



VALUE ADDED SOLUTIONS  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
*Committed To Excellence In Management, Operations, Quality, and Safety*



# AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

*General Services Administration  
Federal Supply Service*

## Schedule for Management, Organizational and Business Improvement Services (MOBIS)

**Federal Supply Class:** 874  
**Contract Number:** GS-10F-0187J  
**Contract Period:** August 1, 2009 through July 31, 2014

**Contractor:** Value Added Solutions, Inc.  
6220 Woodside Executive Court  
Aiken, South Carolina 29803  
(803) 644-0070-Office  
(803) 644-0066-Fax

**Business Size:** Woman Owned Small Business  
**DUNS Number:** 616706789  
**CAGE/NCAGE:** 49MW5

**Contact:** Brenda J. Mikkola, Chief Executive Officer  
[Brenda.Mikkola@Valueaddedsolutionsinc.com](mailto:Brenda.Mikkola@Valueaddedsolutionsinc.com)

Dennis J. Trout, President  
[Dennis.Trout@Valueaddedsolutionsinc.com](mailto:Dennis.Trout@Valueaddedsolutionsinc.com)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://www.gsa.gov>.



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## Customer Information

- 1a. Awarded Special Item Numbers (SINS): **See Table of Contents**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded. **See Table of Contents**
2. Maximum Order Limitation: **\$1,000,000.00. This amount may be exceeded. Negotiations for orders exceeding this amount result in a price reduction**
3. Minimum Order: **\$100.00**
4. Geographic Coverage (Delivery Area): **Domestic**
5. Point(s) of Production: (city, county, and State or foreign country). **Consulting services performed at the Government site with support services provided from other office locations.**
6. Discount from list prices or statement of net price: **Discounts may be negotiated for orders exceeding the amount in Item No. 2 "Maximum Order Limitation"**
7. Quantity discounts: **None**
8. Prompt payment terms: **Net 30 days**
- 9a. Notification that Government purchase cards are accepted below the micro-purchase threshold:  
 **YES**     **NO**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:  
 **YES**     **NO**
10. Foreign items (list items by country of origin): **None**
- 11a. Time of delivery: **As specified on individual/task order**
- 11b. Expedited Delivery: **Items available for expedited delivery are noted in this price list.**
- 11c. Overnight and 2-day delivery: **Contact the contract administrator for overnight and 2-day delivery price rates.**
- 11d. Urgent Requirements: **Contact the point of contact for urgent requirements**
12. FOB Point(s): **Destination**
13. Ordering address:           **Value Added Solutions, Inc.  
ATTN: GSA MOBIS Orders  
6280 Woodside Executive Court  
Aiken, South Carolina 29803**



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## Customer Information

14. Payment address: **Value Added Solutions, Inc.  
6280 Woodside Executive Court  
Aiken, South Carolina 29803**
15. Warranty provision: **N/A**
16. Export Packing Charges: **N/A**



## Customer Information

### **CONTRACT TERMS AND CONDITIONS—COMMERCIAL ITEMS (52.212-4 (05/99)) (TAILORED)**

- (a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.
- (b) Assignment. The Contractor or its assignee's rights to be paid amounts due as a result of performance of this contract, may be assigned to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727).
- (c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
- (d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.
- (e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.
- (f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.
- (g) Invoice. The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized,) to the address designated in the contract to receive invoices. An invoice must include—
  - (1) Name and address of the Contractor;
  - (2) Invoice date;
  - (3) Contract number, contract line item number and, if applicable, the order number;
  - (4) Description, quantity, unit of measure, unit price and extended price of the items delivered;
  - (5) Shipping number and date of shipment including the bill of lading number and weight of shipment if shipped on Government bill of lading;
  - (6) Terms of any prompt payment discount offered;
  - (7) Name and address of official to whom payment is to be sent; and
  - (8) Name, title, and phone number of person to be notified in event of defective invoice.

Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. Contractors are encouraged to assign an identification number to each invoice.

- (h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.



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## Customer Information

- (i) Payment. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. If the Government makes payment by Electronic Funds Transfer (EFT), see 52.212-5(b) for the appropriate EFT clause. In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if an electronic funds transfer payment is made.
- (j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:
  - (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or
  - (2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.
- (k) Taxes. . The contract price excludes all Federal, State, and local taxes and duties levied on or measured by the contract or sales price of the services or completed supplies furnished under this contract. The Contractor shall state separately on its invoices taxes excluded from the contract price, and the Government agrees either to pay the amount of the taxes to the Contractor or to provide evidence necessary to sustain an exemption. See clauses 52.229-1, State and Local Taxes (04/84); 52.229-3, Federal, State, and Local Taxes (01/91); and 52.229-5, Taxes—Contracts Performed in U.S. possessions or Puerto Rico (04/84). For contracts covering overseas locations, see I-FSS-314, Foreign Taxes and Duties
- (l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.
- (m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.
- (n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.
- (o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- (p) Limitation of liability. Except, as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.
- (q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.
- (r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C. 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 41 U.S.C. 265 and 10 U.S.C. 2409 relating to whistleblower protections; 49 U.S.C. 40118, Fly American; and 41 U.S.C. 423 relating to procurement integrity.



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- (s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

### ***ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FSS-920 (05/00))***

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

(i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate).



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(ii) The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders.

Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

### **BLANKET PURCHASE AGREEMENTS**

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

- (a) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
  - (1) **SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
  - (2) **MULTIPLE BPAs:** When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.
- (b) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

### **ADDITIONAL INFORMATION**

The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.



## Customer Information

### ***REQUIREMENTS EXCEEDING THE MAXIMUM ORDER (I-FSS-125 (09/99))***

- (a) In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall-
  - (1) Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
  - (2) Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
  - (3) After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.
- (b) Vendors may:
  - (1) offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the Maximum Order in FAR 52.216-19 Order Limitations).
  - (2) offer the lowest price available under the contract; or
  - (3) decline the order (orders must be returned in accordance with FAR 52.216-19).
- (c) A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.
- (d) Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

### ***Value Added Solutions, Inc. CONTACT INFORMATION***

#### **Ordering and Contract Administration:**

Brenda J. Mikkola

Contract Administrator  
Value Added Solutions, Inc.  
6280 Woodside Executive Court  
Aiken, South Carolina 29803  
Phone: (803) 644-0070  
FAX: (803) 644-0066  
e-mail: [Brenda.mikkola@valueaddedsolutionsinc.com](mailto:Brenda.mikkola@valueaddedsolutionsinc.com)



## VAS Company Profile



*Value Added Solutions, Inc.*

### *Value Added Solutions to Federal Agencies & Government Contractors*

- Safeguards and Security Technical Support Services
- In-Depth Experience in Project Management, ISMS, ESHQ, and Safeguards and Security
- RadCon Program and field Support
- Field Industrial Safety Oversight and Training
- Geotechnical Engineering Field Support
- TRU Waste Characterization Technical Support
- NNSA Technical Support with CD2/CD3 Reviews of MOX and PDCF (DOE Order 413.3 Project Management)
- Construction QC
- Davis Bacon Construction and ID/IQ Projects
- Utility/Infrastructure Services
- Operation and Maintenance of Environmental Remediation Systems

*VAS has been providing management and consulting services to Federal Agencies and Federal Contractors since 1987*



## Value Added Solutions, Inc. (VAS) Overview

VAS, Inc. is a South Carolina based, woman-owned small business, providing business management and consulting services to Federal Agencies and Contractors including **safeguards and security consulting, environmental services, and facility operations and maintenance activities.** VAS-Wastren, through our predecessor companies, VAS, Inc. and Wastren, Inc. have provided services to Federal Agencies since 1987.

VAS provides **professional Safeguards and Security Services and Access Control Services** to government and commercial clients, including:

- Threat assessment;
- Risk management;
- Safeguards planning;
- Security system effectiveness evaluation;
- Security systems engineering;
- Project and program management;
- Export control program;
- International safeguards programs;
- Technical security countermeasures program;
- Classified matter protection and control;
- Security incident program;
- Cyber security;
- Nuclear material control and accountability program;
- S&S topical area technical assessments, and;
- Armed and unarmed guard services.

**VAS's Environmental Services** cover the full life cycle of nuclear and hazardous waste facilities, including:

- Sampling and characterization;
- Feasibility studies;
- RCRA/CERCLA compliance;
- Remediation;
- Radiological Control Services;
- Geotechnical engineering services;
- ESH&Q compliance and support;
- Waste management, packaging and transportation;
- Decontamination and decommissioning, and;
- Technical and management consulting services.

### *A Track Record of Success*

*“Recent Facility Operations and Maintenance wins: Department of Homeland Security – CDP BOSS – September, 2005  
 DOE Paducah Infrastructure Award – April, 2005”*

*“Zero Safety or Environmental NOV's Within the Past Three (3) Years – ISO-9001 Compliance QA Program”*

- **Headquartered in Aiken, South Carolina.**
- **Woman Owned Small Business ...** VAS Principals, Mikkola and Trout have > 60 years Federal Government and commercial experience.





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## **VAS Company Profile**

VAS's **Operations and Maintenance Services** support the infrastructure and operations of our government clients' facilities. A typical work scope includes: grounds maintenance, access control, janitorial services, preventative and corrective maintenance, lodging, food and beverage, pest control, transportation, property management, fleet management, project scheduling and controls, shipping and receiving, mail delivery and distribution. VAS integrates our O&M services into our environmental services through operation of remediation systems, such as pump and treat systems, as well as maintaining field equipment for remediation projects.

### **POINTS OF CONTACTS**

**VALUE ADDED SOLUTIONS, INC.**  
(CORPORATE)

Brenda J. Mikkola  
Dennis J. Trout

6280 Woodside Executive Court  
Aiken, South Carolina 29803  
(803) 644-0070 Office (803) 644-0066 FAX  
email: [brenda.mikkola@valueaddedsolutionsinc.com](mailto:brenda.mikkola@valueaddedsolutionsinc.com)



## **SIN Profile**

### **SIN 871-1 INTEGRATED CONSULTING SERVICES**

The following is representative of, but not limited to, the types of services or products that may be ordered as specified in individual task orders.

#### **Management and Strategy Consulting**

Operational services, advice, or guidance in support of agencies' environmental planning:

Services include providing expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

- Strategic, business and action planning
- High performance work process and productivity improvement
- Systems alignment
  - Leadership systems
  - Organizational assessments
  - Cycle time
  - Performance measures and indicators
  - Program audits, and evaluations

VAS provides consulting support to:

- Environmental Impact Statements Under NEPA
- Endangered Species and Wetlands Analyses
- Archeological and Cultural Resource Management
- Economic, Technical and Risk Analyses
- Environmental Program Management
- Environmental Regulation Development
- Safeguards and Security Program Management
- Radiation Protection Program Oversight and Assessment
- Project Management
- DOE Order 413.3 Project Management

#### **Facilitation Services**

Operational services, advice, or guidance in support of agencies' environmental compliance:

Includes facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in: the use of problem solving techniques, defining and refining the agenda, debriefing and overall meeting planning, resolving



## **SIN Profile**

disputes, disagreements, and divergent views, logistical meeting/conference support when performing technical facilitation, convening and leading large and small group briefings and discussions, providing a draft for the permanent record, recording discussion content and focusing decision-making and preparing draft and final reports for dissemination.

VAS provides facilitation services support to:

- Development of document template(s) to support programmatic or legal transfer of Environmental Restoration Sites
- Develops cost/schedule risk management strategies to support
- Develops administrative processes for achieving site closures
- Facilitation of completion strategies between DOE and external regulators
- Assists in resolving waste management issues
- Assists in resolving groundwater issues (FROG)
- Provides input to Critical Decision Packages, fact sheets and briefings
- Coordinates and facilitates conferences, workshops and major meetings to include:
  - Ground Water Strategy Workshops
  - EM FOCUS Sites Summits
- Develops planning instruments related to Environmental Regulations
- Conducts Environmental Compliance Audits
- Performs Environmental Compliance Management Planning
- Develops Waste and Pollution Prevention Plans
- Performs Compliance Effects of Process Modification Analyses

### **Survey Services**

VAS provides expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. We assist with, and/or perform all phases of the survey process to include, but not limited to: planning survey design sampling; survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods and analyses of quantitative and qualitative survey data. Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions.



## Labor Category Descriptions

### EXECUTIVE CONSULTANT

**Description of Job Duties:** Performs executive level analysis and assessment to resolve organizational and behavioral science-related problems. Conducts and facilitates sessions for organizational assessments, organizational development, cost analysis, performance improvement, mission and lifecycle analysis, and the development of management strategy.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent

### SENIOR CONSULTANT

**Description of Job Duties:** Provides analysis and assessments for issues related to organizational and behavioral science problems. Facilitates transforming organizations, performs managerial and organizational assessments, conducts value engineering sessions and analysis, analyzes project management approaches, and facilitates organizational change, leadership, coaching and communication skills, and other managerial and organizational programs.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### SENIOR ORGANIZATIONAL ANALYST

**Description of Job Duties:** Performs senior management level organizational assessments. Assists with implementing organizational change, organizational development, organizational performance assessments, value engineering workshops and analysis, public awareness and outreach programs, environmental assessments and regulatory compliance reviews, facilitation and/or executive team building sessions.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ORGANIZATIONAL ANALYST

**Description of Job Duties:** Conducts workshops and workgroups to facilitate organizational assessments, organizational performance assessments, value engineering sessions, and environmental and regulatory compliance assessments.

- Experience: 5 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ORGANIZATIONAL RESEARCHER

**Description of Job Duties:** Facilitates transforming organizations by collecting and analyzing data and information related to organizational and behavioral science issues.

- Experience: 5 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.



## Labor Category Descriptions

### SENIOR ORGANIZATIONAL TRAINER

**Description of Job Duties:** Conducts training sessions and/or facilitates training sessions related to organizational development and/or behavioral science.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ISO 9000 SPECIALIST

**Description of Job Duties:** Conducts and participates in audits for ISO 9000 compliance. Develops and recommends organizational changes to ensure compliance with ISO 9000. Conducts general quality assurance audits and develops quality assurance/quality control procedures and processes.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ISO 14000 EXPERT

**Description of Job Duties:** Conducts and participates in audits for ISO 14000 compliance. Develops and recommends organizational process and procedure changes to ensure ISO 14000 compliance. Conducts ISO 14000/9000 training. Performs quality assurance/quality control audits and develops quality assurance/quality control procedures.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ISO 14000 ANALYST

**Description of Job Duties:** Assists with ISO 14000 and ISO 9000 audits. Develops quality assurance and quality control procedures and assists with general quality assurance/quality control audits.

- Experience: 5 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### TEAM LEADER

**Description of Job Duties:** Leads organizational development teams working to implement changes, ISO 14000/9000 analysis, operational readiness reviews and/or assessing a wide range of managerial and organizational development situations.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### SENIOR SECURITY TRAINER

**Description of Job Duties:** Performs executive level analysis and assessment to resolve organizational and behavioral science-related problems. Conducts and facilitates sessions for organizational assessments, organizational development, cost analysis, performance improvement, mission and lifecycle analysis, and the development of management strategy.



## Labor Category Descriptions

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### SENIOR SECURITY CONSULTANT

**Description of Job Duties:** Provides analysis and assessments for issues related to organizational and behavioral science problems. Facilitates transforming organizations, performs managerial and organizational assessments, conducts value engineering sessions and analysis, analyzes project management approaches, and facilitates organizational change, leadership, coaching and communication skills, and other managerial and organizational programs. Analyzes, designs, implements and evaluates security programs. Provides for the explicit requirements of the client. Programs include, information technology, training and development, and safeguards and security.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### SENIOR SECURITY INSPECTOR

**Description of Job Duties:** Performs senior management level organizational assessments. Assists with implementing organizational change, organizational development, organizational performance assessments, value engineering workshops and analysis, public awareness and outreach programs, environmental assessments and regulatory compliance reviews, facilitation and/or executive team building sessions. Analyzes, assesses, evaluates and inspects security programs, personnel and physical security systems. Works independently to plan, develop and coordinate assessments and inspections. Provides expert consultation and advise on corrective actions, security enhancements and recommendations. Programs include: information technology, physical security, security systems and special equipment, training and development, procedure and regulation, requirements based compliance assessment, risk assessment, and safeguards and security.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### SENIOR FINANCIAL AUDITOR

**Description of Job Duties:** Conducts workshops and workgroups to facilitate organizational assessments, organizational performance assessments, value engineering sessions, and environmental and regulatory compliance assessments. Analyzes and reviews financial systems and documentation for compliance to government standard and regulation. Utilizes government requirements, generally accepted accounting practices and specific contract requirements to audit contractor financial systems and statements.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### SENIOR SECURITY ENGINEER

**Description of Job Duties:** Facilitates transforming organizations by collecting and analyzing data and information related to organizational and behavioral science issues. Analyzes security systems for proper operational condition. Performs consulting and advisory assistance to plan for the appropriate system to be used for physical security applications. Inspects and evaluates system effectiveness and individual component operability. Provides advice and recommendation on system implementation, installation and replacement.



## Labor Category Descriptions

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### RADIATION PROTECTION ENGINEER

Facilitates transforming organizations by collecting and analyzing data and information related to organizational and behavioral science issues. Analyzes radiation protection programs for proper operational condition. Performs consulting and advisory assistance to plan for implementation, review and revision of program policy, standards and guidance to be used for radiation protection applications. Analyzes, assesses and evaluates program effectiveness and individual component operability. Provides advice and recommendation on program implementation and enhancement.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ADMINISTRATIVE SUPPORT

**Description of Job Duties:** Provides support to organizations undergoing change and/or development. Assists with developing plans and procedures, creates reports, collects and compiles data related to organizational developmental/behavioral science, reviews documents, develops surveys and collects survey data.

- Experience: 5 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ADMINISTRATIVE SUPPORT I

**Description of Job Duties:** Conducts training sessions and/or facilitates training sessions related to organizational development and/or behavioral science. Performs general administrative duties in support of routine office functions. Support includes receptionist, greeting visitors, and general access control. Word processing and basic data entry are provided under supervision.

- Experience: 5 years relevant experience.
- Minimum Education Requirements: Bachelors or equivalent.

### ADMINISTRATIVE SUPPORT II

**Description of Job Duties:** Provides administrative and general office support to program/project manager. Five years experience in required clerical skills and administrative skills. Provide word processing support using ADP office machines, and a variety of software packages to produce documents. Able to use database and spreadsheet programs to accurately compile statistical data on a PC. Supports payroll and cost accounting functions. Conducts general quality assurance audits and develops quality assurance/quality control procedures and processes.

- Experience: 5 years relevant experience.
- Minimum Education Requirements: High school diploma or equivalent GED certificate.

### ADMINISTRATIVE SUPPORT III

**Description of Job Duties:** Establishes and maintains routine office files. Ten years experience in required clerical skills and administrative skills. Demonstrated proficiency in the production and assembly of detailed technical reports. Experience in using word processing and spreadsheet applications software. Familiar with government contract



## **Labor Category Descriptions**

administration and the ability to support contract financial transaction review and analysis. Performs quality assurance/quality control audits and develops quality assurance/quality control procedures.

- Experience: 10 years relevant experience.
- Minimum Education Requirements: High school diploma or equivalent GED certificate.

### **FINANCIAL AUDITOR**

**Description of Job Duties:** Acting under the direction of a Senior Financial Auditor, analyzes and reviews financial records and statements for compliance with government regulation and generally accepted financial practices.

- Experience: 5 years relevant experience.
- Minimum Education Requirements: Bachelor or equivalent.



VALUE ADDED SOLUTIONS  
 AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
*Committed To Excellence In Management, Operations, Quality, and Safety*

**Rates for MOBIS Services**

**GSA Approved Hourly Rates for Site Work\***

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

Labor Categories	Year 11 8/1/09 - 7/31/10	Year 12 8/1/10 - 7/31/11	Year 13 8/1/11 - 7/31/12	Year 14 8/1/12 - 7/31/13	Year 15 8/1/13 - 7/31/14
<b>Executive Consultant</b>	\$208.44	\$214.69	\$221.13	\$227.77	\$234.60
<b>Senior Consultant</b>	\$106.97	\$110.18	\$113.48	\$116.89	\$120.40
<b>Senior Organizational Analyst</b>	\$156.97	\$160.71	\$165.53	\$170.50	\$175.61
<b>Organizational Analyst</b>	\$52.41	\$53.98	\$55.60	\$57.27	\$58.99
<b>Organizational Researcher</b>	\$36.93	\$38.04	\$39.18	\$40.35	\$41.57
<b>Senior Organizational Trainer</b>	\$166.75	\$171.75	\$176.91	\$182.21	\$187.68
<b>ISO 9000 Specialist</b>	\$189.38	\$195.06	\$200.91	\$206.94	\$213.15
<b>ISO 14000 Expert</b>	\$179.44	\$184.82	\$190.37	\$196.08	\$201.96
<b>ISO 14000 Analyst</b>	\$58.38	\$60.13	\$61.94	\$63.79	\$65.71
<b>Team Leader</b>	\$97.52	\$100.45	\$103.46	\$106.56	\$109.76
<b>Radiation Protection Engineer</b>	\$120.54	\$124.16	\$127.88	\$131.72	\$135.67
<b>Senior Security Trainer</b>	\$120.29	\$123.90	\$127.62	\$131.44	\$135.39
<b>Senior Security Consultant</b>	\$89.82	\$92.51	\$95.29	\$98.15	\$101.09



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<b>Senior Security Inspector</b>	\$100.30	\$103.31	\$106.41	\$109.60	\$112.89
<b>Senior Financial Auditor</b>	\$120.29	\$123.90	\$127.62	\$131.44	\$135.39
<b>Senior Security Engineer</b>	\$120.54	\$124.16	\$127.88	\$131.72	\$135.67
<b>Administrative Support</b>	\$38.11	\$39.25	\$40.43	\$41.64	\$42.89
<b>Administrative Support I</b>	\$44.07	\$45.39	\$46.75	\$48.16	\$49.60
<b>Administrative Support II</b>	\$50.52	\$52.04	\$53.60	\$55.20	\$56.86
<b>Administrative Support III</b>	\$63.13	\$65.02	\$66.97	\$68.98	\$71.05
<b>Financial Auditor</b>	\$70.28	\$72.39	\$74.56	\$76.80	\$79.10

*\*Prices exclude all applicable Federal, State, and local taxes and duties*

These approved rates include labor, benefits, overhead, G&A, fee and the .75% Industrial Funding Fee.