

Price List

Mission Oriented
Business Integrated
Services (MOBIS)

GSA Federal Supply Schedule
Contract Number GS-10F-0307U

THE
**Wicks
Group**
PLLC



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Group**
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Price List

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule
Price List

Mission Oriented Business Integrated Services (MOBIS)

Contract Number: GS-10F-0307U
Period: July 24, 2008 through July 23, 2013
Business Size: Small

1215 17th Street, NW - Fifth Floor
Washington, DC 20036
Telephone: (202) 457-7790
Fax: (202) 457-7799
Contact: Glenn Wicks
Email: gpwicks@wicks-group.com

www.wicks-group.com

THE
Wicks
Group
PLLC

Online 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. The internet address for GSA Advantage!™ is: <http://www.gsaadvantage.gov>.

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PLLC



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Customer Information

- 1a. Special Item Numbers:
874-1/874-1RC Consulting Services
874-7/874-7RC Program Integration and Project Management Services
- 1b. Lowest Price Model/Unit Price:
Not Applicable
- 1c. Hourly Rates and Labor Categories:
Please refer to pages 9 and 10
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
4. Geographic Coverage: Domestic only
5. Points of Production: Washington, DC
6. Discount from List Prices or Statement of Net Price:
All prices herein are Government net prices (discounts already deducted)
7. Quantity Discounts: None
8. Prompt Payment Terms: 0% net 30 days
- 9a/b. Government Purchase Cards:
Accepted up to the micro-purchase threshold
10. Foreign items: None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day Delivery: Contact Contractor
- 11d. Urgent Requirements: Contact Contractor
12. F.O.B. Points: Destination
13. Ordering Address: The Wicks Group, PLLC
1215 17th Street, NW – Fifth Floor
Washington, DC 20036
ATTENTION: Glenn Wicks
Telephone: 202-457-7790
Fax: 202-457-7799
Email: gpwicks@wicks-group.com



Customer Information

14. Payment Address: For payment by mail, use the address below:

The Wicks Group, PLLC
1215 17th Street, NW – Fifth Floor
Washington, DC 20036

For Electronic Funds Transfer (EFT) payment, remit electronically using the information below:

The Wicks Group, PLLC
Presidential Savings Bank
Account Number 025200833
Routing Code 255073345

15. Warranty Provision: Provision for any appropriate warranties will be as negotiated between the ordering agency and contractor for individual orders.

16. Export Packaging Charges: Not Applicable

17. Terms and Conditions of Government Purchase Card Acceptance: Contact Contractor

18. Terms and Conditions of Rental, Maintenance, and Repair: Not Applicable

19. Terms and Conditions of Installation: Not Applicable

20. Terms and Conditions of Repair Parts: Not Applicable

- 20a. Terms and Conditions for Any Other Services: Not Applicable

21. List of Service and Distribution Points: Not Applicable

22. List of Participating Dealers: Not Applicable

23. Preventative Maintenance: Not Applicable

- 24a. Environmental Attributes: Not Applicable

- 24b. If Applicable, Indicate that Section 508 Compliance Information is Available on Electronic and Information Technology (EIT) Supplies and Services: Not Applicable

25. Data Universal Numbering System (DUNS) number: 02-7216626

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



About the MOBIS Federal Supply Schedule

Purpose of the GSA MOBIS Federal Supply Schedule (FSS) Contracts

The GSA has made it much easier for federal government agencies to purchase needed services by awarding GSA FSS contracts for various types of goods and services, including the mission oriented business integrated services covered under MOBIS contracts. The FSS vehicles are government-wide contracts between GSA and commercial vendors to provide specified goods and services at stated prices to any federal government agency during the five-year contract period.

An FSS contract greatly reduces the time required to obtain needed services because the GSA has already reviewed vendors' qualifications, capabilities, and past performance. The GSA also has already negotiated rates that it has determined to be fair and reasonable for the specific types of goods and services covered under the contract.

Advantages of Using the GSA FFS MOBIS Schedule

Using a GSA FSS contract to obtain needed services provides many benefits to the ordering agency, as highlighted below.

- The procurement process is streamlined, with many fewer requirements.
- The process complies with all applicable regulations and competition requirements.
- The ordering agency determines the specific selection criteria for the task order and selects the contractor from among qualified vendors.
- The contracts cover a wide selection of services.
- Vendor prices have already been determined to be fair and reasonable.
- Services can be obtained on either a fee-fixed or labor hour basis.
- Blanket purchase agreements may be established for additional discounts.
- There is no maximum order limit or contract ceiling.
- The contracts are available for use by all federal agencies and other authorized users.



Ordering Services Under MOBIS

The GSA has developed FSS contracts to streamline the process of government procurement into a few simple steps. FSS contracts like MOBIS make it possible to complete a procurement activity in as little as a few weeks.

GSA FSS contracts expedite the procurement process by pre-qualifying vendors to perform specific types of services. The GSA reviews vendor qualifications, capabilities, past performance, and cost schedules in advance of the need for services and awards qualified vendors a FSS contract, such as MOBIS. Qualified vendors under the various FSS contracts are identified, by type of services, on the GSA Advantage! website.

If an agency wants to obtain less than \$2,500 in GSA MOBIS services, it can place an order directly with the MOBIS contractor of its choice. If an agency wants to order more than \$2,500 in services, it must use the following simplified procedure for placing the order.

Step 1: Prepare a Request for Quote that includes:

- A performance-based statement of work that outlines the work to be performed
- The type of task order being issued – either firm fixed price or labor hour
- The basis for contractor selection (i.e. best value)

Step 2: Transmit the Request for Quote to MOBIS contractors

- Must send to at least three contractors
- Can easily identify appropriate contractors by visiting the GSA Advantage! website (<http://www.gsaadvantage.gov>)

Step 3: Evaluate Quotes Received

- Evaluate all responses received according to the factors identified in the Request for Quote
- Process is valid even if only one contractor sends in a response

Step 4: Select the contractor to receive the order

- Place the order directly with the selected MOBIS contractor
- The order is issued directly from the requesting agency's contracting officer to the selected contractor without GSA involvement
- All task order reporting requirements and remission of fees to GSA are the responsibility of the contractor



Overview of The Wicks Group

The Wicks Group, PLLC (TWG) is a Washington, DC-based firm that specializes in providing legal and consulting services to clients with aviation-related interests. Clients from all aspects of the aviation sector call on TWG to help them meet their policy development, operations improvement, and problem resolution needs. Industries served include government agencies; airlines; airports, airport management firms, and airport service providers; aircraft manufacturers; corporate and business jets; and research institutes.

Previous or current federal agency clients include the U.S. Department of Transportation, numerous offices and branches of the Federal Aviation Administration, and the U.S. Trade and Development Agency. The firm also has assisted the civil aviation agencies of several foreign governments.

Our Consulting Services Division provides a range of aviation-related consulting and management support services to both public and private sector clients. Our Legal Services Division provides advice to clients on aviation regulatory, commercial, immigration, and environmental matters.

Our Consulting Services experience includes: assisting organizations with developing, documenting, or revising their policies and procedures to better achieve their strategic goals; developing new or revised regulations, policies, and guidance materials for U.S. and foreign civil aviation authorities; assisting foreign civil aviation authorities with meeting international safety standards and “best practices;” assisting airlines with certification/recertification projects, including the preparation of technical manuals; and supporting client decision-making by providing meeting support, facilitation, briefings, and decision-support documents; as well as other forms of assistance.

TWG is committed to providing the expertise and solutions needed to produce exceptional results and value for each client. Our depth of aviation experience, our commitment to excellence and client satisfaction, and our global reach place TWG at the forefront of aviation legal and consulting firms.



TWG MOBIS Services

The Wicks Group offers expert knowledge and highly refined skills to help agencies accomplish a wide range of management and operational improvement efforts. The following are examples of the tasks that may be performed under our MOBIS contract, which covers Special Item Numbers (SINs) 874-1: Consulting Services and 874-7: Program and Project Management Services. These examples are presented to indicate the types of MOBIS assistance we have most often provided, but there are many other types of services that may fit under the categories of Consulting Services and Program and Project Management Services and so can be ordered from TWG using MOBIS.

SIN 874-1: Consulting Services

Regulatory Development and Revision: TWG develops and revises regulations, orders, and related guidance materials for civil aviation authorities, airports, and other entities. Such services generally entail reviewing underlying statutes and any existing regulations, initial drafting, facilitating stakeholder and client workgroup meetings to review draft versions, and finalizing the new or revised regulations and guidance materials.

Business Process Re-Engineering (BPR): This TWG service includes analyzing client management goals and objectives for particular aspects of their business or organization, assessing the extent to which current practices advance or undercut progress toward those goals using various analytic frameworks, and then helping clients define and implement changes needed to better support goal attainment. We use tools and techniques such as interviews, surveys, benchmarking, and best practices documentation in our BPR work.

Decision-Making Support Services: TWG supports client decision-making by developing and presenting background and options briefings, preparing meeting agendas, documenting discussions, and providing follow-up communications for client dissemination.

Baseline Studies/Pre-Audit Assessments: TWG provides civil aviation authorities with baseline studies or pre-audit assessments of the extent to which their policies and procedures are in compliance with international safety standards and how their structures, policies, and procedures compare to industry "best practices."

Expert Witness Services: TWG has several well-known subject matter experts in various aspects of aviation who can provide expert witness services for lawsuits.



TWG MOBIS Services

SIN 874-7: Program and Project Management Services

Project Planning: TWG regularly assists clients with project planning by developing statements of work, preparing detailed project work plans, identifying needed resources, and developing project quality monitoring tools and schedules.

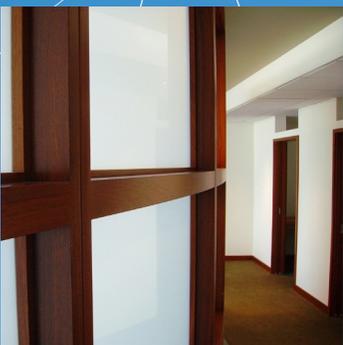
Stakeholder Briefing/Discussion Meeting Support: TWG often prepares stakeholder briefing materials and discussion meeting agendas, generally as part of a broader management support project.

Workgroup Facilitation: TWG facilitates client workgroups to inform, review, and obtain “buy in” on new client agency goals and objectives; proposed program, policy, or procedural changes; and new or revised documents. This service generally is provided as part of a broader management support project.

Internal Procedures Analysis and Reporting: TWG utilizes tools such as key informant interviews, document reviews, performance data reviews, surveys, best practices documentation, and benchmarking to carry out analyses of client internal procedures. We then prepare reports of our findings and recommendations for procedural improvements.

Documenting Program Operations and Procedures: TWG is highly skilled in documenting aviation program operations and procedures, including developing new or revised policies and procedures manuals and technical orders.

Providing Ongoing Project Management Support: TWG provides ongoing project management assistance in the form of meeting support, project issues and solutions identification, and project status monitoring.



MOBIS Pricing Options

Fixed Fee Compensation

The Wicks Group accepts MOBIS work under both “fixed fee” and “hourly rate” compensation arrangements. We are willing to quote a fixed fee for the provision of requested services when that is preferred by a federal agency.

Hourly Rate Compensation

Our approved MOBIS price list is provided below, which reflects approximately a 35 percent discount of our standard private sector hourly rates.

TWG MOBIS Schedule Price List SIN 874-1: Consulting Services and SIN 874-7: Program and Project Management Services

Labor Classification	Hourly Rate
Managing Director	\$357.50
Partner	\$260.00
Senior Advisor	\$292.50
Senior Consultant	\$225.00
Consultant	\$165.00
Subject Matter Expert/Technical Writer	\$115.50
Graphic Designer	\$97.50



Labor Classifications

All TWG labor classifications described in the chart below are available for use under both SIN 874-1: Consulting Services and SIN 874-7: Program and Project Management Support.

Title	Functional Duties and Responsibilities	Minimum Education and Experience Requirements
Managing Director	<ul style="list-style-type: none"> Plans and directs all major consulting and program/project management services projects Makes all resource allocation decisions Provides direct consulting services on complex or sensitive projects Ensures quality and client satisfaction on all consulting and program/project management services projects 	<ul style="list-style-type: none"> Juris Doctor 15 years of aviation sector experience, including regulatory and commercial work 7 years of executive project management experience
Partner	<ul style="list-style-type: none"> Plans and directs consulting and program/project management services projects as agreed with Managing Director Provides direct consulting services on complex or sensitive projects Ensures quality assurance tools and practices are used on assigned projects 	<ul style="list-style-type: none"> Master's Degree or Juris Doctor 10 years of aviation sector experience, including regulatory and commercial work 3 years of executive project management experience
Senior Advisor	<ul style="list-style-type: none"> Serves as alternate project manager as assigned Provides direct consulting services on technically complex or sensitive projects Provides technical information and understanding to other project team members as needed 	<ul style="list-style-type: none"> Bachelor's Degree Airman Certification Preferred 20 years of aviation sector experience with specialized expertise Experience as senior official in government or commercial aviation



Labor Classifications

Title	Functional Duties and Responsibilities	Minimum Education and Experience Requirements
Senior Consultant	<ul style="list-style-type: none"> • Performs advanced research and analysis • Provides technical expertise required for projects • Provides senior-level support and facilitation of client work groups • Prepares briefings and presentations, drafts deliverable documents 	<ul style="list-style-type: none"> • Master's Degree (or other advanced degree) • 7 years of aviation sector experience
Consultant	<ul style="list-style-type: none"> • Performs assigned research and analysis • Conducts surveys and collects "best practices" information • Provides mid-level support for client work groups • Prepares draft briefings and presentations • Contributes to draft deliverable documents 	<ul style="list-style-type: none"> • Bachelor's Degree • 3 years of aviation sector experience
Subject Matter Expert/ Technical Writer	<ul style="list-style-type: none"> • Performs assigned research and analysis • Interviews key informants as necessary to obtain highly detailed technical information • Applies existing subject matter knowledge to draft technical, policy, and procedural documents • Performs editing and proofreading as required • Coordinates text layout with graphic designer as needed 	<ul style="list-style-type: none"> • Bachelor's Degree • 5 years of aviation sector experience • At least 1 year experience with Government "Plain Language" guidelines and Government Printing Office Requirements
Graphic Designer	Provides graphic design and document layout services as required for client deliverables	<ul style="list-style-type: none"> • Bachelor's Degree • 2 years of graphic design experience • Expertise in Adobe Creative Suite products



MOBIS
Point of
Contact

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