

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

**Mission Oriented Business Integrated Services**

**FSC Group: 874**

**Contract No.: GS-10F-0166S**

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

**Contract Period: February 27, 2006 - February 26, 2011**



**Crown Agents**

**Crown Agents Consultancy, Inc.  
818 Connecticut Avenue NW, Suite 840  
Washington, DC 20006  
Telephone: (202)822-8052  
Fax: (202)822-8064  
<http://www.crownagents.com>**

**Business Size/Status: Large**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through modification #FX38 dated August 23, 2006**

 **Contract Holder**

# TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION .....	1
CONTRACT OVERVIEW .....	3
CONTRACT ADMINISTRATOR .....	3
MARKETING AND TECHNICAL POINT OF CONTACT .....	3
OVERSEAS POINTS OF CONTACT .....	3
CONTRACT USE .....	4
CONTRACT SCOPE .....	4
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS .....	4
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES .....	5
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER.....	6
BLANKET PURCHASE AGREEMENT .....	7
LABOR CATEGORY DESCRIPTIONS.....	8
HOURLY RATES FOR SERVICES .....	11

## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to page #4 for a more detailed description)

- SIN 874-1: Consulting Services
- SIN 874-7: Program Integration and Project Management Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #11

1c. Labor Category Descriptions: Please refer to page #8

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

3. Minimum Order: \$300

4. Geographic Coverage: Domestic & Overseas

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Crown Agents Consultancy, Inc.  
Attn: Jennifer Katzka/GSA Orders  
818 Connecticut Avenue NW, Suite 840  
Washington, DC 20006

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Crown Agents Consultancy, Inc.  
Attn: Jennifer Katzka/GSA Orders  
818 Connecticut Avenue, NW, Suite 840  
Washington, DC 20006

15. Warranty Provision: Not Applicable

- |   |   |
|---|---|
| 16. Export Packing Charges:   | Not Applicable  |
| 17. Terms & Conditions of Government Purchase Card Acceptance:  | Contact Contract Administrator  |
| 18. Terms and conditions of rental, maintenance, and repair:  | Not Applicable  |
| 19. Terms and conditions of installation (if applicable):   | 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 for any other services (if applicable):   | Not Applicable  |
| 21. List of service and distribution points (if applicable):  | Not Applicable  |
| 22. List of participating dealers (if applicable):  | Not Applicable  |
| 23. Preventative maintenance (if applicable)  | Not Applicable  |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):   | Not Applicable  |
| 24b. 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: <a href="http://www.Section508.gov/">www.Section508.gov/</a> : | Contact Contract Administrator for more information.                  |
| 25. Data Universal Number System (DUNS) Number:   | 070923854   |
| 26. Crown Agents Consultancy, Inc. <i>is</i> registered in the Central Contractor Registration (CCR) database.  |   |
| 27. Uncompensated Overtime:   | Crown Agents Consultancy, Inc <i>practices</i> uncompensated overtime |

## **CONTRACT OVERVIEW**

GSA awarded Crown Agents Consultancy, Inc a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract No. GS-10F-0166S. The current contract period is 2/27/2006 - 2/26/2011. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Jennifer Katzka  
Crown Agents Consultancy, Inc  
818 Connecticut Avenue, NW, Suite 840  
Washington, DC 20006  
Telephone: (202) 822-8052  
Fax Number: (202) 822-8064  
Email: [jkatzka@crownagents.com](mailto:jkatzka@crownagents.com)

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Jennifer Katzka  
Crown Agents Consultancy, Inc  
818 Connecticut Avenue, NW, Suite 840  
Washington, DC 20006  
Telephone: (202) 822-8052  
Fax Number: (202) 822-8064  
Email: [jkatzka@crownagents.com](mailto:jkatzka@crownagents.com)

## **OVERSEAS POINTS OF CONTACT**

### ***MACEDONIA***

Country Manager: Ms. Emiliya Apostoloska  
Marsal Tito 11/1-2  
1000 Skopje  
Telephone: (+389 2) 3211 992/3211 946/3214 093  
Fax Number: (+389 2) 3211 994/3296 541  
Email: [caskopje@crownagents.com.mk](mailto:caskopje@crownagents.com.mk)

### ***RUSSIA***

Regional Manager, Russia & CIS: Mrs. Jane Sysoeva  
Office 513  
3/5, Smolensky Blvd.  
119121, Moscow  
Telephone: (+7 095) 248 7850/7859/234 3481  
Fax Number: (+7 503) 230 6170  
Email: [camoscow@crownagents.com.ru](mailto:camoscow@crownagents.com.ru)

### ***SERBIA and MONTENEGRO***

Country Manager: Ms. Ivana Marinkovic  
Molerova 34/II  
11000 Belgrade  
Telephone: (+381 11) 3444 715/725/735  
Fax Number: (+381 11) 444 21 37  
Email: [belgrade@crownagents.co.yu](mailto:belgrade@crownagents.co.yu) or [ivana.ca@eunet.yu](mailto:ivana.ca@eunet.yu)

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Crown Agents Consultancy, Inc has been awarded a contract by GSA to provide services under the following SINs:

- SIN 874-1: Consulting Services
- SIN 874-7: Program Integration and Project Management Services

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### ***SIN 874-1: CONSULTING SERVICES***

Crown Agents Consultancy, Inc. will provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

### ***SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES***

Crown Agents Consultancy, Inc. will provide management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Crown Agents Consultancy, Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

Crown Agents Consultancy, Inc.'s commercial practices include the education/experience substitutions identified below. In order to be consistent with commercial practices, Crown Agents Consultancy, Inc. requests to incorporate their commercial education/experience substitution to all GSA labor categories.

2 Years Experience	Equals	Associates Degree
2 Years Experience + Associates Degree	Equals	Bachelors Degree
4 Years Experience	Equals	Bachelors Degree
3 Years Experience + Bachelors Degree	Equals	Masters Degree
7 Years Experience	Equals	Masters Degree
4 Years Experience + Masters Degree	Equals	PhD

Labor Category	Education	Years Exp.	Description
Program Director I	Masters Degree	20	Oversees the entire business unit or geographic region for the firm. Overall accountability to ensure every client and MOBIS project receives the appropriate support and resources required to deliver quality results. Has final authority and responsibility for the planning and production of all MOBIS contract activities and overall management of all projects within the business unit or geographic region. Ultimate responsibility for quality products and services.
Program Manager I	Bachelors Degree	10	Provides guidance, direction and management for small to moderate size and complexity, short- to medium-term, small and medium scale MOBIS projects, Reviews all services and products for conformance to client requirements. May provide assistance to the Program Manager V with planning and organizing the overall activities of the MOBIS contract. Assists with contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Assists in ensuring that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters.
Program Manager IV	Bachelors Degree	16	May act as a secondary client interface conferring with GSA and client agency management on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Responsible for contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction and management for medium- and long-term, medium and large scale MOBIS projects, and reviews all services and products for conformance to client requirements.

Labor Category	Education	Years Exp.	Description
Program Manager V	Bachelors Degree	18	Holds the primary responsibility for planning, organizing and controlling the overall activities of the MOBIS contract. Responsible for contract management, configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Primary client interface conferring with GSA and client agency management on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction and ultimate management for all MOBIS projects, and reviews all services and products for conformance to client requirements.
Project Manager I	Bachelors Degree	10	Responsible for the management and administrative aspects of short-term, small to medium scale projects. Coordinates the activities of project personnel to ensure MOBIS project deliverables are met. Manages performance of work for task orders for the MOBIS project. Reviews and approves all deliverables and monitors the quality of team members.
Project Lead	Bachelors Degree	8	Interfaces with the client project management on a daily basis. In coordination with the Project Manager and other Team Leaders, is responsible for the design, development and technical execution of large MOBIS projects. Provides direction and guidance to team members, delegates tasks and reviews work products for completeness and adherence to customer requirements. Prepares team's status reports.
Project Associate I	Bachelors Degree	4	Performs management and administrative backstopping for short-term MOBIS projects of small to moderate size and complexity, including overall coordination and monitoring of project activities. Assists in project start-up, recruitment, and closedown. Provides training to field staff on home office procedures and systems. Provides management and logistical support in field on short-term assignments.
Technical Expert I	Bachelors Degree	14	Provides expert, independent services and leadership in specialized technical areas including, but not limited to program oversight and integration, program audits; action planning; process and productivity improvement; organizational assessments and program integration on an as-needed basis for short-term, small scale task assignments, using high-level, state-of-the-art tools. Coordinates with contractor management and Government personnel to ensure that the project has been properly defined and that the solution will satisfy requirements.
Technical Expert II	Bachelors Degree	16	Provides expert advice and assistance including independent consulting and leadership services in specialized technical areas including, but not limited to study analyses, performance measures, program audits; business planning; process and productivity improvement; organizational assessments and program integration. Utilized on an as-needed basis for short to moderate-term task assignments of varying scale. Uses high-level, state-of-the-art tools. Coordinates with contractor management and Government personnel to ensure that the project has been properly defined and that the solution will satisfy requirements.

Labor Category	Education	Years Exp.	Description
Technical Expert V	Masters Degree	18	Provide expert, independent services and leadership in specialized technical areas including, but not limited to program audits; action planning; process and productivity improvement; organizational assessments and program integration. Provides expertise on an as-needed basis to all long-term, moderate to long term task assignments. Provides expert advice and assistance using high-level, state-of-the-art tools. Coordinates with contractor management and Government personnel to ensure that the project has been properly defined and that the solution will satisfy requirements.
Technical Specialist I	Bachelors Degree	6	Possesses entry-level professional experience in a field of specialization including, but not limited to program audits; action planning; process and productivity improvement; organizational assessments and program integration. Has domestic and/or overseas experience, including experience as a technical assistant, project associate, and in project management and execution.
Technical Specialist V	Bachelors Degree	14	Possesses high-level professional experience in a field of specialization including, but not limited to leadership systems, program evaluations; business and action planning; performance measures and indicators; organizational assessments and program integration. Has domestic and/or overseas experience, including experience as a technical assistant, project associate, and in project management and execution.
Analyst I	Bachelors Degree	4	Prepares reports for MOBIS contract deliverable submissions. Researches and analyzes problems and determines element(s) requirements with minimum supervision. Collaborates with customer(s) to define, coordinate and track the status of multidisciplinary task(s). Reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
Analyst II	Bachelors Degree	6	Analyzes business or operating procedures to devise the most efficient method of accomplishing the work. Tracks administrative management of MOBIS contracts, personnel, and costs. Plans study of work problems and procedures; gathers and analyzes data; organizes and documents findings of studies and prepares recommendations for implementing new systems, procedures, or organizational changes.
Consultant I	Bachelors Degree	10	Provides consulting services in a technical area of competence. Plans, implements, executes small to medium scale projects, works with other technical experts and other staff. Assists in data collection, management and analysis of projects, provides research, writing and logistical support, prepares reports and presents findings.

## HOURLY RATES FOR SERVICES

<b>Labor Category</b>	<b>Hourly Rate (IFF Included)</b>
Program Director I	\$197.46
Program Manager I	\$109.76
Program Manager IV	\$154.45
Program Manager V	\$168.86
Project Manager I	\$125.96
Project Lead	\$95.89
Project Associate I	\$61.79
Technical Expert I	\$154.45
Technical Expert II	\$168.86
Technical Expert V	\$192.14
Technical Specialist I	\$67.54
Technical Specialist V	\$109.27
Analyst I	\$61.79
Analyst II	\$67.54
Consultant I	\$100.40