



## Zelos

*a small, woman-owned business*

1800 Diagonal Road, Suite 600

Alexandria, Virginia 22314

Phone: 703-828-7831

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zelosinc.com



### **Mission Oriented Business Integrated Services Schedule**

**Contract Number: GS-10F-0305M**

Contract Period: 6-1-2002 to 5-31-2017

**If you are looking for a true partner, you just found one.**

Zelos is a team of people working together toward one goal: *to help our clients achieve better results to accomplish their mission.* And we try to have some fun while we do it; after all, "Zelos" is the Greek term for "zeal," which is how we approach our clients, each other, and our partners.

Our team members are **experts in their fields** who have distinguished careers in and around government and nonprofits. We each pledge to bring fresh ideas and deliver exceptional services that exceed our clients' expectations. When we work with you, we are doing the work we love, and it shows.

Our clients are **dedicated and devoted government and nonprofit professionals** who recognize that our expertise and support make them and their teams more effective. Our clients ask us to help them look at their initiatives and challenges in a new light, develop actionable solutions, implement change, and measure their results in meaningful ways. Our clients ask us to help them improve, and that's exactly what we do. Because we meet our clients where they are, our solutions might include training programs, strategic planning, assessments or research, and other special projects.

Zelos is a smart\*-small business, by which we mean that Zelos **focuses** its resources on identifying the best consultants and trainers in the market, not on prime office facilities, furniture and other costly overhead. We share office space with other small businesses to keep our costs down; we collaborate and share in the cloud to be accessible and flexible to our clients; we use our extensive professional and personal networks to identify exceptional talent who will deliver services in the Zelos tradition. When you spend your valuable time and money for Zelos services, you are buying just that—**service and expertise**, not overhead.

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<sup>®</sup>, a menu-driven database system. The INTERNET address is: [GSAAdvantage.gov](http://GSAAdvantage.gov)

**1a. Awarded Special Item Numbers (SINs)**

874 1	Integrated Consulting Services	<p>874 1 --- Integrated Consulting Services: Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:</p> <ul style="list-style-type: none"> <li>• Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services</li> <li>• Facilitation and related decision support services</li> <li>• Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings</li> <li>• Advisory and assistance services in accordance with FAR 37.203</li> </ul>
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**1b and 1c. Price list with job descriptions**

Labor Category	Hourly Rate	Daily Rate	Description
Senior Managing Consultant	\$249.36	\$1,995.00	<p>Develops, maintains and extends relationships with clients at executive levels. Serves as senior manager for multiple consulting assignments with multi-task efforts. Responsible for overall team performance, project assignments and project oversight of all client engagements. <i>Bachelor's degree—minimum 15 years work experience in government operations</i></p>
Managing Consultant	\$221.92	\$1,775.00	<p>Serves as senior manager and project director of specific multi-task consulting assignments. Responsible for team performance, project assignments and project management for specific client engagements. Provides expertise in solution development. <i>Bachelor's degree—15 years work experience in government operations</i></p>
Principle SME	\$221.92	\$1,775.00	<p>Serves as senior client advisor on specific subject matter areas. Holds unique vision and expert knowledge in highly-specialized fields and works with client to transfer knowledge in those areas. <i>Bachelor's degree—15 years work experience in a particular field within government</i></p>
Senior Consultant	\$193.13	\$1,545.00	<p>Serves as senior-level team member on all consulting assignments. Responsible for team performance, project assignments and project management. <i>Bachelor's degree—10 years work experience</i></p>



# Z E L O S

<b>Labor Category</b>	<b>Hourly Rate</b>	<b>Daily Rate</b>	<b>Description</b>
Consultant	\$134.65	\$1,077.00	Serves as team member on consulting assignments and is responsible for specific project assignments. Documents research findings and develops recommendations. Works under senior consultant. <i>Bachelor's degree—3 years work experience</i>
Administrative Support	\$37.65	\$301.00	Provides administrative and clerical support to the facilitation team. Evaluates, orders and organizes materials and supplies for team. Makes travel arrangements and coordinates plans and schedules. Responsible for preparation of correspondence and reports. <i>Associate's degree—1 year work experience</i>

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** Domestic and overseas
5. **Point(s) of Production (city, county, and state or foreign country):**  
Zelos, LLC  
1800 Diagonal Road, Suite 600  
Alexandria, Virginia 22314
6. **Statement of Net Prices:**  
The prices listed in this pricelist are net prices, inclusive of all discounts.
7. **Quantity Discounts:** None.
8. **Prompt Payment Terms:** 0%, net 30.
- 9a/b. **Government Commercial Credit Card:**  
Zelos accepts payment via the Government commercial credit card, at, below and above the micro-purchase threshold.
10. **Foreign Items:**  
None of the items offered under this contract are of foreign origin.
- 11a. **Time of Delivery:** Delivery of all items will be in accordance with mutually agreed upon schedules established by agreement with the ordering agency.
- 11b. **Expedited Delivery:** Expedited delivery of items, when requested, will be in accordance with mutually agreed upon schedules established with the ordering agency.



- 11c. Overnight and 2-day Delivery:**  
Overnight and 2-day delivery of items is available upon request.
- 11d. Urgent Requirements:**  
Urgent requirements may be accommodated by contacting Zelos.
- 12. F.O.B. Point:** Destination
- 13. Ordering Address**  
Zelos, LLC  
1800 Diagonal Road, Suite 600  
Alexandria, Virginia 22314  
Stacia C. Aylward, CEO  
Email: info@zelosinc.com  
Phone: 703-828-7831  
Fax: 703-647-6009
- 14. Payment Address**  
Zelos, LLC  
1800 Diagonal Road, Suite 600  
Alexandria, Virginia 22314  
Wire transfer is available. Please contact Zelos.
- 15. Warranty Provision:** Contractor's standard commercial warranty
- 16-24. Terms and Conditions:** Not applicable
- 25. Data Universal Number System (DUNS) number:** 796490519  
**Cage Code:** 4QCN9
- 26. Notification regarding registration in the System for Award Management (SAM), a Federal Government owned and operated free web site that consolidates the capabilities in CCR/FedReg, ORCA, and EPLS:**  
The Zelos SAM registration is active.

*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.*