



## **Mission Oriented Business Integrated Services (MOBIS)**

Federal Supply Service

Authorized Federal Supply Schedule Price List  
Effective: May 7, 2013 Supplement No.01

Contract Number: GS-10F-0224U  
Period Covered by Contract: 5/7/2013-5/6/2018  
Special Item Number (SIN): 874-1, 874-1RC

Wittenberg Weiner Consulting, LLC, is an SBA certified 8(a), economically disadvantaged, women-owned small business.

On-line 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>

For more information on ordering from Federal Supply Schedules click on [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

*Brochure Updated (Address & POC – No changes to the Terms & Conditions): September 2014*

Prices Shown Herein are Net (discount deducted)



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## Introduction

**Wittenberg Weiner Consulting, LLC** (WWC) is an SBA Certified 8(a) and small, economically disadvantaged women-owned consulting firm focused on the management and operational needs of government agencies. Our mission is to help federal agencies put good government principles into practice.

Our highly-educated and experienced staff in the U.S. and overseas leverages extensive public and private sector expertise to assist our customers in all stages of policy-making, program design, implementation, and ongoing management oversight. We provide flexible, short- and long-term solutions to a wide range of policy and management challenges, including business process reengineering, strategic planning, project management, program evaluation, budget development and execution, information collection and reporting, regulatory development and analysis, and Office of Management and Budget (OMB) coordination.

WWC is ready to assist agencies facing complex challenges to achieve results. Combining an understanding of the unique structural, budgetary, and regulatory issues facing federal agencies, along with a proven track record of breaking through bureaucratic “gridlock,” WWC offers efficient, workable, innovative and tailored solutions to help your organization achieve its goals.

Please contact us to discuss consulting options for your agency or organization.





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## MOBIS Services

**What is MOBIS?** MOBIS is a multi-year contract issued to WWC by the U.S. General Services Administration. The MOBIS contracting vehicle can be used by Federal, State and Municipal agencies to acquire general management consulting services from WWC's staff of specialists. The services are provided under *SIN 874-1 and SIN-874-1RC, Integrated Consulting Services*.

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## Customer Information

### 1a. Special Item Number(s) (SINs) Awarded

SIN 874-1 Integrated Consulting Services

SIN 874-1 RC Consulting Services (Disaster Recovery Purchasing)

### 1b. Lowest Unit Price: Not applicable.

### 1c. Proposed Hourly Rates: Domestic Rates (Page 11) & Overseas Non-Hardship Locations (Page 12) & Job Descriptions (Page 14)

### 2. Maximum Order Threshold: \$1,000,000\*

\*For orders in excess of \$1,000,000, which may be placed, please contact WWC directly for additional information.

### 3. Minimum Order: \$100

### 4. Geographic Coverage & 5. Point of Production: Domestic and overseas delivery; all services provided will be originated at the WWC headquarters in Tampa, FL or at worldwide client sites.

### 6. Discount: All prices herein are net.

### 7. Quantity Discount: There are no quantity discounts.

### 8. Prompt Payment Terms: No prompt payment discount (0% net 30 days). Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

### 9. Government Purchase Card: Government purchase cards are accepted in accordance with program guidelines at, below or above the micro-purchase threshold, but no discounts for purchase card payments are provided.

### 10. Foreign Items: Not applicable.

### 11. Delivery Requirements: All delivery requirements (e.g. time of delivery, expedited/overnight delivery, and urgent requirements) are negotiated at the delivery/task orders.

### 12. F.O.B.: Negotiated at the delivery/task order.



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**13. Ordering & 14. Payment Addresses:**

Wittenberg Weiner Consulting, LLC  
3853 Northdale Blvd. Suite 368  
Tampa, FL 33624  
lauren.weiner@ww-consult.com

\*EFT payments should be remitted in accordance with bank routing/account information shown in SAM.

**15. Warranty Provision:** Not applicable.

**16. Export packing charges:** Not applicable.

**17. Terms and conditions of Government purchase card acceptance above the micro-purchase level:** No additional terms and 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:** Not applicable.

**21. List of service and distribution points:** Not applicable.

**22. List of participating dealers:** Not applicable.

**23. Preventive Maintenance:** Not applicable.

**24a. Special attributes such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.

**24b. Section 508 Compliance:** Not applicable.

**25. Data Universal Number System:** 149-52-1846

**26. Registered in SAM (formerly the Central Contractor Registration):**  
Yes

**Services Provided:**

The services provided under this contract fall under the scope of SIN 874-1 and SIN 874-1RC. Our specific areas of expertise are detailed in the following pages; however, we can provide the full range of services under SIN 874-1 and SIN 874-1RC



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*“Your analysts work on every task with the utmost professionalism, completing tasks and projects that many said were impossible. And they do their work with charm and integrity, so that no one even minds that they were proven wrong.”*

*Comptroller,  
Washington, DC*

## Management Consulting Services

Putting good government into practice requires agencies to focus on outcomes. In the current climate of expanding requirements and shrinking budgets, the ability to realize efficiencies, manage organizational change, and design intelligent evaluation metrics is even more essential to achieving agency missions. Our consultants draw upon a wealth of public and private sector experience, adapting proven strategies to the unique challenges of government agencies.

### ▶ Program and Project Management

- Program development and implementation
- Tools for ongoing assessment
- Strategic planning

### ▶ Business Process Reengineering

- Innovation and change management
- Management challenge reviews
- Regulatory and structural alternatives
- Mission management
- Divestment strategies

### ▶ Performance Metrics and Study Design

- Outcome-based metrics development
- Database tools for information collection
- Continuous evaluation
- Study design, statistical analysis, and reporting

### ▶ Financial Management Support

- Budget formulation
- Resource optimization
- Funding capture and resource strategies
- POM process
- Divestment options analysis
- Budget tracking and execution support
- Development of budget databases and tools

### ▶ Knowledge Management

- Database development
- Ongoing metrics collection and analysis
- Knowledge management policy and business rules
- Information flow design



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*“We’re really happy with what you’ve done [designing and executing a study]. Your project lead was great... thanks for handling the study so well.”*

*Project Manager  
Pension Benefit Guarantee Corporation  
Washington, DC*

*“Wittenberg Weiner Consulting provided my team with sustained stellar performance and it is a pleasure to share that information with you. I wish all my contractors performed at their level.”*

*Regional Program Director  
Naples, Italy*

## Information Collection and Reporting

WWC provides expert consultation and assistance associated with all aspects of information collection, statistical analysis, and reporting. Many of our staff members have Ph.Ds. in disciplines involving complex statistical analysis in addition to their high-level professional experience in public sector information gathering, reporting, and data management.

### ▶ Study Design

- Questionnaire design
- Sampling design
- Pilot testing

### ▶ Statistical Analysis and Inference

- Generation of descriptive statistics
- Data modeling and hypothesis testing
- Analysis of sampling characteristics
- Data validity and reliability testing
- Non-response bias analysis
- Information/data quality assurance

### ▶ Information and Knowledge Management

- Management of vast amounts of reports, policies, and other essential knowledge products
- Database development and maintenance
- Database tools to generate automated analysis/reports

### ▶ Reporting

- Informal reports for internal use
- Formal reports to Congress or other stakeholders
- Publishable reports for scholarly journals or conferences

### ▶ Paperwork Reduction Act Compliance

- OMB statistical standards and guidelines compliance
- Paperwork Reduction Act (PRA) document development
- Facilitating OMB review process and revisions
- Tracking PRA approvals and expirations
- Procedure development to reduce/eliminate PRA violations



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## Budget Development and Execution

In a climate of expanding requirements and shrinking budgets, it is more important than ever to develop a solid budget formulation process and effectively track both expenditures and outcomes during budget execution. WWC has experience in all aspects of budget development and execution. Our staff of veteran Office of Management and Budget (OMB) and agency budget analysts applies their collective experience to guide agencies as they navigate the budget process.

*“THANK YOU for selecting such high quality analysts for our Comptroller staff. They are GREAT. They don't hesitate to jump in and help with whatever we need done. I just wanted to let you know they are working out extremely well and I am VERY happy.”*

*Deputy Comptroller  
Naples, Italy*

### ► Budget Development

- Risk and mitigation strategy for budget decision-making
- Guidance for complying with OMB requirements, developing effective budget proposals and negotiation strategies
- Analytical support to prioritize resource requirements and substantiate resource requests
- Out-year budget development
- Interagency budget development and negotiation

### ► Divestment Strategy Development

- Assessment and analysis
- Unbiased findings
- Implementation planning
- Strategic communications and socialization

### ► Budget and Performance Integration

- Metrics and performance indicator development
- Performance benchmarking, tracking to meet goals
- Guidance for meeting OMB performance assessment requirements

### ► Budget Execution

- Budget tracking and execution support
- Spending trend analysis
- Obligation, outlay, and expenditure tracking and reporting
- Basic accounting functions for budget execution

### ► Budget Databases and Tools

- Development and maintenance of tools to track and integrate budget data and other special projects
- Business process reengineering analysis and implementation



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*“Your briefing on the PRA to our senior policy officials was extremely helpful. Your knowledge of the PRA process, and the help you’ve provided as we work through the process as quickly as possible for our quick turn-around needs, will allow us to collect important data successfully and on time.”*

*Program Manager,  
Washington, DC*

## OMB Coordination

Executive Branch Agencies are subject to increasingly frequent Office of Management and Budget (OMB) review. OMB processes can seem overwhelming and somewhat unpredictable, especially when coming on the heels of a lengthy intra-agency coordination process. Our veteran OMB analysts can help navigate and reconcile agency objectives with OMB requirements.

### ▶ Performance Management, Metrics and High Priority Goals

- Identification of effective, targeted goals and metrics
- Outcome-based measures
- Data-driven metrics and evaluations

### ▶ Paperwork Reduction Act (PRA) compliance

- Compliance with OMB Statistical Standards and Guidelines
- PRA “package” writing and review
- Emergency submissions under PRA
- Study design development and recommendations
- Report writing as specifically outlined and required
- Development of procedures for reducing or eliminating PRA violations

### ▶ Regulatory Development and Review

- Regulatory development (ANPRM, NPRM and Final stages)
- Negotiated rulemaking advising and management
- Public meetings or forums
- Comment analysis and response
- Interagency coordination/review/comment drafting

### ▶ Information Quality

- Information Quality Guidelines
- Peer Review Bulletin
- Statistical Standards

### ▶ Economic Analysis

- Required analysis under EO 12866
- Regulatory Flexibility analysis under Reg Flex Act
- Federalism assessment under EO 13132
- Compliance with OMB Circular A-4



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*“Having worked with a multitude of contracted companies over my 24-year career, I can say Wittenberg Weiner Consulting LLC is one of the best, most responsive/reliable, and committed service providers I have ever had the pleasure to work with; an absolutely awesome service provider!”*

*Regional Security Officer  
Manama, Bahrain*

*“You delivered much better work than I’ve seen from other contractors at a third the price that I would have paid to any of the big firms.”*

*IT Program Manager  
Naples, Italy*

## DoD Specific Expertise

WWC’s consultants utilize best practices from the U.S. military, Department of Defense (DoD), the Executive Branch, public health agencies, and the corporate world. Our military experts include retired senior-level military and current reserve officers from all branches of the U.S. military. Complementing the formal military structure, our consultants can facilitate cooperation among stakeholders and improve communication up and across chains of command. We have targeted expertise in DoD-specific management challenges.

### ▶ Enterprise Development and Optimization

- Enterprise management including design and implementation
- Military base planning and installation transformation
- Other Contingency Operations (OCO) to Baseline reengineering
- Enterprise Resource Planning (ERP) analysis and management
- LDHD Staff Augmentation - Safety, AT/FP, Plans-Policy and Strategy, Budget and Finance

### ▶ Strategic Communications

- Stakeholder messaging, network development and tracking
- Measuring effectiveness of engagement
- Team building, relationship and change management

### ▶ Support for Operational Requirements

- Emergency planning, exercises, and response
- Options analysis within policy/regulatory/legal requirements
- Stakeholder coordination including group facilitation and training

### ▶ Metrics, Assessment and Study Design

- Outcome and effects-based metrics development
- Comprehensive study design, statistical analysis, and reporting
- Database tools for information collection
- Unbiased objectivity; high standards of rigor, intellectual integrity

### ▶ Financial Management Support

- POM/PR development and review
- Cost/benefit analysis and requirements determination assistance
- Budget and accounting execution analysis and support
- Business plan process automation and IT tools development

### ▶ Human Capital Management and Compensation Systems

- Regulations analysis
- Re-alignment of employee incentives and performance management
- Seminars and individual training on HRO regulations and human capital management, including performance review development, managing poor performers, and using regulations
- Hiring process reforms/business process re-engineering for HROs



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## Management Consulting Rates- Domestic

**Expert III:** JD/Ph.D. and 2+ years of professional experience in the subject matter, or MA/MS and 7+ years of professional experience in the subject matter.  
\$232.85/hr

**Expert IV:** MA/MS and 4+ years of professional experience in the subject matter, or BA/BS and 8+ years of professional experience in the subject matter.  
\$212.15/hr

**Expert V:** MA/MS and 2+ years of professional experience in the subject matter, or BA/BS and 6+ years of professional experience in the subject matter.  
\$186.28/hr

**Lead Analyst:** Ph.D., J.D., or equivalent degree and 3+ years professional experience, or MA/MS and 3+ years of senior level experience in government or private industry, or BA/BS and 10+ years of senior level experience.  
\$147.99/hr

**Analyst Ia:** MA/MS and 3+ years professional experience, or BA/BS and 8+ years professional experience.  
\$118.24/hr

**Analyst III:** BA/BS and 3+ years of professional experience.  
\$77.72/hr

**Analyst V:** BA/BS, or AA/AS and 4+ years of professional experience.  
\$61.06/hr

*At the discretion of WWC management, for all labor categories experience can be substituted for education, although all WWC employees must have at least an Associate's Degree prior to hiring date. Education can also be substituted for experience if the field of study is relevant to the required experience. 1 year of education is equivalent to 2 years of required experience.*



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## Management Consulting Rates – Overseas (Non-Hardship Posts)

**Expert IV:** MA/MS and 4+ years of professional experience in the subject matter, or BA/BS and 8+ years of professional experience in the subject matter.

*\$191.46/hr*

**Senior Analyst:** Ph.D., J.D., or equivalent degree and 5+ years professional experience, or MA/MS and 5+ years of senior level experience in government or private industry, or BA/BS and 10+ years of senior level experience.

*\$138.16/hr*

**Lead Analyst:** Ph.D., J.D., or equivalent degree and 3+ years professional experience, or MA/MS and 3+ years of senior level experience in government or private industry, or BA/BS and 10+ years of senior level experience.

*\$122.12/hr*

**Analyst I:** Ph.D., J.D. or equivalent degree and 1+ years professional experience, or MA/MS and 5+ years professional experience.

*\$103.23/hr*

**Analyst Ia:** MA/MS and 3+ years professional experience, or BA/BS and 8+ years professional experience.

*\$92.36/hr*

**Analyst II:** MA/MS and 1+ year professional experience, or a BA/BS and 5+ years professional experience.

*\$77.51/hr*

**Analyst IIa:** MA/MS, or a BA/BS and 4+ years professional experience.

*\$69.80/hr*

**Analyst III:** BA/BS and 3+ years of professional experience.

*\$62.20/hr*

**Analyst IV:** BA/BS and 1+ year professional experience, or AA/AS and 5+ years of professional experience.

*\$55.83/hr*

**Analyst V:** BA/BS, or AA/AS and 4+ years of professional experience.

*\$50.71/hr*

**Administrative/Technical Support:** AA/AS and 2+ years of relevant experience.

*\$35.19/hr*



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*At the discretion of WWC management, for all labor categories experience can be substituted for education, although all WWC employees must have at least an Associate’s Degree prior to hiring date. Education can also be substituted for experience if the field of study is relevant to the required experience. 1 year of education is equivalent to 2 years of required experience.*

## **Service Contract Act**

<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code Title</b>	<b>WD Number</b>
<i>Admin/Tech Support</i>	<i>01020 Administrative Assistant</i>	<i>05-2103</i>

*The Service Contract Act (SCA) is applicable to this contract and it 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(s) identified in the SCA matrix. 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.*



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## Job Descriptions

**Expert III:** The Expert III may lead medium-scale or somewhat complex projects that require direct subject matter expertise, either on their own or as a project director. The Expert III may work independently, or report to a higher-level WWC employee on more complex or larger-scale projects. The Expert III may oversee other WWC employees.

**Expert IV:** The Expert IV may lead medium-scale or relatively low complexity projects that require direct subject matter expertise without supervision, or may work on a team overseen by a higher-level employee on larger-scale or more complex projects. The Expert IV may directly oversee 1 WWC employee.

**Expert V:** The Expert V may lead small-scale projects that require direct subject matter expertise, either on their own or as a project director. The Expert V may work independently, or report to a higher-level WWC employee on more complex or larger-scale projects. The Expert V may not oversee other WWC employees.

**Senior Analyst:** The senior analyst serves as the project director for large or complex projects, either individually or as the lead team member. Some projects may require the senior analyst to directly oversee up to 7 other WWC employees that are individually working on projects, or working as a team on a large-scale or complex project.

**Lead Analyst:** The Lead Analyst may work independently on medium- to large-scale or relatively complex projects, either individually or as the project director. The Lead Analyst may directly oversee up to eight WWC employees.

**Analyst I or Ia:** The Analyst I or Ia may lead medium- to large-scale or relatively complex projects, either on their own or as a project director. The Analyst I or Ia may work independently, or report to a Senior Analyst. The Analyst I or Ia may directly oversee up to 7 other WWC employees.

**Analyst II or IIa:** The Analyst II or IIa may lead medium-scale or somewhat complex projects, either on their own or as a project director. The Analyst II or IIa may work independently, or report to a Senior Analyst or Analyst I/Ia on more complex or larger-scale projects. The Analyst II or IIa may directly oversee up to 3 other WWC employees.

**Analyst III:** The Analyst III may work independently on medium-scale or relatively low complexity tasks without supervision, or may work on a team overseen by a higher-level employee for larger-scale or more complex project. The Analyst III may directly oversee 1 WWC employee.

**Analyst IV:** The Analyst IV may work independently on medium-scale or relatively low complexity tasks without supervision, or may work on a team overseen by a higher-level employee for larger-scale or more complex projects. The Analyst IV may not oversee any WWC employees.



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**Analyst V:** The Analyst V may work independently on small-scale or low complexity tasks without supervision, or may work on a team overseen by a higher-level employee for larger-scale or more complex projects, contributing relatively low-complexity work products or support. The Analyst V may also take on an “Office Manager” or senior administrative role. The Analyst V may not oversee any WWC employees.

**Administrative/Technical Support:** The Admin/Tech Support may work on basic administrative or technical tasks, but cannot oversee any WWC employees.