cmw and associates corporation
commitment • mission • workforce

CMW and Associates Corporation
(DBA: CMW & Associates)
Woman-Owned, Small Disadvantaged Business
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Management Organizational and Business Improvement Services (MOBIS)
GSA Schedule 874

Contract Number: **GS-10F-0199U**
Period Covered: **April 11, 2008 – April 10, 2018**
GSA Federal Supply Schedule 874

GSA Advantage!

General Services Administration
Authorized Federal Supply Schedule Catalog / Price List
FSC Group: 874

SPECIAL ITEM NUMBERS (SIN):
SIN 874 1 – Integrated Consulting Services

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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! http://www.gsaadvantage.gov; a menu-driven database system. Searches can be done by Schedule Title, Contract Number or Company Name: all found at the top of this page.

CMW and Associates Corporation is a woman-owned, Small Disadvantaged Business (SDB) with solid experience in MOBIS-oriented services such as process improvement, activity management enhancement, organizational streamlining, and overall improvement of administrative management processes within Government agencies. The cornerstone of our success is our commitment to excellence in our customer service, technical support, and contract management and compliance, forming long-term support of our customer's missions and needs. CMW is registered in SAM.

Disaster Recovery SIN 874-1RC DISAST RECOV

SIN 874-1RC includes Recovery Purchasing.
Section 833 of the John Warner National Defense Authorization Act for fiscal year 2007 (Public Law 109-364) amended 40 U.S.C. 502 to authorize the Administrator of General Services to provide for the use of Federal Supply Schedules by state and local governments for the purchase of products and services to be used in advance of a major disaster declared by the president, as well as in the aftermath of an emergency event (such as major disasters, terrorism, or nuclear, biological, chemical, or radiological attacks) to facilitate recovery. SINS 736 2 AND 736 5 include Recovery Purchasing:
State and local government entities are responsible for ensuring that the products or services purchased are to be used to facilitate recovery.

CUSTOMER INFORMATION

1a. Awarded Special Item Number

874-1. The item descriptions and awarded prices for the awarded SIN are contained in the tables that follow.

1b. Identification of Unit Prices

Hourly prices on the contract for SINs 874-1/1RC are as follows and include the 0.75% Industrial Funding Fee (IFF).

Price List: Nationwide	
Labor Category (SIN 874-1)	**Hourly GSA Rate**
Senior Consultant	$ 160.16
Project Manager	$ 62.51
Assistant Project Manager	$ 47.08
Consultant	$ 58.03
Analyst II	$ 42.45
Analyst I	$ 22.38

Accounting Clerk I	$ 33.44
Administrative Assistant	$ 53.86
Data Entry Operator II	$ 31.64
General Clerk II	$ 32.48
General Clerk III	$ 36.67
Personnel Assistant III	$ 44.12
Secretary II	$ 45.96
Secretary III	$ 50.65
Computer Operator V	$ 53.11
Paralegal IV	$ 73.17
Technical Writer II	$ 55.69

Professional Positions (i.e. exempt labor categories) generally require a degree or equivalent experience and may require an advance degree or certification in a specific field. Professional positions do not fall under SCA.

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix below. The prices for the labor category meet or exceed the requirements in the SCA Wage Determination identified below.

SCA MATRIX		
SCA Eligible Contract Labor Category	**SCA Equivalent Code – Title**	**WD Number**
Accounting Clerk	01011-Accounting Clerk I	05-2051
Administrative Assistant	01020-Administrative Assistant	05-2051
Data Entry Operator	01052-Data Entry Operator II	05-2051
Clerk	01112-General Clerk II	05-2051
Clerk	01113-General Clerk III	05-2051
HR Assistant	01263-Personnel Assistant III	05-2051
Secretary	01312-Secretary II	05-2051
Secretary	01313-Secretary III	05-2051
Computer Operator	14045-Computer Operator V	05-2051
Paralegal	30364-Paralegal IV	05-2051
Technical Writer	30462-Technical Writer II	05-2051

The Service Contract Act (SCA) is applicable to this contract and 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 matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order price will be discounted accordingly.

1c. Description of Corresponding Job Titles

Chart of Professional Position Descriptions

Substitute for Education Requirement Policy
Two years of related experience or industry recognized certification may be substituted for one or more years of higher education.

POSITION ***Education Experience***	**Duties and Responsibilities**
Senior Consultant *BS or BA degree* *10 years related field*	Provides expert advice on highly complex business matters. Conducts studies to address significant, complex operational issues. Participates in data collection and analysis tasks that contribute to the development of business cases to support management decision-making. May also conduct cost benefit analyses. Provides direction to professional staff or teams working on multiple tasks in area of discipline or related areas.
Project Manager *BS or BA degree* *4 years progressive experience managing large complex projects, contracts, funds, and resources.*	Interfaces with customer. Brings knowledge and expertise to projects. Manages a team of professionals in providing a wide range of services and managing assigned projects within scope and budget. Is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.). Provides leadership to the project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel. Supervises project leaders, consultants and analysts. Mentors consultants and analysts. Brings business consulting knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in the overall direction of all project level activities and personnel.

Assistant Project Manager *BS or BA degree* *2 years progressive experience managing large complex projects, contracts, funds, and resources*	Interfaces with project manager. Manages a team of professionals in providing a wide range of services and managing assigned projects within scope and budget. Is responsible for all aspects of project performance (i.e. technical, contractual, administrative, financial, etc.). Provides leadership to the project team, ensures conformance to performance requirements, and assists in the overall direction to all project level activities and personnel. Supervises project leaders, consultants and analysts. Mentors consultants and analysts. Brings business consulting knowledge and expertise to projects. Ensures conformance to performance requirements, and assists in the overall direction of all project level activities and personnel.
Consultant *BS or BA degree* *5 years related field*	Provides project leadership in support of strategic, business, and action planning, performance measurement analysis, process and productivity improvement analyses, and business process and action planning and analyses. Provides analysis support to Department of Defense and commercial programs and projects including program management, program integration, program oversight, and project management. Solves difficult and unique types of management, financial, operations, mission, or analytical problems. Develops specialized tools, models, or applications for process, acquisition, or training project execution. Leads development of MOBIS products or specialty products. Makes technical or business judgments and provides advice on the resolution of technical, schedule, performance, or budgetary issues.
Analyst II *BS or BA degree* *4 years related field*	Conducts complex analyzes independently or as part of a team of analysts to support completion of management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Responsible for the development of work plans and methodologies to facilitate the collection and analyses of data. Performs program management functions to provide expert advice, assistance, and guidance in support of management organizational and business improvement efforts. Performs strategic, business, and action planning efforts. Performs performance measurement analysis, process and productivity improvement analysis, and business process and acquisition planning and analysis. Provides program

	management support including project control, project planning, and cost analysis.
Analyst I *BS or BA degree* *2 years related field*	Performs analytical tasks either independently or as part of a team of analysts conducting management studies, workforce analyses, cost-benefit analyses, earned value management reports and/or similar activities. Prepares a variety of reports, assessments, or evaluations. Performs program management functions to provide expert advice, assistance, and guidance in support of management organizational and business improvement efforts. Performs strategic, business, and action planning efforts. Performs performance measurement analysis, process and productivity improvement analysis, and business process and acquisition planning and analysis. Provides program management support including project control, project planning, and cost analysis.

Chart of Non-Professional Position Descriptions

(WD – Wage Determination)

WD / POSITION ***Education Experience***	**Duties and Responsibilities**
01011 Accounting Clerk I *Associate recommended* *1-2 years in related field*	Performs one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Assignments performed under adequate supervision. Entry-level reconciliation and posting.
10120 Admin Assistant *Associate recommended* *3-4 years in related field*	Secretarial duties plus: Provides administrative support to project management and consulting to include budgeting, personnel records and payroll. May be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
01052 Data Entry Operator II *Associate recommended* *2-4 years in related field*	Applies experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources into applicable databases.

01112 General Clerk II *2-3 years in related field*	Performs various clerical tasks. Steps often vary in type or sequence, depending on the task. Recognized problems are referred to management. Requires familiarity with the terminology of the office unit.
01113 General Clerk III *Associate recommended* *3-5 years in related field*	Uses subject-matter knowledge and judgment to complete clerical assignments. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records/programs; verifying statistical reports; compiling information; handling and adjusting complaints. May direct lower level clerks.
01263 Personnel Assistant III *Associate recommended* *3-5 years in related field*	Requires a thorough working knowledge of personnel procedures, guides, and precedents. Job tasks may include interviewing applicants, drug-testing, obtaining references, and training. Must be tactful, discrete, and articulate. May be involved in identifying potential issues and grievance procedures. May also make recommendations on job classification, wage rates, and employee salaries. The use of computers may be relied on heavily. Advanced experience with office software packages may be needed. May perform some clerical work in addition to the above duties.
01312 Secretary II *Associate recommended* *2-3 years in related field*	Provides principal Secretarial and Clerical duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office under direction of supervisor. Handles differing situations.
01313 Secretary III *Associate recommended* *3-5 years in related field*	Provides principal Secretarial support. In addition to Secretary II duties, this position may: have financial decision-making authority for assigned program(s); spend considerable time dealing with actively interested outside parties; develop plans and procedures; be assigned to special projects; advise subordinates; request information for periodic or special conferences, reports, etc.; and/or shift clerical staff to accommodate workload needs.
14045 Computer Operator V *Associate recommended* *7-10 years in related field*	Resolves a variety of difficult operating problems. In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. Develop plans/interfaces involving specialized programs. This operator may spend considerable time away from the control station providing technical

	assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.
30364 Paralegal Assistant IV *Associate recommended* *5-7 years in related field*	Assists in the evaluation, development, and litigation of cases or other highly technical and/or sensitive documents. Duties include a sundry of assignments requiring experience and knowledge. A high level of organizational, communication, analytical, discretional, and independent judgment are necessary.
30462 Technical Writer II *Associate recommended* *3-5 years in related field*	Develops, writes, and edits material concerned with work methods and procedures on installation, operation, and maintenance of machinery and other equipment, construction projects, etc. Draws information and becomes familiar with processes through Observation, Interviews, Research, and Product samples. May also maintain records and files of work and revisions and/or assist in preparing document for publication. May specialize in writing material regarding work methods and procedures.

2. Maximum Order
$1,000,000

3. Minimum Order
$100

4. Geographic Scope of Contract
The Geographic Scope of Contract is domestic delivery. Delivery times will be determined at the time of Task Order award.

5. Point of Production
Springfield, Illinois, Sangamon County

6. Discounts
a. **Dollar Volume:** None
b. **Government Educational Institutions:** None
c. **Use of Government Credit Card:** None
d. **Other:** None

7. Quantity Discounts
None (0)

8. Prompt Payment Terms
Net 30 Days

9a. Government Purchase Cards
Contractors are required to accept credit cards, or government purchase cards, for payments equal to or less than the micro purchase threshold for oral or written delivery orders.

9b. Government Purchase Cards
Credit cards, or government purchase cards, will be acceptable for payment above the micro-purchase threshold.

10. Foreign Items
None

11a. Time of Delivery
From date of award to date of completion

11b. Expedited Delivery
Items available for expedited delivery are noted in this price list using the symbol *.

11c. Overnight and 2-day Delivery
Overnight and d-day delivery are not available, as they are not applicable to services. The schedule customer will not need to contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. FOB Point
Destination – CONUS

13a. Ordering Address
CMW and Associates Corporation
6300 S 6th Street
Springfield, IL 62712

13b. Ordering Procedures
Contractor acknowledges the ordering procedures and information for Blanket Purchase Agreements (BPAs) found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address
CMW and Associates Corporation
6300 S 6th Street
Springfield, IL 62712

15. Warranty Provision
No warranty is offered or applicable.

16. Export Packing Charges
Not applicable

17. Government Purchase Card Acceptance
Government purchase cards and credit cards are accepted above the micro-purchase level, with no additional terms or conditions.

18. Terms and Conditions of Rental Maintenance, and Repair
Not applicable

19. Terms and Conditions of Installation
Not applicable

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices
Not applicable

20a. Terms and Conditions for Any Other Services
None

21. List of Service and Distribution Points
Not applicable

22. List of Participating Dealers
Not applicable

23. Preventive Maintenance
Not applicable

24a. Special Attributes
Not applicable

24b. Section 508 Compliance Information
Not applicable

25. Data Universal Number System (DUNS) Number
008279122

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database
Contractor has an Active Registration in the CCR database, as well as SAM and ORCA.

Liability for Injury or Damage
The Contractor will not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

Statistical Data for Government Ordering Office Completion of Standard Form 279
Block 9: G. Order/Modification under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: **008279122**
Block 30: Type of Contractor – Small Disadvantaged Business
Block 31: Woman-Owned Small Business – Yes
Block 36: Contractor's Taxpayer Identification Number (TIN): **36 4045354**

Trade Agreements Act of 1979, as amended
All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

End of Catalog
THANK YOU!