

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

Online 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 for *GSA Advantage* is:
<http://GSAAdvantage.gov>.

Schedule For – Management Organizational & Business Improvement Services (MOBIS)

Contract Number: GS-10F-0309P

For more information on ordering from Federal Supply Schedules,
Click on the FSS Schedules button at <http://fss.gsa.gov>.
Prices Shown Herein Are Net (Discount deducted).

Contract Period: May 7, 2014 to May 6, 2019

CONTRACTOR

**INTERNATIONAL BUSINESS & TECHNICAL CONSULTANTS, INC. (IBTCI)
8618 Westwood Center Drive
Suite 400
Vienna, Virginia 22182
Phone: (703) 749-0100
Fax: (703) 749-0110
<http://www.ibtci.com>**

Contract Administrator: Erfan Kabir
Phone: (703) 749-0100 ext. 244
E-mail: ekabir@ibtci.com

Business Size: Small

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INFORMATION FOR ORDERING OFFICES

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

874-1	Integrated Consulting Services
874-6	Acquisition Management Support
874-7	Integrated Business Program Support Services
 - (b) **Pricing:** (See Page 6)
 - (c) **Labor Category Descriptions:** (See Page 8)
2. **Maximum Order:** The maximum order limitation for all SINs offered under this schedule is: \$ 1,000,000.00 Note: Orders That Exceed the Maximum Order (I-FSS-125)(AUG 1995) In accordance with FAR 8.404 there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of individual order clearly indicates the potential for obtaining a reduced price.
3. **Minimum order:** The minimum order limitation for all SINs offered under this schedule is: \$100.00
4. **Geographic coverage (delivery area):** Domestic and Overseas.
5. **Point(s) of production (city, county, and State or foreign country).** As specified in Task Order.
6. **Discount from list prices or statement of net price.** Prices shown here are NET (discount deducted).
7. **Quantity discounts.** No quantity discount apply.
8. **Prompt payment terms.** 1% / 20 Days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.** Government Purchase Cards are accepted for payments at or below the micro-purchase threshold.
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Government Purchase Cards are accepted for payments above the micro-purchase threshold.
10. **Foreign items.** There are no foreign items offered on this schedule.
- 11a. **Time of delivery:**

Special Item Numbers	Delivery Time
874-1	As Specified on Task Order
874-6	As Specified on Task Order
874-7	As Specified on Task Order
- 11b. **Expedited Delivery.** Items available for expedited delivery are noted in this price list.

- 11c. **Overnight and 2-day delivery.** Overnight and 2-day delivery are available. Please contact IBTCI's Contract Administrator to make arrangements.
- 11d. **Urgent Requirements.** Please contact IBTCI's Contract Administrator to make arrangements.
12. **F.O.B. point(s).** Destination
- 13a. **Ordering address(es).**
International Business & Technical Consultants, Inc. (IBTCI)
8618 Westwood Center Drive, Suite 400
Vienna, Virginia 22182
Phone No. (703) 749-0100
Fax No. (703) 749-0110
- 13b. **Ordering procedures:** Supplies and services, 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).
14. **Payment address(es).**
International Business & Technical Consultants, Inc. (IBTCI)
8618 Westwood Center Drive, Suite 400
Vienna, Virginia 22182
Phone No. (703) 749-0100
Fax No. (703) 749-0110
15. **Warranty provision.** Not Applicable
16. **Export packing charges.** Not Applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).** The Government Purchase Card is acceptable for all purchases above the micro-purchase threshold.
18. **Terms and conditions of rental, maintenance, and repair (if applicable).** Not Applicable.
19. **Terms and conditions of installation (if applicable).** Not Applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** 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. **Preventive maintenance.** Not Applicable

- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).** Not Applicable
- 24b. **Section 508 compliance information.** Not Applicable
- 25. **Data Universal Number System (DUNS) number:** 61-139-0592
- 26. **Central Contractor Registration (CCR) database.** Registered
- 27. **Uncompensated Overtime.** According to Section 3.1.11, Overtime Pay, of IBTCI Employee Manual, IBTCI follows the following policy: “The regular salaries of exempt employees include adequate compensation for the work of additional hours. No special compensation will be permitted for overtime work.” Unless specifically approved otherwise by the Contracting Officer, “non-exempt” employees who are entitled to the overtime pay in accordance with IBTCI Employee Manual, shall not be assigned to work directly under this award. A copy of IBTCI Employee Manual is available upon request.
- 28. **Service Contract Act (SCA) Matrix with Narrative:** Prices for the SCA labor categories meet or exceed those in the applicable Wage Determination.

SCA Eligible Labor Category	SCA Equivalent Code – Title	Wage Determination Number
Administrative I	01020-Administrative Assistant	2005-2103
Administrative II	01313 - Secretary III	2005-2103
Administrative III	01312 - Secretary II	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

ORDERS

- **Ordering procedures:** Each order should be placed in accordance with the following procedures. The ordering office should provide the following:
 - Statement of work
 - Period of performance
 - Deliverable items clearly described and agreed upon by both parties prior to commencement of work
 - Security requirements
- **Contract Administration for Ordering Offices:** Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.249-1, 52.249-2 and 52.249-8.
- **Order Types:** ordering agencies may use written orders, BPAs, PO’s, or task orders for ordering services under this contract.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-1: Integrated Consulting Services

IBTCI shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses, and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation services IBTCI may provide include, but are not limited to:

- Strategic, business and action planning
- Systems Alignment
- Cycle Time
- High Performance Work
- Leadership Systems
- Performance Measures and Indicators
- Process and Productivity improvement
- Organizational Assessments
- Program Audits and Evaluations

SIN 874-6: Acquisition Management Support

IBTCI shall provide expert advice, consultation, assistance, and documentation in support of studies conducted under OMB Circular A-76 or other privatization or commercial activities studies, projects, or efforts. These services may include, but are not limited to:

- Strategic, tactical, and operational level planning support
- Development of Quality Assurance Surveillance Plans (QASP)
- Development of in-house Government cost estimates
- Comparison of in-house bids to proposed Interservice Support Agreement (ISSA) prices;
- Performance of management studies to determine the Government's Most Efficient Organization (MEO)
- Development of Performance Work Statements (PWS)
- Initial study planning
- Administrative appeal process support
- Public-private partnership support
- Assessments and or studies of potential privatization initiatives

SIN 874-7: Integrated Business Program Support Services

IBTCI shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

- Program management
- Program oversight
- Project management
- Program integration (team leader)

**GSA Management Organizational & Business Improvement Services (MOBIS) TFTP-MC-000874-2
International Business & Technical Consultants, Inc. (IBTCI)**

Labor Categories Offered	2014-15 Hourly	2014-15 Daily	2015-16 Hourly	2015-16 Daily	2016-17 Hourly	2016-17 Daily	2017-18 Hourly	2017-18 Daily	2018-19 Hourly	2018-19 Daily
Administrative I	\$72.67	\$581.36	\$73.91	\$591.24	\$75.16	\$601.29	\$76.44	\$611.52	\$77.74	\$621.91
Economist/Social Scientist I	\$179.14	\$1,433.12	\$182.19	\$1,457.48	\$185.28	\$1,482.26	\$188.43	\$1,507.46	\$191.64	\$1,533.09
Enterprise Expert I	\$197.02	\$1,576.16	\$200.37	\$1,602.95	\$203.78	\$1,630.20	\$207.24	\$1,657.92	\$210.76	\$1,686.10
Environmental Specialist/Engineer I	\$162.07	\$1,296.56	\$164.83	\$1,318.60	\$167.63	\$1,341.02	\$170.48	\$1,363.82	\$173.37	\$1,387.00
Industry Specialist I	\$162.07	\$1,296.56	\$164.83	\$1,318.60	\$167.63	\$1,341.02	\$170.48	\$1,363.82	\$173.37	\$1,387.00
Project Manager I	\$188.26	\$1,506.08	\$191.46	\$1,531.68	\$194.72	\$1,557.72	\$198.03	\$1,584.20	\$201.39	\$1,611.13
Administrative II	\$60.61	\$484.88	\$61.64	\$493.12	\$62.69	\$501.51	\$63.75	\$510.03	\$64.84	\$518.70
Economist/Social Scientist II	\$165.89	\$1,327.12	\$168.71	\$1,349.68	\$171.58	\$1,372.63	\$174.50	\$1,395.96	\$177.46	\$1,419.69
Enterprise Expert II	\$176.08	\$1,408.64	\$179.07	\$1,432.59	\$182.12	\$1,456.94	\$185.21	\$1,481.71	\$188.36	\$1,506.90
Environmental Specialist/Engineer II	\$154.95	\$1,239.60	\$157.58	\$1,260.67	\$160.26	\$1,282.10	\$162.99	\$1,303.90	\$165.76	\$1,326.07
Industry Specialist II	\$154.95	\$1,239.60	\$157.58	\$1,260.67	\$160.26	\$1,282.10	\$162.99	\$1,303.90	\$165.76	\$1,326.07
Project Manager II	\$171.78	\$1,374.24	\$174.70	\$1,397.60	\$177.67	\$1,421.36	\$180.69	\$1,445.52	\$183.76	\$1,470.10
Administrative III	\$48.56	\$388.48	\$49.39	\$395.08	\$50.23	\$401.80	\$51.08	\$408.63	\$51.95	\$415.58
Economist/Social Scientist III	\$140.43	\$1,123.44	\$142.82	\$1,142.54	\$145.25	\$1,161.96	\$147.71	\$1,181.71	\$150.23	\$1,201.80
Enterprise Expert III	\$146.32	\$1,170.56	\$148.81	\$1,190.46	\$151.34	\$1,210.70	\$153.91	\$1,231.28	\$156.53	\$1,252.21
Environmental Specialist/Engineer III	\$131.88	\$1,055.04	\$134.12	\$1,072.98	\$136.40	\$1,091.22	\$138.72	\$1,109.77	\$141.08	\$1,128.63
Industry Specialist III	\$131.88	\$1,055.04	\$134.12	\$1,072.98	\$136.40	\$1,091.22	\$138.72	\$1,109.77	\$141.08	\$1,128.63
Project Manager III	\$144.98	\$1,159.84	\$147.44	\$1,179.56	\$149.95	\$1,199.61	\$152.50	\$1,220.00	\$155.09	\$1,240.74

RATES COMPOSITION:

Each Fixed Daily Rate proposed is “loaded” and only includes the following, to the extent that the resulting rates are considered competitive and represent a good value to the U.S. government:

- Salary cost or consulting fee of the individual providing the services;
- Payroll costs (fringe benefits, FICA, etc.);
- Indirect costs applicable to labor; and
- Profit or fee.

The proposed fixed daily rates do not include, or are applied to costs covered as other direct costs, such as travel, transportation, local office, etc.

IBTCI has a Negotiated Indirect Cost Rate Agreement issued by USAID, a copy of which is enclosed herein for easy reference. Indirect cost rates applicable to labor established by IBTCI’s current NICRA were not exceeded in the proposed rate compositions.

The proposed annual salary escalation of 1.7% is considered fair and reasonable and is lower than IBTCI’s personnel policies justify. Salary increases at IBTCI are made on meritorious performance and over the history of IBTCI averaged at 5% per year.

LABOR CATEGORY DESCRIPTIONS

Administrative - (1)

Minimum Education: Bachelor's Degree

Minimum Experience: 10 years

Organized; works in a team; MS Office skills; able to work under pressure. Duties include providing administrative support to overseas projects as part of the field or home office staff to ensure contract and technical documents are organized, completed and filed as required and activities are coordinated with project and home office staff.

Administrative - (2)

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years

Organized; works in a team; MS Office skills; able to work under pressure. Duties include providing administrative support to overseas projects as part of the field or home office staff to ensure contract and technical documents are organized, completed and filed as required and activities are coordinated with project and home office staff.

Administrative - (3)

Minimum Education: Bachelor's Degree

Minimum Experience: 1 year

Organized; works in a team; MS Office skills; able to work under pressure. Duties include providing administrative support to overseas projects as part of the field or home office staff to ensure contract and technical documents are organized, completed and filed as required and activities are coordinated with project and home office staff.

Economist (Macro & Micro)/Social Scientist – (1)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 10 years

Working with economic assessments and sector analysis; economic development report writing; econometric and statistical analysis; or other relevant industry experience; at least five years international experience working in a developing country.

Duties include designing or conducting formative, process, and/or impact evaluations of vulnerable populations as a member of a team. Specialized experience includes applying one of the following research methods: statistical sampling, research design, development of measures to answer research questions (such as survey questionnaires), data collection as part of a statistically representative survey of a statewide or national sample and/or statistical analysis.

Economist (Macro & Micro)/Social Scientist – (2)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 5 years

Working with economic assessments and sector analysis; economic development report writing; econometric and statistical analysis; or other relevant industry experience; at least five years international experience working in a developing country.

Duties include designing or conducting formative, process, and/or impact evaluations of vulnerable populations as a member of a team. Specialized experience includes applying one of the following research methods: statistical sampling, research design, development of measures to answer research questions (such as survey questionnaires), data collection as part of a statistically representative survey of a statewide or national sample and/or statistical analysis.

Economist (Macro & Micro)/Social Scientist – (3)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 1 year

Working economic assessments and sector analysis; economic development report writing; econometric and statistical analysis; or other relevant industry experience.

Duties include designing or conducting formative, process, and/or impact evaluations of vulnerable populations as a member of a team. Specialized experience includes applying one of the following research methods: statistical sampling, research design, development of measures to answer research questions (such as survey questionnaires), data collection as part of a statistically representative survey of a statewide or national sample and/or statistical analysis.

Enterprise Expert – (1)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 10 years

Professional industry experience with micro, small, medium or large enterprises; business management; marketing; strategic planning or other relevant experience; at least five years international experience working in a developing country.

Duties include performing efficiency and effectiveness reviews, gap analysis, recommendations for and implementation assistance with reorganization and restructuring of the enterprise. Board and corporate governance assistance and restructuring.

Enterprise Expert – (2)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 5 years

Professional industry experience with micro, small, medium or large enterprises; business management; marketing; strategic planning or other relevant experience; at least five years international experience working in a developing country.

Duties include performing efficiency and effectiveness reviews, gap analysis, recommendations for and implementation assistance with reorganization and restructuring of the enterprise. Board and corporate governance assistance and restructuring.

Enterprise Expert – (3)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 1 year

Professional industry experience with micro, small, medium or large enterprises; business management; marketing; strategic planning or other relevant experience; at least five years international experience working in a developing country.

Duties include performing efficiency and effectiveness reviews, gap analysis, recommendations for and implementation assistance with reorganization and restructuring of the enterprise. Board and corporate governance assistance and restructuring.

Environmental Specialist / Engineer – (1)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 10 years

Experience with environmental law, technical analysis and audits, process engineering, industrial waste minimization and pollution control, economic and environmental linkages; or other relevant industry experience; at least five years international experience working in a developing country.

Duties include providing analysis and evaluation of biodiversity, biotechnology, climate change, energy, compliance, forestry, land management, policy, research, water, and pollution prevention.

Environmental Specialist / Engineer – (2)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 5 years

Experience with environmental law, technical analysis and audits, process engineering, industrial waste minimization and pollution control, economic and environmental linkages; or other relevant industry experience; at least two years international experience working in a developing country.

Duties include providing analysis and evaluation of biodiversity, biotechnology, climate change, energy, compliance, forestry, land management, policy, research, water, and pollution prevention.

Environmental Specialist / Engineer – (3)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 1 year

Experience with environmental law, technical analysis and audits, process engineering, industrial waste minimization and pollution control, economic and environmental linkages; or other relevant industry experience;

Duties include providing analysis and evaluation of biodiversity, biotechnology, climate change, energy, compliance, forestry, land management, policy, research, water, and pollution prevention.

Industry Specialist - (1)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 10 years

Professional industry experience in production, design analyst, plant management; regulatory supervision; process engineering; or other relevant industry experience; at least five years working in a developing country.

Duties include providing expertise and working and coordinating with businesses, industry, and business associations.

Industry Specialist - (2)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 5 years

Professional industry experience in production, design analyst, plant management; regulatory supervision; process engineering; or other relevant industry experience; at least five years working in a developing country.

Duties include providing expertise and working and coordinating with businesses, industry, and business associations.

Industry Specialist - (3)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 1 year

Professional industry experience in production, design analyst, plant management; regulatory supervision; process engineering; or other relevant industry experience.

Duties include providing expertise and working and coordinating with businesses, industry, and business associations.

Project Manager – (1)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 10 years

Professional experience within functional activity; 5 years of international experience; 3 years overseas with supervisory experience.

Duties and responsibilities for overall central management and oversight of all services performed under contracts, including contract compliance, management of all activities under task orders; overall coordination with client to ensure quality performance and timely delivery of all work requirements.

Project Manager – (2)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 6 years

Professional experience within functional activity; 3 years of international experience; 1 year overseas supervisory experience.

Duties and responsibilities for overall central management and oversight of all services performed under contracts, including contract compliance, management of all activities under task orders;

overall coordination with client to ensure quality performance and timely delivery of all work requirements.

Project Manager – (3)

Minimum Education: Master's Degree (MBA, MS or MA or equivalent)

Minimum Experience: 2 years

Professional experience within functional activity; 1 year of international experience.

Duties and responsibilities for overall central management and oversight of all services performed under contracts, including contract compliance, management of all activities under task orders; overall coordination with client to ensure quality performance and timely delivery of all work requirements.

Substitution Criteria:

In all instances where either an MBA, MS or MA or equivalent (i.e., an advanced degree) is required, the equivalent is defined as a Bachelor's degree in the relevant technical discipline plus an additional four years of relevant professional work experience.

Where either a BS, BA is required, the equivalent is defined as four years of relevant professional work experience.

In all cases where equivalent work experience is substituted for the educational requirement, required years of work experience are in addition to the years of work experience listed for the level/position for the MBA, MS or MA. For example, an individual with a Bachelor's degree who is proposed under Level I must have (as a minimum) a total of fourteen years relevant work experience (four years to satisfy the requirement for the equivalent of an advanced degree in addition to the ten years of relevant work experience required).

Note 2: Resumes shall be provided to the GSA Contracting Officer or user Agency upon request.