

Mission Oriented Business Integrated Services

MOBIS

FEDERAL SUPPLY SCHEDULE NUMBER GS-10F-0229J
MISSION ORIENTED BUSINESS INTEGRATION SERVICES

CALIBRE

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FSC Group 8742 ; FSC Class 8742

**Period Covered by Contract: September 13, 1999
through September 12, 2014**

Represents Contract Modification: PS-0028

General Services Administration Federal Acquisition Service

For more information on ordering from Federal Supply
Schedules, go to www.gsa.gov

CUSTOMER INFORMATION

- 1 a. Awarded Special Item Number(s):
 - SIN 874-1, 874-1 Integrated Consulting Services (page 4)
 - SIN 874-4, 874-4 Training Services: Instructor Led Training, Web Based Training and Education Course Development and Test Administration, Learning Management, Internships (page 7)
 - SIN 874-5, 874-5 Ancillary Supplies and/or Services (Page 7)
 - SIN 874-6, 874-6 Acquisition Management Support (page 8)
 - SIN 874-7, 874-7 Integrated Business Program Support Services (page 10)
- b. See Pricelist on page 11.
2. Maximum order: \$1,000,000.00
3. Minimum order: \$ 100.00
4. Geographic coverage (delivery area): Worldwide
5. Point(s) of production: Upon request contractor can give various locations.
6. Discount from list prices or statement of net price: Prices shown herein are net.
7. Quantity discounts: Discounts may be offered in a case by case basis.
8. Prompt payment terms: 0%. Net 30
9. Government purchase card(s) accepted: Yes (e.g., MasterCard, Visa).
10. Foreign items: N/A
11. Time of delivery: Determined by Individual Order
12. F.O.B. Point(s): Destination
13. Ordering Address:
 - CALIBRE Systems, Inc.
 - ATTN: Ms. Mindy Scott
 - 6354 Walker Lane, Suite 300
 - Metro Park
 - Alexandria, VA 22310
14. Payment Address:
 - CALIBRE Systems, Inc.
 - ATTN: Accounts Receivable
 - 6354 Walker Lane, Suite 300
 - Metro Park
 - Alexandria, VA 22310
15. Warranty provision: Commercial

16. Export packing charges, if applicable: As incurred.
17. Terms and conditions of Government purchase card acceptance: TBD.
18. Additional Ordering Information:
 - DUNS Number – 55-5498187
 - Taxpayer Identification Number– TIN on File with SAM
 - Cage Code – 0EUA6
 - System for Award Management (SAM)
 - Business Size – Large

CALIBRE SYSTEMS, INC. ORGANIZATIONAL QUALIFICATIONS - MOBIS SERVICES

Introduction:

CALIBRE Systems, Inc. (CALIBRE) is a management consulting and technology services company committed to delivering quality products and services to our customers. CALIBRE provides innovative, integrated solutions that encompass the right mix of strategic analysis and policy assessment, organizational and process analysis/engineering, value-added systems analysis, and information systems development and integration.

Service Offering Overview:

CALIBRE specializes in:

- *Strategic Analysis and Organizational Engineering* – integration of management solutions to address strategic planning, organizational assessment, process flow and activity based analysis, benchmarking, performance measurement, information architecture and technology assessment, business process re-engineering, total quality management, and change management techniques.
- *Information Systems Development and Integration* - information requirements analysis, conceptual and logical data modeling, database design and management support, structured and object-oriented design and applications programming, systems development, integration, and training.
- *Resource Management* – development of solutions related to program and operating budget policy analysis, program and budget process support, financial policy and cost accounting assessments, and customized resource management support systems.
- *Cost and Economic Analysis* – development of management analysis to address system and organization life-cycle cost analysis and modeling, business case development, operating and support cost analysis, activity-based costing, cost estimating relationships, cost factor development, and functional economic analysis.
- *Logistics* – development, testing, and integration of policy and process assessments, supply chain management analysis and modeling, maintenance and transportation systems analysis, technical systems support, and logistics operations cost analysis.
- *Training* – development of curriculum, student materials, tests, application exercises, and presentation materials that are delivered by subject matter experts via platform instruction at either the customer site or at CALIBRE corporate offices.
- *Program and Project Management* – support to agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects.

CALIBRE also offers Ancillary Supplies and/or Services. Support products are those items used in support of services offered in SINs 874-1, 874-4, 874-6, and 874-7. They can include: workbooks, training manuals, slides, videotapes, CDs, DVDs, software programs, etc. Support services are those supplied in conjunction with services offered under other awarded MOBIS SINs.

INTEGRATED CONSULTING SERVICES (SIN 874-1 & 874-1)

Strategic Planning

Strategic planning is a key instrument in CALIBRE's approach toward helping an organization focus on how it can redirect its future operation. CALIBRE promotes strategic thinking and action planning. We employ various process models, integrated engineering techniques, and offer the following services associated with strategic planning:

- *Formulation of Strategic Business Develop Plans:* We help agencies develop strategic and other business plans aimed at satisfying their missions and achieving their goals.
- *Assessment of Economic and Financial Feasibility of Strategic Plans:* We advise agencies on the viability and practicality of their strategic plans based on our assessment of their mission and other support or constraint factors affecting their operation.
- *Implementation of Strategic Plans:* We help agencies define and understand their missions, visions, and goals. We transform their strategic plans from planning documents into viable and adaptable action plans designed for meeting changing conditions in the future.
- *Assessment of Capital Asset and Facility Planning and Utilization:* We provide agencies with assessments of how well they are using assigned resources and where they have opportunities for improvement. We analyze and benchmark client/agency techniques with public and private organizations engaged in similar prospects.
- *Formulation of Acquisition and Logistics Strategies:* We help agencies formulate efficient and effective acquisition and logistics strategies. We perform detailed analyses of current operations, business practices, and examination of alternative methods.
- *Policy Planning and Analysis:* We assist agencies in analyzing and reforming their business policies to improve performance. First, we perform a detailed review of current policies and processes to determine if improved methods are feasible. Then we draft the associated policies for their implementation.

Process Management and Improvement

- *Planning, Programming, and Budgeting Processes:* We help agencies better understand federal planning, programming, and budgeting processes. We formulate strategies for using these processes to support improvements.
- *Performance Measures and Indicators:* We work with Federal agencies to establish key measures of mission performance, productivity, and efficiency all directly linked to the Government Performance and Results Act (GPRA). We help agencies prepare for the phased implementation of performance-based management by developing useful and achievable metrics and then benchmark their performance against other organizations that produce the similar services and products.
- *Process and Productivity Improvements:* CALIBRE subject matter experts understand each Federal agency's unique requirements and tailor to our clients' special needs from quality management programs to Business Process Re-engineering. For example, if the requirement is for dramatic improvement or reinvention, we work with agency staff to: (1) establish leadership support and vision; (2) perform "As-Is" Modeling; (3) conduct Process Management and Improvement; (4) develop "To-Be" Models; (5) document the business and technological improvements; and (6) implement the solution.
- *Organizational Analysis and Design:* CALIBRE consultants perform organizational assessments, perform audits, and evaluations to help agencies design and improve their organizational performance.
- *Organizational Change Management:* CALIBRE employs organizational change management strategies through a series of cultural, organizational, and personnel-related

changes to remove barriers to change and to maximize the potential of improved or re-engineered processes.

Information and Analysis

- *Economic and Value-Added Systems Analysis:* We provide agencies with financial analyses of their process and business improvement alternatives.
- *Modeling and Simulation:* Change management occurs with client investment. To better understand what the investment will yield before the associated cost is realized, CALIBRE performs Modeling and Simulation to understand what processes are essential, how improved processes and integrated technology will assist, and simulate the results before the full technology is employed.
- *Strategies for Integrated Information Management:* If prototyping is not warranted, CALIBRE stands ready to advise agencies in the development and use of management reporting systems to achieve higher performance.

TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSE DEVELOPMENT AND TEST ADMINISTRATION, LEARNING MANAGEMENT, INTERNSHIPS (SIN 874-4 & 874-4)

CALIBRE offers the following types of training services to meet customer requirements. Our approach to training development is to combine a variety of presentation methodologies to enhance student learning. We are able to deliver training services that provide strategic, operational, and tactical, and financial capabilities to our customer. We deliver our training through platform instruction in either a classroom setting or in a seminar/conference environment. We also have the ability to develop web based courses.

- *Curriculum Development:* CALIBRE works with customers to identify training goals, objectives, strategies, critical skills and products. We also develop and identify effective methodologies and appropriate tools to accomplish project goals. We provide end-to-end development of curriculum to include student materials, tests, application exercises, and presentation materials. Once designed, we provide off-the-shelf deployment to our customers and deliver all materials both physically and virtually through web-based portals.
- *Platform Instruction:* We plan and lead training events to meet specific needs of our customers. Our trainers use the latest techniques available to achieve training objectives. We offer training in either a traditional classroom setting or in a conference/seminar environment. CALIBRE instructors are vetted and evaluated for their presentation skills. They possess qualifications that enable us to deliver content that can be accredited for continuing education requirements in a variety of professions.

ANCILLARY SUPPLIES AND/OR SERVICES (SIN 874-5 & 874-5)

CALIBRE offers web-delivered services, CDs/DVDs, printing and reproduction services, and facilities to support training and other offerings. Facility arrangements may include conference rooms, audio/visual support, refreshments and rooms for facilitators and support staff. These items are offered to provide a complete services solution under the MOBIS schedule; however, they are supplementary to the work performed and incidental to the total price of any order. See the SIN 874-5 Ancillary Supplies and/or Services Pricelist on page 11 of this catalog.

ACQUISITION MANAGEMENT SUPPORT (SIN 874-6 & 874-6)

CALIBRE performs a full spectrum of services for total project management. These services include: development of performance work statements (PWS); development and presentation of the most efficient organization (MEO); crafting and delivery of quality assurance surveillance plans (QASP); preparation of transition plans to move to the MEO structure; construction of in-house cost estimates; and construction of technical performance plans. We tailor these services to the specific requirements of each customer, with an overall objective of helping to make the needed improvements quickly, professionally, and effectively.

- *Total Project Management:* CALIBRE's highly trained and experienced staff works hand-in-hand with the outsourcing point of contact to plan and oversee activities associated with the study to provide a full life-cycle support capability.
- *Strategic, Tactical, and Operational Level Planning Support:* CALIBRE provides orientation on all aspects of Office of Management and Budget Circular A-76 to include detailed "how-to" instruction on building the performance work statement, designing the most efficient organization, and developing the in-house government cost estimate.
- *Management Study/MEO:* CALIBRE works with customer staff members to assist the incumbent work force in developing their best options to compete for retaining the work in-house. CALIBRE leads the customer organization through a full-scale business process reengineering (BPR) analysis focused on identifying the key processes in the activity under study. CALIBRE analyzes those processes to focus on opportunities to reduce costs through consolidation of activities, improved methods of operation, elimination of duplication and non-productive processes, enhanced training, and better equipment.
- *Performance Work Statements (PWS):* CALIBRE develops work statements with the performance standards and measures, and the timeframe for performance. As a major basis of the competition, quality of this document directly impacts the request for proposal (RFP) and responsiveness of the offers.
- *Transition Plan:* CALIBRE prepares migratory plans from the current staffing and organization to the most efficient organization (MEO). This enables the customer organization to proceed systematically but with consistency toward the improved and efficient organization it was designed to be.
- *In-House Cost Estimate:* CALIBRE calculates the cost of performing the work associated with the PWS by the MEO, including incentives for meeting all required work of the PWS below the MEO. CALIBRE's work also includes: developing and defending cost factors arrived at, costing out the MEO, ensuring compliance with all PWS requirements, and documenting QASP requirements.
- *Technical Performance Plan:* CALIBRE formulates the best approach to support the in-house workforce proposal.

RELATED OUTSOURCING AND PRIVATIZATION SERVICES

CALIBRE uses many business tools to achieve the maximum results from its outsourcing and privatization efforts. These tools include the following:

- *Activity Based Costing (ABC):* CALIBRE can help your staff with the process to identify and measure the cost of the activities of your organization. As part of ABC, we evaluate the activities under analysis in terms of whether they add value or don't add value to the output. Also, we can evaluate the gains made with improved processes we sponsor.
- *Business Case Development:* CALIBRE can collaborate to assess all costs, benefits and business opportunities in a formal proposal for business process improvement, which you may elect to use. Our business case will include an analysis of business process needs or problems that we see, our proposed solution, the assumptions and constraints, alternatives, life cycle costs, benefits/cost analysis, and investment risk analysis.
- *Total Cost of Ownership:* CALIBRE has extensive experience with life cycle cost and economic analysis of complex efforts. We are equipped to offer your staff a management process that will help you direct the control of your operation's processes and/or equipment most efficiently from conception to final disposal.
- *Organizational Assessment:* CALIBRE experts have the ability to collect information about your current organization and make recommendations to streamline your group. CALIBRE employs organizational change management strategies examine options of removing barriers to change and to maximize the potential of improved or re-engineered processes.
- *Services Based Costing:* CALIBRE has extensive expertise in the allocation of resources (costs) to the outputs (services) of an organization.

INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES (SIN 874-7 & 874-7)

CALIBRE offers professional program and project management services to meet customer requirements. We have program managers who possess Project Management Institute certification or equivalent experience with proven success marshaling the tools and other resources needed to manage professional business service programs and projects effectively and efficiently.

CALIBRE's offerings include the following specific types of services:

- *Project leadership and communications with stakeholders*
- *Project planning and scheduling*
- *Earned value management support*
- *Project management, including performance monitoring and measurement*
- *Reporting and documentation associated with project/program objectives*
- *Stakeholder briefings, participation in required meetings, and related project support services*
- *Program integration services*
- *Project close-out services*

NOTE: The General Services Administration requires that all services under this SIN must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

**CALIBRE Systems, Inc.
 MOBIS PRICELIST**

**SIN 874-1 Consultation Services
 SIN 874-4 Training Services
 SIN 874-6 Acquisition Support Services
 SIN 874-7 Program and Project Management**

Labor Category	Aug 2010 to Sept 12, 2011	Sept 13, 2011 to Sept 12, 2012	Sept 13, 2012 to Sept 12, 2013	Sept 13, 2013 to Sept 12, 2014
Senior Officer/Director	\$188.21	\$192.92	\$197.74	\$202.68
Principal Consultant	\$175.45	\$179.84	\$184.33	\$188.94
Senior Consultant	\$143.56	\$147.15	\$150.83	\$154.60
Principal Analyst	\$127.60	\$130.79	\$134.06	\$137.41
Program Manager	\$107.40	\$110.08	\$112.84	\$115.66
Senior Analyst	\$96.76	\$99.18	\$101.66	\$104.20
Program Analyst	\$78.69	\$80.66	\$82.67	\$84.74
Analyst	\$66.98	\$68.66	\$70.37	\$72.13
Assistant Analyst	\$52.90	\$54.22	\$55.58	\$56.97
Technical Support	\$39.35	\$40.33	\$41.34	\$42.38

SIN 874-5 Ancillary Supplies and/or Services

Training Materials	Description	Price
	Black and white, reproduction on 8-1/2 x 11 inch paper (per printed page)	\$.07
	Completion Certificates in color (each)	\$ 1.68
	DVD/CD containing course material (handouts, reading material, forms, etc.) and appropriate CD Cover (each)	\$13.10
Training Facilities	Description	Price
	CALIBRE Conference Room Without Computers (seating up to 40 people) (per day)	\$156.20
	CALIBRE Conference Rooms with 12 Computers and up to 24 people (per day)	\$364.47

ORDERING INFORMATION FOR MISSION ORIENTED BUSINESS INTEGRATION SERVICES (MOBIS)

PURPOSE OF FEDERAL SUPPLY SCHEDULE MOBIS

CALIBRE's MOBIS schedule can assist Federal agencies in fulfilling requirements that may need a fast turnaround with competition requirements having been met (FAR 6.102(d)(3)) with a selection of leading management experts.

CALIBRE's services can be ordered under the following Special Item Numbers (SINs):

- Consulting Services 874-1
- Training Services 874-4
- Ancillary Supplies and/or Services 874-5
- Acquisition Support Services 874-6
- Program and Project Management 874-7.

HOW TO PLACE AN ORDER

Once your agency determines that an outside source is needed, please note the following:

- Orders under \$3,000, select the vendor most suitable to your needs and award may be made to the contractor directly.
- Orders over \$3,000, develop a Statement of Work (SOW), review three pricelists and determine the best value, place an order with the contractor offering the best value.

SCA APPLICABILITY STATEMENT

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 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 wage determination number. Failure to do so may result in cancellation of the contract.

MOBIS LABOR QUALIFICATIONS

1. Senior Officer/Director

Functional Responsibility: Provide executive advice and counseling in support of agencies management, organizational and business improvement efforts. Areas of expertise may include, but are not limited to, management and process improvement, strategic analysis & organizational engineering, resource management, systems improvement, problem solving, dispute resolution, and outsourcing and privatization. Implement and direct senior executive level workshops, seminars and pilot projects that require executive experience and applications. Oversee facilitation process improvement efforts. Manage a team of consultants and analysts. Direct executive lectures, briefings, discussions and speeches.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Fifteen years of experience is required. Additional specialized experience may substitute for education or years of experience.

2. Principal Consultant

Functional Responsibility: Provide executive consultation in support of agency heads, directors, and senior officers and managers in management, organizational and business improvement efforts. Areas of expertise may include, but are not limited to, management and process improvement, strategic analysis & organizational engineering, resource management, systems improvement, problem solving, dispute resolution, and outsourcing and privatization. Lead senior executive level workshops, seminars and pilot projects, which require experience in core competencies and applications. Facilitate and direct process improvement efforts. Manage a team of consultants and analysts. Give and lead lectures, briefings, discussions and speeches.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Twelve years of experience is required. Additional specialized experience may substitute for education or years of experience.

3. Senior Consultant

Functional Responsibility: Provide senior level consulting to directors and senior managers and Principal Consultants on any of the following core competencies: management and process improvement, strategic analysis & organizational engineering, resource management, systems improvement, problem solving, dispute resolution, curriculum development and outsourcing and privatization. Develop, lead, and conduct workshops, seminars, and study plans. Facilitate process improvement efforts. Assist in developing, analyzing, and promoting the customer's needs and issues, including the responsiveness of required deliverables.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Ten years of experience is required. Additional specialized experience may substitute for education or years of experience.

4. Principal Analyst

Functional Responsibility: Provide leadership and/or coordination for the evaluation and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing and privatization. Refine training curriculum, recommend and select methods

of learning transfer, and deliver platform instruction related to subject matter expertise. Recommend and design cost effective strategies to meet customer objectives. May manage a team of consultants and analysts. Must be adept at problem definition and resolution.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Ten years of experience is required. Additional specialized experience may substitute for education or years of experience.

5. **Program Manager**

Functional Responsibility: Provide overall project/program management. Responsible for enforcing work standards, coordinating contractor schedules, reviewing work, and communicate policies and procedures. Responsible for overall contract/task order performance and direct interface with customer. Manages project team of analysts and consultants.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Eight years of experience is required. Additional specialized experience may substitute for education or years of experience.

6. **Senior Analyst**

Functional Responsibility: Provide senior functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing initiatives. Formulate and design cost effective strategies to meet customer objectives. Leads and participates in facilitation workshops. Refine curriculum and deliver platform instruction related to subject matter expertise. Must be adept at problem definition and resolution.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Seven years of experience is required. Additional relevant experience may substitute for education or years of experience.

7. **Program Analyst**

Functional Responsibility: Provide functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques or outsourcing initiatives. Assist in the presentation of workshops, seminars, training sessions and A-76 documentation. Assist in the facilitation of process improvement efforts. Responsible for data collection, modeling, analysis, and documentation as required.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Six years of experience is required. Additional experience may substitute for education or years of experience.

8. **Analyst**

Functional Responsibility: Participates in data collection, modeling, analysis, documentation and product generation. Organizes and translates data into information for studies, reports, and documentation. Conducts analyses including defining parameters of requested data output and analysis. Collects, compiles and assembles data for financial and analytical reports. Provides research support and platform instruction related to

technical topics. Assists in preparation of reports, briefings, training materials and documentation deliverables.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Five years of experience is required. Additional experience may substitute for education or years of experience.

9. **Assistant Analyst**

Functional Responsibility: Participate in data collection, modeling, analysis and product generation. Organizes and translates data. Provides research support. Assists in preparation of reports, briefings, and documentation deliverables. May provide technical writing, editing, technical support or graphic support.

Minimum Education/Experience: Possess a Bachelor of Arts or Bachelor of Science degree. Two to four years' experience required. Additional experience may substitute for education or years of experience.

10. **Technical Support**

Functional Responsibility: Develops, writes, and edits material for reports, manuals, briefs, proposals, training courses and other related documents. Provides technical editing by reviewing grammar, writing styles and syntax of documents and technical reports. Provides graphical and technical support as needed.