GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Mission Oriented Business Integrated Services (MOBIS)

FSC Supply Group: 874

FSC/PSC Code: R499

Company Information	
Contractor:	NOVAD Management Consulting, LLC
Address:	3309 Old Largo Road, Suite 100 Upper Marlboro, MD 20772-7811
Phone:	301.429.5961
Website:	www.novadconsulting.com
Business Size:	Small
Contract Number:	GS-10F-0263X
Contract Period:	May 20, 2011 - May 19, 2016

Contract Administrator Information	
Contract Administrator:	Everett Davon Kelly (President/CEO)
Address:	3309 Old Largo Road, Suite 100 Upper Marlboro, MD 20772-7811
Phone:	301.429.5963
Fax:	301.429.5962
Email:	davonkelly@novadconsulting.com

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Customer Information

1. Maximum Order Limitation: **SIN 874-1/1RC: $1,000,000**
SIN 874-7/7RC: $1,000,000

1b. Minimum Order Limitation: **SIN 874-1/1RC: $100**
SIN 874-7/7RC: $100

2. Geographic Scope of Contract: **Domestic and Overseas**

3. Point of Production: **United States (same as corporate address)**

4. Discount from List Price or Statement of Net Price: **See "Attachment 1A" (prices shown are net)**

5. Quantity Discounts: **None**

6. Prompt Payment Terms: **Net 30**

7. Notification That Government Purchase Cards Are Accepted Below the Micro-purchase Threshold: **Yes**

8. Notification That Government Purchase Cards Are Not Accepted Above the Micro-purchase Threshold: **Yes**

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

10. Time of Delivery: **To be determined at task order level.**

11b. Expedited Delivery: **Contact Contractor**

11c. Overnight and 2 Day Delivery: **Contact Contractor**

11d. Urgent Requirements: **Contact Contractor**

12. F.O.B. point(s): **Destination**

13a. Ordering Address: **3309 Old Largo Road, Suite 100**
Upper Marlboro, MD 20772-7811

13b. Ordering Procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**

13c. Payment Address: **3309 Old Largo Road, Suite 100**
Upper Marlboro, MD 20772-7811
Or
8181 Professional Place, Suite 208
Landover, MD 20785

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Customer Information (cont.)

14. Warranty Provision: **No Warranty**

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

16. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micro-purchase Level).

    NOVAD Management Consulting does not accept the Government Purchase Card above the Micro-Purchase Threshold.

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

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

19. Terms and Conditions of Repair etc.: **N/A**

20. Terms and Conditions for any Other Services: **N/A**

21. List of Service and Distribution points: **N/A**

22. List of Participating Dealers: **N/A**

23. Preventive maintenance: **N/A**

24. Environmental Attributes: **NOVAD Management Consulting will comply with any applicable guidelines/regulations associated with the services provided under this GSA Schedule.**

25a. Section 508 Compliance: **NOVAD Management Consulting will ensure that the services provided under this contract will be in compliance with the Americans with Disabilities Act (ADA) by vigorously adhering to the accessibility checklist specified in Section 508.**

25b. Data Universal Number System (DUNS) Number: **142487680**

26. Notification regarding registration in Central Contractor Registration (CCR) Database:

    Registration valid until 10/18/2011

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Attachment 1a
(Approved Schedule 874 GSA Price List)

SIN(s) Proposed		Service Proposed (e.g. Job Title/Task)	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
874 1	874 7	Engagement Manager/Principal	$248.66	$254.13	$259.72	$265.44	$271.27
874 1	874 7	Project Manager	$225.21	$230.16	$235.23	$240.40	$245.69
874 1	874 7	Subject Matter Expert 1	$225.21	$230.16	$235.23	$240.40	$245.69
874 1	874 7	Subject Matter Expert 2	$187.67	$191.80	$196.02	$200.33	$204.74
874 1	874 7	Senior Project Manager/Deputy Project Manager	$171.26	$175.03	$178.88	$182.81	$186.84
874 1	874 7	Senior Project Manager/Deputy Project Manager	$117.29	$119.87	$122.51	$125.20	$127.96
874 1	874 7	Senior Advisor	$281.51	$287.70	$294.03	$300.50	$307.11
874 1	874 7	Senior Manager	$164.21	$167.82	$171.51	$175.29	$179.14
874 1	874 7	Senior Professional	$140.75	$143.85	$147.01	$150.25	$153.55
874 1	874 7	Junior Professional	$112.60	$115.08	$117.61	$120.20	$122.84
874 1	874 7	Project Coordinator	$86.33	$88.23	$90.17	$92.15	$94.18
874 1	874 7	Technical Writer	$103.22	$105.49	$107.81	$110.18	$112.61

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Attachment 1b
(Labor Category Descriptions)

Labor Category	Description	Educational / Certification Level	Minimum Years Experience
Engagement Manager / Principal	Facilitate meetings and presentations, Partner with clients to identify business problems, develop creative solutions, and implement changes that significantly improve productivity, quality, or customer satisfaction. Draft project proposals, reports, communications and memos that presents issues, ideas and opportunities clearly and concisely. Define key activities, timelines, and resource requirements needed to achieve project objectives. Manage teams and projects, Account for timely completion of projects and deliverables within pre-established timelines, Identify future projects based upon observations and discussions with senior management. Provides internal planning, guidance and management structure for tracking accomplishments of work assigned. Provides leadership in industry meetings.	Master's Degree or Bachelor's Degree	15 years direct experience in field
Project Manager	Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Provides direction on projects from inception through completion and to provide technical and managerial assistance on all aspects of project management to comply with the requirements of the contract for the customer. Manages day-to-day operational aspects of a project and scope. Reviews deliverables prepared by team before passing to client. Effectively applies our methodology and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Minimizes our exposure and risk on project. Ensures project documents are complete, current, and stored appropriately. Responsible for technical, management and cost performance. Demonstrates strong writing and oral communication skills.	Bachelors Degree	7-10 years related experience
Subject Matter Expert 1	Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex to complex systems. Coordinates and manages the preparation of analysis and evaluations. Provides recommendations for proper implementation of programs and systems specifications in the following specialties; business process re-engineering, workflow and process automations, process improvement, quality control and management, communications protocols, risk management and development methodologies. Must be able to communicate to a variety of audiences orally and in writing.	Master's Degree or Bachelor's Degree	7-10 years related experience
Subject Matter Expert 2	Develops requirements from a project's inception to its conclusion in the subject matter area for a simple to moderately complex system. Assists other senior staff with analysis and evaluation and with the preparations of recommendations for system improvements, optimization, development and/or maintenance. Must be able to communicate on highly specialized information to a variety of audiences orally and in writing. Facilitate process improvement efforts requiring a mastery of technical subject matter and experience in specific programs or processes.	Master's Degree or Bachelor's Degree	3-5 years related experience

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Labor Category	Description	Educational / Certification Level	Minimum Years Experience
Senior Project Manager / Deputy Project Manager	The primary responsibility of the senior project manager/deputy project manager is to ensure the successful delivery of projects for our clients. A successful project will exceed our client's expectations, providing them with a business solution which meets its goals and objectives, and is completed within the agreed scope, budget and timeframe boundaries. Provide mentoring and guidance to Project Managers and Project Co-coordinators as required. Design, organize, lead and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods, tools, or theories, or requires senior level experience in the program management to enterprise-wide efforts.	Bachelors Degree	7-10 years related experience
Senior Project Manager / Deputy Project Manager	In this capacity this Senior Project Manager/Deputy Project Manager will perform a lessor role than the previous position described above. The responsibilities include assisting in setting up the project filing systems for all project documentation. Assisting in the development of the projects timelines, Coordinating meetings, assisting in the development of meeting agendas and meeting minutes. Processing all final deliverables. Assist in the Design, organize, lead and conduct executive level workshops, seminars, training sessions and pilot projects which require senior level application of methods, tools, or theories, or requires senior level experience in the program management to enterprise-wide efforts.	Bachelors Degree	3-5 years related experience
Senior Advisor	Provides broad program oversight and interfaces directly with principal to ensure full program results and compliance. Initiates expert advice, guidance or counseling to Principal in support of the Project. Provide executive coaching to agency heads, directors, and senior managers on quality improvement engagement requiring extensive senior level experience because they have extreme public visibility, are operationally critical, or will have potential significant regulatory or financial impact on the mission of the agency.	Bachelors Degree	7-10 years related experience
Senior Manager	Manage strategic business and real estate initiatives; Provide complex financial analysis required for key decision making; Provide direction and leadership to project team; Review and approve project schedules; Provide quality control of all project deliverables; Develop and maintain high level relationships within the community; Train professional advisory staff; Some travel required; Perform other related duties as assigned.	Bachelors Degree	7-10 years related experience
Senior Professional	Experience includes: supporting program management and analysis of client issues, assisting with solution design and development, leading client teams, analyzing project data, and developing of appropriate deliverables. A Senior Consultant II is proficient in the use of firm tools and enablers to support the overall objectives and goals of the program. Other experience may include: performing benchmark analyses, building organizational design models, and defining business and technical needs	Bachelors Degree	3-5 years related experience
Junior Professional	Analyze and research the details on open issues as they become apparent, Coordinate project work plans and activities to achieve project objectives, Research and perform preliminary analysis on data, Handle the day to day business issues for projects, Take on any additional assigned duties. Assist the Senior professional in conducting studies in support of agency's mission-oriented business functions.	Bachelors Degree	at least 2years related experience

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Labor Category	Description	Educational / Certification Level	Minimum Years Experience
Project Coordinator	Works with internal and external parties to organize the various components needed to initiate, run and conclude major projects. Duties include coordinating schedules and activities, placing orders for supplies and services, and tracking progress and results. Requires excellent communication skills and management of the workflow of assignments. Analyze and research the details on open issues as they become apparent, Coordinate project work plans and activities to achieve project objectives, Research and perform preliminary analysis on data, Handle the day to day business issues for projects, Take on any additional assigned duties.	Bachelors Degree May be substituted for 4 years of required experience with a H.S. Diploma	7-10 years related experience
Technical Writer	A Technical writer must have excellent research skills. The Technical writer may gather information on their subjects over the Internet, and sometimes by interviewing experts in the field. The ability to organize their ideas and work at translating any technical language or jargon into text that the client reader can understand. They may prepare charts, graphs, or forms to accompany their initial drafts. Technical writers sometimes show these first drafts to the project managers before completing the final copy.	Bachelors Degree	4 years related experience