

**General Services Administration Federal Supply Service
Mission Oriented Business Integrated Services**

**Federal Supply Group: 874-1, 874-1RC
Contract Number: GS-10F-0274S**



**Authorized Federal Supply Schedule Price List
Contract Period Expires: May 31, 2016
Contractor: SSG Advisors LLC, 1 Mill Street, Suite 201, Burlington Vermont 05401**

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SIN 874-1, 874-1RC
Consulting/Project and Program Management Services

SSG Advisors LLC is a **woman-owned SBA-certified 8(a) and HUBZone small disadvantaged business**, based in Burlington, Vermont. We are a recognized small-business leader delivering innovative and responsive international development products and services. Since 2005, we have worked in more than 35 countries with federal, non-profit and commercial clients to design and carry out high quality training, capacity-building, analytical, project management and support services that deliver results.

Our Approach

We work with our federal clients in collaborative manner to design and deploy solution sets to accomplish what your team needs. In doing so, we develop a rich understanding of client needs and requirements, enabling us to develop and implement solutions that are targeted and cost effective. We have earned a reputation for working tirelessly to ensure client satisfaction.

Our Team

SSG Advisors possesses world-class in-house project management and subject matter expertise. Our specialists possess truly global experience from the halls of Washington to the villages of Africa. We also have access to a global network of highly skilled experts in areas ranging from economic development to governance to HIV/AIDs to climate change. What's more, our team includes highly experienced contracts and financial managers, ensuring that our projects stay in-scope, on-time and in-budget.

Our Experience

Few firms – large or small - possesses the range and depth of global experience that SSG Advisors has. Since 2005, SSG Advisors has completed assignments in dozens of countries in Africa, Asia, Latin America and Eastern Europe. We have implemented USG projects in rural Sri Lanka and delivered support services in Washington, DC. SSG Advisors has a long track record of managing complex tasks under demanding conditions. We have managed numerous federal contracts both as a prime contractor and as a subcontractor.

Our Capability

SSG Advisors possesses a wide range of institutional capabilities and can respond flexibly and cost-effectively to the evolving requirements of our federal clients:

- **Training and Capacity Building.** SSG Advisors designs and delivers high impact training programs, using proven adult learning techniques, both on-site and on-line. We also provide the latest in Human Institutional Capacity Development (HICD) services via our team of certified performance technologists (CPT),
- **Analytical Services.** We provide highly skilled and experienced analytical support to federal clients, including assessments, evaluations and thought leadership support. Our team combines deep analytical capabilities with a focus on practical and actionable insights.
- **Project Management.** We implement and manage international development projects on behalf of both federal and commercial clients around the world. We possess the systems and experience needed to achieve results in the most challenging environments in the world.

- **Support Services.** SSG Advisors provides support services –administrative, technical and financial to federal and commercial clients.

Our Technical Expertise

SSG Advisors has extensive subject matter expertise providing services in the following sectors:

- **Economic Growth:** workforce development, business development services; micro, small and medium enterprise development; franchise development; value chain analysis; market linkages.
- **Democracy and Governance:** civil society development; countering violent extremism; conflict management and resolution; youth empowerment; public participation.
- **ICT4D:** telecommunications; information and communications technology; clean technologies.
- **Public-Private Partnerships and Alliances:** Private sector partnerships, Community Partnerships.

What our Clients Say

“Evaluations of SSG’s trainings returned with high praises for the take away materials and practicality of lesson formats. Respondents found the training highly relevant to their career plans, and job descriptions. The majority would highly recommend it to their colleagues.” - Jim Thompson, Deputy Special Representative, Global Partnership Initiative, U.S. Department of State

“The Mission very definitely benefited greatly from SSG’s strong abilities in conceptualizing strong global development alliances. We also benefited very much from SSG’s ability to go out to the national and international business community and sell them on participating in market-based partnerships. SSG showed a knack for designing partnerships that showed companies ways in which they could benefit from doing enlightened business that helped society and USAID’s goals as well as the bottom line.” - Mark Sorensen, COR, USAID/Sri Lanka, Last Mile Initiative

“SSG has proven to be a valued partner of this office by delivering high quality, professional products and services. They regularly contribute to the leadership position of the GDA, and advance the intellectual and technical work of alliance building in the Agency.” - Jerry O’Brien, Deputy Chief, USAID Office of Private Sector Alliances and GDA IQC COR

“Communities and Development by [SSG Advisors] was excellent in the manner of presentation, material covered, and relevant experience in a specific area of interest. Recommend this portion of instruction be expanded equally in all aspects, both NGO instruction and stakeholder exercise.” - 95th Civilian Affairs Battalion, Fort Bragg

Specific Labor Categories under 874-1, 874-1RC, 874-7, 874-7RC include:**Managing Associate**

The Managing Associate contributes significantly to the vision, direction, and management of the project. S/he delivers leadership, direction, oversight, and technical expertise in support of project activities. S/he provides quality assurance, analyzes data, identifies key stakeholders, reviews the effectiveness of existing project activities, and makes recommendations for programmatic strategies and methodologies, implementing partners, and/or resource requirements.

Required Qualifications:

- Minimum of 12 years of senior-level management experience in a relevant technical discipline.
- Master's degree in international development, business, public policy, or another analytical, scientific, or technical discipline.
- A demonstrated track record in project design, implementation, and management.
- Strong leadership and interpersonal skills.
- Excellent written and oral communications skills.
- Experience with client and business relationship management, stakeholder engagement, and public-private partnerships in the development context.

Senior Associate

Senior Associate applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. Senior Associate performs data collection from multiple sources to include the web, client databases, and other resources. S/he utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. S/he may perform enterprise strategic systems planning, enterprise information planning and business area analysis. S/he may be experts in programmatic, sectoral, topical, regional, or community assessments and evaluations. S/he will gather basic socioeconomic data, identify key stakeholders, review the effectiveness of existing programmatic or community investments, and propose programmatic strategies, possible implementing partners, resource requirements (human, technical, financial) and key performance indicators.

Required Qualifications:

- A master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, International Development or Affairs, Social Science, Education, Human Resources Development, Psychology, or another analytical, scientific, or technical discipline.
- Minimum of 10 years of progressive experience.
- Relevant experience includes but is not limited to experience in facilitation, training, data collection, data analysis, methodology development and evaluation, report writing, preparation, and presentation, program and project assessment across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Associate

Associates apply an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. Associates perform data collection from multiple sources to include the web, client databases, and other resources. S/he utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. S/he may perform enterprise strategic systems planning, enterprise information planning and business area analysis. Associates may be experts in programmatic, sectoral, topical, regional, or community assessments and evaluations. Associates will gather basic socio-economic data, identify key stakeholders, review the effectiveness of existing programmatic or community investments, and propose programmatic strategies, possible implementing partners, resource requirements (human, technical, financial) and key performance indicators.

Required Qualifications:

- Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, International Development or Affairs, Social Science, Education, Human Resources Development, Psychology, or other related analytical, scientific, or technical disciplines.
- Minimum of six years of progressively responsible experience.
- Relevant experience includes but is not limited to experience in facilitation, training, data collection, data analysis, methodology development and evaluation, report writing, preparation, and presentation, program and project assessment across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Junior Associate

The Junior Associate plays a key role in contract activity implementation. S/he contributes to the design and delivery of all project activities, including assessments, due diligence, quality assurance, and training design and delivery, stakeholder coordination and engagements, and research and analytics.

Required Qualifications:

- Minimum of five years of professional experience in the international development arena.
- Master's degree in any analytical, scientific, or technical discipline; Bachelor's degree is sufficient if the number of years of relevant professional experience exceeds the minimum requirement by three years.
- Demonstrated leadership and interpersonal skills.
- Strong written and oral presentation skills.
- Experience working with USAID or other large government or donor entities.
- Experience with public-private partnerships, preferably in the donor space (i.e. USAID or other bilateral donors).
- A track record of collaboration with private sector partners.

Senior Project Manager

The Senior Project Manager provides senior-level technical and administrative management of portfolio projects. S/he has the primary responsibility for a timely implementation of project activities and effective financial and personnel management. S/he ensures that all project deliverables meet or exceed client expectations as well as SSG Advisors' own standards for excellence. S/he provides financial, contractual, and operational leadership and support to the project staff, ensures contract compliance, and liaises with the clients on issues related to contract management. S/he ensures that all project activities are implemented in accordance with the client rules and regulations.

Required Qualifications:

- Minimum of 10 years of progressively responsible experience in USAID project, contract, financial, or operations management.
- Master's degree in international development, business, or another analytical, scientific, or technical discipline; Bachelor's degree is sufficient if the number of years of relevant professional experience exceeds the minimum requirement by three years.
- Technical expertise in private sector development, ICT4D, natural resource management and/or workforce development.
- Practical knowledge of the USAID systems and regulations governing acquisition and/or assistance awards.
- Proven experience managing expenditures and financial commitments, personnel, travel, and procurement on USAID-funded projects.
- Outstanding written and oral communications abilities.
- Familiarity with public-private partnerships and alliances.

Project Manager

The Project Manager serves as the leader of a delivery/task order and assists the Chief of Party/Program Manager in working with the Government's COR, other Government management personnel, and customer agency representatives. Under the guidance of the Chief of Party/Program Manager, the Project Manager is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The Project Manager performs company-wide horizontal integration planning and interfaces to other functions systems. Project Managers are senior personnel who not only have responsibility for managing projects, but also, for managing people.

Required Qualifications:

- Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, International Development or Affairs, Social Science, Education, Human Resources Development, Psychology, or other related analytical, scientific, or technical disciplines.
- Minimum of eight years of progressive experience in managing, directing, and implementing projects. Relevant experience includes but is not limited to experience in managing projects, contracts, funds, and resources.
- Experience in managing a diverse group of functional activities, subordinate groups of technical and administrative personnel.

Project Assistant

The Project Assistant provides administrative and logistical support during project implementation. S/he helps with budget tracking, recruitment, and deliverables preparation. S/he carries out research and contributes to technical activities, as assigned.

Required Qualifications:

- Bachelor's degree in any analytical, scientific, or technical discipline.
- Minimum of two years of work experience in a related field.
- Ability to work independently and strictly adhere to deadlines.
- Strong written and oral communications skills and keen attention to detail.
- Demonstrated proficiency with MS Office and OSX applications.

Summary of Labor Categories

Labor Category	Required Qualifications		Option Period 1	Option Period 2
	Education	Years of Experience	Year 10 6/1/15 - 5/31/16	Year 11 6/1/16 to 5/31/17
Managing Associate	Master's Degree	12 years	\$1,484	\$1,510.71
Senior Associate	Master's Degree	10 years	\$1,394	\$1,419.09
Associate	Master's Degree	6 years	\$966	\$983.39
Junior Associate	Master's Degree ¹	5 years	\$709	\$721.76
Senior Project Manager	Master's Degree ¹	10 years	\$1,377	\$1,401.79
Project Manager	Master's Degree	8 years	\$988	\$1,005.78
Project Assistant	Bachelor's Degree	2 years	\$409	\$416.36

¹Bachelor's degree will be accepted if the number of years of relevant, progressively responsible professional experience exceeds the minimum requirement by three years or more.

1. The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: 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 CRF 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 WD number. Failure to do so may result in cancellation of the contract.

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

3. Minimum Order: \$100.00

4. Geographic Coverage: Global

5. Point of Production: Same as Company Address

6. Discount for List Prices: Government prices represent a minimum 4% discount already deducted.

7. Quantity discounts: NA

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold: yes.

9b. Government Purchase Cards are accepted above the micro-purchase threshold: yes.

10. Foreign Items: None.

11a. Time of Delivery: As agreed in each task/ deliverable order.

11b. Expedited Delivery: Please contact contractor.

11c. Overnight and 2-day delivery: NA

11d. Urgent Requirements: Please contact contractor

12. FOB Point: Destination

13a. Ordering Address: SSG Advisors, 1 Mill St. Suite 201, Burlington, VT 05401.

13b. Ordering Procedures: Please see FAR 8.405-3

14. Payment Address: SSG Advisors, 1 Mill St. Suite 201, Burlington, VT 05401.

15. Warranty Provision: Contractor's Standard Warranty.

16. Export Packing Charges: NA

17. Terms and Conditions of Government Purchase Card Acceptance: Allowable, contact contractor.

18. Terms and Conditions of Rental Maintenance and Repair: NA

19. Terms and Conditions of Installation: Not applicable

20. Terms and Conditions of Repair Parts indicating date of parts prices lists and any discounts from price lists and any discounts from list prices: NA

20a. Terms and Conditions for any other services: NA

21. List of service and distribution points: NA

22. List of Participating Dealers: NA

23. Preventative Maintenance: NA

24a. Special Attributes such as environmental attributes: NA

24b. Section 508 Compliance: NA

25. DUNS number: 195773598

26. Central Contractor Registry Database: Registered

27. Uncompensated Overtime: NA

28. Contractor will accept cost+ fixed fee and firm fixed price orders.