



600 Maryland Ave SW, Suite 860E
Washington, DC 20024

Contract Vehicle

Schedule 874 – Mission Oriented Business Integrated Services (MOBIS)

Contract #: GS10F0205U

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: 04.16.2013 to 04.15.2018

North Star Group, LLC

600 Maryland Ave SW, Suite 860E

Washington, DC 20024-2520

Tel: 202-715-0260

<http://www.northstargroupllc.com>

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Business size: Small

Customer Information

1a. Special Item Numbers (SIN): 874-6, 874-6RC, 874-7, 874-7RC

1b.



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SIN(s)	Labor Category	Yr 6 (4/16/13 - 4/15/14)		Yr 7 (4/16/14 - 4/15/15)		Yr 8 (4/16/15 - 4/15/16)		Yr 9 (4/16/16 - 4/15/17)		Yr 10 (4/16/17 - 4/15/18)	
		Vendor Site	Gov't Site	Vendor Site	Gov't Site						
874-6	Acquisition Management Specialist	\$100.30	\$91.58	\$102.30	\$93.41	\$104.35	\$95.28	\$106.44	\$97.18	\$108.56	\$99.12
874-6	Senior Acquisition Management Specialist	\$135.18	\$126.46	\$137.88	\$128.99	\$140.64	\$131.57	\$143.45	\$134.20	\$146.32	\$136.88
874-7	Project Manager	\$100.30	\$91.58	\$102.30	\$93.41	\$104.35	\$95.28	\$106.44	\$97.18	\$108.56	\$99.12
874-7	Senior Project Manager	\$109.88	\$101.75	\$112.08	\$103.78	\$114.32	\$105.86	\$116.61	\$107.97	\$118.94	\$110.13
874-7	Program Manager	\$130.83	\$121.11	\$133.44	\$123.54	\$136.11	\$126.01	\$138.83	\$128.53	\$141.61	\$131.10
874-7	Program Analyst	\$87.21	\$78.49	\$88.95	\$80.06	\$90.73	\$81.66	\$92.55	\$83.29	\$94.40	\$84.96
874-7	Project Scheduler	\$78.49	\$69.77	\$80.06	\$71.16	\$81.66	\$72.59	\$83.29	\$74.04	\$84.96	\$75.52
874-7	Earned Value Management Specialist	\$100.30	\$91.58	\$102.30	\$93.41	\$104.35	\$95.28	\$106.44	\$97.18	\$108.56	\$99.12
874-7	Senior Earned Value Management Specialist	\$126.46	\$117.74	\$128.99	\$120.09	\$131.57	\$122.50	\$134.20	\$124.95	\$136.88	\$127.44
874-7	Project Specialist	\$100.30	\$91.58	\$102.30	\$93.41	\$104.35	\$95.28	\$106.44	\$97.18	\$108.56	\$99.12
874-7	Senior Project Specialist	\$126.46	\$117.74	\$128.99	\$120.09	\$131.57	\$122.50	\$134.20	\$124.95	\$136.88	\$127.44

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

1c. Labor Category Descriptions

NOTE FOR ALL LABOR CATEGORIES: FOUR (4) ADDITIONAL YEARS OF EXPERIENCE, IN ADDITION TO THE MINIMUM YEARS OF EXPERIENCE LISTED FOR EACH LABOR CATEGORY, IS EQUIVALENT TO A BACHELOR'S DEGREE.

Labor Category	<i>Acquisition Management Specialist</i>
Duties/Responsibilities	<i>Responsible for providing acquisition management support services and administrative assistance for a wide range of program related functions. Provides administrative support in the management of financial, operations, technical and personnel programs. Ensures that programs are fully controlled, that goals and objectives are set, program responsibility assigned, and results documented. Develops, implements, and maintains tracking systems, monitors and updates schedules of program tasks and milestone schedules. Prepares regular and special reports and presentations detailing progress and compliance with master program and contract requirements.</i>
Education/Training	<i>Bachelors Degree from an accredited university required</i>
Experience	<i>6 years of progressively responsible experience that demonstrates the ability to analyze problems to identify significant factors, gather pertinent data and recognize solutions; plan and organize work; and communicate effectively in writing and orally. Experience that demonstrates the ability to recommend, implement, and evaluate technologies or applications that enhance management processes, collaborative relationships, and workflow process. Demonstrated experience in using the Microsoft Office Suite, including Microsoft</i>



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	<i>Project and the ability to use the Internet and work in a virtual environment is required.</i>
Hourly Rate	<i>See pricing table</i>

Labor Category	<i>Senior Acquisition Management Specialist</i>
Duties/Responsibilities	<i>Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with managers or specialist at the work site. Identifies problems and develops recommendations. Participates in procurement process, and conducts or coordinates related training. Coordinates actions with government and corporate staff. Keeps government program authorities, and management aware of status, problems, and solutions.</i>
Education/Training	<i>Bachelors Degree from an accredited university required</i>
Experience	<i>A Bachelors degree with twelve (12) years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Business Management, Systems Analysis, MIS, Law, Economics, Human Resources or other related field may be substituted for three years experience.</i>
Hourly Rate	<i>See pricing table</i>

Labor Category	<i>Project Manager</i>
Duties/Responsibilities	<i>Experience in planning, evaluating, directing, controlling, analyzing and coordinating complex projects and programs. Experienced as a program manager of cross-functional programs that have exceeded \$2.5M in total cost. Experienced managing Project Managers and other support personnel. Ability to develop and execute complex technical tasks, apply problem solving methodologies and principles, interface with Government and contractor personnel and effectively manage multi-million dollar budgets.</i>



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Education/Training	<i>Bachelors Degree from an accredited university required; PMP certification desired</i>
Experience	<i>6 years experience with 3 of those years being direct Project Management experience.</i>
Hourly Rate	<i>See pricing table</i>

Labor Category	<i>Senior Project Manager</i>
Duties/Responsibilities	<i>Experience in planning, evaluating, directing, controlling, analyzing and coordinating complex projects and programs. Experienced as a program manager of cross-functional programs that have exceeded \$5M in total cost. Experienced managing Project Managers and other support personnel. Ability to develop and execute complex technical tasks, apply problem solving methodologies and principles, interface with Government and contractor personnel and effectively manage multi-million dollar budgets.</i>
Education/Training	<i>Bachelors Degree from an accredited university required; PMP certification desired</i>
Experience	<i>8 years experience with 5 of those years being direct Project Management experience.</i>
Hourly Rate	<i>See pricing table</i>

Labor Category	<i>Program Manager</i>
Duties/Responsibilities	<i>Experience in planning, evaluating, directing, controlling, analyzing and coordinating complex projects and programs. Experienced as a program manager of cross-functional programs that have exceeded \$7.5M in total cost. Experienced managing Project Managers and other support personnel. Ability to develop and execute complex technical tasks, apply problem solving methodologies and principles, interface with Government and contractor personnel and effectively manage multi-million dollar budgets.</i>
Education/Training	<i>Bachelors Degree from an accredited university required; PMP certification desired</i>
Experience	<i>12 years experience with 8 of those years being direct Program Management experience.</i>
Hourly Rate	<i>See pricing table below</i>

Labor Category	<i>Program Analyst</i>
Duties/Responsibilities	<i>Experience in acquisition, program and organizational management, analysis and process improvement. Experience analyzing, evaluating and improving the efficiency, effectiveness, and productivity of assigned programs. Position will require gathering of data (to include, but not limited to past and present program status; and cost, schedule, and performance execution) and optimization of material for program utilization. The analyst will utilize current program tools and identify areas for improvement in program automation. The analyst will provide objective information to support decision making and recommendations for improvement. This position requires</i>



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	<i>understanding of the Federal acquisition process, documentation and management processes. Must be familiar with MS Excel, PowerPoint, Word and MS Project.</i>
Education/Training	<i>Bachelors Degree from an accredited university required</i>
Minimum Experience	<i>6 years experience with 3 of those years being direct Project Analyst experience.</i>
Hourly Rate	<i>See pricing table</i>

Labor Category	<i>Project Scheduler</i>
Duties/Responsibilities	<i>Develop, manage and maintain project information necessary to accurately monitor schedule, cost and resources. Basic understanding of finance, management and contract principles. Intermediate ability to use computer software applications such as automated scheduling software, spreadsheets, word processor and, graphics systems.</i>
Education/Training	<i>Associate Degree from an accredited university required</i>
Experience	<i>4 years experience with 2 of those years being direct Project Scheduler experience.</i>
Hourly Rate	<i>See pricing table below</i>

Labor Category	<i>Earned Value Management Specialist</i>
Duties/Responsibilities	<i>Provide oversight and assistance with integrated program management plans, Cost Account plans, resource loaded networks, resource leveling, estimates, cost/schedule baselines control, EV statusing, VAR development and identifying risk. Perform CPR quality assurance. Oversee the implementation and operation of the EVM tools and processes, develop and maintain EVMS documentation, develop and provide EVM training to management and engineering staff, and gather and maintain metrics on program performance. Review EV CDRLs and support monthly program reviews. Audit programs for compliance with the EVM FAR clause.</i>
Education/Training	<i>Bachelors Degree from an accredited university required; PMP certification desired</i>
Experience	<i>6 years experience with 4 of those years being direct Project Management/EVM experience.</i>
Hourly Rate	<i>See pricing table below</i>

Labor Category	<i>Senior Earned Value Management Specialist</i>
Duties/Responsibilities	<i>Provide oversight and assistance with integrated program management plans, Cost Account plans, resource loaded networks, resource leveling, estimates, cost/schedule baselines control, EV statusing, VAR development and identifying risk. Perform CPR quality assurance. Oversee the implementation and operation of the EVM tools and processes, develop and maintain EVMS documentation, develop and provide EVM training to management and engineering staff, and gather and maintain metrics on program performance. Review EV CDRLs and support monthly program</i>



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	<i>reviews. Audit programs for compliance with the EVM FAR clause.</i>
Education/Training	<i>Bachelors Degree from an accredited university required; PMP certification desired</i>
Experience	<i>10 years experience with 6 of those years being direct Project Management/EVM experience.</i>
Hourly Rate	<i>See pricing table below</i>

Labor Category	<i>Project Specialist</i>
Duties/Responsibilities	<i>Applies best practice subject matter expertise to investigate, analyze, plan, design, develop, implement, test, or evaluate strategic programs. Reviews and prepares analysis reports, change proposals, and other related documentation. Applies proven principles to perform functions such as design, configuration management, and quality assurance testing. May assist with development of project plans, justifications, guidelines, and controls.</i>
Education/Training	<i>Bachelors Degree from an accredited university required, which included a relevant major field of study or experience, i.e., Engineering, Operations Research, Computer Science or related field.</i>
Experience	<i>Must have at least 6 years of relevant subject matter experience, which includes 2 years of experience, which shows the ability to provide a comprehensive definition of all aspects of program development from analysis of mission needs to verification of performance factors. Experience must demonstrate the evaluation of alternatives and an assessment of risk and costs. Experience must also reflect knowledge and competence in the management of programs that involved organizationally and geographically dispersed elements.</i>
Hourly Rate	<i>See pricing table</i>

Labor Category	<i>Senior Project Specialist</i>
Duties/Responsibilities	<i>Applies best practice subject matter expertise to investigate, analyze, plan, design, develop, implement, test, or evaluate strategic programs. Reviews and prepares analysis reports, change proposals, and other related documentation. Applies proven principles to perform functions such as design, configuration management, and quality assurance testing. May assist with development of project plans, justifications, guidelines, and controls.</i>
Education/Training	<i>Bachelors Degree from an accredited university required, which included a relevant major field of study or experience, i.e., Engineering, Operations Research, Computer Science or related field.</i>
Experience	<i>Must have at least 10 years of relevant subject matter experience, which includes 4 years of experience, which shows the ability to provide a comprehensive definition of all aspects of program development from analysis of mission needs to verification of performance factors. Experience must demonstrate the evaluation of alternatives and an assessment of risk and costs. Experience must also reflect knowledge and competence in the management of programs that involved organizationally and geographically dispersed elements.</i>



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Hourly Rate	<i>See pricing table</i>
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2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage (delivery Area): 50 United States and US Territories
5. Point(s) of production (city, county, and state or foreign country): Same as company address
6. Discount from list prices or statement of net price: See Pricing Table above Government net prices (discounts already deducted).
7. Quantity discounts: 2% discount on task orders greater than \$500,000
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Commercial credit cards are accepted in full
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards not accepted at this time.
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: Contact North Star Group
- 11c. Overnight and 2-day Delivery: Contact North Star Group
- 11d. Urgent Requirements: Contact North Star Group
12. F.O.B. point(s): Not applicable
- 13a. Ordering address: 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: Same as company address
15. Warranty provision: Contractor's standard commercial warranty.



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16. Export packing charges: Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact North Star Group
18. Terms and conditions of rental, maintenance, and repair (if applicable) N/A
19. Terms and conditions of installation (if applicable). N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
- 20a. Terms and conditions for any other services (if applicable) N/A
21. List of service and distribution points (if applicable). N/A
22. List of participating dealers (if applicable). N/A
23. Preventive maintenance (if applicable). N/A
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/. N/A
25. Data Universal Number System (DUNS) number. 623625477
26. Notification regarding registration in Central Contractor Registration (CCR) database. North Star Group, LLC CCR registration is valid through 12.28.2013.