



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 is available through **GSA Advantage!**[™], a menu-driven database system.

The INTERNET address for **GSA Advantage!**[™] is:
<http://www.GSAAdvantage.gov>

Schedule for:
**Mission Oriented Business Integrated Services
(MOBIS)**

FSC Group 874 Class R499

Contract Number: GS-10F-0177N

For more information on ordering Federal Supply Schedules, please refer the FSS Schedules at <http://www.fss.gsa.gov>

Contract Period: January 06, 2003 to January 05, 2023

Business Size: 8(a), Small, Disadvantaged, Women Owned

Contractor:

**MANILA Consulting Group, Inc.
1420 Beverly Road, Suite 220
McLean, VA 22101**

Phone: (571) 633-9400

Fax: (703) 356-0975

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www.manilaconsulting.net**

FEIN: 54-1970944

*Prices Shown Herein are Net
(discount deducted)*



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Corporate Information

MANILA Consulting Group, a minority, woman-owned 8(a) firm, provides a broad range of policy and program management services for government and private sector clients. We are a solutions-oriented company committed to understanding our client's requirements and translating that understanding into the delivery of high quality products and services. This focus contributes to our uniqueness as a small business and accounts for the strong client relationships we have established since our founding in 1999.

MANILA is enjoying rapid growth and building a solid record of performance. We attribute this success to the demonstrated expertise and experience of our management and technical teams. MANILA's principals have a thorough understanding of procurement rules and regulations and have implemented state-of-the-art financial and management procedures to ensure fiscal responsibility and quality products and services.

MANILA's technical teams are led by senior level personnel with well-established credentials and extensive consulting and project management experience. Our services encompass a broad range of areas including:

- Policy Impact Studies
- Formative Research
- Feasibility Studies
- Social Marketing
- Health Communications
- Research Design and Analysis
- Program Evaluation
- Technical Assistance and Training
- Information Technology
- Conference Planning and Management



Customer Information

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**
 - 874-1 Consulting Services*
 - 874-3 Survey Services*
 - 874-7 Program Integration and Project Management 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. This 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 price 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:**

See Item 6 below
- 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 pages 6-10 for Descriptions of Labor Categories.**
2. **Maximum Order:** *\$1,000,000.00*
3. **Minimum Order:** *\$300.00*
4. **Geographic Coverage (delivery area):** *Domestic Only*
5. **Point (s) of production (city, county, and state or foreign country):** *Same as company address*
6. **Discount from list prices or statement of net price:**

Government net prices (discounts already deducted).
7. **Quantity discounts:** *None*
8. **Prompt payment terms:** *Net 30 days*



- 9a. **Notification that Government purchase cards are accepted or not accepted up to the micro-purchase threshold:** *Yes*
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** *Will not accept over \$2,500.00*
- 10. **Foreign Items (list items by country of origin):** *None*
- 11a. **Time of Delivery:** *Specified on the task order*
- 11b. **Expedited Delivery:** *Contact contractor*
- 11c. **Overnight and 2-day delivery:** *Contact contractor*
- 11d. **Urgent Requirements:** *Contact contractor*
- 12. **F.O.B. Point (s):** *Destination*
- 13a. **Ordering Address(es):** *Same as company address*
- 13b. **Ordering Procedures:** **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)**
- 14. **Payment Address(es):** *Same as company address*
- 15. **Warranty provision:** *Contractor's standard commercial warranty*
- 16. **Export packaging Charges (if applicable):** *N/A*
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** *Contact contractor*
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** *N/A*
- 19. **Terms and conditions of installation (if applicable):** *N/A*



20. **Terms and conditions of repair parts indicating the date of parts price lists and any discounts from list prices (if applicable):** *N/A*
- 20a. **Terms and conditions for any other services (if applicable):** *N/A*
21. **List of service and distribution points (if applicable):** *N/A*
22. **List of participating dealers (if applicable):** *N/A*
23. **Preventive maintenance (if applicable):** *N/A*
- 24a. **Special attribute such as environmental attributes, (e.g., recycled content, energy deficiency, and/or reduced pollutants):** *N/A*
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location). The EIT standards can be found at:**
www.Section508.gov/ *N/A*
25. **Data Universal Numbering System (DUNS) Number:**
03-7814956
26. **Notification regarding registration in Central Contractor Registration (CCR) Database:** *Registered*
27. **Uncompensated Overtime (indicate if used):** *N/A*



Labor Category Descriptions

Job Title: Principal

Minimum/General Experience:

Twenty (20) years of experience including consulting roles in successful organizational and/or business improvement initiatives.

Responsibilities:

Responsible for serving as consultant in multiple project tasks and developing techniques and methodologies for problem solutions.

Minimum Education:

Bachelor's degree is required. Master's degree preferred. **

Job Title: Project Manager

Minimum/General Experience:

Fifteen (15) years of experience providing management services. Must have demonstrated experience in providing service for all technical project areas.

Responsibilities:

Serves as a project lead across all major areas of assigned project. Serves as a focal point of contact with client regarding project activities and deliverables.

Minimum Education:

Bachelor's degree is required. Master's degree preferred. **

Job Title: Principal Consultant

Minimum/General Experience:

Fifteen (15) years of experience providing expert services in the area of project assistance. Must have demonstrated experience in providing service for all key project areas.

Responsibilities:

Serves as the project lead across all major areas of a project.

Minimum Education:

Bachelor's degree is required. Master's degree preferred. **

Job Title: Sr. Management Consultant

Minimum/General Experience:

Ten (10) years of management experience, from inception to deployment. Must have demonstrated experience in managing all key project areas.

Responsibilities:

Responsible for the management of multi-task efforts, applying a wide spectrum of disciplines for the planning, analysis, design, implementation, and support of assigned tasks.

Minimum Education:

Bachelor's degree is required. **



Job Title: Sr. Functional Analyst

Minimum/General Experience:

Eight (8) years of experience in functional knowledge of projects specific requirements and/or the development of functional requirements for various projects.

Responsibilities:

Serves as a project leader in the design, definition, and documentation of project requirements. Provides functional guidance on assigned projects.

Minimum Education:

Bachelor's degree required.

Job Title: Functional Analyst

Minimum/General Experience:

Six (6) years of experience in functional knowledge of projects specific requirements and/or the development of functional requirements for various projects.

Responsibilities:

Serves as a team member in the design, definition, and documentation of project requirements.

Minimum Education:

Bachelor's degree required.

Job Title: Sr. Consultant

Minimum/General Experience:

Eight (8) years of experience as a team lead in the consulting field.

Responsibilities:

Serves as the person responsible for the supervision of analytical/operational consulting services.

Minimum Education:

Bachelor's degree is required. **

Job Title: Principal Analyst

Minimum/General Experience:

Five (5) years of experience working on complex application problems and providing the most appropriate solutions.

Responsibilities:

Provides guidance to personnel that perform assigned tasks. Makes recommendations for problem solution when needed. Coordinates with the project lead to ensure that problems have been solved.

Minimum Education:

Bachelor's degree is required. **

Job Title: Sr. Analyst

Minimum/General Experience:

Eight (8) years of experience overseeing and providing solutions to complex analytical problems.

Responsibilities:

Responsible for the execution of problem solutions in the discipline of project development and analysis.

Minimum Education:

Bachelor's degree is required. **



Job Title: Associate

Minimum/General Experience:

Five (5) years of experience as a project team member providing services in several areas of specialization.

Responsibilities:

Provides both general and specialized support as required in the project/task.

Minimum Education:

Bachelor's degree is required.

Job Title: Analyst

Minimum/General Experience:

Five (5) years of experience overseeing and providing solutions to complex analytical problems.

Responsibilities:

Participates in the execution of problem solutions in the area of project development and analysis.

Minimum Education:

Bachelor's degree is preferred. *

Job Title: Jr. Functional Analyst

Minimum/General Experience:

Five (5) years of experience in functional knowledge of projects specific requirements and/or the development of functional requirements for various projects.

Responsibilities:

Serves as a team member in the design, definition, and documentation of project requirements.

Minimum Education:

Bachelor's degree is preferred. *

Job Title: Jr. Analyst

Minimum/General Experience:

Three (3) years of experience collaborating and providing solutions to complex analytical problems.

Responsibilities:

Participates in the execution of problem solutions in the area of project development and analysis.

Minimum Education:

Bachelor's degree is preferred.

Job Title: Sr. Documentation Specialist

Minimum/General Experience:

Four (4) years of experience leading the preparation of documentation required by project leaders.



Responsibilities:

Provides guidance to other documentation specialists.

Minimum Education:

Bachelor's degree is preferred.

Job Title: Jr. Documentation Specialist

Minimum/General Experience:

Two (2) years of experience preparing documentation required by project leaders or other team members.

Responsibilities:

Participates in tasks that require documentation of project processes and procedures.

Minimum Education:

Bachelor's degree is preferred.

Job Title: Administrative/Clerical II

Minimum/General Experience:

Two (2) years of administrative support experience.

Responsibilities:

Responsible for performing duties in all aspects of administration.

Minimum Education:

Bachelor's degree is preferred.

Job Title: Administrative/Clerical I

Minimum/General Experience:

Entry-level administrative position.

Responsibilities:

Provides general administrative support as required by project.

Minimum Education:

Bachelor's degree is preferred.

* A Bachelor's degree may be substituted for two (2) years of experience.

** A Master's degree may be substituted for two (2) years of experience.



Awarded Prices (Net prices)

**SIN 874-1, Consulting Services
SIN 874-7, Program Integration and Project Management
SIN 874-3, Survey Services**

LABOR CATEGORY NAME	Year 1	Year 2	Year 3	Year 4	Year 5
	* 01/01/04 to 01/05/04	01/06/04 01/05/05	01/06/05 01/05/06	01/06/06 01/05/07	01/06/07 01/05/08
Principal	\$225.44	\$236.80	\$246.27	\$256.12	\$266.36
Project Manager	\$128.35	\$133.49	\$138.82	\$144.38	\$150.15
Principal Consultant	\$90.17	\$94.72	\$98.50	\$102.44	\$106.54
Sr. Management Consultant	\$84.54	\$88.80	\$92.35	\$96.05	\$99.89
Sr. Functional Analyst	\$78.90	\$82.88	\$86.19	\$89.65	\$93.23
Functional Analyst	\$71.56	\$74.42	\$77.41	\$80.50	\$83.72
Sr. Consultant	\$62.54	\$65.70	\$68.33	\$71.06	\$73.91
Principal Analyst	\$61.74	\$64.21	\$66.78	\$69.45	\$72.23
Sr. Analyst	\$56.86	\$59.72	\$62.10	\$64.59	\$67.17
Associate	\$56.36	\$59.20	\$61.57	\$64.03	\$66.59
Analyst	\$52.03	\$54.11	\$56.28	\$58.52	\$60.87
Jr. Functional Analyst	\$45.09	\$47.36	\$49.26	\$51.22	\$53.28
Jr. Analyst	\$40.92	\$42.98	\$44.70	\$46.48	\$48.35
Sr. Documentation Specialist	\$37.51	\$39.40	\$40.97	\$42.61	\$44.32
Jr. Documentation Specialist	\$28.18	\$29.60	\$30.78	\$32.02	\$33.30
Administrative/Clerical II	\$25.93	\$27.23	\$28.32	\$29.46	\$30.63
Administrative/Clerical I	\$22.54	\$23.68	\$24.63	\$25.62	\$26.63

* Start date for rates reflecting 0.75% IFF



Awarded Prices (Net prices)
(Continued)

SIN 874-1, Consulting Services
SIN 874-7, Program Integration and Project Management
SIN 874-3, Survey Services

OPTION PERIOD I

LABOR CATEGORY NAME	Year 6	Year 7	Year 8	Year 9	Year 10
	01/06/08 to 01/05/09	01/06/09 01/05/10	01/06/10 01/05/11	01/06/11 01/05/12	01/06/12 01/05/13
Principal	\$277.01	\$288.09	\$299.61	\$311.60	\$324.06
Project Manager	\$156.16	\$162.41	\$168.90	\$175.66	\$182.69
Principal Consultant	\$110.80	\$115.23	\$119.84	\$124.63	\$129.62
Sr. Management Consultant	\$103.89	\$108.05	\$112.37	\$116.86	\$121.54
Sr. Functional Analyst	\$96.96	\$100.84	\$104.87	\$109.07	\$113.43
Functional Analyst	\$87.07	\$90.55	\$94.17	\$97.94	\$101.86
Sr. Consultant	\$76.87	\$79.94	\$83.14	\$86.47	\$89.93
Principal Analyst	\$75.12	\$78.12	\$81.25	\$84.50	\$87.88
Sr. Analyst	\$69.86	\$72.65	\$75.56	\$78.58	\$81.73
Associate	\$69.25	\$72.02	\$74.90	\$77.90	\$81.01
Analyst	\$63.30	\$65.83	\$68.47	\$71.20	\$74.05
Jr. Functional Analyst	\$55.41	\$57.63	\$59.93	\$62.33	\$64.82
Jr. Analyst	\$50.28	\$52.29	\$54.38	\$56.56	\$58.82
Sr. Documentation Specialist	\$46.09	\$47.93	\$49.85	\$51.84	\$53.92
Jr. Documentation Specialist	\$34.63	\$36.02	\$37.46	\$38.95	\$40.51
Administrative/Clerical II	\$31.86	\$33.13	\$34.46	\$35.84	\$37.27
Administrative/Clerical I	\$27.70	\$28.81	\$29.96	\$31.16	\$32.41