

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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-driven database system. The INTERNET address for *GSA Advantage!*[™] is: <http://www.GSAAdvantage.gov>.

Schedule for - MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

Federal Supply Group: 874 **Class: R499**

Contract Number: GS-10F-0228U

For more information on ordering from Federal Supply Schedules

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

Contract Period: May 08, 2008 through May 07, 2013

Contractor: ARServices, Limited
7764 Armistead Rd., Ste 160
Lorton, VA 22079

Business Size:
Small, Disadvantaged, Veteran Owned, Service-
Disabled Business

Telephone: (703) 824-6333
Extension:
FAX Number: (703) 824-6438
Web Site: www.arslimited.com
E-mail: rmortis@arslimited.com
Contract Administration: Robert W Mortis

CUSTOMER INFORMATION:

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 874-1RC, 874-7, 874-7RC
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
4. Geographic Coverage (delivery Area): Domestic only

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:** Government net prices (discounts already deducted).
See Attachment.
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:** Contact Contractor
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as company address
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), 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 (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
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):**
- 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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 14-6014373
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

Labor Category Descriptions

The following labor categories apply to all SINs (874-1, and 874-7) proposed by ARS.

Consultant	
<p>General Experience/Responsibility: At least 10 years of relevant experience in providing client consulting in strategic planning, process and productivity improvement solutions, and quality standards and methodologies. Directs organizational development, business process reengineering, best-practice application, quality management systems, and change management. Specific responsibilities include applying subject matter expertise in support of program/project operations by participating in strategy and planning sessions; conducting research; providing technical assistance; preparing and presenting reports and presentations; facilitating executive-level focus groups and meetings; and designing and conducting surveys and studies related to management, organizational, and business improvement subjects. Experience to include client exposure in process analysis setting. Requires supervisory experience and the ability to work independently. Also requires experience in organizational development, human resources systems, and work planning methods.</p>	
<p>Minimum Training, Certifications, and Education: A Master's degree is required OR a Bachelor's degree with an additional 2 years of relevant experience may be substituted for Master's degree.</p>	
<p>Commercial Rate: \$147.15/hour</p>	<p>Proposed GSA Rate: \$147.15/hour</p>

Senior Researcher	
<p>General Experience/Responsibility: At least 10 years of research experience in areas such as strategic planning, business process reengineering, study design, sampling, instrument development, data collection procedures, data analyses, content analyses of focus group discussions, preparation and interpretation of open-ended interview questions, interpretation of survey data, and literature review. Performs needs assessments to determine individual and organizational requirements. Analyzes collected data to pre-validate or substantiate subject matter. Provides recommendations on the most effective ways to engage or modify individual or organizational competencies. Plans and manages research projects in management, organizational, and business improvement related fields. Coordinates and monitors research efforts of staff and subcontractors.</p>	
<p>Minimum Training, Certifications, and Education: A Bachelor's degree in applied research or management-related field is required. A Master's degree is preferred.</p>	
<p>Commercial Rate: \$147.15/hour</p>	<p>Proposed GSA Rate: \$147.15/hour</p>

Senior Project Manager

General Experience/Responsibility: At least 10 years of experience including at least 7 years of experience in areas such as project development, funds management/control, resource management, personnel management, or other management, organizational, and business-related fields. Responsible for managing a large complex Task Order or series of Task Orders. Demonstrated capability in managing Task Orders and/or subcontracts. Works with the customer's program manager, COR, COTR, Task Monitors, and other customer management and technical personnel. Duties may include project management, strategic planning, research, training, facilitation, consulting services, task management, representation at customer meetings and progress reviews, and training management. Demonstrated capability in managing multi-task contracts and/or subcontracts. Must have an acute attention to detail, and a working knowledge of proven quality management system processes.

Minimum Training, Certifications, and Education: A Bachelor's degree in Business or related discipline is required. A Master's degree substitutes for 2 years of experience.

Commercial Rate: \$147.15/hour

Proposed GSA Rate: \$147.15/hour

Senior Analyst

General Experience/Responsibility: 7 years of relevant experience in analysis, design, or related business field. Analyzes user requirements, processes, procedures, and issues. Synthesizes/analyzes organizational information to identify/summarize data; identify and synthesize patterns/trends; and provide findings/recommendations to support planning and decision making. Assists in developing/implementing activities to address identified needs. Studies existing processes and organizational structure/infra-structure to evaluate effectiveness. Plans and prepares reports, memoranda, manuals, and other program/process development documentation. Usually works with a team in developing/applying business and process-oriented improvement methodologies.

Minimum Training, Certifications, and Education: A Bachelor's degree in Business or a related discipline is required. A Master's degree substitutes for 2 years of experience.

Commercial Rate: \$119.96/hour

Proposed GSA Rate: \$94.18/hour

Senior Trainer

General Experience/Responsibility: At least 7 years of relevant experience in training design and implementation, needs assessments, facilitation, learning and professional development. Designs and conducts complex training needs assessments and develops and implements courses and a range of learning and professional development activities for client organizations. Develops curricula and courseware to support training initiatives in the areas of strategic planning, productivity improvement, customized training, program management, and integration. Also develops long-term learning strategies and leads and manages teams in the design and implementation of learning activities.

Minimum Training, Certifications, and Education: A Bachelor's degree is required, with courses in training design and development. A Master's degree substitutes for 2 years of experience.

Commercial Rate: \$94.18/hour

Proposed GSA Rate: \$94.18/hour

Acquisition Expert

General Experience/Responsibility: At least 5 years of experience in the Federal acquisition environment. Broad-based knowledge and experience in acquisition methodologies, practices, and processes. Experienced in application of industry best practices in acquisition. Proven ability to develop, implement, and support acquisition training, program management, and workforce planning activities. Knowledge of program and project acquisition life cycle and related regulatory compliance requirements. Adept at strategic planning, organizational development, and process implementation as it relates to acquisition. Demonstrated knowledge of acquisition permits and licenses, including regulatory roadmaps and process flows and identification of risk factors and mitigation approaches. Designs/conducts acquisition-related training in subjects such as program management and contracting. Analytical thinking skills and excellent oral and written communication skills are critical requirements.

Minimum Training, Certifications, and Education: A Bachelor's degree in acquisition management, contract management, business management, or related discipline is required. A Master's degree is preferred. Certification in acquisition management is preferred.

Commercial Rate: \$74.39/hour

Proposed GSA Rate: \$74.39/hour

Program Assistant I

General Experience/Responsibility: Requires 3 years of progressive experience in areas including design, integration, and implementation of business processes; analyses; and requirements definition. Experienced in development of procurement and other business-related packages. Supports the completion of projects within estimated time frames and budget constraints. Develops and reviews work products for completeness and adherence to customer requirements. Supports management reviews, presentations, and client meetings. Tracks and documents changes in implementation plans, and develops, maintains, stores, and retrieves reports and other program and project-related documentation. Also requires experience in work planning/project tracking and issues management, resolution, and tracking.

Minimum Training, Certifications, and Education: An Associate's degree is required. A Bachelor's degree substitutes for 2 years of experience.

Commercial Rate: \$46.82/hour

Proposed GSA Rate: \$46.82/hour

Program Assistant II

General Experience/Responsibility: Requires 5 years of progressive experience in areas including design, integration, and implementation of business processes; analyses; and requirements definition. Possesses experience in the development of procurement and other business-related packages, as well as exceptional written and oral communication skills to interface with customers and peers, and to understand and define requirements. Has expertise in preparing standards for business processes, systems, and procedures. Is experienced in providing solutions to problems in areas such as organizational development, business processes, acquisition, marketing, management, and other business-related fields. Participates in project review sessions with customers and supports the completion of projects within estimated timeframes and budget constraints. Reviews work products for completeness and adherence to customer requirements, and maintains processes for managing and tracking. Establishes and maintains program management files and related documentation. Maintains training database. Works in close coordination with program managers to ensure administrative, contractual, and financial accuracy of business packages. Assists program managers in all administrative, scheduling, and task prioritization functions.

Minimum Training, Certifications, and Education: A Bachelor's degree is required. In lieu of a Bachelor's degree, 3 years of additional experience may be substituted.

Commercial Rate: \$53.69/hour

Proposed GSA Rate: \$53.69/hour

Technical Writer and Editor

General Experience/Responsibility: A minimum of 3 years of experience is required, of which at least 2 must be specialized experience preparing documentation and researching applicable Government and industry documentation standards. General experience includes writing and documentation experience pertaining to organizational development, training, and general management issues. Gathers, analyzes, and composes information supporting policy development, procedural/operational matters, or training-related issues. Conducts independent research and ensures use of proper and consistent terminology. Assists in translating technical jargon into clear, readable documents to be used by technical and non-technical personnel. Must have demonstrated ability to work independently or under only general direction.

Minimum Training, Certifications, and Education: An Associate's degree is required. A Bachelor's degree substitutes for 1 year of general experience. With no degree, 6 years of general experience, of which at least 4 years are specialized, are required.

Commercial Rate: \$50.04/hour

Proposed GSA Rate: \$50.04/hour

Executive/Senior Administrative Assistant

General Experience/Responsibility: At least 4 years of experience as an executive administrative assistant or executive secretary in a consulting, program management, training, or related environment is required. Provides management and administration for satisfying reporting requirements and for conducting and supporting audits, examinations, and investigations. Performs advanced data entry, correspondence, and reporting tasks. Possesses advanced knowledge and experience with the Microsoft Office suite of software and applications, graphics applications, and presentation software such as PowerPoint. Possesses executive level customer service skills and excellent organizational skills. Prepares a wide range of reports, correspondence, and documentation, at times including data entry, proofreading, illustration, and editing in support of business consulting, training, and management projects. Establishes and maintains document management systems. Provide office support services to include web site administration, records and information management, suspense tracking, events planning, coordination, and execution.

Minimum Training, Certifications, and Education: A Bachelor's degree is required. With no degree, an additional 2 years of experience is required.

Commercial Rate: \$61.25/hour

Proposed GSA Rate: \$61.25/hour

Administrative Assistant

General Experience/Responsibility: At least 3 years of experience as an administrative assistant, documentation specialist, or executive secretary in an automated environment is required. Possesses demonstrated data entry skills, experience with the Microsoft Office suite of software and applications, database administration, customer service, and excellent organizational skills. Possesses expertise in word processing and business office operations. Prepares and processes formal and informal correspondence (such as letters, memos, emails), reports, presentations, meeting minutes, and other related documentation in support of administrative operations, training, and management services. May be required to develop and maintain spreadsheets and database information for recordkeeping and reporting purposes. May be required to perform data entry for training manuals, workbooks, and reports.

Minimum Training, Certifications, and Education: A high school diploma or GED equivalent is required. An Associate's Degree substitutes for 2 years of experience.

Commercial Rate: \$37.18/hour

Proposed GSA Rate: \$34.94/hour

Executive/Senior Administrative Assistant

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