POTOMAC INSTITUTE FOR POLICY STUDIES

GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
GSA Schedule 874

Contract Number
GS-10F-0185N

Period Covered by Contract
January 06, 2003 through January 05, 2018

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Business Size: Small Business

DUNS: 94-336-2251

Customer Information

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).
874-1 Integrated Consulting Services, 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. 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.
Refer to attached awarded GSA Schedule Contract pricelist.

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.
Labor Category Functional Responsibilities Attached

2. Maximum order.
$1,000,000.00

3. Minimum order.
$100.00

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.
Prices shown are net Government awarded discounts.

7. Quantity discounts.
None Offered

8. Prompt payment terms.
Net 30 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
Yes.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
Accepted Over $2,500

10. Foreign items (list items by country of origin).
None

11a. Time of delivery.
Specified on Task Order

11b. Expedited Delivery.
Contact Contractor

11c. Overnight and 2-day delivery.
Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery.
Contact Contractor

12. F.O.B. point(s).
Destination

13a. Ordering address.
Same as Company Address

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.
Same as Company Address

15. Warranty provision.
Contractor's standard commercial warranty

16. Export packing charges, if applicable.
Not Applicable

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).
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).
Refer to attached awarded GSA Schedule Contract pricelist.

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 (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable

25. Data Universal Number System (DUNS) number.
94-336-2251

26. Notification regarding registration in Central Contractor Registration (CCR) database.
Potomac Institute for Policy Studies is registered with the Central Contractor Registration Database Cage Code: 021B3

Potomac Institute for Policy Studies
GS-10F-0185N
Period Pricing - 1/6/2013 to 1/5/2018

Labor Category	Option Yr 6	Option Yr 7	Option Yr 8	Option Yr 9	Option Yr 10
SIN Number: 874-1 and 874-7	**1/6/13 -1/5/14**	**1/6/14 - 1/5/15**	**1/6/15 - 1/5/16**	**1/6/16 - 1/5/17**	**1/6/17 - 1/5/18**
Executive 5	$378.19	$385.75	393.47	401.33	409.36
Executive 4	$328.35	$334.92	341.62	348.45	355.42
Executive 3	$278.49	$284.06	289.74	295.54	301.45
Executive 2	$235.76	$240.48	245.29	250.20	255.20
Executive 1	$192.30	$196.14	200.06	204.06	208.15
Senior Manager 5	$250.01	$255.01	260.11	265.31	270.62
Senior Manager 4	$235.76	$240.48	245.29	250.20	255.20
Senior Manager 3	$221.51	$225.94	230.46	235.07	239.77
Senior Manager 2	$207.26	$211.40	215.63	219.94	224.34
Senior Manager 1	$192.30	$196.14	200.06	204.06	208.15
Manager 5	$193.01	$196.87	200.81	204.82	208.92
Manager 4	$178.78	$182.36	186.01	189.73	193.52
Manager 3	$164.53	$167.82	171.18	174.60	178.09
Manager 2	$150.28	$153.29	156.36	159.48	162.67
Manager 1	$135.32	$138.02	140.78	143.60	146.47
Associate 5	$164.53	$167.82	171.18	174.60	178.09
Associate 4	$150.28	$153.29	156.36	159.48	162.67
Associate 3	$136.03	$138.75	141.53	144.36	147.24
Associate 2	$121.81	$124.24	126.72	129.26	131.84
Associate 1	$106.84	$108.98	111.16	113.38	115.65
Senior Analyst 5	$128.92	$131.50	134.13	136.81	139.55
Senior Analyst 4	$114.67	$116.96	119.30	121.69	124.12
Senior Analyst 3	$100.41	$102.42	104.47	106.56	108.69
Senior Analyst 2	$86.19	$87.92	89.68	91.47	93.30
Senior Analyst 1	$71.94	$73.38	74.85	76.34	77.87
Analyst 4	$75.50	$77.01	78.55	80.12	81.72
Analyst 3	$68.38	$69.75	71.15	72.57	74.02
Analyst 2	$61.24	$62.47	63.72	64.99	66.29
Analyst 1	$53.42	$54.49	55.58	56.69	57.83
Systems Analyst 4	$118.22	$120.59	123.00	125.46	127.97
Systems Analyst 3	$111.11	$113.33	115.60	117.91	120.27
Systems Analyst 2	$104.00	$106.08	108.20	110.37	112.57
Systems Analyst 1	$96.86	$98.80	100.78	102.79	104.85
Graphic Illustrator 4	$96.86	$98.80	100.78	102.79	104.85
Graphic Illustrator 3	$89.75	$91.54	93.37	95.24	97.14
Graphic Illustrator 2	$82.61	$84.26	85.95	87.66	89.42
Graphic Illustrator 1	$74.78	$76.28	77.81	79.36	80.95
Editor 4	$111.11	$113.33	115.60	117.91	120.27
Editor 3	$104.00	$106.08	108.20	110.37	112.57
Editor 2	$96.86	$98.80	100.78	102.79	104.85
Editor 1	$89.75	$91.54	93.37	95.24	97.14
Security Manager 4	$132.47	$135.12	137.82	140.58	143.39
Security Manager 3	$125.36	$127.87	130.43	133.04	135.70
Security Manager 2	$118.22	$120.59	123.00	125.46	127.97
Security Manager 1	$111.11	$113.33	115.60	117.91	120.27
Administrative 5	$82.61	$84.26	85.95	87.66	89.42
Administrative 4	$74.07	$75.56	77.07	78.61	80.18
Administrative 3	$63.38	$64.65	65.94	67.26	68.61
Administrative 2	$54.13	$55.22	56.32	57.45	58.60
Administrative 1	$49.87	$50.86	51.88	52.91	53.97

Any future price increase will be in accordance with clause I-FSS-969(b)(1).

Service Contract Act

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: 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.

POTOMAC INSTITUTE FOR POLICY STUDIES
FUNCTIONAL RESPONSIBILITIES

Each labor category has multiple levels and salary range. These ranges denote the increasing complexity of the position and the amount of expertise and experience individuals bring to their position (Level 3 or 5 equating to highest level and Level 1 indicating that at least the minimum requirements are held). The ranges are identified on our rate schedule.

Executive

Minimum General Experience: Extensive executive and senior level experience in organizational dynamics, behavior, and development with expertise in devising agency/organization strategy development; designing, leading, and organizing business process improvement efforts; proven success in implementing advanced methods, tools, and procedures to execute developmental strategy.

Functional Responsibilities: Directs and manages executive level workshops, seminars, training sessions, and pilot projects which require senior-level application of methods, tools, or theories, or require senior-level experience in the strategy development and program management of enterprise-wide change efforts. Facilitates process improvement efforts requiring a mastery of technical expertise in scientific and technical disciplines or areas where it is advantageous to utilize senior-level personnel because of their functional knowledge of industry best-practices in fields relevant to the processes and practices being analyzed, studied, and implemented.

Minimum Education: Must have a Master's degree with 20 years experience, a Bachelor's degree and 22 years experience, or a high school diploma or GED and 25 years experience.

Senior Manager – Senior Research Fellow

Minimum General Experience: Considerable executive and senior-level experience in organizational behavior and organizational development devising strategy development; designing, leading, and organizing business process improvement efforts; and proven success in implementing methods, tools, and procedures to execute strategy.

Functional Responsibilities: Manages, analyzes, designs, organizes, leads, and conducts executive and senior-level workshops, seminars, training sessions and pilot projects which require executive/senior-level application of methods, tools, or theories, or require senior-level experience in the strategy development and program management of agency/enterprise-wide change efforts. Facilitates process improvement efforts requiring a mastery of technical expertise in scientific and technical disciplines or areas where it is advantageous to utilize senior-level personnel because of their functional knowledge of industry best practices in fields relevant to the processes and practices being analyzed and studied.

Minimum Education: Must have a Master's degree with 18 years experience, a Bachelor's degree and 20 years experience, or a high school diploma or GED and 22 years experience.

Manager – Research Fellow

Minimum General Experience: Broad and progressively responsible experience in systems analyses, concept development, and acquisition management, program management, line management, and contracts administration. Substantial experience and expertise in specialized professional research analysis, quantitative analysis, policy analysis, and strategic and national defense analysis work.

Functional Responsibilities: Prepares research design as the basis for project planning; manages, and organizes personnel assignments for particular projects; reviews, edits and improves draft research designs; proposes research strategic and innovative approaches to technical and management problems; drafts statements of work for the customer; leads and advises team members and customer representatives concerning research design, concepts and requirements; leads, plans, organizes schedules and evaluates completed tasks of projects teams; arranges and participates in program reviews, work coordination meetings and telephone conferences with customer representatives and contract personnel concerning project activities; tracks, prepares, and compiles manpower and direct budget estimates for assigned work activities; attends symposiums and conferences for the exchange of technical data; conducts the final edit of all deliverable documents and reports.

Minimum Education: Must have a Doctorate's degree with 5 years experience, a Master's degree with 10 years experience, a Bachelor's degree and 14 years experience or a high school diploma or GED and 18 years experience.

Associate

Minimum General Experience: Considerable experience in specialized professional research, analysis, quantitative analysis, policy analysis, strategic and national defense analysis work.

Functional Responsibilities: Prepares research design as the basis for project planning; develops and revises supporting work plans; reviews, edits and improves draft research designs; proposes research strategic and innovative approaches to technical problems; advises team members and customer representatives concerning research design, concepts and requirements; arranges and participates in work coordination meetings concerning project activities; drafts meetings summaries, position papers, progress reports and related correspondence for internal and customer approval; prepares charts and graphic materials for briefings, reports and presentations; attends symposium and conferences for the exchange of technical data.

Minimum Education: Must have a Master's degree and 6 years experience, a Bachelor's degree and 10 years experience, or a high school diploma or GED and 15 years experience.

Senior Analyst

Minimum General Experience: Considerable experience involving program management and support, cost and systems analysis, and related administrative work.

Functional Responsibilities: Analyzes and interprets documentation of program administrative requirements, cost-performance and trade-offs, program completion reports, and related

contractual documentation; coordinates data collection, analysis, and assessments with contractors and subcontractors; evaluates task completion and program scheduling with Task Leader and customer representatives; reviews and analyzes plans, program documentation, writes program status reports; establishes, maintains and updates program cost, and data management files; attends progress update and staff meetings. Reviews project objectives, deliverables, scheduling, costs, staffing and technical resource; may compile, track and review program summaries, cost analyses, progress updates, staffing and labor hour allocations with program staff, sub-contractors, management representatives and auditors.

Minimum Education: Must have a Master's degree and 4 years experience, a Bachelor's degree and 8 years experience, or a high school diploma or GED and 10 years experience.

6. Analyst

Minimum General Experience: Considerable experience involving program management, cost-benefit and cost-performance analysis and related business administrative work.

Functional Responsibilities: Analyzes and interprets program administrative requirements, cost-performance and trade-off analysis reports, program completion reports, and related contractual documentation; coordinates data collection and analysis with contractors and subcontractors; evaluates task completion and program scheduling with Task Leader; reviews and analyzes plans and program documentation; participates in program status reports; assists in the maintenance and updates to program, cost, and data management files; attends progress update and staff meetings. Updates and reviews project objectives, deliverables, scheduling, costs; may compile, track and review program summaries, cost analyses, progress updates, staffing and labor hour allocations with program staff, sub-contractors, management representatives and auditors.

Minimum Education: Must have a Master's degree with 3 years experience, a Bachelor's degree and 5 years experience, or a high school diploma or GED and 8 years experience.

7. Systems Analyst

Minimum General Experience: This position requires a minimum of six years of general experience of which two must be specialized.

Functional Responsibilities: Provides planning, analysis, troubleshooting, integration, acquisition support, installation support, operations, maintenance, and supports training for computer systems, systems analysis support for the enhancement of new or existing systems and networks. Identifies and resolves problems encountered by users of systems and the analysis and implementation of enhancements.

Minimum Education: Must have a Master's degree with 2 year experience, a Bachelor's degree and 4 years experience, or a high school diploma or GED and 6 years experience.

8. Graphic Illustrator

Minimum General Experience: Some experience and formal training in technical illustration work is desirable.

Functional Responsibilities: Operates computer graphics software programs to prepare and modify the basic format and type settings for graphs, charts, drawings, documents, block diagrams and schematics; proofs work for visual appearance, completeness and accuracy; performs art paste-up work; duplicates finished masters and files finished documents; may draft rough sketches and perform free-hand illustration work.

Minimum Education: Must have an Associate's degree and 4 years experience, or a certificate in a related field and 3 years experience.

9. Editor

Minimum General Experience: Considerable experience in technical writing and editing of technical and management reports, proposals and publications is required.

Functional Responsibilities: Coordinates, prepares, proofreads and edits documents, publications, and reports including proposals, reports, letters, articles, newsletters, brochures and marketing materials; analyzes materials for proper format, sentence structure, grammar, logic, continuity, ease of reading, and writing style; works with professional, management and sponsoring personnel to determine communications needs, requirements and suggested changes; monitors status of documents from rough draft to final copy; maintains and updates resource library.

Minimum Education: Must have a Master's degree and 2 year experience, a Bachelor's degree and 4 years experience, or a high school diploma or GED and 8 years experience.

10. Security/Facilities Manager

Minimum General Experience: Specialized experience in government and industrial security and facilities administration, including experience in a supervisory capacity.

Functional Responsibilities: Manages the division's defense/government industrial security program including the establishment, revision and implementation of security policies and procedures governing the protection of classified governmental documents; promotes security awareness by employees and ensures compliance with security standards and regulations; oversees document control, personnel and physical security and visitor control; acts as Contractor Special Security Officer in overseeing internal and governmental inspections; functions as Division Security Custodian and System Security Officer in overseeing the maintenance and destruction of classified records; prepares divisional briefings and presentations on security regulations and standards and assists divisions with enforcement and implementations; supervises, coordinates and evaluates the work activities of assigned staff.

Minimum Education: Must have an Associate's degree and 8 years experience, or a high school diploma or GED and 10 years experience.

11. Administrative

Minimum General Experience: Upper level requires considerable administrative support, with secretarial and clerical work experience and/or training. Lower level requires little or no experience although some public contact or clerical experience is desirable.

Functional Responsibilities: Upper level - compiles, types and edits periodic reports, letters, memos, proposals, manuals and cost estimates from copy or rough draft; integrates text and graphics to format cohesive presentations; uses word processing application programs to produce reports, briefings and graphical enhancements; prepares spreadsheets, reviews material prepared for supervisor's approval for typographical accuracy, grammar, spelling, punctuation, composition and format; prepares special reports, summaries or replies to inquiries, using relevant data from other reports, documents. Lower level - answers incoming telephone calls; transfers callers and takes messages; greets, screens, and refers visitors to appropriate personnel; types routine letters and memos; sorts and delivers incoming mail and documents including registered mail, certified mail, and checks; weighs, packages, and applies postage to outgoing mail; orders supplies for stockroom and kitchen; contacts courier services to make special deliveries; makes calls to request maintenance and other services.

Other administrative duties include events coordinator. This is at the mid-level range and requires substantial experience in coordinating high visible seminars, conferences, and program meetings, requiring logistical expertise and considerable contact with the public; must be knowledgeable in negotiating contracts with hotels, caterers, etc.

Minimum Education: Upper level must have a Bachelor's degree and 3 years experience, or a high school diploma or GED and 5 years experience. Lower level must have a high school diploma or GED and 1 year of experience.