

**GENERAL SERVICES ADMINISTRATION**  
Federal Supply Service



**Authorized Federal Supply Schedule Price List**

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

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

**Federal Supply Group: 874**

**Contract No.: GS-10F-0173K**  
**Contract Period: April 1, 2010 through March 31, 2015**

**Business Size: Other Than Small Business**



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**Prices Shown Herein are Net (Discount Deducted)**  
**For more information on ordering from Federal Supply Schedules,**  
**click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)**

**Updated through Contract Modification No. PS-0029, dated April 12, 2012**

## CUSTOMER INFORMATION

**1a. Awarded Special Item Number(s):** SINs 874-1, Integrated Consulting Services ; 874-4, Training Services; 874-6, Acquisition Management Support, and 874-7, Integrated Business Program Support Services.

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** For SINs 874-1, 874-4, 874-6 and 874-7, Administrative Support I, \$38.00/hour.

**1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees:** See descriptions in subsequent page(s).

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

**3. Minimum Order:** \$100.

**4. Geographic Coverage (Delivery Area):** Worldwide.

**5. Point(s) of production (city, county, and State or foreign country):** Washington, DC.

**6. Discount from list prices or statement of net price:** Prices shown herein are net prices.

**7. Quantity discounts:** Volume discount of 0.5% offered for orders that exceed \$1 Million but less than \$2 Million; orders of \$2 Million or more are discounted at 1.0%.

**8. Prompt payment terms:** None; Net/30 days.

**9a. Government purchase cards are accepted up to the micro-purchase threshold:** Yes.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor.

**10. Foreign items (list items by country of origin):** N/A

**11a. Time of Delivery:** In accordance with ordering agencies' RFQs and delivery orders.

**11b. Expedited Delivery:** Contact Contractor for expedited delivery.

**11c. Overnight and 2-day delivery:** Contact the Contractor for rates for overnight and 2-day delivery.

**11d. Urgent Requirements:** Contact the Contractor to effect a faster delivery.

**12. F.O.B. Point(s):** Destination or as stated in ordering agencies' RFQs and delivery orders.

**13a. Ordering address:** Company's Washington, DC address (see front page).

**13b. Ordering procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), 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:** Same as company's address (see front page).

**15. Warranty provision:** N/A.

**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:** N/A.

**19. Terms and conditions of installation:** N/A.

**20. Terms and conditions of repair parts:** N/A.

**20a. Terms and conditions for any other services:** N/A.

**21. List of service and distribution points:** N/A.

**22. List of participating dealers:** N/A.

**23. Preventive maintenance:** N/A.

**24a. Special attributes:** N/A.

**24b. Section 508:** If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).

**25. Data Universal Number System (DUNS) number:** 62-781-0476

**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered; CAGE Code 05HQ5

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## **About Federal Management Systems, Inc.**

### **CORPORATE PROFILE - EXECUTIVE OVERVIEW**

Federal Management Systems, Inc (FMS) was founded in 1990 and is a leading government services firm whose mission is to exceed customer objectives and expectations by delivering high quality results and client focused solutions. Our expertise and core business areas include Accounting and Auditing; Banking and Finance; Small Business Lending and Credit Risk Management; Contracts Management; Asset and Facilities Management; Information Technology; Management Consulting; and Para-Legal Services and Security Management. FMS professionals are skilled and experienced in providing customized services with industry best practices in these areas to our clients including Federal government agencies, State and Local governments, and multinational corporations and organizations.

Headquartered in Washington, D.C., FMS' resource network stretches nationally and internationally. FMS combines experience, proven solutions, and extraordinary people to help Governments protect critical infrastructure and ensure excellent fiscal stewardship of taxpayer funds.

FMS delivers unparalleled experience, impeccable customer service, and integrity with every engagement to meet the unique requirements of each of our Federal and municipal clients. FMS works closely with its clients to understand their requirements and budgetary constraints. We leverage our experience, skills, and our trusted processes to help our customers achieve success.

Expect the highest level of expertise and dedication from FMS on each and every engagement.

## Our Services

FMS offers a specialized list of government services under accounting and auditing, asset management, banking and finance, capital access credit, debt management, facilities management, IT services, professional outsourcing and security management. FMS' skilled and experienced professionals include accountants, asset managers, banking and finance specialists, capital access credit initiative specialists, contacts specialists, CPAs, CGFMs, debt managers, economists, federal financial management systems specialists, financial analysts, paralegal specialists, programmers, SAP program analysts, and program/project support specialists.

Our services include:

- Accounting & Auditing
- Asset Management
- Banking and Finance
- Capital Access Credit
- Debt Management
- Facilities Management
- IT Services
- Professional Outsourcing
- Security Management

### Our Distinctions

- Outstanding Service
- Motivated, Qualified & Skilled Employees
- High Employee Retention Rates
- Client Loyalty
- Ethical Business Practices
- Hands-on, Experienced Management
- Technical Excellence in Complex Settings
- Cost & Schedule Compliance
- Innovative & Effective Solutions
- Timely & Perceptive Communications at all Levels
- Financial Stability

### Our Pledge

- Timely Completion, Within Budget
- More Value than Required in Contract
- Qualified, Motivated & Competent Project Management & Staff
- Engaged, Well Informed Corporate Management
- Positive Attitude, Every Time
- Your Mission Is Our Mission

### Awards

- Army Outstanding Support of Global War on

### Our Valued Clients

#### Federal

- Broadcasting Board of Governors
- Department of Agriculture
- Department of Defense
- Department of Health and Human Services
- Department of Homeland Security
- Department of Justice
- Department of State
- Department of Treasury
- Equal Employment Opportunity Commission
- Federal Retirement Thrift Investment Board
- National Science Foundation
- Pension Benefit Guaranty Corporation
- National Institute of Health, National Cancer Institute
- Federal Bureau of Investigation

#### State and Municipal

- Arlington County, Virginia
- District of Columbia Government
- HIDTA/MATF
- Prince Georges County, Maryland
- State of Maryland

Terrorism

- Attorney General's Award - **U.S. Department of Justice**
- Administrator's Award for Excellence - **U.S. SBA**
- Certificate of Appreciation - **U.S. Department of State**
- Certificate of Appreciation - **U.S. Embassy, Guyana**
- Award for Exceptional Teamwork - **U.S. EEOC**
- Numerous staff citations from client organizations
- Director's Awards, 2001, 2002, 2003, 2004 - **National Institute of Health, Center for Scientific Review.**
- Ambassador's Certificate of Appreciation - **United States Army**
- Recognition of Outstanding Accomplishments in Carrier Reviews - **U.S. Department of Justice**
- Mailroom, Shipping, and Receiving Award of Appreciation - **National Science Foundation.**

International

- British High Commission
- Canadian High Commission
- Caribbean Community Secretariat
- Demerara & Trinidad Mutual Life Insurance
- European Economic Commission
- Inter-American Development Bank
- Inter-American Foundation
- RBTT Bank N.V.
- United Nations

## MOBIS Contract Award

Under our MOBIS contract, FMS offers Federal Agencies a variety of proven Consulting, Facilitation, Survey Services, Training Services, Acquisition Management Support, and Integrated Business Program Support Services as noted below:

### Integrated Consulting Services (SINs 874-1 & 874-1RC)

FMS provides expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Facilitation and related decision support services.
- Survey Services, using a variety of methodologies, including survey planning, design, and development, survey administration, data validation and analysis, reporting, and stakeholder briefings.
- Advisor and assistance services in accordance with FAR 37.203.

### Training Services (SINs 874-4 & 874-4RC)

FMS provides training services which include off-the-shelf training packages under this SIN to meet specific agency needs related to business services. Included in our training services are the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Training Manual Development          | <input type="checkbox"/> Leadership Development                            |
| <input type="checkbox"/> Root Cause Analysis                  | <input type="checkbox"/> Managing Data in the Workplace                    |
| <input type="checkbox"/> Business Administration & Management | <input type="checkbox"/> Emotional Intelligence                            |
| <input type="checkbox"/> Managing Workforce Diversity         | <input type="checkbox"/> Preparing To Lead in the 21 <sup>st</sup> Century |
| <input type="checkbox"/> Constructive Conflict Resolution     |  |

Title of Course:	<b>Training Manual Development</b>	Length of Course (# of Hrs/Days):	3 days
Total Price of Course:	\$5,332.93	Minimum Number of Participants:	10
		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)			\$150
Description of course:			
The FMS Manual Development workshop provides training to participants on various techniques of designing and developing clear and user-friendly manuals that effectively convey the intended message. Some of the components of the FMS Manual Development training program include:			
<ul style="list-style-type: none"> <li>○ Developing a Plan for the Publication</li> <li>○ Outlining the Publication</li> <li>○ Guidelines for Using Illustrations</li> </ul>			

Title of Course:	<b>Leadership Development</b>	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$2,329.79	Minimum Number of Participants:	10
		Maximum Number of Participants:	15

Price per each additional participant in excess of the minimum (if applicable)	\$150
Description of course:	
<p><b>TRAINING SESSION OBJECTIVE:</b> The objective of the Leadership Development training session is to enable participants to achieve their maximum leadership potential and to encourage professional growth of current and future leaders, managers, supervisors, team leaders etc.</p> <p><b>TRAINING SESSION DESCRIPTION:</b> Participants will learn about the role of leadership development in organizational development, as an investment in, and utilization of, the human capital within the organization. This training session focuses on leadership development as the development of the leader, such as the personal attributes desired in a leader, desired ways of behaving, ways of thinking or feeling, as well as on the development of leadership as a process (that is, the interpersonal relationships, social influence process/organizational environment, and the team dynamics between the leader and his/her team). The methods for the Leadership Development training session will involve project-based examples, team and individual activities, as well as guest speakers.</p>	

Title of Course:	<b>Root Cause Analysis(RCA)</b>	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$2,329.79	Minimum Number of Participants:	10
		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)		\$150	
Description of course:			
<p><b>TRAINING SESSION OBJECTIVE:</b> The primary objective of the Root Cause Analysis (RCA) training session is to provide participants with an understanding of how Root Cause Analysis is relevant to their organization/function and the tools and techniques used in RCA. Other goals for participants include:</p> <ol style="list-style-type: none"> <li>Understanding that RCA is about finding the real cause of the problem and dealing with it rather than simply continuing to deal with the symptoms.</li> <li>Viewing RCA as a methodology for finding and correcting the most important reasons for performance problems.</li> <li>Understanding how RCA differs from troubleshooting and problem-solving in that these disciplines typically seek solutions to specific difficulties, whereas RCA is directed at underlying issues.</li> <li>Viewing RCA as a business process improvement tool where RCA seeks out unnecessary constraints as well as inadequate controls.</li> <li>Viewing RCA as an essential ingredient in pointing organizational change efforts in the right direction.</li> <li>Understanding the role of RCA in safety and risk management.</li> <li>Using RCA to target corrective action and preventive action (CAPA) efforts at the points of most leverage.</li> </ol> <p><b>TRAINING SESSION DESCRIPTION:</b></p> <p>Participants will learn that Root Cause Analysis (RCA) is a process of continuous improvement that deals with improving productivity, quality, reliability, and safety over time. It is not a pre-defined set of tools and methods. RCA is a guiding philosophy that says "find the real, important reasons for our problems, understand why they exist, and change the conditions that create them!"</p> <p>The following key areas of RCA will be taught:</p> <ol style="list-style-type: none"> <li>Define Problem and Collect Data</li> <li>Task Analysis</li> <li>Change Analysis</li> <li>Control Barrier Analysis</li> <li>Event and Casual Factor Charting</li> <li>Interviews</li> </ol>			

- g. Determine Root Cause
- h. Develop Corrective Actions
- i. Report

Title of Course:	<b>Managing Data in the Workplace:</b> Introduction to Databases & Spreadsheets (MS Access and MS Excel)	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$2,329.79	Minimum Number of Participants:	10
		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)			\$150
Description of course:			
<p><b>TRAINING SESSION OBJECTIVE:</b> To enable participants to acquire a basic understanding of spreadsheets and databases and how they are used every day in various workplace scenarios to organize and manage data, as well as for reporting, and analysis.</p> <p><b>TRAINING SESSION DESCRIPTION:</b> This session is designed to help participants create basic charts and spreadsheets that have practical applications in the World of Work. Participants will learn that spreadsheets will help them better organize and sort through lists and data, quickly perform basic and complex calculations, as well as for data presentation (pie charts, bar-graphs, histograms etc.). Participants will be able to put Excel to use for their day-to-day projects and work activities as well as accomplish the following:</p> <ul style="list-style-type: none"> <li>a. Work within and navigate around spreadsheets</li> <li>b. Enter, format and sort data within cells</li> <li>c. Import data into Excel</li> <li>d. Print worksheets</li> <li>e. Use formulas and functions</li> <li>f. Develop Charts and Graphs</li> </ul> <p>Participants will develop an understanding of what is a database, a Database Management System (DBMS), and a Relational Database Management System (RDBMS). They will learn about database objects such as tables, queries, forms, macros, reports, access web pages, and modules. Participants will learn to use RDBMS to store, retrieve and update data via processes and tools that are supported from within the database system. These tools and processes will help participants to:</p> <ul style="list-style-type: none"> <li>a. View the data</li> <li>b. Update the data</li> <li>c. Facility to store data (Tables)</li> <li>d. Present data (Forms, Reports, Access Web Pages)</li> <li>e. Generate reports from the database dynamically (Wizards)</li> <li>f. Security utilities – only authorized users can access the database</li> <li>g. Retrieve subset of the data based on a defined selection criteria (Queries) - MS Access uses Structured Query Language (see query section) to support query services</li> <li>h. Backup and restore data</li> </ul>			

Title of Course:	<b>Business Administration &amp; Management</b>	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$2,329.79	Minimum Number of Participants:	10
		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)			\$150
Description of course:			
<p><b>TRAINING SESSION OBJECTIVE:</b>  The primary objective of the Business Administration &amp; Management training session is to provide participants with an introduction to the world of business administration and management. Other goals include, to teach participants the fundamentals of operating or working in a business and develop practical skills that can serve them in today's business/organizational settings; to development participants' business administration acumen so that they will pursue and take advantage of innovative opportunities, both internal and external to the organization; and to learn about the roles and responsibilities of managers.</p> <p><b>TRAINING SESSION DESCRIPTION:</b>  This training session is designed to give participants the basic skills in managing a small business or internal operation/project, introducing them to the different tasks in a business/project operation, the process of managing money and accountability, as well as how to manage time, people and projects. They will understand the roles and importance of each of the key areas of business administration, including the following:</p> <ul style="list-style-type: none"> <li>h. Accounting</li> <li>i. Computer Information Systems</li> <li>j. Finance</li> <li>k. Management</li> <li>l. Marketing</li> </ul> <p>Participants will learn about the requirements for hiring employees, training, conducting performance evaluations, motivating staff, financial and technical progress/status reporting. They will understand how to manage in the 21st century where businesses and organizations are growing increasingly diverse culturally and ethnically.</p>			

Title of Course:	<b>Emotional Intelligence</b>	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$2,329.79	Minimum Number of Participants:	10
		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)			\$150
Description of course:			
<p>Emotional intelligence (EI) describes the ability and skills needed to perceive, assess, and work with the emotions of you, others, and a social group as a whole. The realm of EI is divided into personal and social competencies. This course will explore EI and these competencies, with a strong emphasis on self-awareness and skill-building through personal analysis and hands-on activities.</p> <p><b>OBJECTIVES:</b> At the end of <i>Emotional Intelligence</i>, participants will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understand the nature and importance of emotional intelligence;</li> <li><input type="checkbox"/> Have explored themselves and analyzed their personal emotional intelligence competencies;</li> <li><input type="checkbox"/> Begin to enhance their own social intelligence skills in self-awareness and relationship management; and</li> <li><input type="checkbox"/> Understand how to apply newly developed or enhanced EI skills at work and at home.</li> </ul> <p><b>TOPICS:</b>  Introduction to Emotional Intelligence (EI)</p>			

The Whole Person: IQ, EQ, and Personality  
 Personal Competence: Self-Awareness and Self-Management Social  
 Intelligence: Social Awareness and Relationship Management Building EI Skills  
 Using EI Skills at Work and Home

**METHOD OF INSTRUCTION:** Multimedia presentations, videos, class discussions, and group, paired, and individual activities

Title of Course:	<b>Managing Workforce Diversity</b>	Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$2,329.79	Minimum Number of Participants:	10
		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)			\$150
Description of course:			
<p>The American public sector workforce is one that is populated by a wide diversity of workers. Diversity is prevalent in the gender, ethnicity, culture, religion, age, family structures, sexual orientation, and physical abilities/disabilities of workers. In order to lead a diverse team of employees toward achieving organizational objectives, a manager must understand the basic tenets of managing workplace diversity. <i>Managing Workforce Diversity</i> introduces managers, supervisors, and team members to the importance of clear communication, sensitivity, and exploring and changing their own attitudes to become effective members and leaders of a diverse workforce.</p>			
<p><b>OBJECTIVES:</b> At the end of <i>managing Workforce Diversity</i>, participants will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understand the diverse and changing nature of the U.S. public sector workforce;</li> <li><input type="checkbox"/> Have a better understanding of their own beliefs, prejudices, and misconceptions;</li> <li><input type="checkbox"/> Know how to recognize and avoid biased language and actions and stereotyping;</li> <li><input type="checkbox"/> Be able to take the first steps in sensitive, effective communication; and</li> <li><input type="checkbox"/> Have a better understanding of their own damaging or insensitive attitudes and how to change them to become more effective in the workplace.</li> </ul>			
<p><b>TOPICS:</b></p> <p>The Diverse U.S Public Sector Workforce          Beliefs About: Our World, Our Country, and Ourselves Recognizing and Avoiding          “Us versus Them” and Stereotyping Communicating with Sensitivity          Overcoming Fear          Changing Attitudes</p>			
<p><b>METHOD OF INSTRUCTION:</b> Multimedia presentations, videos, class discussions, and group, paired, and individual activities</p>			

Title of Course:	<b>Preparing to Lead in the 21<sup>st</sup> Century</b>	Length of Course (# of Hrs/Days):	3 days
Total Price of Course:	\$5,897.65	Minimum Number of Participants:	10
		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)			\$150

Description of course:

Preparing to lead in the 21<sup>st</sup> century is a three-day course designed to introduce the concept of leadership to those who are not currently in supervisory positions. The overall objectives for the course are:

- to introduce participants to leadership concepts, styles, and skills
- to start participants on their journey of self-discovery and give them the tools to continue that journey
- to introduce and allow participants to practice techniques for working effectively with others, including co-workers, team members, and supervisors
- to provide participants with the tools for developing individual strategies and plans of growth to allow them to stretch to the role of supervisor

Preparing to Lead in the 21<sup>st</sup> Century has been designed for a target audience of team leaders, acting-short term managers, and potential leaders.

Below is a proposed schedule of instruction for Preparing to Lead in the 21<sup>st</sup> Century.

DAY1	DAY2	DAY3
<b>Unit 1</b> <i>Finding Your Compass: Introducing Leadership &amp; Finding the Leader in You</i>	<b>Unit2</b> <i>Navigating the Water: Building the Skills to Lead Others</i>	<b>Unit3</b> <i>Charting Your Course: Planning for Leadership in Your Future and Today</i>

Title of Course:	<b>Constructive Conflict Resolution</b>		Length of Course (# of Hrs/Days):	1 day
Total Price of Course:	\$		Minimum Number of Participants:	10
Commercial Price:	\$2595		Maximum Number of Participants:	15
Price per each additional participant in excess of the minimum (if applicable)				\$150
Description of course:				
<p><i>Constructive Conflict Resolution</i> introduces the concept of conflict, its positive aspects, and its many damaging consequences when left unchecked. The course then explores what creates conflict in the workplace and examines six concrete techniques for resolving and avoiding workplace conflict in an assertive manner in which everyone wins. Through role-play and other activities, course participants are given multiple opportunities to practice these conflict resolution techniques in a safe setting.</p>				
<p><b>OBJECTIVES:</b> At the end of <i>Constructive Conflict Resolution</i>, participants will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Understand the positive and negative sides of conflict;</li> <li><input type="checkbox"/> Understand and identify four primary causes of conflict in the workplace;</li> <li><input type="checkbox"/> Be able to discuss conflict with neutral language and in a non-threatening manner; and</li> <li><input type="checkbox"/> Understand and be able to apply six concrete techniques for resolving and avoiding conflict.</li> </ul>				
<p><b>TOPICS:</b></p> <ul style="list-style-type: none"> <li>Introducing the Good, the Bad, and the Ugly of Conflict</li> <li>Causes of Conflict in the Workplace</li> <li>Conflict Prevention Techniques (First Steps): “I” Language and Anticipation Conflict</li> <li>Prevention Techniques (The Next Steps): Meta-Talk and Self-interest Advanced Conflict Resolution</li> <li>Techniques: Setting Limits and Stating Consequences</li> </ul>				
<p><b>METHOD OF INSTRUCTION:</b> Multimedia presentations, videos, class discussions, and group, paired, and individual activities</p>				

### Acquisition Management Support (SINs 874-6 & 874-6RC)

FMS provides professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are:

- |   |   |
|---|---|
| <input type="checkbox"/> Acquisition planning assistance                  | <input type="checkbox"/> Contract close-out assistance                        |
| <input type="checkbox"/> Acquisition document development                 | <input type="checkbox"/> Cost/price estimates                                 |
| <input type="checkbox"/> Quality assurance surveillance plans             | <input type="checkbox"/> Contract administration support services             |
| <input type="checkbox"/> Statements of work, synopses, & solicitations    | <input type="checkbox"/> Expert assistance in supporting proposal evaluations |
| <input type="checkbox"/> Assistance with reviewing contractor performance | <input type="checkbox"/> Developing contract modifications                    |
| <input type="checkbox"/> Investigating reports of contract discrepancies  |   |

**Integrated Business Program Support Services (SINs 874-7 & 874-7RC)**

FMS provides services to assist agencies in managing their mission-oriented business programs and projects and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to close-out.
- Operational/administrative business support services in order to carry out program objectives.

**GSA PRICE LIST FOR LABOR CATEGORIES UNDER  
SINS 874-1 & 874-1RC, 874-4 & 874-4RC, 874-6 & 874-6RC, and  
874-7 & 874-7RC**

<b>Labor Category</b>	<b>GSA Hourly Rate 4/1/2013- 3/31/2014</b>	<b>GSA Hourly Rate 4/1/2014- 3/31/2015</b>
<b>Project Direction</b>		
Project Director I	\$129.18	\$131.96
Project Director II	\$142.62	\$145.69
<b>Project Management</b>		
Project Manager	\$115.93	\$118.42
<b>MOBIS Business Analysis and Assistance</b>		
Senior Analyst	\$74.57	\$76.17
Analyst I	\$49.30	\$50.36
Analyst II	\$61.93	\$63.26
<b>Project Specialist Advisory and Assistance Services</b>		
Senior Project Specialist	\$76.76	\$78.41
Junior Project Specialist	\$61.93	\$63.27
<b>Accounting Analysis, Advisory and Assistance Services</b>		
Senior Accountant	\$112.58	\$115.00
Staff Accountant	\$76.76	\$78.41
Accountant Technician	\$44.30	\$45.26
<b>Audit Analysis, Advisory and Assistance Services</b>		
Senior Auditor	\$112.58	\$115.00
Junior Auditor	\$76.77	\$78.42
<b>Business Consulting Advisory and Assistance Services</b>		
Executive Business Consultant	\$144.95	\$148.07
Senior Business Consultant	\$107.26	\$109.56
Business Consultant	\$94.99	\$97.03
<b>Statistical/OR Analysis, Advisory and Assistance Services</b>		

Senior Statistical/Operations Research Analyst	\$143.41	\$146.49
<b>Training Services</b>		
Senior Trainer	\$94.99	\$97.03
Trainer	\$74.57	\$76.17
<b>Administrative Support Services</b>		
Admin Support Specialist I	\$38.00	\$38.82
Admin Support Specialist II	\$51.48	\$52.59
Admin Support Specialist III	\$60.34	\$61.64

**SERVICE CONTRACT ACT (SCA) MATRIX**

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Accounting Technician	01011 Accounting Clerk	2005-2103
Administrative Support Specialist I	01111 General Clerk I	2005-2103
Administrative Support Specialist II	01112 General Clerk II	2005-2103
Administrative Support Specialist III	01113 General Clerk III	2005-2103
<p><i>The Service Contract Act (SCA) is applicable to this contract and it 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 identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</i></p>		
<p>The referenced Wage Determination (WD) number is for the District of Columbia and surrounding counties and cities in Maryland and Virginia, dated 5/26/2009, Revision No. 8.</p>		

**LABOR CATEGORY DESCRIPTION OF RESPONSIBILITIES AND QUALIFICATIONS REQUIREMENTS**

**Project Direction**

<b>Position: PROJECT DIRECTOR I</b>
<b>Responsibilities:</b> Responsibilities include performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Interfaces directly with government personnel in exercising management responsibilities. Organizes, directs, and coordinates the planning and production of all contract support activities for complex projects of consultation, facilitation, surveys and/or training. Is responsible for preparing effective written and oral presentations, through excellent interpersonal and communications skills.
<b>Education Requirements:</b> Master's degree

**Alternate:** Minimum of 11 years of progressive experience in assigned technical discipline with a BA or BS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 10 years of progressively more responsible experience, of which 5 must be in supervisory/management position. Experience as a Federal employee or consultant preferred. Experience must include assignments that provided a comprehensive understanding of Federal financial management.

**Position: PROJECT DIRECTOR II**

**Responsibilities:** Responsibilities include performing day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities for complex projects of consultation, facilitation, surveys and/or training. Is responsible for preparing effective written and oral presentations through excellent interpersonal and communications skills. Exercises authority and fulfills responsibility to identify and commit resources required to support project effort. Establishes and modifies (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

**Education Requirements:** Master's degree

**Alternate:** Minimum of 13 years of progressive experience in assigned technical discipline with a BA or BS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 12 years of progressively more responsible experience, of which 7 must be in supervisory/management position. Experience as a Federal employee or consultant preferred. Experience must include assignments that provided a comprehensive understanding of Federal financial management.

**Project Management**

**Position: PROJECT MANAGER**

**Responsibilities:** Responsibilities include managing organizational, facilitation, survey and/or training projects for business improvement. Exercises excellent interpersonal and communications skills. Provides project oversight, personnel management and reporting. Ensures staff conformance with assigned tasks, schedules, budgeted costs and deliverables.

**Education Requirements:** Master's degree

**Alternate:** Minimum of 9 years of progressive experience in assigned technical discipline with a BA or BS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 8 years of progressively more responsible experience, of which 3 must be in supervisory/management position. Experience as a Federal employee or consultant preferred. Experience must include assignments that provided a comprehensive understanding of Federal financial management.

## MOBIS Business Analysis and Assistance

### **Position: SENIOR ANALYST**

**Responsibilities:** Responsibilities include analyzing and specifying functional requirements and developing enterprise models. Performs functional leadership for small teams engaged in analytical tasks related to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training.

**Education Requirements:** Master's degree in business or related field that emphasizes analytical skills.

**Alternate:** Minimum of 7 years of progressive experience in assigned technical discipline with a BA or BS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 6 years of progressively more responsible experience. Experience must include demonstrated knowledge of management analysis, consulting, systems analysis and design or similar work experience background of accounting and finance.

### **Position: ANALYST I**

**Responsibilities:** Responsibilities include analyzing and specifying functional requirements and developing enterprise models related to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training.

**Education Requirements:** BS or BA degree in business or related field that emphasizes analytical skills.

**Alternate:** Minimum of 3 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 2 years of experience, of which one year must be specialized in organizational analysis, facilitation, surveys or training.

### **Position: ANALYST II**

**Responsibilities:** Responsibilities include analyzing and specifying functional requirements and developing enterprise models related to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training. Performs functional leadership for small teams engaged in routine analytical tasks.

**Education Requirements:** BS or BA degree in business or related field that emphasizes analytical skills.

**Alternate:** Minimum of 5 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 4 years of experience, of which a minimum of 4 years must be specialized in organizational analysis, facilitation, surveys, or training.

## Project Specialist Advisory and Assistance Services

### **Position: SENIOR PROJECT SPECIALIST**

**Responsibilities:** Responsibilities include providing support for major organizational analysis, design, and implementation MOBIS projects. Tracks the major elements of cost, schedule, technical and status items. Ensures milestone activity status is maintained and reported in a timely manner. Overseas the collection, organization and reporting of all labor and material contract expenditures. Performs logistics planning and implementation functions for meetings/conferences/training sessions that are relating to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training.

**Education Requirements:** BS or BA degree in business or technical discipline.

**Alternate:** Minimum of 6 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 5 years of experience in the performance of project management support tasks, including cost, schedule, technical, deliverables, development and tracking.

### **Position: JUNIOR PROJECT SPECIALIST**

**Responsibilities:** Responsibilities include providing support for major organizational analysis, design, and implementation projects. Tracks the major elements of cost, schedule, technical and status items. Ensures milestone activity status is maintained and reported in a timely manner. Overseas the collection, organization and reporting of all labor and material contract expenditures. Performs logistics planning and implementation functions relating to conferences, training, and meetings.

**Education Requirements:** BS or BA degree in business or technical discipline.

**Alternate:** Minimum of 3 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 2 years of experience in the performance of project management support tasks, including cost, schedule, technical, deliverables, development and tracking.

## Accounting Analysis, Advisory and Assistance Services

### **Position: SENIOR ACCOUNTANT**

**Responsibilities:** Responsibilities include analyzing, at a high level of assessment, the financial implications of business practices that are related to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training. Provides consultative advice, assistance and guidance for improving overall business practices. Provides professional guidance to others engaged in such business analyses and assesses their recommendations for improvements, prior to presenting to government customer.

**Education Requirements:** Master's degree in Business (specializing in accounting and/or finance), Economics, or related field.

**Alternate:** Minimum of 11 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 10 years of progressively more responsible experience in accounting operations, accounting reports, financial statements, design and development of automated accounting systems. Experience as a Federal employee or consultant supporting a Federal agency preferred.

### **Position: STAFF ACCOUNTANT**

**Responsibilities:** Responsibilities include analyzing, at a specific project level of assessment, the financial implications of business practices that are related to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training. Provides consultative advice, assistance and guidance for improving overall business practices.

**Education Requirements:** BS or BA degree in Business (specializing in accounting and/or finance), Economics, or related field.

**Alternate:** Minimum of 7 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 6 years of progressively more responsible experience in accounting operations, accounting reports, financial statements, design and development of automated accounting systems. Experience as a Federal employee or consultant supporting a Federal agency preferred.

**Position: ACCOUNTING TECHNICIAN**

**Responsibilities:** Responsibilities include supporting the Senior Accountant and Staff Accountant in task completion. Performs detailed analytical work in reviewing records of customer to assess cost implications of business practices, as well as overall budgetary considerations. Advises on IT systems requirements and applications.

**Education Requirements:** BS or BA degree in Business (specializing in accounting and/or finance), Economics, or related field.

**Alternate:** Minimum of 3 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 2 years of experience in bookkeeping, recordkeeping or accounting and financial management. Experience must demonstrate good computer and spreadsheet skills and progressively more responsible. Experience as a Federal employee or consultant supporting a Federal agency preferred.

**Audit Analysis, Advisory and Assistance Services**

**Position: SENIOR AUDITOR**

**Responsibilities:** Responsibilities include reviewing and analyzing, at a high level of assessment, the financial and operational/management implications of business practices that are related to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training. Provides consultative advice, assistance and guidance for improving overall business practices. Provides professional guidance to others engaged in such business analyses and assesses their recommendations for improvements, prior to presenting to government customer.

**Education Requirements:** Master's degree in Business (specializing in accounting and/or finance), Economics, or related field. Professional certification preferred.

**Alternate:** Minimum of 11 years of progressive experience in assigned technical discipline with a BA or BS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 10 years of progressively more responsible experience in accounting operations, accounting reports, financial statements, design and development of automated accounting systems; of the minimum 10 years, 6 must be audit experience progressively at more responsible or supervisory roles. Experience as a Federal employee or consultant supporting a Federal agency preferred.

**Position: JUNIOR AUDITOR**

**Responsibilities:** Responsibilities include reviewing and analyzing, at a specific project level of assessment, the financial and operational/management implications of business practices that are related to MOBIS business improvement projects and other MOBIS projects of consultation, facilitation, surveys and/or training. Provides consultative advice, assistance and guidance for improving overall business practices.

**Education Requirements:** BS or BA degree in Business (specializing in accounting and/or finance), Economics, or related field.

**Alternate:** Minimum of 7 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 6 years of progressively more responsible experience in accounting operations, accounting reports, financial statements, design and development of automated accounting systems. Of these 6 years, 3 must be audit experience. Experience as a Federal employee or consultant supporting a Federal agency preferred.

**Business Consulting Advisory and Assistance Services**

**Position: EXECUTIVE BUSINESS CONSULTANT**

**Responsibilities:** Responsibilities include participating in MOBIS-related tasks on multiple/concurrent projects. Conducts research on technical issues, using system dynamics modeling, strategic planning, organizational performance studies and business process reengineering.

**Education Requirements:** Master's degree in business or related field that emphasizes analytical skills.

**Alternate:** Minimum of 16 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 15 years of technical and MOBIS-related organization support experience at high levels.

**Position: SENIOR BUSINESS CONSULTANT**

**Responsibilities:** Responsibilities include participating, as a senior-level MOBIS team member, in a variety of complex assignments relating to consulting, facilitation, surveys or training. Performs senior level analytical assignments as member of the team. May be responsible for team performance on projects of moderate complexity.

**Education Requirements:** BS or BA degree in business or related field that emphasizes analytical skills.

**Alternate:** Minimum of 8 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 7 years of relevant management and organizational experience within industry.

**Position: BUSINESS CONSULTANT**

**Responsibilities:** Responsibilities include performing, as a contributing member of a MOBIS-related implementation team, various mid-level analytical tasks and technical team assignments in the areas of consulting, facilitation, surveys, or training.

**Education Requirements:** BS or BA degree in business or related field that emphasizes analytical skills.

**Alternate:** Minimum of 4 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 3 years of technical and MOBIS-related organization support experience at high levels.

**Statistical/OR Analysis Advisory and Assistance Services**

**Position: SENIOR STATISTICAL/OPERATIONS RESEARCH ANALYST**

**Responsibilities:** Responsibilities include performing complex data analysis related to MOBIS business improvement projects. Conducts trend/statistical analysis and applies optimization techniques to problems.

**Education Requirements:** Master's degree in Statistics or Operations Research.

**Alternate:** Minimum of 6 years of related experience in assigned discipline with a BA or BS degree may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 5 years' experience in statistical and/or operations research. Experience should include applying quantitative algorithms to major professional activities.

## Training Services

<b>Position: SENIOR TRAINER</b>
<b>Responsibilities:</b> Responsibilities include performing various tasks in the development of training materials, tailoring of training classes and the delivery of off-the-shelf and customized training classes in a range of organization/business improvement subjects that fall within the scope of the MOBIS contract.
<b>Education Requirements:</b> BS or BA degree in Education or related discipline.
<b>Alternate:</b> Minimum of 8 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.
<b>Experience Requirements:</b> Minimum of 7 years of technical experience, of which a minimum of 4 years must be in the delivery of training instruction and services.

<b>Position: TRAINER</b>
<b>Responsibilities:</b> Responsibilities include performing various tasks in the development of training materials, tailoring of training classes and the delivery of off-the-shelf and customized training classes in a range of organization/business improvement subjects that fall within the scope of the MOBIS contract.
<b>Education Requirements:</b> BS or BA degree in Education or related discipline.
<b>Alternate:</b> Minimum of 4 years of progressive experience in assigned technical discipline with an AA or AS degree may be substituted for the above-cited minimum education requirements.
<b>Experience Requirements:</b> Minimum of 3 years of technical experience, of which a minimum of 1 year must be specialized in the delivery of training instruction and services.

## Administrative Support Services

<b>Position: ADMINISTRATIVE SUPPORT SPECIALIST I</b>
<b>Responsibilities:</b> Responsibilities include performing administrative planning and implementation tasks for large organizational/business analysis, solution design, and recommended implementation for MOBIS projects.
<b>Education Requirements:</b> AS or AA degree
<b>Alternate:</b> Minimum of 2 years of related experience with a high school diploma/certificate may be substituted for the above-cited minimum education requirements.
<b>Experience Requirements:</b> Minimum of 1 year of experience in providing administrative and business operations support to government or commercial programs.

**Position: ADMINISTRATIVE SUPPORT SPECIALIST II**

**Responsibilities:** Responsibilities include performing administrative planning and implementation tasks for large organizational/business analysis, solution design, and recommended implementation for MOBIS projects.

**Education Requirements:** AS or AA degree

**Alternate:** Minimum of 3 years of related experience with a high school diploma/certificate may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 2 years of experience in providing administrative and business operations support to Government or commercial programs.

**Position: ADMINISTRATIVE SUPPORT SPECIALIST III**

**Responsibilities:** Responsibilities include performing administrative planning and implementation tasks for large organizational/business analysis, solution design, and recommended implementation for MOBIS projects.

**Education Requirements:** AS or AA degree

**Alternate:** Minimum of 4 years of related experience with a high school diploma/certificate may be substituted for the above-cited minimum education requirements.

**Experience Requirements:** Minimum of 3 years of experience in providing administrative and business operations support to Government or commercial programs.