

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for GSA Advantage! is:

<http://www.gsaadvantage.gov/>

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

Federal Supply Group: 874 Class: R499

Contract Number: GS-10F-0201T

For more information on ordering from Federal Supply Schedules

Click on the FSS Schedules button at <http://www.fss.gsa.gov/>

Contract Period: March 28, 2007 through March 27, 2012

Contractor: The Manhattan Strategy Group, LLC
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New York, NY 120017-4201

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

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About Manhattan Strategy

Manhattan Strategy provides **“strategic and tactical business and operational improvement advisory services to clients in the public and private sector.”** We provide expert research and advice to support agencies’ management objectives. Manhattan Strategy has completed over 450 projects, supporting our clients through their organizational, financial, and overall business continuation and improvement efforts.

Manhattan Strategy employs an expert team with over 20 years of experience in the management consulting industry. Our Directors have advised C-level executives, management, and staff at the leading organizations globally, and bring this wealth of experience to supporting our public sector clients.

Manhattan Strategy has been awarded Special Tem Numbers (SINs) 874-1 and 874-3. The services provided under each SIN include:

SIN-874-1: Consulting Services

Business and Financial Advisory

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| <ul style="list-style-type: none">▪ <u>Sector Research and Analysis</u><ul style="list-style-type: none">○ Market sizing and segmentation○ Industry research and analysis○ Economic research analysis○ Policy assessment (revenue generation, job creation, ROI)▪ <u>Program Analysis</u><ul style="list-style-type: none">○ Program and policy effectiveness (initiative, tax, policy, and others)○ Program benchmarking (vs. public and private sector)○ Program improvement recommendations▪ <u>Budget Analysis</u><ul style="list-style-type: none">○ Preparing budgets○ Assessing annual budgets versus expectations○ Reviewing capital intensive program requirements vs. budget○ Cost-benefit analysis | <ul style="list-style-type: none">▪ <u>Best-in-class Benchmarking</u><ul style="list-style-type: none">○ Best-practices research○ Organizational benchmarking○ Process benchmarking○ Benefits benchmarking○ HR benchmarking○ Pricing benchmarking▪ <u>Financial Statement Review:</u><ul style="list-style-type: none">○ Balance sheet, Income and Cash Flows statement audits and reviews○ Financial ratios analysis○ Working capital analysis○ Financial projections and cash flow forecast development○ Validate / refute / refine revenue and cost assumptions▪ <u>Cost / Benefit Analysis</u><ul style="list-style-type: none">○ Scenario analysis and planning○ Financial and operational pros and cons of investment decisions○ Business case validation○ Business case development |
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Operational Improvement

- | | |
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| <ul style="list-style-type: none">▪ <u>Strategic Planning</u> (strengths and weaknesses of existing operations, programs, initiatives, recommendations on growth and efficiencies)▪ <u>Organizational Effectiveness:</u> (Evaluate management, staff, and organization structure, validate and enhance structure that best-fits business agency realities) | <ul style="list-style-type: none">▪ <u>Business Process Improvement</u> (Document current- and future-state process design, assess performance variables and specify performance measurements to diagnose and provide basis for improving processes and business functions, facilitate effective communication, enhance satisfaction)▪ <u>Facilitation</u> (group facilitations, working group meetings and communications, coaching and mentoring) |
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Sin 874-3: Survey Services

Business Intelligence Research and Analysis: Through its survey service offering, Manhattan Strategy provides the research, intelligence, and analysis for our clients to make informed decisions. Critical steps of our survey services include:

- Planning survey design
- Defining and refining the agenda
- Determining survey collection methodology
- Selecting targets/stakeholders for survey effort
- Administration of surveys using various mediums
- Data capture and management
- Review and analysis of data
- Assessing reliability and validity of data
- Analyses of quantitative and qualitative results
- Conclusions and recommendations

Manhattan Strategy has completed over 400 projects covering the above mentioned survey services. Our work has focused on qualitative surveys and quantitative analysis, including web-based surveys, one-on-one surveys, telephone-based surveys, focus groups, and customer workshops. Manhattan Strategy has extensive resources in-house to deliver the majority of the services and ensure the highest quality and service to our clients. Additionally, we have a network of partners that we leverage to extend our reach and resources.

Through targeted stakeholder, customer, user, partner, etc surveys, Manhattan Strategy is able to assist our clients in the following representative areas:

▪ **Sector Research and Analysis**

Surveys with key stakeholders to analyze:

- Market sizing and segmentation
- Industry research and analysis
- Economic research analysis
- Policy assessment (revenue generation, job creation, ROI)

▪ **Customer Satisfaction / Needs Analysis**

Surveys with key stakeholders to analyze:

- Customer / User satisfaction analysis
- Customer/ User needs analysis
- Customer/User feedback analysis

▪ **Vendor Screening**

Surveys with key vendors and third parties to analyze:

- Vendor offerings
- Vendor strengths and weaknesses
- Vendor match with client needs
 - Criteria driven selection process of product and service vendors that best meet client needs – criteria typically based on technical, financial, past experience and other factors)

▪ **Program Analysis**

Surveys with key stakeholders to analyze:

- Program and policy effectiveness (initiative, tax, policy, and others)
- Program best-practices (vs. public and private sector)
- Program improvement recommendations

▪ **Best-in-class / Best Practices Benchmarking**

Surveys with public and private sector entities to gather:

- Best-practices
- Organizational benchmarking
- Process benchmarking
- Benefits benchmarking
- HR benchmarking
- Pricing benchmarking

Customer Information

1a. Awarded Special Item Numbers(s): 874-1 (Consulting Services) and 874-3 (Survey Services)

1b. Pricing

Skill Category (SIN 874-1 and 874-3)	Price per Hour (Approved as of 3/28/07)
Subject Matter Expert	\$156.06
Director	\$147.39
Vice President	\$130.05
Manager	\$104.04
Senior Consultant	\$81.63
Associate Consultant / Analyst	\$54.42

1c. Labor Category Descriptions

- **Subject Matter Expert**

Functional Responsibility. Provides expertise in a particular industry or functional area, such as science, technology, management, finance, etc. Offers guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on his/her specialized area of expertise.

Education and Experience. Has at least an undergraduate degree. Typically has substantial graduate or professional education (or equivalent years of experience), and depending on the subject area, extensive specialized experience and a deep understanding of and expertise in his/her subject area. Has at least 10 years of work experience, including at least 5 in a specialized, relevant field.

- **Director**

Functional Responsibility. Leads firm development initiatives. Responsible for all projects in his practice area and client relationships. Primary point of client contact. Manages multiple projects and has the final responsibility for all analyses and deliverables. Utilizes industry knowledge and expertise, as well as functional and project management skills to support senior management in the client organization.

Education and Experience. Has at least an undergraduate degree. Typically has an advanced degree in business administration or a degree in a related field (or equivalent years of experience). Has at least 8 years of relevant work experience.

- **Vice President**

Functional Responsibility. Responsible for day-to-day management and leadership of large projects as well as client relationships. Provides consulting expertise and guidance to clients, such as managing quality control for deliverables, and presenting project results and recommendations to client senior executives.

Education and Experience. Has at least an undergraduate degree. Typically has an advanced degree in business administration or related field (or equivalent years of experience). Has at least 7 years of relevant work experience.

- **Manager**

Functional Responsibility. Responsible for day-to-day management and leadership of mid-size and smaller projects, or for team-leadership on large projects. Coordinates and directs the activities of consultants and provides consulting support to clients, including resolving project issues, reviewing deliverables developed by other consultants, and presenting project findings and results to client management.

Education and Experience. Has at least an undergraduate degree. Typically has an advanced degree in business administration or related field (or equivalent years of experience). Has at least 4 years of relevant work experience.

- **Senior Consultant**

Functional Responsibility. Leads information gathering, conducts primary and secondary research, develops presentations, databases and spreadsheets, analyzes data, drafts project reports, and other deliverables. Identifies project issues and guides associate consultants. Supports presentation of project findings and results to client management.

Education and Experience. Has at least an undergraduate degree. Typically has an advanced degree in business administration or related field (or equivalent years of experience). Has at least 2 years of relevant work experience.

- **Associate Consultant / Analyst**

Functional Responsibility. Gathers information for senior consultants, conducts research, develops and manages databases and spreadsheets, analyzes data, takes notes during meetings and interviews, drafts process diagrams, contributes to project presentations and reports, and other deliverables. Provides logistics and scheduling support for interviews.

Education and Experience. Undergraduate degree and at least 2 years of relevant work experience

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (delivery area):** Domestic and Overseas
5. **Point(s) of production:** Same as company address
6. **Discount from list prices or statement of net prices:** Government net prices (discounts already deducted). See paragraph 1b.
7. **Quantity Discounts:** None offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items:** None
- 11a. **Time of Delivery:** Specified on the Task Order.
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day Delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. Points:** Destination
- 13a. **Ordering Address(es):** Same as company address
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty
16. **Export Packing Charges:** N/A
17. **Terms and conditions of Government purchase card acceptance:** Contact contractor
18. **Terms and conditions of rental, maintenance, and repair:** N/A

19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 compliance:** N/A
25. **Data Universal Number System (DUNS) number:** 17-5967731
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

Contractor will accept Labor Hour (LH) and Firm Fixed Price (FFP)