

# GENERAL SERVICES ADMINISTRATION

## Federal Supply Service

### *Authorized Federal Supply Schedule Price List*

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

#### Schedule for Mission Oriented Business Integrated Services (MOBIS)

FSC Group 874, FSC Class: 8742

For more information on ordering from Federal Supply Schedules see <http://www.gsa.gov/portal/content/197513>.

<b>Contractor:</b>	Dennis Millican & Associates, Inc. (d/b/a Millican & Associates, Inc.)	
<b>Address:</b>	5850 Coral Ridge Drive, Suite 205 Coral Springs, Florida 33076 Telephone: 954-963-1771 Facsimile Number: 954-962-7956 E-mail: <a href="mailto:millican@millican-assoc.com">millican@millican-assoc.com</a>	<b>Business Size:</b> Small
<b>Contract:</b>	GS-10F-0201J (incorporating amendments/modifications through PS-0022)	
<b>Period:</b>	September 1, 1999 through August 31, 2019	
	<b>Contract Administration:</b> Peter B. Lundell	

## Services

Millican & Associates, Inc., offers consulting services spanning the range of MOBIS activities, focused on areas relating to the strategic and tactical creation, acquisition, use, retention, protection, and disposition of information – that is, the management of records, content, documents, data, and knowledge. We complement and enhance the skills of our clients and assure their business objectives are met by providing the following economic, value-added services:

### **Organizational Assessments and Evaluations**

Document processes channel the flow of information that allows your organization to anticipate and respond to strategic and tactical needs, opportunities and challenges, and legal/regulatory requirements and commitments. Millican assesses business processes and evaluates the efficacy of existing business information transactions, tools, assets, and organizations to meet your requirements.

The assessment identifies opportunities for improvement to existing business processes and business information systems and, where there is no corresponding system, defines functional requirements and provides the baseline for designing and implementing a management program for these essential business processes. It enables your organization to base its information infrastructure on a sound foundation, to plan strategic investments in information assets, and to ensure the efficiency of information flows.

### **Strategic and Business Planning**

Sound planning is essential for your organization to achieve its vision of its information future. Based on the business information requirements and opportunities identified during an assessment, Millican will develop a document and information management process plan establishing your organization's optimal information flows and functions, and the steps, resources, and technologies required to reach those goals.

The document and information management process plan serves as the blueprint for making the strategic decisions and investments to develop your organization's information infrastructure and ensure document processes and information flows reach their peak efficiency.

**Process Modeling**

Millican's process model provides the key to managing one of your organization's most vital resources - its information. This elegantly simple, yet immensely powerful model identifies information assets and establishes their value, accessibility, users, creators, and caretakers. It maps the relationships among your organization's business requirements, business information, business processes, information creators, and information users, yet it is from the top down and scalable, and so will be detailed only to a level that makes economic sense.

The model provides a sound basis for the business process reengineering and information systems modeling required to successfully implement required changes, and ensures that all requirements are rapidly and accurately incorporated into your strategic and tactical planning. The model enables your organization to determine not only where its business processes are inefficient, but also where they are deficient. By incorporating the process into your planning, you will be able to respond to business changes not only more quickly but also more accurately, because your business information requirements are fully addressed.

**Benchmarking, Business Process Reengineering, and Organizational Design**

Millican reengineers business processes and organizational designs based on your strategic goals. From business process modeling, to benchmarking leading industry and government organizations, to identifying process and technology options, to cost/benefit analysis, we will design document and information processes that best meet your business requirements.

**Change Management**

Beyond mere process reengineering, Millican helps your organization through the changes necessary to achieve your business information objectives. We will manage the cultural, organizational, process, and technological changes required to establish your business infrastructure and your supporting knowledge, document, and information management programs. In addition, a key facet of change management is knowledge transfer, and Millican ensures the knowledge necessary to understand and maintain new processes is fully transferred to your organization.

**Performance Measurement and Quality Management**

Quality management builds on key documents and information that measure business processes. Without accurately recording key information, performance standards cannot be established, quality processes cannot be evaluated or managed, quality performance cannot be measured. Millican incorporates quality management into each level of your business program, and, where applicable, incorporates performance standards and measurement techniques into your business information processes. Upon this bedrock of quality document and information processes, Millican will help you expand quality management throughout your organization, drawing upon our extensive experience with quality assurance programs.

**Strategic Sourcing**

Once you have identified and mapped the knowledge, documents, and information within your organization and established your management programs, your organization may still face strategic challenges that require you to develop external sources. These challenges may include disaster recovery, offsite record and information storage, mail services, document production and reproduction, data conversion, and telecommunications. Millican can help resolve these challenges: Our services include the preparation of design criteria and functional specifications for procurement, identification of potential sources, and support during the evaluation and selection process.

## Categories and Hourly Rates

<b>Labor Category</b>	<b>Hourly Rate</b> <b>Beginning</b> <b>12/26/2013</b>
<b>Administrative Support</b>	\$35.18
<p>Minimum/General Experience: Two years experience providing general information and records management project support. Experienced with desktop publishing and office automation systems. Knowledgeable of project operations and relationship with support functions.</p> <p>Functional Responsibility: Performs variety of professional support functions using organization's office automation systems. Able to advise other staff in the use of office automation systems and their function relevant to the project mission. Advises management and staff of relevant issues, policies, and procedures. Performs business and technical analyses as required. Generates reports on various technical and administrative issues and project documents.</p> <p>Minimum Education: High school diploma or equivalent.</p>	
<b>Consultant 1</b>	\$67.09
<p>Minimum/General Experience: Five years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a variety of sources, analyzing processes, developing alternatives, and providing solutions in information and records management. Demonstrated problem solving skills.</p> <p>Functional Responsibility: Applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Develops process improvements for information and records management programs. Works individually or as part of a team of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Analyzes and recommends methodologies for information and records management solutions.</p> <p>Minimum Education: Bachelor's degree or equivalent experience.</p>	
<b>Consultant 2</b>	\$82.20
<p>Minimum/General Experience: Seven years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a wide variety of sources, analyzing complex processes, developing alternatives, and providing solutions in information and records management. Advanced problem solving skills.</p> <p>Functional Responsibility: Defines requirements, applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Develops process improvements for information and records management programs. Works individually or as part of a team of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Analyzes and recommends methodologies for information and records management solutions.</p> <p>Minimum Education: Bachelor's degree or equivalent experience.</p>	

<b>Labor Category</b>	<b>Hourly Rate</b> <b>Beginning</b> <b>12/26/2013</b>
<b>Consultant 3</b>	\$94.13
<p>Minimum/General Experience: Ten years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a wide variety of sources, analyzing complex processes, developing alternatives, and providing solutions in information and records management.</p>	
<p>Functional Responsibility: Defines requirements, applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Leads teams of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Proposes and/or develops methodologies for information and records management solutions.</p>	
<p>Minimum Education: Advanced degree in related subject area, or bachelor's degree plus equivalent experience, or overall equivalent experience.</p>	
<b>Consultant 5</b>	\$130.54
<p>Minimum/General Experience: Ten years experience with policy/technical analysis, program planning, specialized technical support, and task management services. Experienced at research, assimilating information from a wide variety of sources, analyzing complex processes, developing alternatives, and providing solutions in information and records management.</p>	
<p>Functional Responsibility: Defines requirements, applies analytical techniques, creates documentation supporting analysis, provides justification for priorities of alternative solutions, recommends solutions to match requirements and resources available, distills lessons learned from observation/analysis of processes. Leads teams of analysts working on complex, large scale issues requiring research, analysis, planning, documentation, and technical support. Proposes and/or develops methodologies for information and records management solutions.</p>	
<p>Minimum Education: Advanced degree, or bachelor's degree in related subject area plus equivalent experience, or overall equivalent experience.</p>	
<b>Managing Consultant 1</b>	\$97.86
<p>Minimum/General Experience: Eight years experience in information and records management or the business/technology directly relating to the assigned business segment. In-depth knowledge of records appraisal and legal research. Three years experience in a lead or management role, with demonstrated ability to staff and lead/manage records inventory and/or records retention schedule development projects and personnel.</p>	
<p>Functional Responsibility: Serves as the manager for records inventory/records retention schedule projects. Authorized single point of responsibility and authority to coordinate all activities of the project to meet deadlines and man-hour budgets and to resolve conflicting demands of users. Determines and manages resource requirements. Responsible for the administrative aspects of projects. Responsible for quality assurance efforts of the project.</p>	
<p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	

<b>Labor Category</b>	<b>Hourly Rate Beginning 12/26/2013</b>
<b>Managing Consultant 2</b>	\$117.16
<p>Minimum/General Experience: Ten years experience in information and records management or the business/technology directly relating to the assigned business segment. Five years experience in a lead or management role, with demonstrated ability to staff and lead/manage technically oriented projects and personnel. Experienced with directing large efforts as well as multiple concurrent smaller efforts.</p> <p>Functional Responsibility: Serves as the manager for complex technical projects. Authorized single point of responsibility and authority to coordinate all activities of the project to meet deadlines and budgets and to resolve conflicting demands of users. Establishes costs and determines resource requirements. Responsible for the administrative aspects of projects. Responsible for quality assurance efforts of the project.</p> <p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	
<b>Managing Consultant 3</b>	\$140.90
<p>Minimum/General Experience: Ten years experience in information and records management or the business/technology directly relating to the assigned business segment. Five years of management experience, in a lead or manager role, with demonstrated ability to staff and lead/manage technically oriented projects and personnel. Experienced in directing large efforts as well as multiple concurrent smaller efforts.</p> <p>Functional Responsibility: Serves as the overall manager for a contract and lead for complex technical projects. Authorized single point of responsibility and authority to coordinate all activities of the projects to meet deadlines and budgets and to resolve conflicting demands of users. Establishes costs and determines resource requirements. Responsible for the administrative, contractual, and financial aspects of projects. Oversees the quality assurance efforts of the contract and projects.</p> <p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	
<b>Records Clerk 1</b>	\$24.20
<p>Minimum/General Experience: Three years experience providing general clerical information and records management project and/or program support. Experienced with information and records management fundamentals such as data entry, files management, records disposition, scanning, document preparation.</p> <p>Functional Responsibility: Performs variety of project or program clerical support functions. General responsibilities include filing, boxing, labeling, moving, retrieving, scanning, and prepping of records. Responsibilities also include general project/program support activities such as typing, data entry, copying, etc.</p> <p>Minimum Education: High school diploma or equivalent.</p>	

<b>Labor Category</b>	<b>Hourly Rate Beginning 12/26/2013</b>
<b>Records Clerk 2</b>	\$32.81
<p>Minimum/General Experience: Six years experience providing general clerical information and records management project and/or program support. Experienced with information and records management fundamentals such as data entry, files management, records disposition, scanning, document preparation.</p>	
<p>Functional Responsibility: Performs variety of project or program clerical support functions. Able to work on self-directed tasks without close supervision. Provides technical direction on clerical tasks to Records Clerks. General responsibilities include filing, boxing, labeling, moving, retrieving, scanning, and prepping of records. Responsibilities also include general project/program support activities such as typing, data entry, copying, etc.</p>	
<p>Minimum Education: High school diploma or equivalent.</p>	
<b>RIM Analyst 1</b>	\$40.40
<p>Minimum/General Experience: Entry level. Course work related to information and records management or the business/technology directly relating to the assigned business segment.</p>	
<p>Functional Responsibility: Supports projects under the direction of senior staff, through the conduct of/participation in interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion. Also assists with general data gathering and analysis as assigned, including process flows, user profiles, data mapping.</p>	
<p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	
<b>RIM Analyst 2</b>	\$46.67
<p>Minimum/General Experience: Two years experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in records inventory and/or records retention schedule development projects.</p>	
<p>Functional Responsibility: Supports records inventory/records retention schedule projects through the conduct of interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.</p>	
<p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	

<b>Labor Category</b>	<b>Hourly Rate</b> <b>Beginning</b> <b>12/26/2013</b>
<b>RIM Analyst 3</b>	\$50.38
<p>Minimum/General Experience: Four years experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in records inventory and/or records retention schedule development projects.</p>	
<p>Functional Responsibility: Supports records inventory/records retention schedule projects through the conduct of interviews, physical inventory of records, development of inventory data sheets, analysis data sheets, and development of record series descriptions. Performs basic legal research. Able to advise other staff in the conduct of project, often in a lead or quality control capacity. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.</p>	
<p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	
<b>RIM Analyst-Electronic</b>	\$53.94
<p>Minimum/General Experience: Two years experience in information and records management or the business/technology directly relating to the assigned business segment, with particular experience in design, development, or deployment of electronic document management or records systems.</p>	
<p>Functional Responsibility: Supports projects through the conduct of interviews, physical inventory of documents, general data gathering and analysis as assigned, including process flows, user profiles, data mapping, and system setup requirements for electronic systems. Develops inventory data sheets, analysis data sheets, and document descriptions and metadata. Performs basic legal research. Manages associated data, generates reports, and performs other related duties as necessary to support project completion.</p>	
<p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	
<b>RIM Specialist 1</b>	\$28.89
<p>Minimum/General Experience: Entry level position. Course work related to information and records management or the business/technology directly relating to the assigned business segment.</p>	
<p>Functional Responsibility: Performs variety of project or program support functions. Implements uniform file structures and records disposition. Implements and utilizes records tracking systems. Develops written guidance for and provides training to the clerical staff on records disposition. Performs business and technical analyses as required. Generates reports on various technical and administrative issues and project documents.</p>	
<p>Minimum Education: Associate's degree in related subject area, or equivalent experience.</p>	

<b>Labor Category</b>	<b>Hourly Rate Beginning 12/26/2013</b>
<b>RIM Specialist 2</b>	\$33.49
<p>Minimum/General Experience: Two years experience providing general information and records management program support. Experienced with records management fundamentals such as files management and records disposition.</p>	
<p>Functional Responsibility: Performs variety of project or program support functions. Implements uniform file structures and records disposition. Knowledgeable in the use and implementation of records tracking systems. Able to advise other staff in the operation of information and records management program, often in a lead or quality control capacity. Develops written guidance for and provides training to the clerical staff on records disposition. Performs business and technical analyses as required. Generates reports on various technical and administrative issues and project documents.</p>	
<p>Minimum Education: Associate's degree in related subject area, or equivalent experience.</p>	
<b>Senior RIM Analyst</b>	\$63.09
<p>Minimum/General Experience: Six years experience in information and records management or the business/ technology directly relating to the assigned business segment. In-depth knowledge of records appraisal and legal research. Demonstrated technical leadership in records inventory and/or records retention schedule development projects and personnel.</p>	
<p>Functional Responsibility: Provides technical direction and analytical support to records inventory/records retention schedule projects. Performs records appraisal and legal research. Develops supporting procedures and conducts training of customer staff.</p>	
<p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	
<b>Subject/Program Expert 1</b>	\$150.22
<p>Minimum/General Experience: Sixteen years of progressively responsible experience involving information &amp; records management and related systems, with often unique specialization. Recognized as an industry or specialty expert especially in the use of information technology, telecommunications, or security systems, through exposure such as publications, research, teaching, and speeches.</p>	
<p>Functional Responsibility: Expert consulting in highly specialized, leading edge solutions involving information technologies and methodologies. Provides highly technical specialized guidance with regard to automated solutions to complex information processing problems. Often called upon as nationally recognized specialist with unique knowledge and skills. Assumes major project planning and execution responsibility at enterprise level. Manages multiple enterprise level projects planning and execution such as long range strategic planning. Directs all aspects of the information management function. Determines and promulgates operating philosophy of organization. Analyzes complex complete systems solutions according to user, enterprise, and industry trends. Recommends and implements ultimate solution to complex problems.</p>	
<p>Minimum Education: Bachelor's degree in specialty area, information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	

<b>Labor Category</b>	<b>Hourly Rate</b> <b>Beginning</b> <b>12/26/2013</b>
<b>Subject/Program Expert 2</b>	\$178.87
<p>Minimum/General Experience: Twenty years of progressively responsible experience involving information &amp; records management and related systems, with often unique specialization. Recognized as an industry or specialty expert especially in the use of information technology, telecommunications, or security systems, through exposure such as publications, research, teaching, and speeches.</p>	
<p>Functional Responsibility: Expert consulting in highly specialized, leading edge solutions involving information technologies and methodologies. Provides highly technical specialized guidance with regard to automated solutions to complex information processing problems. Often called upon as one of a few nationally recognized specialists with unique knowledge and skills. Assumes major project planning and execution responsibility at enterprise level. Manages multiple enterprise level projects planning and execution such as long range strategic planning. Directs all aspects of the information management function. Determines and promulgates operating philosophy of organization. Analyzes complex complete systems solutions according to user, enterprise, and industry trends. Recommends and implements ultimate solution to complex problems.</p>	
<p>Minimum Education: Advanced degree in specialty area, information technology, computer science, engineering, economics, mathematics, or business, or bachelor's degree plus equivalent experience, or overall equivalent experience.</p>	
<b>Systems Consultant 1</b>	\$76.86
<p>Minimum/General Experience: Five years experience in information and records management with particular expertise in database administration and control, as well as development and management of records management programs. Records program experience should include development and maintenance of uniform file structures, records retention schedule, and retrieval metadata. Working knowledge of the database engine used to support the assigned project.</p>	
<p>Functional Responsibility: Provides administrative management of the electronic data of an organization's records management system. Establishes and/or maintains authorized user list, file structures, retention schedules, retrieval profiles, standard reports, records disposition, user training, and other related database administration functions. Coordinates activities with systems and telecommunications administrators to assure quality and continuity of the electronic aspects of the records management function.</p>	
<p>Minimum Education: Bachelor's degree or equivalent experience.</p>	
<b>Systems Consultant 3</b>	\$117.16
<p>Minimum/General Experience: Ten years experience in information and records management or the business/technology directly relating to the assigned business segment. Five years experience with key roles in the design and deployment of enterprise or large department document and/or records management systems, with demonstrated ability to staff and lead technically oriented projects and personnel. Experienced with guidance of large efforts as well as multiple concurrent smaller efforts.</p>	
<p>Functional Responsibility: Serves as the overall expert in system design and deployment for complex technical projects. Identifies customer needs and develops system functional specifications. Supports system selection and evaluation. Provides expert guidance throughout system rollout and implementation.</p>	
<p>Minimum Education: Bachelor's degree in information technology, computer science, engineering, economics, mathematics, or business, or equivalent experience.</p>	

Applicability of Service Contract Act (SCA)

The SCA is applicable to this contract and it includes SCA applicable labor categories. Those labor categories are listed in the SCA Matrix below:

<b>SCA Matrix</b>		
<b>Contract Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD Number</b>
*Administrative Support	01112 General Clerk II	05-2103
*Records Clerk 1	21050 Material Handling Laborer	05-2103
*Records Clerk 2	01070 Document Preparation Clerk	05-2103
**RIM Specialist 1	N/A. There are no occupations that contain the same or similar requirements and responsibilities.	N/A
**RIM Specialist 2		N/A

The prices for the indicated (\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

For the additional indicated (\*\*) SCA-eligible contract labor categories, we researched the SCA Directory of Occupations (version 5) and found no occupations that contain the same or similar requirements and responsibilities. For these labor categories, we certify that Dennis Millican & Associates, Inc. pays our employees at least the wages and fringe benefits found by the Department of Labor to prevail in the locality, the minimum wage set forth in the Fair Labor Standards Act (FLSA) – FAR 22.1002-2.

