



MARTEK

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General Services Administration
Federal Supply Service
Authorized GSA Federal Supply Schedule Price List
Industrial Group 874, Industrial Class 8742

Mission Oriented Business Integrated Services (MOBIS)

Special Item Numbers (SINs):

- **Consulting Services (SIN 874-1) (874-1RC)**
- **Acquisition Management Support (SIN 874-6) (874-6RC)**

Contract No: **GS-10F-0289U**
Contract Option Period: **July 15, 2008 through July 14, 2013**



MARTEK GLOBAL SERVICES, INC.

7920 Norfolk Ave, Suite 920

Bethesda, MD 20814-2524

Tel : 301-656-3700 - Fax: 301-656-5567

POC : JDRuit@MarketGlobal.com or DDeHond@MartekGlobal.com

Web-Site : www.martekglobal.com

Business Size : Large

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 GSA Advantage is: GSAAdvantage.gov

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



CUSTOMER INFORMATION

For over a decade Martek has been helping organizations run better by providing strategic and tactical solutions. Martek has seasoned personnel and the experience to provide full lifecycle support in acquisitions, procurement activities and re-engineering solutions. Through this GSA schedule Martek will provide professional support services to agencies in conducting federal acquisition management activities they require. Martek has the personnel and experience to provide cradle to grave support to all areas of the procurement WorkCycle. Martek was founded based on the notion that one company could be a total solution for Federal Acquisitions, Daily Operations and Re-engineering projects, and act as a “general contractor for business”, allowing the organization’s executives to focus on what they do best.

1a. Awarded Special Item Numbers:

SIN 874-1 - Consulting Services

SIN 874-6 - Acquisition Management Support

1b. Prices: Hourly rates for all offered labor categories are on Page 4.

1c. Descriptions: Job Descriptions can be found on Page 5.

2. Maximum Order: \$1,000,000.00.

3. Minimum Order: \$300.00.

4. Geographic Coverage: The 48 contiguous states, the District of Columbia, Alaska, Hawaii and the Commonwealth of Puerto Rico.

5. Points of Production: None

6. List Price Discounts: Net Prices

7. Quantity Discounts: None.

8. Prompt Payment Terms: Net 30

9a. Government Credit Card: Government purchase cards are accepted at or below the micro-purchase threshold

9b. Government Credit Card: Government purchase cards are accepted above the micro-purchase threshold

10. Foreign Items: None.

11a. Time of Delivery: To be specified by Task Order.

11b. Expedited Delivery: As Negotiated

11c. Overnight - 2-Day Delivery: As Negotiated



- 11d. **Urgent Requirements:** As Negotiated
- 12. **F.O.B. Point:** Destination.
- 13. **Ordering Address:**
Martek Global Services, Inc.
7920 Norfolk Ave., Ste. 920
Bethesda, MD 20814
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation - 8.405-3
- 14. **Payment Address:**
Martek Global Services, Inc.
Attn: Accounts Payable
7920 Norfolk Ave., Ste. 920
Bethesda, MD 20814
- 15. **Warranty Provision:** None
- 16. **Export Packing Charges:** Not Applicable
- 17. **Terms and conditions of Government purchase Cards:** Not Applicable
- 18. **Terms and conditions of rental, maintenance, and repair:** Not Applicable
- 19. **Terms and conditions of installations:** Not Applicable
- 20. **Terms and conditions of repair parts:** Not Applicable
- 20a. **Terms and conditions for any other services:** Not Applicable
- 21. **Service and Distributions Points:** Not Applicable
- 22. **List of Participating Dealers:** Not Applicable
- 23. **Preventive maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **Section 508 compliance:** Not Applicable
- 25. **Data Universal Numbering System (DUNS):** 005168039
- 26. **Central Contractor Registration (CCR):** Martek Global Services, Inc. has registered with the CCR database.

MOBIS

MOBIS is an acronym for Mission Oriented Business Integrated Services. It is a competitively awarded Federal Supply Service Multiple Award Schedule contract. The purpose of the contract is to provide Federal Agencies and State and Local Governments with access to carefully qualified contractors who can assist them in improving the way they manage their responsibilities; their structure; and the Business Processes they utilize to accomplish their missions.

HOURLY RATES

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Engagement Manager	\$141.00	\$145.23	\$149.59	\$154.07	\$158.70
Project Manager I	\$70.87	\$73.00	\$75.19	\$77.44	\$79.76
Project Manager II	\$98.70	\$101.66	\$104.71	\$107.85	\$111.09
Project Manager III	\$94.71	\$97.55	\$100.48	\$103.49	\$106.60
Contract Specialist I	\$45.42	\$46.78	\$48.19	\$49.63	\$51.12
Contract Specialist II	\$64.72	\$66.66	\$68.66	\$70.72	\$72.84
Contract Specialist III	\$73.89	\$76.11	\$78.39	\$80.74	\$83.16
Contract Specialist IV	\$80.12	\$82.52	\$85.00	\$87.55	\$90.18
Contract Specialist V	\$89.52	\$92.21	\$94.97	\$97.82	\$100.76
Purchasing Agent/Buyer II	\$46.41	\$47.80	\$49.24	\$50.71	\$52.23
Purchasing Agent/Buyer III	\$54.31	\$55.94	\$57.62	\$59.35	\$61.13
Closeout Specialist II	\$48.59	\$50.05	\$51.55	\$53.10	\$54.69
Office Automation Clerk II	\$32.16	\$33.12	\$34.12	\$35.14	\$36.20
Office Automation Clerk III	\$35.58	\$36.65	\$37.75	\$38.88	\$40.05
Business Process Re-Engineer	\$115.62	\$119.09	\$122.66	\$126.34	\$130.13
Business Analyst	\$46.06	\$47.44	\$48.87	\$50.33	\$51.84
Administrative Assistant II	\$34.90	\$35.95	\$37.03	\$38.14	\$39.28
Administrative Assistant III	\$38.90	\$40.07	\$41.27	\$42.51	\$43.78

Labor Category Position Description(s)

Relevant SIN(s): 874-1 & 874-6

Title: Engagement Manager

Functional Duties/Responsibilities: Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Must be familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks.

Minimum Education Level: Bachelors degree

Required/Supplemental Certifications: Relevant training in essential skills

Minimum Experience Requirements: 10 years of relevant experience.

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-1 & 874-6

Title: Project Manager I

Functional Duties/Responsibilities: Provides project management, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.

Minimum Education Level: 1 – 4 years above high school

Minimum Experience Requirements: Two or more years in a direct supervisory capacity.

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-1 & 874-6

Title: Project Manager II

Functional Duties/Responsibilities: Provides complex project management for groups of 8 or more personnel, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.

Minimum Education Level: Associates Degree or at least 45 hours of post high school education in a related field of study.

Required/Supplemental Certifications: Project Management certification

Minimum Experience Requirements: More than two years in a direct supervisory category

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field

Relevant SIN(s): 874-1 & 874-6

Title: Project Manager III

Functional Duties/Responsibilities: Provides complex project management for groups of 10 or more personnel, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.

Minimum Education Level: Bachelors Degree

Minimum Experience Requirements: More than four years in a direct supervisory category

Substitution Methodology: 60 hours of post high school education in a related field of study or a Project Management certification or 1 year of education for 2 ½ years of experience in required field.

Relevant SIN(s): 874-6

Title: Contract Specialist I

Functional Duties/Responsibilities: Demonstrated proficiency in applicable core competencies Knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types related to preaward, postaward, and/or price/cost analysis functions to perform well-defined and precedent contract actions. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, compose memoranda, minutes, and reports, and draft contract provisions and supporting documents.

Minimum Education Level: Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

Minimum Experience Requirements: 1 year of Federal contracting experience

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-6

Title: Contract Specialist II

Functional Duties/Responsibilities: Knowledge of a wide range of contracting procedures, methods and contract types including formal advertising, negotiation, fixed-price, cost contracting, and use of special provisions and incentives to plan and carry out contracting assignments related to pre-award or post-award functions, and/or price/cost analysis. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information; compose memoranda, minutes, and reports; and draft contract provisions and supporting documents.

Minimum Education Level: Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management

Minimum Experience Requirements: 2 year of contracting experience

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-6

Title: Contract Specialist III

Functional Duties/Responsibilities: Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.

Minimum Education Level: Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

Minimum Experience Requirements: 4 year of contracting experience

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-6

Title: Contract Specialist IV

Functional Duties/Responsibilities: Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.

Minimum Education Level: Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management,

Minimum Experience Requirements: 7 year of Federal contracting experience

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-6

Title: Contract Specialist V

Functional Duties/Responsibilities: Expert knowledge of Federal contracting law, regulation, policies and precedents, and related principles, policies and procedures to plan, lead, review, or audit the most complex procurement functions. Skill in technical and coordinative activities sufficient to lead work on a variety of highly complex procurement and contractual processes or reviews. Familiarity with business practices and market conditions sufficient to evaluate bid responsiveness, contractor responsibility and contractor performance. Ability to present factual information, analyses, and recommendations, or to compose bureau/agency guidelines.

Minimum Education Level: Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management or a Masters degree.

Minimum Experience Requirements: 9 year of Federal contracting experience

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-6

Title: Purchasing Agent/Buyer II

Functional Duties/Responsibilities: Broad knowledge of a body of purchasing regulations, methods, procedures, and business practices to make purchases involving specialized requirements and/or commercial requirements with complicating factors such as hard-to-locate sources, unstable price or product characteristics, many critical characteristics, or urgently needed items, etc. Knowledge of solicitation or purchasing methods to make competitive or sole source small purchases that involve, for example, collecting data to determine price reasonableness for new items, preparing detailed written solicitations, tailoring special terms and conditions, or other matters of similar complexity. Broad knowledge of price evaluation techniques to evaluate prices or costs for requirements with inadequate price history or to evaluate allowable charges for requirements involving special cost features (e.g., per diem, lodging rates, and airfare for purchases that require on-site repair service by non-local vendors).

Minimum Education Level: 1 – 4 years above high school

Minimum Experience Requirements: 6 months – 2 years relevant experience

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-6**Title: Purchasing Agent/Buyer III**

Functional Duties/Responsibilities: Broad knowledge of market sources for a wide range of specialized items or services and typical vendor modes of operation and ways of doing business. Knowledge of various acquisition clauses, such as those pertaining to inspection, acceptance, packaging, or testing to select or tailor clauses for purchases that involve special handling. Knowledge of post-award procedures to discuss equitable price adjustments for modifications to a purchase order, determine whether to recommend termination of an accepted purchase order for convenience, or perform similar actions. Skill in analyzing descriptions that has unique aspects and many critical characteristics to identify problem areas in specifications or decide if substitutions are acceptable or should be referred to supervisor for review.

Minimum Education Level: 1 – 4 years above high school**Minimum Experience Requirements:** More than 2 years relevant experience**Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field.**Relevant SIN(s): 874-1 & 874-6****Title: Closeout Specialist II**

Functional Duties/Responsibilities: Knowledge of basic procurement procedures and techniques and commonly used contracting methods and contract types to carry out recurring assignments and perform developmental assignments or segments of contract closeout actions. Familiarity with business practices and market conditions sufficient to evaluate vendor completion. Ability to present factual information, compose memoranda and meeting minutes, and draft contract provisions and supporting documents.

Minimum Education Level: 1 – 4 years above high school**Minimum Experience Requirements:** 6 months – 2 years relevant experience**Substitution Methodology:** 1 year of education for 2 ½ years of experience in the required field.**Relevant SIN(s): 874-1 & 874-6****Title: Office Automation Clerk II**

Functional Duties/Responsibilities: Fully qualified to operate an electronic typewriter, word processor, microcomputer, or computer terminal. Knowledge of varied and advanced functions of one or more automated systems to produce a wide range of documents. Knowledge of office automation systems in order that several types of software may be used for various office needs such as graphs, tables, and charts. Knowledge of spelling, grammar, punctuation, capitalization. Knowledge of specialized terminology, organization mission, and the roles of co-workers maintain files. Knowledge of the organizational structures and functions is needed to answer routine and non-technical inquiries.

Minimum Education Level: 1 – 4 years above high school**Minimum Experience Requirements:** 6 months – 2 years relevant experience**Substitution Methodology:** 1 year of education for 2 years of experience in the required field.

Relevant SIN(s): 874-1 & 874-6

Title: Office Automation Clerk III

Functional Duties/Responsibilities: Advanced knowledge of the capabilities, operating characteristics, and advanced functions of a variety of types of office automation software. The skill is used to select the most appropriate software type for a specific task to process invoicing in accordance to the Prompt Payment Act (PPA) and incorporate that data it into the text of a report. Knowledge of spelling, grammar, punctuation, and capitalization and report generation to document task accomplished.

Minimum Education Level: 1 – 4 years above high school

Minimum Experience Requirements: 2 years relevant experience

Substitution Methodology: 1 year of education for 2 years of experience in the required field.

Relevant SIN(s): 874-1 & 874-6

Title: Business Process Re-Engineer

Functional Duties/Responsibilities: Working knowledge and experience designing and implementing management consulting projects and systems. Must have experience in high level executive positions. Interact with user departments to identify and document functional business requirements. Use structured design techniques to design and document from complex solutions to functional business requirements.

Minimum Education Level: BA/BS degree in Computer Science, Math, Finance or Business

Minimum Experience Requirements: Minimum of 10 years experience with implementing solutions generated from broad business requirements using consulting skills, technical expertise, and personal commitment and influencing skills.

Substitution Methodology: Advanced degree is preferred, but relevant work experience can be substituted.

Relevant SIN(s): 874-1 & 874-6

Title: Business Analyst

Functional Duties/Responsibilities: Able to lead in the production of monthly, quarterly and yearly Management Information System reporting. The individual typically supports all contract information reporting, project work, and resource planning. The Business Analyst observes discrepancies, trends, and interrelationships in data or activities and is able to analyze elements of a problem or situation and identify potential solutions. The analyst executes and maintains the business and reporting process.

Minimum Education Level: Bachelor's Degree

Minimum Experience Requirements: Three (3) years of related work experience in a business setting and has the ability to initiate, develop and maintain smooth, cooperative working relationships with co-workers, management and other internal customers.

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-1 & 874-6

Title: Administrative Assistant II

Functional Duties/Responsibilities: Sufficient knowledge of the substantive programs of the organization and of the goals, priorities, policies and commitments of the supervisor, to perform such tasks as assembling information to be used for reports or responses to inquiries; compose non-technical correspondence; and maintain awareness of the clerical and administrative problems related to the organization's programs. Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative procedures of the organization.

Minimum Education Level: 1 – 4 years above high school

Minimum Experience Requirements: 6 months – 2 years relevant experience

Substitution Methodology: 1 year of education for 2 ½ years of experience in the required field.

Relevant SIN(s): 874-1 & 874-6

Title: Administrative Assistant III

Functional Duties/Responsibilities: Knowledge of administrative concepts and practices in order to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, and foresee administrative problems and requirements. Knowledge of the organization's substantive programs, supervisor's views, and the administrative functions, sufficient to answer routine inquiries and route to proper units. Skill in advising and instructing secretaries in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.

Minimum Education Level: Associates Degree

Minimum Experience Requirements: 2 years relevant experience

Substitution Methodology: 45 hours of post high school education in a related field of study