



**CONTRACT NUMBER: GS-10F-0171W**  
**APRIL 30, 2010 – APRIL 29, 2015**  
**BUSINESS SIZE: Small, Woman-owned, 8(a) Graduate**

**GENERAL SERVICES ADMINISTRATION**  
**FEDERAL SUPPLY SERVICE/AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**



**1100 N. Glebe Rd., Ste. 1010**  
**Arlington, VA 22201**  
**(703) 224-4412**

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# General Services Administration

Federal Supply Service  
Authorized Federal Supply Schedule Price List

## Mission Oriented Business Integrated Services (MOBIS)

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# Ordering Information

## Customer Information/Terms & Conditions

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). **See Price List**
- 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. **Not Applicable**
- 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. **See Price List**
2. Maximum order. **1,000,000.00**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area) **48 contiguous states including Washington D. C. Alaska, Hawaii, Puerto Rico and U.S. territories and Overseas**
5. Point(s) of production (city, county, and State or foreign country). **Not Applicable**
6. Discount from list prices or statement of net price. **See Price List**
7. Quantity discounts. **None**
8. Prompt payment terms. **Net 30 DAYS**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Government purchase cards are accepted at or below the micro purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Government purchase cards are accepted at or below the micro purchase threshold.**
10. Foreign items (list items by country of origin) **Not Applicable**



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- 11a. Time of delivery. (Contractor insert number of days.) **To Be Determined by Contractor and Government Agency**
- 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 lists that have expedited delivery. **Not Applicable**
- 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. **Not Applicable**
- 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. **Not Applicable**
12. F.O.B. point(s). **NOT APPLICABLE**
- 13a. Ordering Address. **Guardians of Honor, LLC**  
**1100 North Glebe Road, Suite 1010**  
**Arlington, VA 22201**  
**Phone: (703) 224-4412**  
**Fax: (703) 779-8542**  
**Email: [mobis@gohnow.com](mailto:mobis@gohnow.com)**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address.  
Should Electronic Funds Transfer (EFT) payment be available, GOH requests that the EFT remittance be specified as follows:
- Guardians of Honor, LLC**  
**SunTrust Bank**  
**ABA Routing Number – See invoice**  
**Account No: See invoice**
- Should EFT not be available, the remittance address is as follows:
- Guardians of Honor, LLC**  
**1100 North Glebe Road, Suite 1010**  
**Arlington, VA 22201**
15. Warranty provision. **Not Applicable**
16. Export packing charges, if applicable. **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). GOH accepts government purchase cards in accordance with government commercial credit card guidelines.



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18. Terms and conditions of rental, maintenance, and repair (if applicable). **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 (if applicable). **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. Preventive 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. 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 at: [www.gohnow.com](http://www.gohnow.com). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Number System (DUNS) number. **007532588**
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
**Guardians of Honor, LLC is Registered with CCR**



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# About GSA

A Multiple Award Schedule covers contracts that the GSA Federal Supply Service has negotiated with qualified companies for a group of related products or services to be delivered directly to the customer. The terms Federal Supply Schedule and Multiple Award Schedule are often interchangeable. Schedule contracts are awarded to companies supplying the same types of items - in this case, consulting, facilitation, survey services, acquisition management support, and program and project management services - at varying prices. All you have to do is review the features and prices of the service you need, determine the best value for your agency, and place your order.

## ADVANTAGES OF FEDERAL SUPPLY SCHEDULES

### Flexibility

- Wide service selections
- No order limit/contract ceiling
- Multiple requirements awards

### Cost Savings

- Reduced procurement time & administration cost
- No CBD/Fed Biz Ops synopsis necessary
- Vetted pricing fair/reasonable

### Peace of Mind

- Regulation compliance
- Direct contractor agency relationship
- Competition requirements met

## WHO CAN USE SCHEDULES?

- All federal agencies and activities in the executive, legislative, and judicial branches
- Mixed-ownership government corporations as defined in the Government Corporation Control Act, such as the U.S. Postal Service
- The government of the District of Columbia
- Other authorized organizations and activities

## HOW TO ACCESS MOBIS SERVICES

GSA's streamlined ordering procedures have reduced the tedious, time-consuming government procurement process to a few simple steps. GSA has done this by prequalifying vendors to perform a range of services. GSA has reviewed vendor qualifications, capabilities and cost schedules in advance of



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the need for services, and identified these vendors, by type of service, on its GSA Advantage!™ Web site. For GOH, refer to Contract Number: GS-10F-0171W. This approval is valid for all organizations in the federal government, and other governmental agencies and can be completed in as little as three weeks.

To obtain GSA MOBIS schedule services and products, federal agencies work directly with approved GSA MOBIS contractors such as GOH. Agencies please use the following simplified procedure for placing an order:

**STEP 1: Prepare Request for Quote that includes:**

1. A performance-based statement of work that outlines the work to be performed
2. Type of task order – labor hour (LH) or firm fixed price (FFP)
3. Basis to be used for contractor selection (i.e., best value, etc.)

**STEP 2: Transmit the Request for Quotes to contractors:**

1. Select at least three qualified contractors on the schedule
2. Send request for quotes to selected contractors

**STEP 3: Evaluate Quotes:**

1. Evaluate responses based on the factors identified in the request for quotes

**STEP 4: Select the contractor to receive the order:**

1. Place the order directly with GOH (the schedule contractor that represents the best value).
2. Issue directly from requesting agency's contracting office to the selected contractor without GSA involvement in the procurement process. All task order reporting requirements and remission of fees to the GSA are the responsibility of the contractor.

# Overview



## WHO WE ARE

Guardians of Honor (GOH) is a small, disadvantaged woman-owned management solutions firm dedicated to protecting your most valuable assets; people, programs and performance and committed to economic development and job creation in the communities in which we operate. We help clients achieve strategic and operational goals through the use of business and technical experience gained while working with and for DOD, Federal Government, System Integrators, and Professional Services Companies. Since its establishment in 1997, GOH's success is based on adhering to sound ethical principles and collaboratively working with clients to develop innovative infrastructure solutions that address specific management, evaluation, technical, logistical or resource challenges.

## WHAT MOBIS SERVICES DOES GOH OFFER?

Through MOBIS you can access GOH's expertise in the following:

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

These services can be contracted during 2010-2015 through contract number: GS-10F-0171W.



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# Services



- ✚ Special Item No. 874-1 Integrated Consulting Services
- ✚ Special Item No. 874-6 Acquisition Management Support
- ✚ Special Item No. 874-7 Integrated Business Program Support Services

## **SIN 874-1: Integrated Consulting Services**

Guardians of Honor will continue to deliver solutions with integrity that provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. Guardians of Honor provides high performance work coupled with proficient studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts through the administration of the following:

- Strategic, business and action planning
- Organizational assessments, program audits and evaluations
- Process and productivity improvement
- Systems alignment and leadership development
- Performance measures, indicators and dashboards
- Customized training



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## Facilitation Services

Guardians of Honor will continue to deliver solutions with integrity that provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Guardians of Honor provides facilitation solutions to agencies bringing together diverse teams and/or groups with common and divergent interests that require a neutral party to assist them through the administration of the following problem solving techniques:

- Resolving disputes
- Performing technical facilitation and logistical meeting/conference support
- Defining and refining the agenda
- Convening and leading large and small group briefings and discussions
- Recording discussion content and enabling focused decision-making
- Preparing draft and final reports for dissemination and publication

## Survey Services

Guardians of Honor will continue to deliver solutions with integrity that provide expert consultation, assistance and deliverables associated with all aspects of surveying in support of agencies' mission oriented business functions. Guardians of Honor assists with, and/or performs all phases of the survey process through the administration of the following planning and survey design techniques:

- Determining proper survey data collection methodology
- Pretest/pilot surveying
- Sampling and survey development
- Survey database administration
- Assessing reliability and validity of data
- Analyses of quantitative and qualitative survey data
- Production of reports
  - Description and summary of graph, chart and table results
  - Description of data collection and survey administration methods
  - Discussion of sample characteristics and the representative nature of data
- Briefings of results that include discussion of recommendations and potential follow-up actions

### **SIN 874-6: Acquisition Management Support**

Guardians of Honor will continue to deliver solutions with integrity that sustain OMB Circular A-76 Commercial Activities studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform Act in support of agencies' mission oriented business functions. Guardians of Honor sustains competitive sourcing projects and efforts through the administration of the following:

- Development of Performance Work Statements (PWS), Quality Assurance Surveillance Plans (QASP) and in-house Government cost estimates
- Performance of management studies to determine the Government's Most Efficient Organization (MEO)
- Comparison of in-house bids to proposed contractor prices
- MEO performance reviews and contract implementation support

### **SIN 874-7: Integrated Business Program Support Services**

Guardians of Honor will continue to deliver solutions with integrity that assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Guardians of Honor provides efficient program or project management, oversight and integration through the administration of the following:

- Communication plan and project leadership
- Project management coupled with performance monitoring and measurement
- Earned value management support
- Project planning and scheduling
- Reporting and documentation associated with project/program objectives
- Stakeholder briefings
- Coordination and participation in meetings, program outreach and related project support endeavors

# Price List



MOBIS SINS: 874-1, 874-6, 874-7

Base Period (Year 1)		
Labor Category	Hourly Rate On Site	Hourly Rate GOH Site
Program Director I	\$135.88	\$183.99
Sr. Program Manager	\$119.13	\$161.32
Program Manager III	\$105.98	\$143.52
Research Associate II	\$74.48	\$100.86
Research Assoc./Eval Coordinator I	\$71.42	\$96.71
Sr. Researcher/Evaluator	\$128.22	\$173.62
Events/Executive Coordinator II	\$53.59	\$72.57
Research Assistant II	\$58.36	\$79.01
Research Assistant II	\$56.10	\$75.97
Administrative Assistant II	\$45.28	\$61.32
Technical Writer	\$93.77	\$126.98



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Base Period (Year 2)		
Labor Category	Hourly Rate On Site	Hourly Rate GOH Site
Program Director I	\$140.64	\$190.43
Sr. Program Manager	\$123.30	\$166.97
Program Manager III	\$109.69	\$148.54
Research Associate II	\$77.09	\$104.39
Research Assoc./Eval Coordinator I	\$73.92	\$100.09
Sr. Researcher/Evaluator	\$132.71	\$179.70
Events/Executive Coordinator II	\$55.47	\$75.11
Research Assistant II	\$60.40	\$81.78
Research Assistant II	\$58.06	\$78.63
Administrative Assistant II	\$46.86	\$63.47
Technical Writer	\$97.05	\$131.42



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Base Period (Year 3)		
Labor Category	Hourly Rate On Site	Hourly Rate GOH Site
Program Director I	\$145.56	\$197.09
Sr. Program Manager	\$127.62	\$172.81
Program Manager III	\$113.53	\$153.74
Research Associate II	\$79.78	\$108.04
Research Assoc./Eval Coordinator I	\$76.51	\$103.60
Sr. Researcher/Evaluator	\$137.35	\$185.99
Events/Executive Coordinator II	\$57.41	\$77.74
Research Assistant II	\$62.52	\$84.64
Research Assistant II	\$60.10	\$81.38
Administrative Assistant II	\$48.51	\$65.69
Technical Writer	\$100.45	\$136.02



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Base Period (Year 4)		
Labor Category	Hourly Rate On Site	Hourly Rate GOH Site
Program Director I	\$150.65	\$203.99
Sr. Program Manager	\$132.08	\$178.86
Program Manager III	\$117.50	\$159.12
Research Associate II	\$82.58	\$111.83
Research Assoc./Eval Coordinator I	\$79.18	\$107.22
Sr. Researcher/Evaluator	\$142.16	\$192.50
Events/Executive Coordinator II	\$59.42	\$80.46
Research Assistant II	\$64.70	\$87.60
Research Assistant II	\$62.20	\$84.23
Administrative Assistant II	\$50.20	\$67.99
Technical Writer	\$103.96	\$140.78



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Base Period (Year 5)		
Labor Category	Hourly Rate On Site	Hourly Rate GOH Site
Program Director I	\$155.93	\$211.13
Sr. Program Manager	\$136.70	\$185.12
Program Manager III	\$121.61	\$164.69
Research Associate II	\$85.47	\$115.74
Research Assoc./Eval Coordinator I	\$81.96	\$110.98
Sr. Researcher/Evaluator	\$147.14	\$199.23
Events/Executive Coordinator II	\$61.50	\$83.28
Research Assistant II	\$66.97	\$90.67
Research Assistant II	\$64.38	\$87.18
Administrative Assistant II	\$51.96	\$70.37
Technical Writer	\$107.60	\$145.71

*The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.*



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## LABOR CATEGORIES

### PROGRAM DIRECTOR I

**Functional Responsibilities:** Manages substantial contract support operations involving multiple projects. Has demonstrated expertise in program and/or systems management, planning and development. Organizes, directs, and coordinates planning and production of all contract support activities. Proficient in the following:

- Effective communications skills at all levels of management.
- Serving as the contractor's authorized interface with the Contracting Officer's Technical Representative (COTR), government management personnel, and client agency representatives.
- Formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinate personnel.
- Responsibly overseeing overall contract performance. Under stringent time frames, assembles and recruits as necessary to perform assigned tasks. Demonstrated capability in the overall management of multi-task contracts of the size, type, and complexity described in the Task Order.
- Ability to deal with ambiguity and changing client circumstances.

**Education/Experience:** MA/BA/BS in social science, education or management. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

**Minimum Experience/Training:** 12 + years of experience developing, implementing and managing programs.

**Certifications/Security Clearance:** As defined by specific task order.

## SENIOR PROGRAM MANAGER

**Functional Responsibilities:** Responsible for handling the day-to-day management and administration of project tasks. Develops detailed work plans and schedules in response to support service requests. Assigns staff responsibilities and supervises all staff efforts. Proficient in the following:

- Maintaining control over, and redirecting available resources as necessary to complete tasks in accordance with scheduled milestones and budgetary constraints.
- Transferring knowledge and skills to the clients enabling them to cultivate and sustain success through facilitation, mediation and/or training.
- Performing quality checks of all work products.
- Interacting continuously with government technical representatives to present interim results, discuss concerns, and ensure total product/service satisfaction.

**Education/Experience:** BA/BS in social science, education or management. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

**Minimum Experience/Training:** 8 + years of experience developing, implementing and managing programs.

**Certifications/Security Clearance:** As defined by specific task order.

## PROJECT MANAGER III

**Functional Responsibilities:** Performs routine project administration work. Work involves front line support with establishing program/project goals and objectives. Proficient in the following:

- Assisting in developing program guidelines, procedures, policies, rules, and regulations.
- Assisting in developing schedules, priorities, and standards for achieving project/program goals.
- Assisting in evaluating project/program activities.
- Assisting in developing training, facilitation.
- Working under the guidance of project/program lead.



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**Education/Experience:** BA/BS in social science, education or management.

**Minimum Experience/Training:** 4 + years of experience developing, implementing and managing programs.

**Certifications/Security Clearance:** As defined by specific task order.

## **RESEARCH ASSOCIATE II**

**Functional Responsibilities:** Key writer of research syntheses and other policy and practice oriented publications. Provides functional leadership and development of evaluation framework within organizations and training programs. Plays a key role in ensuring effective operation of the department; implementing change initiatives to enhance the department's value-added role and transferring knowledge and skills to the clients, enabling them to cultivate and sustain success. Proficient in the following:

- Serving as a key facilitation resource and support for content management dissemination, technical assistance and evaluation of selected activities and data analysis.
- Intervening with groups in conflict situations to resolve issues and keep the group on track.
- Developing Community and outreach.
- Strong evaluation and communication background.
- Process Improvement.
- Team Building.
- Demonstrating considerable poise and business maturity.

**Education/Experience:** Ph.D. /MA in social science, education or management.

**Minimum Experience/Training:** 5-7 years of experience developing, implementing and evaluating outcome measurement.

**Certifications/Security Clearance:** As defined by specific task order.



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## **RESEARCH ASSOCIATE / EVALUATION COORDINATOR I**

**Functional Responsibilities:** Key writer of research syntheses and other policy and practice oriented publications. Provides functional leadership and development of evaluation framework within organizations and training programs. Plays a key role in ensuring effective operation of the department; implementing change initiatives to enhance the department's value-added role. Proficient in the following:

- Serving as a key resource and support for content management dissemination, technical assistance and evaluation of selected activities and data analysis.
- Research, design and writing on topics related to facilitation, facilitation training, and organization development.
- Strong evaluation and communication background.
- Demonstrating considerable poise and business maturity.

**Education/Experience:** MA/BA in social science, education or management.

**Minimum Experience/Training:** 3-5 years of experience developing, implementing and evaluating outcome measurement.

**Certifications/Security Clearance:** As defined by specific task order.

## **SENIOR RESEARCHER / EVALUATOR/ FACILITATOR**

**Functional Responsibilities:** Designs and conducts large-scale qualitative and quantitative evaluations; experience writing evaluation reports; experience supervising field research assistants. Development of evaluation questions and selection of appropriate methods for answering them; selection, orientation, and supervision of field assistants; implementation of questionnaires and other survey instruments, conduct of interviews and focus groups; analysis of information; reporting. Key coordinator of evaluation and knowledge management research syntheses and other policy or practice oriented publications. Proficient in the following:



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- Providing functional leadership and development of evaluation framework within organizations and training programs; strategic plan assessment, project planning facilitation and survey design, planning facilitation and mediation.
- Ensuring effective operation of the department; implementing change initiatives to enhance the department's value-added role. May co-chair evaluation working groups and oversee follow-up activities: briefing book preparation and background materials; monitor internal and external evaluation meetings; develop and maintain evaluation resource files and data; provide logistical and consensus building support for evaluation dissemination, clearance and outreach efforts.
- Providing resources and support for content management dissemination, technical assistance and evaluation of selected activities and data analysis.
- Research, design and deploying facilitation, training, and organizational development solutions.
- Strong evaluation and communication background.
- Demonstrating considerable poise and business maturity.

**Education/Experience:** Ph.D. in social science, education or management.

**Minimum Experience/Training:** 7-9 years of experience developing, implementing and evaluating outcome measurement.

**Certifications/Security Clearance:** As defined by specific task order.

## **EVENTS/EXECUTIVE COORDINATOR II**

**Functional Responsibilities:** Plans, coordinates and executes conferences, meetings, workshops, committee of visitor's reviews, conventions, panels and special events. Proficient in the following:

- Developing agendas, coordinating presenters, pre-event logistical support, on-site support, and post meeting evaluations.
- Managing site selections, budget tracking, creative trafficking, event consolidation shipping, word processing, spreadsheets and graphical support.
- Liaising with other internal departments as it relates to meeting and event needs. May provide guidance and manage event planner team.



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**Education/Experience:** MA/BA in Business Administration or appropriate specialized field of study.

**Minimum Experience/Training:** 6-8 years of experience developing, implementing and managing directly related tasks.

**Certifications/Security Clearance:** As defined by specific task order.

## RESEARCH ASSISTANT II

**Functional Responsibilities:** Coordinates work of less experienced Research Assistants. Experienced in conducting and writing literature reviews, constructing tables and graphics using spreadsheet software (e.g., Excel), assembling presentations using presentation software (e.g., PowerPoint), and running cross-tabulations and elementary multivariate statistical analyses. Proficient in the following:

- Providing document analysis and synthesis; literature, telephone, internet, and personal contact for research or related assignments.
- Serving as project liaison as needed.
- Supporting day-to-day details of office administration within programs.

**Education/Experience:** MA/BA in or equivalent in one of the social sciences.

**Minimum Experience/Training:** 4-6 years of experience in social science research.

**Certifications/Security Clearance:** As defined by specific task order.

## RESEARCH ASSISTANT I

**Functional Responsibilities:** Experienced in conducting and writing literature reviews, constructing tables and graphics using spreadsheet software (e.g., Excel), assembling presentations using presentation software (e.g., PowerPoint), and running cross-tabulations and elementary multivariate statistical analyses. Proficient in the following:

- Providing document analysis and synthesis; literature, telephone, internet, and personal contact for research or related assignments.



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- Serving as project liaison as needed.
- Supporting day-to-day details of office administration within programs.

**Education/Experience:** BA/BS or equivalent in one of the social sciences.

**Minimum Experience/Training:** 2-4 years of experience in social science research.

**Certifications/Security Clearance:** As defined by specific task order.

## **ADMINISTRATIVE ASSISTANT II**

**Functional Responsibilities:** Conducts a variety of clerical and administrative activities. Maintains program/project/task files. Plans and coordinates meetings and makes travel arrangements for staff. Provides facilitator support, scribes for client sessions, data management, and results documentation. Proficient in the following:

- Working under supervision to provide support to professional and technical personnel, including task managers.
- Providing word processing/spread sheets/graphics as directed and other duties as assigned.
- Preparing documents, correspondence and reports via e-mail, Microsoft Word, Excel, and PowerPoint.

**Education/Experience:** BA/BS in Business Administration or appropriate specialized field of study.

**Minimum Experience/Training:** 4-6 years of experience in a professional office environment.

**Certifications/Security Clearance:** As defined by specific task order.



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## TECHNICAL WRITER

**Functional Responsibilities:** Prepares draft and final form technical documents. Develops technical narratives and data, edits documents for spelling, grammar, and proper format, and for proofreading finished documents. Uses various word processing equipment and applications. Proficient in the following:

- Developing reports, reviews and observations.
- Editing technical papers for accuracy, grammar, and style.
- Summarizing technical articles into shorter research or policy briefs.
- Overseeing publication process including relationships with outside vendors.

**Education/Experience:** MA/BA/BS or equivalent in one of the social sciences.

**Minimum Experience/Training:** 6-10 years of experience in a professional office environment.

**Certifications/Security Clearance:** As defined by specific task order.



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# MOBIS Points of Contact



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