

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

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

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

**Contract Number: GS-10F-0164U**

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

**Contract Period: March 14, 2008 through March 13, 2013**

**Contractor:** Advantor Associates, Inc.  
44050 Ashburn Plaza, Suite 195-625  
Ashburn, VA 20147 7915

**Business Size:**  
Small, Woman Owned Business

**Telephone:** (571) 333-3170  
**Extension:**  
**FAX Number:** (571) 333-3171  
**Web Site:** [www.advantorassociates.com](http://www.advantorassociates.com)  
**E-mail:** [lynda.taskett@advantorassociates.com](mailto:lynda.taskett@advantorassociates.com)  
**Contract Administration:** Lynda H. Taskett

## CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 874-1RC, 874-2, 874-2RC, 874-7 and 874-7RC
- 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 at or below the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will 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 company address
- 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. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):**
- 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:** 36-1630077
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

## **Executive Summary**

Advantor Associates, Inc. is a small, women-owned business located in Ashburn, Virginia. Advantor Associates, Inc. (Advantor) was founded in 2005 to provide management consulting, program management and integration, as well as facilitation services to commercial and government clients. Advantor's services are based on a philosophy of consistently delivering value and results to each engagement while reducing risk. We believe that value is realized by tangible results. Our focus is on management consulting in the areas of: strategic and business area planning, process and productivity improvements, systems alignment, effective leadership systems, organizational planning, performance measures and key indicators, program audits and evaluation, facilitation and decision support, program management, program integration, and risk management and mitigation. Advantor supports project efforts with customized training where required.

Advantor offers methodologies which address analyses to define management strategies and program objectives in quantifiable, measurable terms, systems and procedures to measure system performance against specific objectives, and procedures to feed back program performance information to management to improve planning and programs. The company will apply these methodologies to MOBIS task orders.

### **▪ SIN 874-1 CONSULTATION SERVICES**

Advantor provides advice, assistance, guidance and counseling in support of agencies' management, organizational and business improvement efforts. Examples of consultation include but are not limited to: strategic, business and action planning; systems alignment; cycle time; high performance work; leadership systems; performance measures and indicators; process and productivity improvement; organizational assessments, program audits, and evaluations.

Specific examples of Advantor's consultation services include:

- Auditing a process reengineering program for a large international client
- Establishing strategy for process reengineering
- Creating process designs

### **▪ SIN 874-2 FACILITATION SERVICES**

-Advantor provides facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques; defining and refining the agenda; convening and leading large and small group briefings and discussions; resolving disputes, disagreements, and divergent

views; recording discussion content and focusing decision-making; providing a draft for the permanent record; debriefing and in overall planning.

Specific examples of Advantor's facilitation services include:

- Managing a facilitated workshop on total process redesign and the approach to be taken for a large international client. This session included alignment of program participants to a single approach for process redesign and documenting meeting results.
  - Identifying key Program stakeholders for a large international client and establishing a facilitated session to identify stakeholder objectives and the approach to manage expectations
  - Facilitating briefings for major client program teams.
- **SIN 874-7 PROGRAM INTEGRATION AND PROGRAM MANAGEMENT SERVICES**

Advantor provides management and/or integration of programs and projects. The nature of the required services varies based on need, however representative services include: program management, task management, program oversight, program integration, program recovery planning, risk management, and risk mitigation. Specific examples of Program Integration and Program Management Services include:

- Establishing Program Management Plans
- Managing major reengineering efforts
- Managing resource allocations and assignments
- Managing risk mitigation plans

## LABOR CATEGORIES

All Labor Categories Apply to SINs 874-1, 874-2, and 874-7

### **Title: Consulting Principal**

**General Experience** A Consulting Principal requires a minimum of 12 years of consulting and/or directly relevant industry experience. Experience includes: executive level management and direction on client engagements, working experience in project definition and program/project management, team facilitation, business and systems requirements analysis, risk management and mitigation, organizational assessment, change leadership, and stakeholder management, strategic assessments, productivity and process improvements including key performance measures. A Consulting Principal works with the Project Director and other senior client staff to monitor quality and risk and identify potential issues and overall project problem areas and defines and designs strategies for addressing them. A Consulting Principal is proficient in defining strategic plans, reviewing and contributing to business strategy development and design, establishing organizational assessments and creating productivity designs, and managing project deliverables to maintain a standard of consistency and quality throughout a project's life cycle.

**Functional Responsibility** A Consulting Principal provides strong executive level management and direction. A Consulting Principal has served in this position for several years and possesses a broad understanding of the client's industry. A Consulting Principal brings a thorough understanding program and/or industry specific issues and brings an extensive history of client and industry solutions and tools to help solve the client's business problems. A Consulting Principal provides expertise in critical business functions and helps the client establish and implement key improvement targets. This position serves as a key advisor to the client offering guidance and counseling in support of critical objectives and in providing the client organization with quality and risk management to help guide projects to deliver value with the defined schedule and budget constraints. A Consulting Principal provides management and technical review, industry insight, issue resolution, and coaches, guides, and/or directs critical decision making.

**Minimum Education:** A Bachelor's degree is required. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

**Title: Senior Manager**

**General Experience** A Senior Manager requires a minimum of eight years of consulting and/or directly relevant industry experience in defining and executing project scope and approach, managing development of key deliverables, defining critical business and/or function strategies, developing process improvement objectives and targets, and monitoring program risk and quality. A Senior Manager maintains responsibility for day-to-day team management and daily execution of project tasks. A Senior Manager works with client senior staff in developing and fostering stakeholder buy-in and achieving the objectives of the project.

**Functional Responsibility** A Senior Manager provides strong day-to-day project or task management and direction. A Senior Manager helps and supports the definition of client strategies, and provides business and action planning. A Senior Manager is also involved in process and productivity improvement, as well as, strategic process and/or systems alignment activities. The Senior Manager assumes responsibility for day-to-day project delivery activities, provides oversight of key enablers on projects, and identifies a need for tools or other delivery accelerators as needed. The Senior Manager assumes regular interaction and communications with the Government Contracting Officer (CO) and delegated government representatives. This position maintains responsibility for managing quality delivery, delegating appropriate resources, and fostering quality assurance principles across projects and deliverables. The Senior Manager facilitates diverse teams and/or stakeholders and will also lead organizational assessments, program audits, and evaluations.

**Minimum Education:** A Bachelor's degree is required. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

**Title: Manager**

**General Experience** A Manager has a minimum of five years of consulting and/or directly relevant industry experience. Experience includes: managing task delivery teams, managing consulting studies, analysis, and/or requirements definition. Additionally, a Manager is an expert in one or more functions and has significant experience in one or more industry segments. A Manager provides expertise in team facilitation, understanding business needs, formulating team and deliverable objectives, fostering team building and team alignment, performing organizational assessments and developing organizational improvement targets. A Manager maintains day-to-day interaction with client peers, monitors deliverable quality and performance, actively executes risk mitigation, monitors task budget performance, and supports issue resolution. Additionally, a Manager administers project work plans and processes, and defines strategic alignment opportunities for processes and systems.

**Functional Responsibility** A Manager provides strong team management and direction, and is focused on high performance work in their area of focus. A Manager is responsible for developing a task and/or engagement work plan and selecting, modifying, and using the appropriate consulting tools for each engagement. A Manager serves in the role of team leader over assigned support areas, often filling the position of subject matter expert or task area lead. A Manager is responsible for coaching and guiding project and client team staff, developing and/or tailoring deliverable content, and monitoring the work of other project staff. and instructing, directing, and monitoring the work of other project staff. Additionally, a Manager assumes responsibility for selecting and using appropriate consulting tools or techniques and assists in staffing resources for the engagement. A Manager conducts analysis of client issues and develops assessments, defines alternative solutions using best practice and innovative techniques, develops recommendations and assists the client in presenting recommendations to stakeholders and executive management. A Manager may also be involved in program evaluation, customized training as it pertains to other project tasks, key performance and productivity assessments, and process and systems alignment activities.

**Minimum Education:** A Bachelor's degree is required. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

**Title: Consultant**

**General Experience** A Consultant is an experienced management consultant with a minimum of two years in a consulting, government, or industry area. A Consultant possesses experience in analysis and identification of business needs, applying methodologies, creating key deliverables, responding to business issues, and development and delivery of project or task deliverables. A Consultant assists in execution of work plan activities, ensuring conformance to project objectives, and managing risk.

A Consultant analyzes relevant data and information, defines creative solutions to business problems, and assists in developing recommendations. Additionally, a Consultant performs process and organizational assessments, process and information requirements definition, benchmarking, change management customized training development.

**Functional Responsibility** A Consultant provides analytical and program support, and is focused on high performance work. A Consultant II also completes assigned engagement tasks within the project scope and budget, while meeting deliverable requirements. A Consultant serves as a key analytical resource on engagement team.

A consultant is responsible for conducting relevant research, performing root cause analysis, identifying business performance improvement opportunities and assessing business process performance, executing organizational assessment tasks, supporting key performance measure creation, performing time studies, determining best practices, and performing team facilitation. A consultant is collaborative in their approach to dealing with client team members and provides coaching and facilitation in team member efforts to execute deliverables, communicates difficult concepts, and manage stakeholder involvement. A consultant documents the results of critical meetings, produces draft and final reports. A consultant creates and delivers customized training where relevant to a specific consulting engagement.

**Minimum Education:** A Bachelor's degree is required. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

**Title: Analyst**

**General Experience** An Analyst has a minimum of one year professional consulting or industry experience, and provides strong analytical support while serving to help identify, execute and deliver within the scope and objectives of project engagements. An Analyst provides analytical support for specific project tasks. An analyst executes assigned tasks, creates deliverables, and works as a collaborative unit on the project team. An Analyst is proficient in key consulting tools, operates with minimal supervision, and contributes to thought leadership as appropriate.

**Functional Responsibility** An Analyst provides analytical support while serving the team's efforts to identify the scope and objectives of project engagements, as well as, remain focused on performance measures and indicators. An Analyst serves as analytical resource on engagement teams by helping to formulate and define systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. An Analyst analyzes and documents data, conducts research, performs cycle count studies, identifies process and productivity improvement opportunities, and develops customized training as it pertains to consulting services, facilitation, or program management/integration activities. An Analyst participates in group briefings and provides drafts for permanent record, and documents reports/outcomes. An Analyst uses problem solving skills in supporting team deliverable creation.

**Minimum Education:** A Bachelor's degree or comparable experience is required. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

**LABOR RATES**  
**Option Year 2008**  
**SINS 874-1, 874-2, and 874-7**  
**Rates Inclusive of .75% IFF**

<b>Labor Category</b>	<b>3/14/2008 through 3/13/2009</b>
Consulting Principal	201.75
Senior Manager	165.73
Manager	125.74
Consultant	90.89
Analyst	75.26