FSS Contractor

General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Pricelist

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.

INTERNET address for GSA Advantage! is http://www.gsaadvantage.gov

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Schedule for:

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874 Class: 8742

Contract Number: GS-10F-0243K

as of Modification PS-0017 May 27, 2015

Contract Period: 1 June 2000 - 31 May 2020

Contractor:

OptiMetrics, Inc.
a dcs company

6909 Metro Park Dr., Suite 500
Alexandria, VA 22310
www.OptiMetrics.org

Business Size: Large
DUNS Number: 09-911-6618

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Contracts Manager
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1. MOBIS OVERVIEW

OptiMetrics has been awarded a General Services Administration (GSA) Contract to provide Mission Oriented Business Integrated Services (MOBIS) to U.S. Government agencies.

Using the GSA service contract is fast and convenient. Since the GSA has already evaluated and pre-qualified OptiMetrics' technical services and pricing through a competitive process, procurement times can be considerably shortened. The efficient ordering process basically consists of identifying three sources using the GSA Advantage! web site (http://www.gsaadvantage.gov) and making a "best value" purchase decision.

2. MOBIS SERVICES OFFERED

Our focus is on DoD organizations with Research, Development, and Engineering (RD & E) missions. Our services include: Strategic Planning and Partnering assistance, Market and Course of Action analysis, Organization Optimization, Working Group Facilitation, Program Planning and Tracking assistance, Resource Scheduling, and Risk Assessment. Our Mission Oriented Business Integrated Services (MOBIS) offerings are described in more detail below for:

- SIN 874-1 (RC) Integrated Consulting Services
- SIN 874-7 (RC) Integrated Business Program Support Services

2.1 SIN 874-1 (RC) Integrated Consulting Services

2.1.1 General

Most departments and agencies within the Executive Branch face diminishing budgets and shrinking work forces as we enter the 21st Century. Managers are frequently expected to "do more with less." In many instances, the workforce reductions have stripped the agencies of their most experienced personnel. An effective and affordable solution is the use of expert consultants who can focus on high priority tasks. OptiMetrics, Inc. has over 20 years of experience in support of DoD and DoE programs technically, programmatically, and from a management perspective.

OptiMetrics proposes to provide consulting services to the U.S. Government in support of MOBIS activities in three specific but related areas. OptiMetrics has a formally trained Cadre with extensive experience in both government and industry environments to support our government customers' development of effective, responsive, and optimally resourced organizations for the 21st Century. The three areas of consulting services are described in the paragraphs below.

2.1.2 Specific Services Offered

2.1.2.1 Strategic Planning, Market Analysis, and Course of Action Analysis

Historically, government organizations with Research, Development and Engineering (RDE) missions have relied on organizational sources for most if not all of their required funding. Since 1997, the level of internal funding has decreased substantially forcing organizations to compete with industry as well as other government agencies in an effort to capture scarce RDE funds from end users. This has resulted in dramatic cultural changes in the workplace. Mid and upper level managers of RDE enterprises adept at managing complex technical programs are being forced to function as business developers. Little in their experience has prepared them for this now critical responsibility.

OptiMetrics proposes to provide their government customer with experts in the development and execution of marketing plans for RDE programs. These strategic planning experts will improve the effectiveness of government agencies' marketing and selling activities. This will result in more stable operating budgets, improved focus for technical efforts, and better morale across the organization. The strategic planning process as we practice it is both comprehensive and unique for each organization. While each strategic planning project is focused on customer specific issues, the process itself is essentially the same. The major steps involved include:

- Assessment of external and internal environmental factors.
- Identification of organizational strengths and weaknesses.
- Examination of necessary assumptions concerning future developments.
- Identification of organizational goals and the formalization of a mission statement that captures the goals.
- Selection of appropriate market strategies.

- Establishment of realistic, achievable objectives that support the overall strategy.
- Development of detailed action plans.
- Identification of required resources to achieve the goals.
- Monitoring and adjusting the process.

2.1.2.2 Strategic Partnering Assistance

The same factors that are forcing the RDE community into a marketing posture are also affecting the traditional relationships between government and industry as well as the relationship between government organizations whose interests overlap. Traditional "arms-length" relationships with industry are giving way to partnering relationships requiring a much higher level of trust and openness than accustomed to by either side. Within the government, RDE activities are recognizing the need to team with other government agencies in order to pool scarce resources. The smooth transition to the appropriate business relationship will increase the overall effectiveness of the RDE organization, facilitate effective stewardship of funds and reduce cost and schedule risk for research and engineering projects. OptiMetrics proposes to provide the government with qualified and experienced staff who can assist the government in identifying key business relationships. The OptiMetrics staff includes personnel with substantial government experience at the Branch and Division Chief level. Our staff includes individuals with executive level experience with industry as well. The establishment of an Integrated Project Team (IPT) can be an effective means of organizing and managing these efforts. As is the case with Industry-Government Teams, IPTs require sharing of information normally close hold and requires the members to be willing to accept programmatic decisions suboptimal to their best interests for the good of the project.

In support of the identification of Strategic Partnering Opportunities, OptiMetrics will:

- Identify organizational strengths and weaknesses.
- Identify potential teaming partners.
- Support negotiation of terms and conditions.
- Generate Memoranda of Understanding, Teaming Agreements and IPT Charters.
- Monitor the ongoing process.

2.1.2.3 Organization Optimization for Research and Development Agencies

Traditional hierarchical organizational structures absorb substantial overhead dollars and are not effective in managing time-sensitive tasks with a well-defined end point or transition schedule. Alternative organizational structures utilizing empowered teams or matrix structures have the potential to more effectively utilize the scarce personnel resources available to the RDE community. The establishment of optimal organizational structure increases productivity, reduces overhead costs, and increases the feeling of empowerment of the affected work force. OptiMetrics proposes to provide the government with comprehensive Organizational Optimization Assessments that will assist the mid- and top-level government managers in identifying alternative structures to meet their evolving mission. The potential for successfully

transitioning to a non-traditional organizational structure is highly dependent on the degree to which the management and technical staff of the affected organization “buys in” to the process. Our approach is based on the intimate involvement of the affected work force, producing a sense of ownership in the end product. OptiMetrics proposes to provide the following services:

- Analysis of Organizations Mission and existing control and reporting mechanisms.
- Analytical assessment of organizational goals and objectives utilizing the Analytical Hierarchy Process, or other appropriate techniques.
- The development of alternative organizational structures.
- Support to the implementation process.

2.2 SIN 874-7 (RC) Integrated Business Program Support Services

2.2.1 General

Program management is a complex and continuous process which involves, at a minimum, the disciplines of planning, monitoring, adjusting, directing, and reporting. The process becomes more involved as the size and complexity of the project increases. Management of research and development-oriented programs almost always includes a requirement for choosing among alternative technologies or implementations and involves some degree of technical risk. OptiMetrics has an unblemished history of over 20 years' experience in the management of research and development projects for our DoD customers. We typically employ a team approach to technical management efforts which matches the skill mix and experience to the task at hand. This team approach can be of particular value to our government customers when compared to providing program integration and project management from within their organization. Economies and efficiencies are realized by our ability to rapidly shift skilled and experienced people on to and off of the project as required.

2.2.2 Specific Services Offered

2.2.2.1 Program Planning

Program management is a continuous process which begins well before the initiation of technical work. While clearly distinct from marketing and requirements development, program management functions support these activities by providing practical insights into the issues of cost, schedule, and asset requirements. Also, by involving the project management team early in the process of establishing a new program, the risk of misinterpreting the end customer's needs is minimized. Frequently, in support of our customers, OptiMetrics has formed a PM team focused on pre-project planning and development. The team generates top level cost estimates, establishes meaningful milestones needed to assess progress, and identifies the human and other resources needed. Once a concept is ready to compete for funding, detailed realistic budgets must be generated to support the development of internal asset allocations or even the development of POM submissions. OptiMetrics has staff with the necessary experience and training to develop these important cost estimates quickly.

2.2.2.2 Program/Project Execution

OptiMetrics offers its customers essentially every asset of program integration and project management support. We are staffed to provide turn-key services but are frequently asked to provide expertise in specific areas to augment the capabilities of our customers. The more frequently requested services are described below.

> **Work Breakdown Structure Development:** Perhaps the most crucial element of project/program management is the development of a work breakdown structure (WBS) appropriate to the effort. The WBS serves as the principal management tool for assessing progress. OptiMetrics has staff trained and experienced in the art of reducing broad tasks and objectives into well defined, measurable tasks. A well derived WBS not only isolates tasks into achievable tasks, it also highlights dependencies. This facilitates the generation of Gantt and Pert Charts, indispensable in assessing cost and schedule risk. WBS development can be done in a number of environments to include MS Project and Allegro.

Resource Scheduling: The use of matrix organizations, empowered teams and integrated product teams heightens the requirement for effective scheduling of resources. OptiMetrics is skilled in the use of computer based project management tools to generate integrated resource allocation schedules in a timely manner. The use of automated tools allows our project management team to react quickly to programmatic changes and to resolve asset utilization conflicts between projects.

Risk Assessment: In the research and development process, deviation from the program plan is inevitable. Technological advances (or setbacks) require the reassessment of courses of action. Changes in funding profiles or customer expectations may make the original objective unreachable or undesirable. OptiMetrics provides its customers with access to a highly trained and experienced operations research and analysis staff who can support program risk assessments. Through the conduct of trade-off analysis, technology assessments, and course of action analysis, OptiMetrics can assess the impact of new or projected conditions on program progress.

Reporting: Reporting is an important aspect of program management. OptiMetrics will support our customers through the generation of meaningful, timely program reports tailored to our customers needs. Reports can be delivered as formal written documents, In-Progress Review Briefs, or a combination of the two. Typically, OptiMetrics provides three distinct types of reports.

- *Periodic Reports*. Periodic reports provide the recipient with the information needed to understand the program/project status. Information such as actual vs. projected cost, schedule variance, significant events and planned activities is included. The frequency of the report is normally a function of the complexity and sensitivity of the project.

- *Event Reports*. Special reports are prepared to highlight specific events or occurrences. Critical design review, test reports, verification and validation reports, and accident or incident reports are examples of this category of report.

- *After Action Reports*. After action reports (also called final comprehensive reports) serve several purposes. On the one hand they are the archival record of the project or program and capture all significant actions throughout the project. OptiMetrics After Action Reports also focus on the lessons learned during the project and include recommendations with regard to future efforts.

3. MOBIS LABOR CATEGORY DESCRIPTIONS

A brief description is provided for each of the following six MOBIS labor category types offered:

- Program Manager
- Senior Scientist/Engineer
- Scientist/Engineer
- Associate Scientist/Engineer
- Engineering Assistant
- Administrative Assistant

For each labor category type, there are five levels depending on the education and experience of the proposed individual. The descriptions provided include representative job duties and responsibilities, as well as typical education and work experience associated with each labor category type. The nominal academic credentials and years of experience required at each level is also provided. Education may be substituted for experience, and conversely, experience may be substituted for education in accordance with the following guidelines:

Academic Degree	**Equivalent Degree and/or Experience***
Associates	• 2 years relevant experience
Bachelors	• Associates with 3 years relevant experience • 5 years relevant experience
Masters	• Bachelors with 3 years relevant experience • Associates with 6 years relevant experience
Doctorate	• Masters with 3 years relevant experience • Bachelors with 6 years relevant experience

* Multiple degrees at the same level are the equivalent of 2 additional years of experience

Regardless, OptiMetrics reserves the right to assign individual employees to labor categories as it sees fit.

3.1 Program Manager

3.1.1 Representative Job Duties and Responsibilities

- Responsible for overall technical, business, and financial management of programs and projects.
- Oversees program budgets, schedules, and performance.
- Supervises and directs technical staff.
- Holds primary responsibility for program progress.
- Ensures availability and effective use of company resources to achieve customer requirements and goals.
- Serves as OMI's single technical point of contact for the customer.
- Prepares and communicates program status, progress and results.
- Develops technical approaches for solving complex problems.
- Provides expertise at highest government and corporate levels.

3.1.2 Typical Education and Experience

The Program Manager must have education, professional training, and education in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy. In addition, the Program Manager should be recognized for superior, high-level private, corporate or government achievement and have experience:

- As technical program leader, manager, and administrator for contract programs.
- As principal point of contact with customer program officials and representatives for technical and program issues.
- Supervising program and project operations, including monitoring and reporting progress.
- Developing procedures, planning, and directing execution of all aspects of the program.
- Interacting, communicating, and advising at highest government and corporate levels.
- In at least one technical specialty functional or operational area related to the effort.
- Demonstrating technical achievement at highest government and corporate levels including the ability to identify, evaluate, and propose original and practicable methods to resolve complex problems.

3.1.3 Academic Degree and Years of Experience

Labor Category	Level	Labor Category Code	Academic Degree	Experience (Yrs)
Program Manager	5	PM-5	MS	28
Program Manager	4	PM-4	MS	26
Program Manager	3	PM-3	MS	24
Program Manager	2	PM-2	MS	22
Program Manager	1	PM-1	MS	20

3.2 Senior Scientist/Engineer

3.2.1 Representative Job Duties and Responsibilities

- Gathers and organizes information on problems or procedures including current operating procedures.
- Analyzes data, develops information, and evaluates available solutions or alternate methods of proceeding.
- Coordinates with customers and trains users to ensure smooth implementation and functional performance of new systems, procedures, or organizations.
- Develops and implements operational tests and assessments.
- Develops and maintains functional and operating documentation.
- Plans study of work problems and procedures, such as organizational change, communications, information flow, decision making processes, control processes, operational effectiveness, or cost analyses.
- Organizes and documents study findings and prepares recommendations for new system implementation, procedures, or organizational changes.
- Oversees and manages projects and programs.
- Provides specialized knowledge in specific functional or operational areas, or analysis methods or disciplines.

3.2.2 Typical Education and Experience

The Senior Scientist/Engineer must have education, professional training, and education in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy. In addition, the Senior Scientist/Engineer should have experience:

- Performing analyses of systems, operations, and management problems.
- Experience in analysis tools and techniques, such as modeling and simulation, operations research techniques, functional decomposition, surveys, business process reengineering, and policy analysis.
- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analysis methods and approaches.
- Experience in wide range of applications and uses of analysis methods, such as requirements analyses, system and sub-system definition, program and process analyses, evaluations, cost-benefit tradeoff analyses and planning.

- Managing projects, contracts, funds and resources.

- Specialized experience in one or more functional or operational areas and expertise in related government, military, and commercial applications.

- Specialized experience and expertise in analysis of specific program systems, or specific analysis practices or disciplines.

- Experience in management processes providing sophisticated planning, scheduling, performance tracking, and risk management.

- Experience in management structures leading to delivery of end-item products and the application of repeatable processes, modern development methodologies and techniques such as simulations, war gaming, prototyping, and systems demonstrations.

3.2.3 Academic Degree and Years of Experience

Labor Category	Level	Labor Category Code	Academic Degree	Experience (Yrs)
Senior Scientist/Engineer	5	SN-5	MS	18
Senior Scientist/Engineer	4	SN-4	MS	16
Senior Scientist/Engineer	3	SN-3	MS	14
Senior Scientist/Engineer	2	SN-2	MS	12
Senior Scientist/Engineer	1	SN-1	MS	10

3.3 Staff Scientist/Engineer

3.3.1 Representative Job Duties and Responsibilities

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.

- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.

- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

- Organizes and documents study findings and prepares recommendations for implementation.

- Contributes specialized knowledge in specific engineering processes, methods, or disciplines.

3.3.2 Typical Education and Experience

The Staff Scientist/Engineer must have education, professional training, and education in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy. In addition, the Staff Scientist/Engineer should have experience:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing, or evaluation of systems.

- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.

- General experience and expertise in test engineering or systems design.

- Experience formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analysis methods and approaches.

- Specialized experience and expertise in systems design or test engineering in specific program systems, or specific engineering processes or disciplines, such as development of system performance specifications to meet operational objectives, development and evaluation of system concepts to satisfy performance specification, coordination of systems design, fabrication, integration, test, and evaluation, or oversight and assessment of configuration management activities.

3.3.3 Academic Degree and Years of Experience

Labor Category	Level	Labor Category Code	Academic Degree	Experience (Yrs)
Staff Scientist/Engineer	5	ST-5	BS	18
Staff Scientist/Engineer	4	ST-4	BS	16
Staff Scientist/Engineer	3	ST-3	BS	14
Staff Scientist/Engineer	2	ST-2	BS	12
Staff Scientist/Engineer	1	ST-1	BS	10

3.4 Associate Scientist/Engineer

3.4.1 Representative Job Duties and Responsibilities

- Designs and implements advanced methods, theories, and research techniques in the investigation of complex systems design requirements and problems and their solutions.

- Applies engineering experience to perform system integration, configuration management, quality assurance testing, or acquisition and resource management.

- Analyzes, designs, develops, implements, tests, or evaluates system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

- Organizes and documents study findings and prepares recommendations for implementation.

3.4.2 Typical Education and Experience

The Associate Scientist/Engineer must have education, professional training, and education in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy. In addition, the Associate Scientist/Engineer should have experience:

- Applying engineering principles in the investigation, analysis, planning, design, development, implementation, testing or evaluation of systems.

- Conducting technical reviews and preparing engineering analyses, technical reports, technical change proposals, and other technical documentation.

- General experience in systems design or test engineering.

- Formulating problem statements for application of analytical methods, conceiving and formulating solutions, and developing analysis methods and approaches.

3.4.3 Academic Degree and Years of Experience

Labor Category	Level	Labor Category Code	Academic Degree	Experience (Yrs)
Associate Scientist/Engineer	5	AS-5	BS	8
Associate Scientist/Engineer	4	AS-4	BS	6
Associate Scientist/Engineer	3	AS-3	BS	4
Associate Scientist/Engineer	2	AS-2	BS	2
Associate Scientist/Engineer	1	AS-1	BS	0

3.5 Engineering Assistant

3.5.1 Representative Job Duties and Responsibilities

- Assists under technical direction in the design and implementation of advanced methods and research techniques in the laboratory investigation of complex systems design requirements, problems, and their solutions.

- Assists as directed in the analysis, design, coding, implementation, testing, or evaluation of system components related to engineering or functional requirements of operational systems, support systems, or management information systems.

3.5.2 Typical Education and Experience

The Engineering Assistant must have education, professional training, and education in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Computer Science, Business Administration, Chemistry, Chemical Engineering, Electrical Engineering, Mathematics, Mechanical Engineering, Metallurgy, Meteorology, Operations Research, Physics, Software Engineering, and Spectroscopy. In addition, the Engineering Assistant should have experience:

- Assisting under technical direction in the application of scientific/engineering principles in laboratory investigations, and assisting in the analysis, design, implementation, testing, or evaluation of systems.

- Assisting as directed in the preparation of programming code, engineering analyses, technical reports, technical change proposals, and other technical documentation.

3.5.3 Academic Degree and Years of Experience

Labor Category	Level	Labor Category Code	Academic Degree	Experience (Yrs)
Engineering Assistant	5	EN-5	Associate	12
Engineering Assistant	4	EN-4	Associate	9
Engineering Assistant	3	EN-3	Associate	6
Engineering Assistant	2	EN-2	Associate	3
Engineering Assistant	1	EN-1	Associate	0

3.6 Administrative Assistant

3.6.1 Representative Job Duties and Responsibilities

- Researches, organizes, writes, edits, proofreads, and produces a broad range of reports, manuals, presentations, and other technical publications.

- Recommends overall document organization and layout, editorial standards, formatting, and publication methods.

- Chooses fonts or types, designs lettering, logos and layouts, and selects style, technique, and medium best suited to produce desired effect and conform to document and reproduction requirements.

- Verifies technical documentation is accurate, complete, meets editorial guidelines and government specifications, and follows all required standards for quality, graphics, markings, coverage, format, and style.

- Conceives, designs, and develops graphics and illustrations from models, sketches, memory, written or verbal instructions, and imagination for use in technical materials, and for inclusion in software and applications development.

- Uses computer hardware and software to prepare, revise, print and store text, illustrations, graphs, and charts.

- Operates photography equipment, such as still, digital, and video cameras, in the design and production of photos and videotapes.

- Coordinates document production with outside sources or vendors when necessary.

3.6.2 Typical Education and Experience

The Administrative Assistant must have education, professional training, and education in areas relevant to the specific needs of the program, including, but not limited to, the following disciplines: Communications, English, Journalism, Liberal Arts, or relevant technical field such as graphics design, art, or other related area. In addition, the Administrative Assistant should have experience:

- In documentation, such as technical writing, document design, document development and production, editing, layout, and desktop publishing.

- In visual arts such as graphics design, illustration, photography, and video.

- Multimedia design and presentation background, such as incorporation of photos, audio, video, text, and graphics into reports, manuals, presentations, and other technical publications.

- Knowledge and experience in the use of computer software and hardware to design and produce documents, graphics, videotapes, and web pages.

3.6.3 Academic Degree and Years of Experience

Labor Category	Level	Labor Category Code	Academic Degree	Experience (Yrs)
Admin Assistant	5	AD-5	Associate	12
Admin Assistant	4	AD-4	Associate	9
Admin Assistant	3	AD-3	Associate	6
Admin Assistant	2	AD-2	Associate	3
Admin Assistant	1	AD-1	Associate	0

4. MOBIS SCHEDULE ORDERING INFORMATION

This section provides all relevant ordering information to our customers in the standard format prescribed by our GSA MOBIS Schedule contract.

4.1 Contract Information

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Pricelist

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Schedule Industrial Group 874
Industrial Class 8742

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.

Contract No.:	GS-10F-0243K
Contract Period:	June 01, 2000 through May 31, 2020
Contract Administration:	Noel Corea
Telephone:	(571) 227-6294
Fax:	(571) 227-6001
E-Mail Address:	ncorea@omi.com
Contractor:	OptiMetrics, Inc. 6909 Metro Park Dr., Suite 500 Alexandria, VA 22310
Web Address:	www.OptiMetrics.org
Business Size:	Large
DUNS No.:	09-911-6618

4.2 Customer Information

1a. Table of Awarded Special Item Numbers (SINs):

SIN 874-1 (RC) Integrated Consulting Services
SIN 874-7 (RC) Integrated Business Program Support Services

1b. N/A

2. Maximum Order: $1,000,000

3. Minimum Order: $100

4. Geographic Coverage: Domestic

5. Production/Performance Points: Abingdon, MD
Ann Arbor, MI
Dayton, OH
Las Cruces, NM
Washington, DC
Customer Sites

6. Discount From List Price: Prices shown herein are net prices.

7. Quantity Discounts: N/A

8. Prompt Payment Terms: Net 30 days

9a. Government Credit Card is accepted for orders below the micropurchase threshold

b. Contact Contractor's Representative for credit card acceptance of orders above the micropurchase threshold

10. Foreign Items: N/A

11a-d. Time of Delivery: As specified by ordering agency on each task order

12. F.O.B. Point(s): As specified by ordering agency on each task order

13. Ordering Address(es):

OptiMetrics, Inc.
6909 Metro Park Dr., Suite 500
Alexandria, VA 22310
Attn: Contracts Department

(571) 227-6294
(571) 227-6001 (fax)
ncorea@omi.com

14. Payment Address:

OptiMetrics, Inc.
6909 Metro Park Dr., Suite 500
Alexandria, VA 22310
Attn: Accounts Payable

(571) 227-6294
(571) 227-6001 (fax)
ncorea@omi.com

15. Warranty Provisions: N/A
16. Export Packing Charges: N/A
17. Terms and Conditions of Government Credit Card Acceptance: See #9 above.
18. Terms and Conditions of Rental, Maintenance, and Repair: N/A
19. Terms and Conditions of Installation: N/A
20. Terms and Conditions of Repair Parts: N/A

20a. Terms and Conditions of any other services: N/A

21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
24. Year 2000 (Y2K) Compliant
25. Environmental Attributes: N/A
26. Data Universal Numbering System (DUNS) number: 09-911-6618
27. Contractor is registered in Central Contractor Registration (CCR) database

4.3 Other Terms and Conditions

1. Taxes: The State of New Mexico levies New Mexico Gross Receipts Tax / Use Tax on the sale of services to federal government Customers in New Mexico. Our fixed pricing does not include this tax. OptiMetrics will pass through this added expense as an other direct cost to the customer. All other taxes are included in the pricing provided below.
2. Materials: The purchase of materials, supplies, and equipment is outside the scope of our GSA contract. If such purchase is required incidental to the services being provided to Customer, the Customer will be responsible for negotiating the cost directly with OptiMetrics. Subject to approval by the customer, such expenses will be reimbursed at cost plus OptiMetrics' processing overhead.
3. Place of Performance: Orders will be accepted which specify that some or all of the work is to be performed at the Government customer's site. In general, to take advantage of Government-Site pricing, the government customer must provide office space, office supplies, and office equipment (e.g. copier, computer, internet access, fax, and telephone) to OptiMetrics' employees assigned to the Government site for the effort. Government facilities must be guaranteed for a minimum of one month. OptiMetrics will not generally accept Government-Site orders for periods of performance less than one month.
4. Travel: Travel expenses incurred in connection with services provided under this contract shall be reimbursed at cost plus OptiMetrics' processing overhead. Such expenses will be limited to those specified in the Federal Travel Regulations.
5. Partial Payments: For firm, fixed price orders with a period of performance of two months or more, a schedule for partial payments tied to specific milestones may be negotiated at the discretion of the ordering agency.

4.4 Pricing (Note 1)

Pricing is the same for each SIN under this contract. There are two Price Schedules shown below:

- OptiMetrics Site Hourly Rates
- Government Site Hourly Rates

OptiMetrics Site pricing applies to work performed predominately at OptiMetrics' facilities, while Government Site pricing applies to work performed predominately at Government facilities, or at OptiMetrics' employee home offices. Each Price Schedule lists the fully burdened hourly rate amount for each Labor Category by Program Year. The prices shown include the Industrial Funding Fee.

(Note 1) "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."

Labor Category Offered	OptiMetrics Site Hourly Rate				
(Order Code)	6/1/2015 - 5/31/2016	6/1/2016 - 5/31/2017	6/1/2017 - 5/31/2018	6/1/2018 - 5/31/2019	6/1/2019 - 5/31/2020
Program Manager (PM-5)	$278.49	$284.06	$289.74	$295.53	$301.44
Program Manager (PM-4)	$261.54	$266.77	$272.11	$277.55	$283.10
Program Manager (PM-3)	$245.62	$250.53	$255.54	$260.65	$265.86
Program Manager (PM-2)	$230.68	$235.29	$240.00	$244.80	$249.70
Program Manager (PM-1)	$216.61	$220.94	$225.36	$229.87	$234.47
Senior Scientist/Engineer (SN-5)	$203.43	$207.50	$211.65	$215.88	$220.20
Senior Scientist/Engineer (SN-4)	$191.05	$194.87	$198.77	$202.75	$206.81
Senior Scientist/Engineer (SN-3)	$179.43	$183.02	$186.68	$190.41	$194.22
Senior Scientist/Engineer (SN-2)	$168.50	$171.87	$175.31	$178.82	$182.40
Senior Scientist/Engineer (SN-1)	$158.26	$161.43	$164.66	$167.95	$171.31
Staff Scientist/Engineer (ST-5)	$148.63	$151.60	$154.63	$157.72	$160.87
Staff Scientist/Engineer (ST-4)	$139.58	$142.37	$145.22	$148.12	$151.08
Staff Scientist/Engineer (ST-3)	$131.08	$133.70	$136.37	$139.10	$141.88
Staff Scientist/Engineer (ST-2)	$123.09	$125.55	$128.06	$130.62	$133.23
Staff Scientist/Engineer (ST-1)	$115.60	$117.91	$120.27	$122.68	$125.13
Associate Scientist/Engineer (AS-5)	$108.59	$110.76	$112.98	$115.24	$117.54
Associate Scientist/Engineer (AS-4)	$101.96	$104.00	$106.08	$108.20	$110.36
Associate Scientist/Engineer (AS-3)	$95.74	$97.65	$99.60	$101.59	$103.62
Associate Scientist/Engineer (AS-2)	$89.96	$91.76	$93.60	$95.47	$97.38
Associate Scientist/Engineer (AS-1)	$84.45	$86.14	$87.86	$89.62	$91.41
Engineering Assistant (EN-5)	$80.87	$82.49	$84.14	$85.82	$87.54
Engineering Assistant (EN-4)	$70.76	$72.18	$73.62	$75.09	$76.59
Engineering Assistant (EN-3)	$60.68	$61.89	$63.13	$64.39	$65.68
Engineering Assistant (EN-2)	$50.54	$51.55	$52.58	$53.63	$54.70
Engineering Assistant (EN-1)	$40.43	$41.24	$42.06	$42.90	$43.76
Admin Assistant (AD-5)	$80.87	$82.49	$84.14	$85.82	$87.54
Admin Assistant (AD-4)	$72.77	$74.23	$75.71	$77.22	$78.76
Admin Assistant (AD-3)	$64.69	$65.98	$67.30	$68.65	$70.02
Admin Assistant (AD-2)	$56.64	$57.77	$58.93	$60.11	$61.31
Admin Assistant (AD-1)	$48.51	$49.48	$50.47	$51.48	$52.51

Labor Category Offered	Government Site Hourly Rate				
(Order Code)	6/1/2015 - 5/31/2016	6/1/2016 - 5/31/2017	6/1/2017 - 5/31/2018	6/1/2018 - 5/31/2019	6/1/2019 - 5/31/2020
Program Manager (PM-5)	$190.21	$194.01	$197.89	$201.85	$205.89
Program Manager (PM-4)	$178.63	$182.20	$185.84	$189.56	$193.35
Program Manager (PM-3)	$167.75	$171.11	$174.53	$178.02	$181.58
Program Manager (PM-2)	$157.54	$160.69	$163.90	$167.18	$170.52
Program Manager (PM-1)	$147.96	$150.92	$153.94	$157.02	$160.16
Senior Scientist/Engineer (SN-5)	$138.96	$141.74	$144.57	$147.46	$150.41
Senior Scientist/Engineer (SN-4)	$130.49	$133.10	$135.76	$138.48	$141.25
Senior Scientist/Engineer (SN-3)	$122.54	$124.99	$127.49	$130.04	$132.64
Senior Scientist/Engineer (SN-2)	$115.08	$117.38	$119.73	$122.12	$124.56
Senior Scientist/Engineer (SN-1)	$108.10	$110.26	$112.47	$114.72	$117.01
Staff Scientist/Engineer (ST-5)	$101.51	$103.54	$105.61	$107.72	$109.87
Staff Scientist/Engineer (ST-4)	$95.34	$97.25	$99.20	$101.18	$103.20
Staff Scientist/Engineer (ST-3)	$89.53	$91.32	$93.15	$95.01	$96.91
Staff Scientist/Engineer (ST-2)	$84.07	$85.75	$87.47	$89.22	$91.00
Staff Scientist/Engineer (ST-1)	$78.96	$80.54	$82.15	$83.79	$85.47
Associate Scientist/Engineer (AS-5)	$74.16	$75.64	$77.15	$78.69	$80.26
Associate Scientist/Engineer (AS-4)	$69.65	$71.04	$72.46	$73.91	$75.39
Associate Scientist/Engineer (AS-3)	$65.39	$66.70	$68.03	$69.39	$70.78
Associate Scientist/Engineer (AS-2)	$61.43	$62.66	$63.91	$65.19	$66.49
Associate Scientist/Engineer (AS-1)	$57.68	$58.83	$60.01	$61.21	$62.43
Engineering Assistant (EN-5)	$55.22	$56.32	$57.45	$58.60	$59.77
Engineering Assistant (EN-4)	$48.34	$49.31	$50.30	$51.31	$52.34
Engineering Assistant (EN-3)	$41.44	$42.27	$43.12	$43.98	$44.86
Engineering Assistant (EN-2)	$34.53	$35.22	$35.92	$36.64	$37.37
Engineering Assistant (EN-1)	$27.60	$28.15	$28.71	$29.28	$29.87
Admin Assistant (AD-5)	$55.22	$56.32	$57.45	$58.60	$59.77
Admin Assistant (AD-4)	$49.73	$50.72	$51.73	$52.76	53.82
Admin Assistant (AD-3)	$44.19	$45.07	$45.97	$46.89	$47.83
Admin Assistant (AD-2)	$38.65	$39.42	$40.21	$41.01	$41.83
Admin Assistant (AD-1)	$33.13	$33.79	$34.47	$35.16	$35.86

5. MOBIS ORDERING PROCESS

OptiMetrics has been awarded General Services Administration (GSA) Contract GS-10F-0243 to provide Mission Oriented Business Integrated Services (MOBIS) to U.S. Government agencies. Using the GSA service contract is fast and convenient. Since the GSA has already evaluated and pre-qualified OptiMetrics' technical services and pricing through a competitive process, procurement times can be considerably shortened; you do not need to go through all the process associated with a full and open competition.

You control the process from the definition of the requirement through the selection of the service provider. When you have a MOBIS requirement, you need only prepare a Purchase Requisition and a brief Statement of Work (SOW). The SOW should describe the technical requirements including schedule, deliverables, delivery order type, and any security requirements. If the requirement is well-defined, you may specify a Firm, Fixed Price order type; otherwise, specify a Time and Materials order type. Under the terms of the GSA contract, you need only consider three qualified GSA MOBIS vendors by either:

- reviewing their pricelists or catalogs,
- contacting them directly, or
- obtaining oral or written proposals.

You can easily search for and identify other potential sources using the GSA Advantage! web site at http://www.gsaadvantage.gov. Provide the completed Purchase Requisition and Statement of Work to your Contracting Officer along with your recommendation for award. Under the GSA MOBIS contract, you make the award to the vendor that offers the best value for your particular needs; you do not need to award to the vendor offering the lowest price. Your Contracting Officer will process the Purchase Requisition and issue an order.

For any questions about OptiMetrics' GSA MOBIS offering, please contact:

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