate corrective action. Provides daily direction to staff assigned to task. Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives (e.g., original research in a specific discipline or function). Directs the activities of junior staff as necessary.
<b>Consultant</b>	Bachelor's degree and 8 years of experience.	Responsible for the effective development and implementation of programs to ensure that all products and services meet minimum company standards and end-user requirements. Administers problem management process including monitoring and reporting on problem resolution. Works under the supervision of a more experienced business consultant to assist with a variety of data collection and analysis tasks in support of the development of business cases to support management decision-making and business process improvements. Team member contributing to consulting staff client assignments within specified guidelines. Performs a variety of tasks that require both practical experience and theoretical, state-of-the-art, technical knowledge in specialty area. Understands overall purpose of task assignment. Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Consultants or Task Leads. May supervise lower level personnel. Must have demonstrated capability for oral and written communications.

Mission Oriented Business Integrated Services (MOBIS)

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<b>Principal Analyst</b>	Bachelor's degree and 12 years experience in related field.	Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within functions. Leads the application of analytic techniques and helps define technical project objectives and strategic direction. Is responsible for providing technical leadership and vision to client and project teams, and acts independently with only under general direction provided. Advises technical personnel on the conceptualization, feasibility, development, and implementation of a broad range of project issues. Designs and develops proposed solutions to business problems and client requirements. Performs high-level technical analysis and technical direction to accomplish objectives on new and existing projects. Maintains knowledge of current projects, and analyzes for redundancies and project/program overlap. Responsible for task completion. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.
<b>Senior Analyst</b>	Bachelor's degree and eight years of related experience in a related field.	Develops and modifies complex technical systems and develops subsystems to enhance the overall project. Exercises analytical techniques when gathering information from clients, defining problems, and prepares a variety of reports, assessments, or evaluations and procedures to resolve the problems. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of the project's technical direction. Conducts activities in support of project team's objectives. Works closely with Analysts, Task Leads, or Project Managers. Directs the activities of junior staff as necessary.

Mission Oriented Business Integrated Services (MOBIS)

<b>Labor Category</b>	<b>Minimum/General Experience/Education/ Training</b>	<b>Description/Responsibilities</b>
<i>Technical Writer</i>	Bachelor's degree and at least four years experience as a technical writer of specifications, standards, and technical manuals.	Writes technical information in easily understandable language. Works with program/project managers, analysts, engineers, scientists, and others to research, write, edit, and proofread technical data for use in documents or sections of documents such as manuals, procedures, specifications, special reports, and any other customer deliverables and documents. Capable of original drafting of management operations and business documentation requiring an understanding of the basic concepts, practices and vocabulary relevant to the subject matter. Ensures technical documentation is accurate, complete, meets editorial and client specifications and adheres to standards for quality, graphics, coverage, format, and style. Assists in establishing style guidelines and standards for texts and illustrations. Knowledge of client style guidelines, protocols, and procedures.
<b>Analyst</b>	Bachelor's degree and six years experience.	Possess knowledge of applying analytic methodologies and principles to address client's technical needs. Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as, but not limited to technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property management, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. With limited direction, carries out procedures to ensure that all products and services meet company and client standards and end-user requirements. Performs workflow analysis and recommends technical and quality improvements, works closely with senior Analysts or Team Leads. Researches, writes, edits, and proofreads technical analytical data for use in documents or sections of documents. Excellent verbal and written communication skills are required.
<i>Executive/Research Assistant</i>	High School Diploma and four years of related work experience.	Depending on the functional specialty, support the program management staff in the preparation of deliverables, internal reports, briefings, and drawings associated with the project being supported. Excellent written communication skills are required.
<b>Production Specialist</b>	High School Diploma and two years work experience.	Provides support to analysts and consultants by assisting them to gather information, display data or document results related to management studies or organizational improvement efforts. Must be proficient in the MS Office Suite and be quick learners on varied computer software. Commercial experience (graphics, reproduction, printing) a plus.

Labor Category	Minimum/General Experience/Education/ Training	Description/Responsibilities
Admin/Clerical Assistant	High School Diploma and two years of related work experience.	Ability to perform a variety of administrative tasks as well as assist the Program Manager and contract technical staff in ad hoc administrative tasks and project efforts as required. Provides program/project management support services such as: secretarial/administrative services; scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receive callers; assists with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. Must be able to work independently and follow through to completion all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer software.

Table of Equivalencies	
Substitutions for Educational Requirements	
Degree Requirement	Equivalent Experience Substitution
Bachelors Degree	<ul style="list-style-type: none"> <li>• Associate Degree plus 4 years experience</li> </ul>
Masters Degree	<ul style="list-style-type: none"> <li>• Bachelors Degree plus 4 years experience</li> </ul>
Doctorate Degree	<ul style="list-style-type: none"> <li>• Masters Degree plus 4 years experience</li> <li>• Bachelors Degree plus 8 years experience</li> </ul>
Substitutions for Work Experience Requirements	
Years of Experience Required	Equivalent Degree Substitution
4 years	Masters Degree
8 years	Doctorate

2. *Maximum Order*  
\$1,000,000

3. *Minimum Order*  
\$100

4. *Geographic Coverage (Delivery Area)*  
Domestic Delivery Only

5. *Point(s) of Production*  
3120 Fairview Park Drive, Suite 600  
Falls Church, VA 22042

6. *Discount From List Prices or Statements of Net Price*  
N/A

7. *Quantity Discounts*  
N/A

8. *Prompt Payment Terms*

5% - 5 days, Net 30

9a. *Notification that Government Purchase Cards are accepted at or below the micro-purchase threshold.* Yes (Master Card, Visa)

9b. *Notification that Government Purchase Cards are accepted or not accepted above the micro-purchase threshold.* Yes (Master Card, Visa)

10. *Foreign Items*

None

11a. *Time of Delivery*

N/A

11b. *Expedited Delivery*

N/A

11 c. *Overnight and 2-day delivery*

N/A

11 d. *Urgent Requirements*

N/A

12. *FOB Point(s)*

Destination

13. *Ordering Address(es)*

Communications Training Analysis Corporation (CTAC)  
3120 Fairview Park Drive, Suite 600  
Falls Church, VA 22042  
Attn: Donald S. Royal, Vice President  
(703) 289-3812  
(703) 359-0952 Fax  
droyal@ctacorp.com

14. *Payment Address(es)*

Communications Training Analysis Corporation (CTAC)  
3120 Fairview Park Drive, Suite 600  
Falls Church, VA 22042  
Attn: Donald S. Royal, Executive Vice President/COO  
(703) 289-3812  
(703) 359-0952 Fax  
[droyal@ctacorp.com](mailto:droyal@ctacorp.com)

15. *Warranty Provision*  
Commercial

16. *Export Packing Charges*  
N/A

17. *Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level)*

CTAC Accepts purchase cards above the micro-purchase threshold.

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. *Special attributes such as 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. contractor's website or other location.) The EIT standards can be found at [www.Section508.gov/](http://www.Section508.gov/).*

N/A

25. *Data Universal Number System (DUNS) number.*  
95-697-5809

26. *Notification regarding registration in System for Award Management (SAM) database.* CTAC is actively registered in SAM.

## **Customer Information**

### **Integrated Consulting Services (874-1/874-1RC)**

Communications Training Analysis Corporation (CTAC) has been providing MOBIS related program management support to various departments and agencies of the Federal Government since 1987. Our experienced program managers and their professional staff provide technical and analytical support services in developing, employing, and improving program management procedures. Using proven program management techniques, personnel and performance evaluation techniques, and automated management tools, CTAC's management analysts assist in coordinating the business and fiscal aspects of programs with customers and suppliers and developing improved management methodology. CTAC's management support personnel research, analyze and develop informative reports, and prepare and present detailed technical analysis briefings.

Using the MOBIS contract, CTAC will offer direct support to agency efforts to act more like businesses, i.e., focusing on the needs of their customers, being more fiscally responsible, and concentrating on productivity and results. These characteristics are the essence of a large number of important government initiatives, such as the Government Performance and Results Act (GPRA), the Clinger-Cohen Act, and the Vice President's National Performance Review. CTAC's GSA MOBIS will provide federal agencies with a flexible and visionary procurement vehicle through which they can quickly and easily obtain the support they need to achieve these critical objectives.

### ***Management Efficiency/Effectiveness Consulting Services***

CTAC personnel conduct evaluations of the effectiveness and efficiency of present management methods and identify methods to improve efficiency and effectiveness and reduce cost. Our analysts develop quality assurance plans establishing procedures and standards to monitor the execution of selected policies, procedures, and determine the projected net value-added of implementing the recommended management changes. We conduct technical reviews (preliminary, in-progress, and final) to ensure all capabilities being developed conform to acceptable standards. We conduct structured walk-throughs with the client at the earliest point of development to discover errors in policy, procedures, design or logic and formulate recommendations for corrective actions.

### ***Cost Analysis/Control Consulting Services***

CTAC analysts provide management and support services in the areas of management and process development, cost estimating and analysis, and technical assessment. Specific MOBIS related projects completed by CTAC in this area include: assisting in coordination of cost reduction activities, program reviews, conferences, and training programs; providing assistance in

the development and implementation of processes which will facilitate cost reduction activities; provide analytical, editorial, and management support and assistance in the compilation, production, and maintenance of Cost Quality Management Assessment (CQMA) reports; providing cost analysis specialists in the areas of parametric cost modeling, cost/price analysis, and organizational methodology; providing general cost estimating/accounting analysis services with special emphasis on assessing the indirect costs associated with environmental restoration and waste management; providing technical assistance in the development of quality assurance standards; and developing a database that will produce cost estimating relationships and reference factors. CTAC analysts provided the DoD cost analysis community a near term capability to address environmental costs in its life-cycle estimates for major defense acquisition programs (MDAP). The analysts identified, collected, and critically evaluated cost engineering and analysis tools for estimating environmental costs. They designed practical plans of actions for filling gaps in cost estimators by assembling a selection of existing tools, well-founded databases, and analysis methods.

### ***Organizational Development/Human Factors Consulting Services***

Using recognized standards, approved methods, and various accepted industrial engineering techniques, CTAC's manpower analysts determine the quantitative and qualitative human resources required to perform in a fluctuating workload. These studies are conducted in a non-interruptive, non-obtrusive manner. These methodology and documentation procedures are performed in accordance with Federal Government and common business practices. The CTAC analyst use an Iterative Polling Technique that provides a means for measuring and determining work force quantitative and qualitative requirements for personnel performing mostly "cognitive" forms of work (i.e., scientists and engineers). CTAC's manpower analysts assist in the impartial analysis of authorized work being performed in order to recommend the best organizational component that will allow the work force to work smarter not harder. Productivity enhancements are analyzed for improved effectiveness and efficiency. CTAC personnel describe the functions, tasks, and element requirements of a job and the required knowledge, skills, and abilities needed to perform the job. Such analysis results in appropriate job classification and the basis for development of a work performance rating system.

### ***Information Management Consulting Services***

As the information management environment continues to evolve, managers are required to make changes in existing management information systems. CTAC offers a wide range of information engineering and technology services designed to help organizations perform efficiently well into the next century. CTAC has earned a reputation for assisting both government and commercial clients to obtain maximum performance from their computer and information systems. As a systems integration and information technology company, CTAC helps organizations modernize their computer systems at a pace that allows them to get the most out of current investments in hardware and software. CTAC assists in the performance of impartial evaluations of information systems facilities. Such evaluations include both physical and electronic access security. CTAC analysts evaluate and recommend changes to the information systems security procedures and standards. These recommended changes may be in the form of either written recommendations or

revised standards ready for distribution.

***Acquisition Consulting Support***

CTAC provides support in analysis, compatibility studies, and the acquisition of required sources. First we prepare an acquisition plan and the associated acquisition documents. Upon approval of the acquisition plan, we provide support in the acquisition.

**Acquisition Management Support (SIN 874-6/874-6RC)**

Since 1987, CTAC has been providing MOBIS related program management support to various departments and agencies of the Federal Government. Our experienced program managers and professional staff provide technical and analytical support services in developing, employing, and improving program management procedures. Using proven program management techniques, personnel and performance evaluation techniques, and automated management tools, CTAC's management analysts assist in coordinating the business and fiscal aspects of programs with customers and suppliers and developing improved management methodology. CTAC's management support personnel research, analyze and develop informative reports, and prepare and present detailed technical analysis briefings.

CTAC is committed to continuing to directly support agencies in their ongoing efforts to improve business processes and management techniques to "act more like business." These changes include altering the traditional agency focus to the needs of the "customer", improving fiscal responsibility, streamlining business operations and adopting performance based and results driven philosophies. These efforts comply with recent federal initiatives including the Government Performance and Results Act (GPRA), the Clinger-Cohen Act, the Vice President's National Partnership for Reinventing Government (NPR) and other congressional mandates.

CTAC's GSA MOBIS schedule will provide federal agencies with a flexible and visionary procurement vehicle through which they can quickly and easily obtain the support they need to achieve these critical objectives. The following paragraphs describe some of the services CTAC would provide under SIN 874-6, Privatization Support Services and Documentation.

Using the MOBIS schedule, CTAC will offer expert advice, consultation, assistance, and documentation in support of studies conducted under Office of Management and Budget (OMB) Circular A-76 or other privatization or commercial activities studies, projects, or efforts. These services may include, but are not limited to:

- Complete "cradle to grave" A-76 support services
- Functionality assessments
- Assessments and or studies of potential privatization initiatives
- Initial study planning
- Development of extensive, detailed Plan of Achievements & Milestones (POAM)
- Development of communication plans
- Development of acquisition plans
- Strategic, tactical, and operational level planning support
- A-76 team building

- A-76 team training in all aspects of study (see SIN 874-4)
- Affected employee briefings
- Development and documentation of performance based Performance Work Statements (PWS)
- Job analysis and data collection
- Perform comprehensive scope analysis (including Governmental In Nature analysis)
- Development of Quality Assurance Surveillance Plans (QASP)
- Benchmarking (to industry)
- Performance of management studies to determine the Government's Most Efficient Organization (MEO)
- Development and documentation of management plan (including MEO)
- Development and documentation of Government's Most Efficient Organization (MEO)
- Assistance with COMPARE cost comparison software
- Development of in-house Government cost estimates (IHCE)
- Comparison of in-house bids to proposed Inter-service Support Agreement (ISSA) prices
- Development and documentation of Technical Performance Plan (TPP)
- Public-private partnership support
- Development of Transition Plans (TP)
- Administrative appeal process support
- FAIR Act inventory preparation and documentation

### **Integrated Business Program Support Services (SIN 874-7/874-7RC)**

Since 1987, CTAC has been providing MOBIS related program management support to various departments and agencies of the Federal Government. Our experienced program managers and professional staff provide technical and analytical support services in developing, employing, and improving program management procedures. Using proven program management techniques, personnel and performance evaluation techniques, and automated management tools, CTAC's management analysts assist in coordinating the business and fiscal aspects of programs with customers and suppliers and developing improved management methodology. CTAC's management supports personnel research, analyze and develop informative reports, and prepare and present detailed technical analysis briefings.

CTAC is committed to continuing to directly support agencies in their ongoing efforts to improve business processes and management techniques to "act more like business." These changes include altering the traditional agency focus to the needs of the "customer", improving fiscal responsibility, streamlining business operations and adopting performance based and results driven philosophies. These efforts comply with recent federal initiatives including the Government Performance and Results Act (GPRA), the Clinger-Cohen Act, Vice President Gore's National Partnership for Reinventing Government (NPR) and other congressional mandates.

CTAC's GSA MOBIS schedule will provide federal agencies with a flexible and visionary procurement vehicle through which they can quickly and easily obtain the support they need to achieve these critical objectives. The following paragraphs describe some of the services CTAC

would provide under SIN 874-7, Program Integration and Project Management Services. Using the MOBIS schedule, CTAC will offer services to manage and integrate various management and business programs and projects for Federal agencies. These services include, but are not limited to:

- Program management
- Project management
- Program integration (team leadership)
- Program oversight
- Intra-agency project management
- Intra-agency program management
- Inter-agency project management
- Inter-agency program management
- Multiple project monitoring
- Project management that connects and maintains liaison between multiple contractors and/or agencies

In addition to the generic services listed above, CTAC offers the following specialized services:

- Strategic consulting
- **Facilitated project planning**
- **On-site project management professionals**
- **Project audits**
- **Project recovery services**
- Methodology development
- Personnel mentoring
- Project assessments

Historically, CTAC has provided Program Integration and Project Management Services to various government and private sector clients. Primarily at the Department of Energy, CTAC has managed multiple concurrent client projects and programs. CTAC is adept in the field of program integration as well. In many field efforts, CTAC takes the team leadership role and supervises the projects from “cradle to grave”

CTAC’s professional staff have managed multiple concurrent projects for the DOE and A-76 PMS for the Army. They have supervised five simultaneous A-76 studies and currently manage and support multiple concurrent client activities.

Through years of experience in project management, CTAC has developed an integrated solution that many clients find invaluable. This integrated solution is a combination of training and consulting services that maximize the application of new skills and knowledge.

## Communications Training Analysis Corporation (CTAC) GSA Price List

GSA Price List	MOBIS Schedule 874 Contract Year including industrial funding fee (0.75%) in accordance with FX-03				
	Option Period				
	Year 16	Year 17	Year 18	Year 19	Year 20
Labor Category Title for SINs 874-1, 874-6, and 874-7	7/15/14 - 7/14/15	7/15/15 - 7/14/16	7/15/16 - 7/14/17	7/15/17 - 7/14/18	7/15/18 - 7/14/19
Technical Subject Matter Expert	\$ 289.83	\$ 298.52	\$ 307.48	\$ 316.70	\$ 326.20
Functional Subject Matter Expert	\$ 260.84	\$ 268.67	\$ 276.73	\$ 285.03	\$ 293.58
Senior Manager	\$ 202.88	\$ 208.97	\$ 215.24	\$ 221.70	\$ 228.35
Program Manager	\$ 156.01	\$ 160.69	\$ 165.51	\$ 170.48	\$ 175.59
Project Manager	\$ 139.11	\$ 143.28	\$ 147.58	\$ 152.01	\$ 156.57
Task Manager/Leader	\$ 104.33	\$ 107.46	\$ 110.68	\$ 114.00	\$ 117.42
Organizational Management Specialist	\$ 173.89	\$ 179.11	\$ 184.48	\$ 190.01	\$ 195.71
Business Operations Specialist	\$ 144.91	\$ 149.26	\$ 153.74	\$ 158.35	\$ 163.10
Implementation Specialist	\$ 115.93	\$ 119.41	\$ 122.99	\$ 126.68	\$ 130.48
Principal Consultant	\$ 140.43	\$ 144.64	\$ 148.98	\$ 153.45	\$ 158.05
Senior Consultant	\$ 117.00	\$ 120.51	\$ 124.13	\$ 127.85	\$ 131.69
Consultant	\$ 98.26	\$ 101.21	\$ 104.25	\$ 107.38	\$ 110.60
Principal Analyst	\$ 101.38	\$ 104.42	\$ 107.55	\$ 110.78	\$ 114.10
Senior Analyst	\$ 93.64	\$ 96.45	\$ 99.34	\$ 102.32	\$ 105.39
Technical Writer	\$ 86.95	\$ 89.56	\$ 92.25	\$ 95.02	\$ 97.87
Analyst	\$ 70.20	\$ 72.31	\$ 74.48	\$ 76.71	\$ 79.01
Executive/Research Assistant	\$ 57.97	\$ 59.71	\$ 61.50	\$ 63.35	\$ 65.25
Production Specialist	\$ 48.07	\$ 49.51	\$ 51.00	\$ 52.53	\$ 54.11
Admin/Clerical Assistant	\$ 46.78	\$ 48.18	\$ 49.63	\$ 51.12	\$ 52.65

### CTAC SCA Matrix and Applicability Statement

The following table maps all SCA eligible labor categories to SCA equivalent labor category titles and codes. CTAC's "prices for the SCA labor categories meet or exceed those in Wage Determination No. 2005-2103, Revision 13, dated June 19, 2013.

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Assistant	01020 – Administrative Assistant	05-2103
Production Specialist	01270 – Production Control Clerk	05-2103
Technical Writer	30463 – Technical Writer III	05-2103

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