



MOBIS

***Mission Oriented Business Integrated Services
Authorized Federal Supply Service Price List***

Version 9/2014

(Price List current through Modification A373, dated 6/23/2014)

**General Services Administration
Federal Supply Service
FSC Group 874, Industrial Class 8742
Contract Number GS-10F-0232J
September 15, 2014 to September 14, 2019**

Williams, Adley & Company-DC, LLP

**1030 15th Street, NW, Suite 350 West
Washington, DC 20005
(202) 371-1397 – Telephone
(202) 371-9161 – Fax
Contract Administrator: Kola A. Isiaq, Managing Partner
kisiaq@williamsadley.com
www.williamsadley.com**

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 gsaadvantage.gov

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

Prices Shown Herein are Net

TABLE OF CONTENTS

OVERVIEW.....	1
CUSTOMER INFORMATION	2
DESCRIPTION OF SERVICES	4
LABOR CATEGORY DESCRIPTIONS	7
PARTIAL CLIENT LIST	9
PRICE LIST	10
ORDERING PROCEDURES	11

OVERVIEW

Williams, Adley & Company-DC, LLP (**Williams Adley**) is a certified public accounting and management consulting firm that has been serving government clients for more than 30 years. Our mission at **Williams Adley** is to be the “*firm of choice*” for financial management services, based on superior quality, best-value, and high ethical standards, and to be the “*employer of choice*” for talented professionals who desire a rewarding place to work.

Our core values define us as an organization and serve as a guide for continued growth and professional excellence.

- ❖ **Excellence:** We believe in delivering what was promised and going beyond what is expected. We derive satisfaction from expanding our knowledge and expertise, and we respond to change with flexibility and decisiveness.
- ❖ **Teamwork:** We believe that teamwork is a culture that supports and encourages success. We collaborate with colleagues to produce the best quality work for our clients.
- ❖ **Diversity:** We appreciate diversity of thought and are committed to creating an inclusive environment. We respect – and build upon – our differences, and we care about and trust each other.
- ❖ **Integrity:** We inspire trust as professionals. We do what we say we will do. We want people and clients to be proud to be associated with Williams Adley.

Williams Adley has significant experience providing the management, organizational, and business improvement support services to both governmental and private sector entities. The availability of the FSS Schedule allows **Williams Adley** to respond quickly and efficiently to the Federal Government, government-owned corporations, and local government entities.

Williams Adley has been awarded the following Special Item Number (SIN) listed below:

874-1 - INTEGRATED CONSULTING SERVICES

CUSTOMER INFORMATION

1a. Authorized Special Items Numbers (SIN):

SIN 874-1 – INTEGRATED CONSULTING SERVICES (see page 10 for pricing)

SIN 874-1RC – INTEGRATED CONSULTING SERVICES (see page 10 for pricing)

1b. Lowest Unit Price: **N/A**

1c. Labor Category Descriptions: (see page 6)

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

3. Minimum Order: **\$100**

4. Geographic Coverage: **Domestic and Overseas**

5. Points of Production: **Washington, DC**

6. Discount from List Prices or Statement of Net Price: **Prices shown herein are net.**

7. Quantity Discounts: **N/A**

8. Prompt Payment Terms: **Net 30 Days**

9a. Government Purchase Card is Accepted at or below micro-purchase threshold: **YES**

9b. Government Purchase Card is Accepted above micro-purchase threshold: **NO**

10. Foreign Items: **N/A**

11a. Time of Delivery: **Determined by Individual Order**

11b. Expedited Delivery: **N/A**

11c. Overnight and 2-Day Delivery: **N/A**

11d. Urgent Requirements: **Ordering agencies are urged to contact the Managing Partner at (202) 371-1397 to discuss accelerated delivery requirements.**

12. F.O.B. Points: **Destination, Location to be Determined with Ordering Agency by Task Order**

13a. Ordering Address(es):

Williams Adley & Company-DC, LLP
Attention: Kola A. Isiaq, Managing Partner
1030 15th Street, NW, Suite 350 West
Washington, D.C. 20005
(202) 371-1397; Fax: (202) 371-1397
Email: kisiaq@williamsadley.com

13b. Ordering Procedures: **Ordering procedures for services, along with information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA FSS schedule home page: <http://gsa.gov/schedules>.**

14. Payment Address:

Williams, Adley & Company-DC, LLP
1030 15th Street, NW, Suite 350 West
Washington, DC 20005
(202) 371-1397

15. Warranty Provision: **Standard Commercial**

16. Export Packing Charges: **N/A**

17. Terms and Conditions of Government Commercial Credit Card Acceptance: **N/A**

18. Terms and Conditions of Rental, Maintenance, and Repair: **N/A**

19. Terms and Conditions of Installation: **N/A**

CUSTOMER INFORMATION

- 20 Terms and Conditions of Repair Parts: **N/A**
- 20a. Terms and conditions for Other Services: **N/A**
- 21. Service Points: **See item 13.**
- 22. List of Participating Dealers: **N/A**
- 23. Preventive Maintenance: **N/A**
- 24a. Special Attributes: **N/A**
- 24b. Section 508 Compliance: **N/A**
- 25. DUNS Number: **86-8712969**
- 26. Current System for Award Management (SAM) Registration: **YES**
- 27. Uncompensated Overtime: **Not used.**
- 28. **Service Contract Act:**

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 22.101, 22.102, and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when Williams Adley adds SCA labor categories/employees to the contract through the modification process, we will inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination number. Failure to do so may result in cancellation of the contract.

INTEGRATED CONSULTING SERVICES - SIN 874-1/871-1RC

Williams, Adley & Company-DC, LLP provides proactive, creative, and innovative thinking combined with the use of current technology, information resources, and proven tools and techniques. These are necessary ingredients to support our clients' efforts to improve agency performance and quality as they meet their overall mission objectives. Services covered by this SIN include:

- Management or strategic consulting, including research, evaluations, studies, analyses, reports, business policy and regulatory development assistance, and strategy formulation
- Facilitation and related decision support services
- Survey services using a variety of methodologies (survey planning, design and development; survey administration; data validation and analysis; reporting and stakeholder briefings
- Advisory and assistance services (per FAR 37.203)

Some of the tools and techniques used include:

Activity-Based Costing

We measure the cost and performance of activities. This includes determining "cost drivers" and associating direct and indirect costs with each activity. We identify those activities in the process that consume the most resources, and isolate the specific resources that are being used. As a result of activity-based costing, we identify potential areas for Business Process Improvement.

Business Process Improvement

We use a targeted approach to process redesign by helping organizations focus on the smaller changes to work processes that will produce incremental improvements to the organization's operational performance and cost saving efforts. We use tools and techniques such as interviews, surveys, focus groups, benchmarking, and best practices information to assist in our process improvement efforts.

Benchmarking and Best Practices

We help agencies achieve measurable improvement in performance, quality of service, and productivity by comparing ("benchmarking") their products, services, and practices with "the best" in the industry. We then help our clients adapt and incorporate these best practices into their own businesses.

Business Process Re-engineering

We help organizations reinvent their businesses by realigning operations with missions. We assist government clients to develop and implement innovative ideas that will enhance customer service,

INTEGRATED CONSULTING SERVICES - SIN 874-1/871-1RC

motivate their employees, and improve operations. We use tools and techniques such as interviews, surveys, focus groups, benchmarking, and best practices information to assist in our process improvement efforts.

Change Management

We assist our clients to facilitate change within their organizations. We help clients review their organizational structure, identify the specific barriers to change, and design and implement change strategies that are tailored to the client's specific conditions. We manage the change process by leading teams, asking pertinent questions, and creating a climate that enables change. The tools and techniques we use to manage the change process include: communication sessions, planning guidelines, risk assessment workshops, strategy charts, change readiness surveys, coaching workshops, and job design worksheets.

Cost and Performance Measurement

We apply advanced cost management tools and techniques to help our government clients better understand the cost of day-to-day operations and key business processes. We then take this understanding and help the organization identify, develop, and implement meaningful performance measures. To add value, we assist the agency evaluate and monitor the results of their performance and develop recommendations to address the causes preventing optimum performance.

Financial Management

We conduct feasibility studies for new systems development, conduct user requirements analysis; assist in the source selection process, including participation in the capacity demonstrations and software testing; and assist in the implementation of financial management systems.

Performance Reviews

We conduct performance reviews for our clients to determine whether the organizational, operational, and managerial structures of their organizations are such that: economy and efficiency is being achieved, desired results or benefits are being achieved; and laws and regulations are being met. We conduct both types of performance audits - economy and efficiency audits and program audits.

Strategic Planning

We assist our clients in the development of effective vision and mission statements and help them create business plans that will lead them toward achieving their goals. Our strategic planning methodology includes helping our clients: identify their customers; define or redefine their mission and vision; define their goals and objectives; develop a strategic business plan; analyze their progress towards meeting their goals and objectives; and redirect their activities in response to internal and external changes.

INTEGRATED CONSULTING SERVICES - SIN 874-1/871-1RC

Technology Assessment

We promote the efficient use of technology to support our clients' operations. We assess technology alternatives, both hardware and software; develop proper internal controls for technology driven processes; and develop procedures to complement technology solutions.

WILLIAMS ADLEY & COMPANY-DC, LLP – LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: Partner/Project Executive

Experience: Minimum of 15 years of relevant experience in the areas of business and systems analysis and process improvement, consulting, project management, and client relationship management. Possess outstanding analytical, oral and written communications skills. Demonstrated proficiency in resource management, and knowledge of industry governing principles, practices and procedures.

Functional Responsibility: Manages significant program/technical support operations, and is responsible for execution of all engagement activities. Serves in an advisory capacity, providing client organization and members of the engagement team with project review to maintain project schedule and remain within budget. Partner/Project Executive ensures that services provided comply with the firm's engagement standards and goal of complete client satisfaction, and all applicable professional standards. Provides significant contribution on government organizational processes and functional specialties.

Education: Bachelor's Degree - major in management, business administration, or related discipline. Advanced degree and/or professional certification required.

Commercial Job Title: Senior Consultant/Subject Matter Expert II

Experience: Minimum of 10 years of relevant industry experience in the areas of business and systems analysis and process improvement, consulting, project management, and client relationship management. Possess superior analytical, oral and written communications skills. Experience in business process improvement projects, and knowledge and expertise in subject matter area of engagement. Experienced in managing multiple projects and teams with strong client management skills. Demonstrated knowledge of industry governing principles, practices and procedures.

Functional Responsibility: Serves as lead expert in functional area(s) on engagement. Plans, directs and reviews the work of engagement team members, and ensures project milestones are met. Responsible for day-to-day communications with client regarding specific program/technical activities, issues or conflicts. Reviews work product for completeness and adherence to client requirements.

Education: Bachelor's Degree - major in management, business administration, or related discipline. Advanced degree and/or professional certification required.

Commercial Job Title: Consultant/Subject Matter Expert I

Experience: Minimum of 7 years of relevant industry experience in the areas of business and systems analysis and process improvement, consulting, project management, and client relationship management. Possess strong analytical, oral and written communications skills. Experienced in managing multiple projects and teams with strong client management skills.

Functional Responsibility: Serves as specialist in functional area(s) on engagement. Provides technical, analytical and program support, and participates in the planning, organization and management of subtasks in subject matter area of engagement. Under supervision of Senior

Consultant, contributes in performance of project activities, and preparation and review of work products.

Education: Bachelor's Degree - major in management, business administration, or related discipline.

Commercial Job Title: Senior Analyst

Experience: Minimum of 3 years of relevant industry experience in the areas of business and systems analysis and process improvement, consulting, and project management. Demonstrated problem-solving abilities, and strong oral and written communications skills. Demonstrated knowledge of industry governing principles, practices and procedures.

Functional Responsibility: Manage significant components of engagement, provides strong analytical and research support for project, and participates in the planning, organization and management of subtasks. Uses firm's automated tools to collect, analyze and document data; performs financial and data modeling, and prepares requisite reports.

Education: Bachelor's Degree - major in management, business administration, or related discipline.

Commercial Job Title: Staff Analyst

Experience: Minimum of 1 year of relevant industry experience in the areas of business and systems analysis and process improvement, consulting, and project management. Demonstrated problem-solving abilities, and strong oral and written communications skills.

Functional Responsibility: Under supervision of Senior Analyst, uses firm's automated tools to collect data, develop models, perform detailed analyses and conduct research for project. Performs project management support tasks such as status reporting and workplan maintenance.

Education: Bachelor's Degree - major in management, business administration, or related discipline.

Commercial Job Title: Project Management Specialist

Experience: Minimum of 3 years of relevant industry experience in the areas of administrative processes and project management. Demonstrated problem-solving abilities, and strong oral and written communications skills.

Functional Responsibility: Performs project management support tasks, such as status reporting, workplan maintenance, procedures development, and other related management duties. Coordinates project activities and schedules for completion of project deliverables, work product reviews, and status reports.

Education: Associates Degree, specialized training in project management, and administrative support functions.

PARTIAL CLIENT LIST

Federal Government Agencies

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Energy
- Department of Health and Human Services
 - Social Security Administration
 - Centers for Disease Control
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
 - Federal Bureau of Investigation
 - Drug Enforcement Administration
 - Office of Justice Programs
- Department of Labor
- Department of Transportation
 - Federal Transit Administration
 - Federal Highway Administration
 - Federal Aviation Administration
- Department of the Treasury
 - Internal Revenue Service
 - Financial Management Services
 - Departmental Offices
- EEOC
- Federal Deposit Insurance Corporation
- Federal Emergency Management Agency
- Small Business Administration
- U.S. Postal Service
- U.S. Agency for International Development

Local Government Entities

- District of Columbia Government
- Prince George's County Schools
- City of Berkeley, California
- City of Oakland, California
- City and County of San Francisco
- City of Sacramento, California
- County of Alameda, California

PRICE LIST

The following is a list of **Williams Adley's** hourly rates for the current 5-year period of the contract. For further information on pricing and ordering, please contact Kola A. Isiaq, Managing Partner or Suzanne Pasternak, Director of Client Services at (202) 371-1397, or by e-mail at <http://www.williamsadley.com>.

A total price for services will be established at the time of the Task/Delivery Order placement and will be based on the rates listed below. The estimated number of hours negotiated with the order agency and the labor categories provided will be shown on the resultant Task/Delivery Order.

SIN 874-1 and 874-1RC - Consulting Services

Labor Categories	9/15/2014 to 9/14/2019
Partner/Project Executive	\$ 195.16
Senior Consultant/Subject Matter Expert II	\$ 175.85
Consultant/Subject Matter Expert I	\$ 131.12
Senior Analyst	\$ 76.23
Staff Analyst	\$ 64.03
Project Management Specialist	\$ 41.68

ORDERING PROCEDURES

GSA Advantage![®] is the online shopping and ordering system that provides access to thousands of contractors and millions of supplies and services. For more information visit the GSA website at <http://www.gsa.gov>.

For Information Please Call

Kola A. Isiaq, Managing Partner
202/371-1397
kisiaq@williamsadley.com

or

Suzanne Pasternak, Director of Client Services
202-371-1397
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<http://www.williamsadley.com>