
Federal Supply Schedule Contract Under 874
Management, Organizational, and Business Improvement Services
(MOBIS)

Special Item Number (SIN): 874-1, Consulting Services
874-7, Program Integration and Project Integration and Project
Management Services

Contract Number: GS-10F-0324M

Period of Performance: June 7, 2002 through June 6, 2007

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INFORMATION FOR ORDERING ACTIVITIES

1.0 Special Notice to Agencies: Small Business Participation

The Small Business Administration (SBA) strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy allows agencies to include the dollar value of orders expected to be placed against the Federal Supply Schedules in their procurement base and goals and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, Federal Acquisition Regulation (FAR) 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!TM online shopping service located at www.fss.gsa.gov. The catalogs/pricelists, GSA Advantage!, and the Federal Supply Service Homepage (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

2.0 Geographic Scope of Contract

Domestic delivery is delivery within the 48 contiguous States; Alaska; Hawaii; Puerto Rico; Washington, DC; and U.S. territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous States; Alaska; Hawaii; Puerto Rico; Washington, DC; and U.S. territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

3.0 Contractor's Ordering Address and Payment Information

Ordering Address

2900 Sabre Street, Suite 800
Virginia Beach, Virginia 23452
Attn: David Nason
Ph: (757) 431-8597
Fax: (757) 431-8391

Payment Address

2900 Sabre Street, Suite 800
Virginia Beach, Virginia 23452
Attn: David Nason
Ph: (757) 431-8597
Fax: (757) 431-8391

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance: (757) 431-8597.

4.0 Liability for Injury or Damage

The contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the contractor, unless such injury or damage is due to the fault or negligence of the contractor.

5.0 Statistical Data for Government Ordering Office Completion of Standard Form 279

Block 9: G, Order/Modification under Federal Schedule

Block 16, Data Universal Numbering System (DUNS) Number: 786832824

Block 30, Type of Contractor: Small Business

Block 31, Woman-Owned Small Business: No

Block 36, Contractor's Taxpayer Identification Number (TIN): 74-2579728

Cage Code: 0POS7

Contractor has registered with the Central Contractor Registration Database.

6.0 FOB Destination

7.0 Delivery Schedule

7.1 Time of Delivery

The contractor shall deliver to destination within the number of calendar days After Receipt of Order (ARO), as set forth below:

SIN Delivery Time (days ARO):

874-1 (Normal) 30 Days

874-7 (Normal) 30 Days

7.2 Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) If the contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery timeframe shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

8.0 Discounts

8.1 Quantity Discounts

None offered.

9.0 Trade Agreements Act of 1979

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

10.0 Statement Concerning Availability of Export Packing

Not applicable.

11.0 Small Requirements

The minimum dollar value of orders to be issued is \$300.00.

12.0 Maximum Order

All dollar amounts are exclusive of any discount for prompt payment.

The maximum order value for the following SINs is \$1,000,000.

13.0 Use of Federal Supply Service Information Technology Schedule Contracts

In accordance with FAR 8.404, orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the ordering activity's needs.

13.1 Orders Placed at or Below the Micro-Purchase Threshold

Ordering activities can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

13.2 Orders Exceeding the Micro-purchase Threshold but not the Maximum Order Threshold

Orders should be placed with the schedule contractor who can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the GSA Advantage! online shopping service or by reviewing the catalogs/pricelists of at least three schedule contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider:

- special features of the supply or service required in effective program performance not provided by a comparable supply or service;
- trade-in considerations;
- probable life of the item selected as compared with that of a comparable item;
- warranty considerations;
- maintenance availability;
- past performance; and
- environmental and energy efficiency considerations.

13.3 Orders Exceeding the Maximum Order Threshold

Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures above, and before placing an order that exceeds the maximum order threshold, ordering activities shall:

- review additional schedule contractors' catalogs/pricelists or use the GSA Advantage! online shopping service;
- based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- after price reductions have been sought, place the order with the schedule contractor who provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the contractor may:

- offer a new, lower price for this requirement (the price reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19, Order Limitations);
- offer the lowest price available under the contract; or
- decline the order (orders must be returned in accordance with FAR 52.216-19).

13.4 Blanket Purchase Agreements (BPA)

Establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

13.5 Price Reductions

In addition to the circumstances outlined above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activity finds a schedule supply or service elsewhere at a lower price, or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

13.6 Small Business

For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

13.7 Documentation

Orders should be documented, at a minimum, by identifying the contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement is defined, in excess of the micro-purchase threshold, so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

14.0 Federal Information Technology/Telecommunication Standards Requirements

Ordering activities acquiring products from this schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: National Institute of Standards and Technology [NIST] Federal Standards Index). Inquiries to determine whether specific products listed herein comply with Federal Information Processing Standards or Federal Telecommunication Standards, which are cited by ordering activities, shall be responded to promptly by the contractor.

14.1 Federal Information Processing Standards Publications (FIPS PUBS)

Information Technology (IT) products under this schedule that do not conform to FIPS should not be acquired unless a waiver has been granted in accordance with the applicable FIPS publication. FIPS PUBS are issued by the U.S. Department of Commerce, NIST, pursuant to the National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS sales office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

14.2 Federal Telecommunication Standards (FED-STDS) Publications

Telecommunication products under this schedule that do not conform to FED-STDS should not be acquired unless a waiver has been granted in accordance with the applicable FED-STD. FED-STDS are issued by the U.S. Department of Commerce, NIST, pursuant to the National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, NIST, Gaithersburg, MD 20899, telephone number (301) 975-2833.

15.0 Contractor Tasks/Special Requirements (C-FSS-370) (NOV 2001)

15.1 Security Clearances

The contractor may be required to obtain/possess varying levels of security clearance in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the MAS.

15.2 Travel

The contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31 and are reimbursable by the ordering agency or can be priced as a fixed-price item on orders placed under the MAS. The Industrial Funding Fee (IFF) does not apply to travel and per diem charges.

15.3 Certifications, Licenses, and Accreditations

As a commercial practice, the contractor may be required to obtain/possess a variety of certifications, licenses, and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses, and accreditations should be factored into the price offered under the MAS program.

15.4 Insurance

As a commercial practice, the contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the MAS program.

15.5 Personnel

The contractor may be required to provide key personnel, resumes, or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

15.6 Organizational Conflicts of Interest

Where there may be an organizational conflict of interest as determined by the ordering agency, the contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

15.7 Documentation/Standards

The contractor may be requested to provide products or services in accordance with rules, regulations, Office of Management and Budget (OMB) orders, standards, and documentation as specified by the agency's order.

15.8 Data/Deliverable Requirements

Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

15.9 Government-Furnished Property

As specified by the agency's order, the government may provide property, equipment, materials, or resources as necessary.

15.10 Availability of Funds

Many government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the government for any payment may arise until funds are available to the ordering Contracting Officer.

16.0 Contract Administration for Ordering Activities

Any ordering activity, 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 52.212-4, paragraphs (l), Termination for the Ordering Activity's Convenience, and (m), Termination for Cause (see C.1).

17.0 GSA Advantage!

GSA Advantage! is an online, interactive electronic information and ordering system that provides online access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts, including, but not limited to:

- manufacturer;
- manufacturer's part number; and
- product categories.

Agencies can browse GSA Advantage! by accessing the internet using a web browser (e.g., NetScape). The internet address is <http://www.fss.gsa.gov/>.

18.0 Purchase of Open Market Items

Open market items are also known as incidental items, non-contract items, non-schedule items, and items not on a Federal Supply Schedule contract. Other Direct Costs (ODC) are not part of this contract and should be treated as open market purchases. Ordering activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply MAS -- referred to as open market items -- to a Federal Supply Schedule BPA or an individual task or delivery order, only if:

- all applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing [Part 5], competition requirements [Part 6], acquisition of commercial items [Part 12], contracting methods [Parts 13, 14, and 15], and small business programs [Part 19]);
- the ordering activity Contracting Officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable; and
- the items are clearly labeled on the order as items not on the Federal Supply Schedule and all clauses applicable to items not on the Federal Supply Schedule are included in the order.

19.0 Contractor Commitments, Warranties, and Representations

For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:

- time of delivery/installation quotations for individual orders;
- technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical design and/or functional characteristics, and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract; and
- any representations and/or warranties concerning the products made in any literature, description, drawings, and/or specifications furnished by the contractor.

The above is not intended to encompass items not currently covered by the GSA schedule contract.

20.0 Overseas Activities

The terms and conditions of this contract shall apply to all orders for installation, maintenance, and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Not applicable.

Upon request of the contractor, the ordering activity may provide the contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis and will only be provided to the contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

21.0 BPA

FAR 13.303-1(a) defines BPAs as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." Use of BPAs under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows: "BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up accounts with schedule contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, and delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible

under a BPA. Finally, contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new maximum order feature. See the suggested format, contained in this schedule pricelist, for customers to consider when using this purchasing tool.

22.0 Contractor Team Arrangements

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

23.0 Installation, De-installation, and Reinstallation

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works within the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration, or repair is segregable and exceeds \$2,000, the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 132-8.

24.0 Section 508 Compliance

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at www.section508.gov.

Not applicable.

25.0 Prime Contractor Ordering from Federal Supply Schedules

Prime contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order:

- a copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule Contractor); and
- the following statement: “This order is placed under written authorization from _____, dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.”

26.0 Insurance – Work on a Government Installation (JAN 1997) (FAR 52.228-5)

The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

Before commencing work under this contract, the contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the government's interest shall not be effective:

- for such period as the laws of the State in which this contract is to be performed prescribe or
- until 30 days after the insurer or the contractor gives written notice to the Contracting Officer, whichever period is longer.

The contractor shall insert the substance of this clause, including this paragraph, in subcontracts under this contract that require work on a government installation and shall require subcontractors to provide and maintain the insurance required in the schedule or elsewhere in the contract. The contractor shall maintain a copy of all subcontractors' proofs of required insurance and shall make copies available to the Contracting Officer upon request.

SUMMARY OF SERVICE – CONSULTING SERVICES, SIN 874-1

1.0 Services Offered

1.1 Strategic Planning

AMTI is prepared to provide professional consultation services in support of organizational strategic design, manning, budgeting and acquisition planning. Our breadth of senior management experience in Department of Defense (DoD) organizations combined with relevant corporate strategic planning experiences have prepared AMTI to accurately forecast near and long-term feasible probabilities, assisting government clients' in developing and/or modifying long-term organizational improvements.

1.2 Modeling, Simulation, and War Gaming

AMTI offers consultant experience in task modeling, simulation, and war gaming to DoD and federal government organizations. Our real world experiences will be brought to bear to support task efforts that will test, challenge, and quantify results of organizational missions to include analysis of scenario-based seminar war games and tabletop exercises designed to test organizational response to crisis incidents and natural disasters. Additionally, AMTI's scenario analysis of potential events will assist organizations to better staff, budget, and prepare for future threats.

1.3 Organizational Risk and Vulnerability Assessments

Through AMTI's past consultation experience in risk and vulnerability assessments of administrative and operational organizations, our personnel will provide consultants to participate in organizational-wide security assessments, Integrated Survey Program (ISP) assessments, regional security assessments, Independent Verification and Validation (IV&V) assessments, Balanced Survivability Assessments (BSA), and force protection assessments that are designed to increase overall organizational readiness, security, and performance.

1.4 Organizational Surveys and Technology Development Support

AMTI personnel will conduct a variety of organizational manpower, safety, and security studies and surveys, including, but not limited to, mission-to-task analysis, manpower analysis reports, manpower quantification studies, manpower execution programs, combat systems integration, safety and security assessments, mission critical equipment requirements, technology roadmaps, analysis of alternatives, margins of effectiveness, marginal utility assessments, and risk analysis.

2.0 Rates

Rates for year two of the contract period of performance include the $\frac{3}{4}$ percent IFF.

SUMMARY OF SERVICE – PROGRAM INTEGRATION AND PROJECT MANAGEMENT, SIN 874-7

1.0 Services Offered

1.1 System Integration and Project Support

AMTI intends to provide program integration and project management support to various programs to include, but not limited, to Counterproliferation (CP) of Weapons of Mass Destruction (WMD), Unmanned Aerial Vehicles (UAVs), Unmanned Underwater Vehicles (UUV), special operations technology development, battlelab support, and domestic preparedness and response to terrorist acts. AMTI will provide program planning, documentation, monitoring, and system integration in many specialty areas, including program financial management.

In this area, our personnel will perform a variety of budgetary and programming functions that support the programs. We will provide programmatic support for planning, drafting of Test and Evaluation Master Plans (TEMP), monitoring activities, analyses of results, and review of other agency plans and reports. AMTI will also provide requirements documentation support in the preparation and review of Program Description Summaries (PDS), Mission Need Statements (MNS), Operational Requirements Documents (ORD), and Capstone Requirement Documents (CRD).

1.2 CP and WMD Studies and Analysis

AMTI will provide project management support in the development of strategic and operational plans and policies relating to Chemical, Biological, Radiological, and Nuclear (CBRN) programs. AMTI will develop long-term strategic planning and direction relating to CBRN requirements and may also provide senior-level personnel to assist in the integration of competing organizational programs into fully integrated CBRN policies.

1.3 Organizational-wide Acquisition Improvement and Management

AMTI will provide program integration support through its acquisition and budgeting analysis expertise. AMTI will conduct comprehensive program/project analysis, conduct project In-Process-Reviews (IPR), prepare Program Objective Memorandums (POM), and budget exhibits, and prepare supporting acquisition documentation. AMTI's acquisition specialist will assist organizations in the development and maintenance of efficient acquisition processes and support of cradle-to-grave milestone decisions.

2.0 Rates

Rates for year two of the contract period of performance include the $\frac{3}{4}$ percent IFF.

APPENDIX A

Labor Rates – GS-10F-0324M, MOBIS

1.0 SIN 874-1, Consulting Service

Contractor Site Rates

Program Manager, Consultant	\$170.74
Staff Program Manager	\$155.44
Lead Consultant	\$116.58
Junior Consultant	\$104.52
Engineer, Scientist	\$259.53
Staff Engineer, Scientist	\$103.26

Client Site Rates

Program Manager, Consultant	\$141.72
Staff Program Manager	\$129.02
Lead Consultant	\$96.76
Junior Consultant	\$86.75
Engineer, Scientist	\$215.42
Staff Engineer, Scientist	\$93.54

2.0 SIN 874-7, Program Integration and Project Management

Contractor Site Rates

Program Manager	\$155.44
Staff Manager	\$116.58
Junior Manager	\$104.52
Administrative Assistant	\$42.39

Client Site Rates

Program Manager	\$129.02
Staff Manager	\$96.76
Junior Manager	\$86.75
Administrative Assistant	\$35.18

APPENDIX B

Labor Categories – GS-10F-0324M, MOBIS

Program Manger, Consultant: Possesses at least 8 years of program management experience. Manages, directs, and administers a staff responsible for multiple large projects and programs of a high degree of complexity. Manages all related customer relations and business development activities and is actively involved in pursuing and attaining business development opportunities. Has performance measured by how successful his/her program, project, or product management is and attainment of marketing objectives (as specified by senior management). Assists Vice President of Operations and Division Manager in planning resources to ensure programs are properly staffed. Possesses demonstrated technical writing and proposal response skills, including development of detailed, accurate cost data. Possesses Master's degree (MS or MA) (minimum of BA or BS required) and professional certifications, credentials, and/or professional designations in field of specialization. Ten (10) years of experience can be substituted for the advance degree requirements. Six (6) years of experience can be substituted for the Bachelor's degree requirements.

Staff Program Manager: Possesses at least 5 years of program management experience. Manages, directs, and administers a staff responsible for multiple large projects and programs of a high degree of complexity. Manages all related customer relations and business development activities and is actively involved in pursuing and attaining business development opportunities. Has performance measured by how successful his/her program, project, or product management is and attainment of marketing objectives (as specified by senior management). Assists Vice President of Operations and Division Manager in planning resources to ensure programs are properly staffed. Possesses demonstrated technical writing and proposal response skills, including development of detailed, accurate cost data. Possesses Master's degree (MS or MA) (minimum of BA or BS required) and professional certifications, credentials, and/or professional designations in field of specialization. Ten (10) years of experience can be substituted for the advance degree requirements. Six (6) years of experience can be substituted for the Bachelor's degree requirements.

Lead Consultant: Holds a Bachelor's degree with 5 years of business experience. Plans, organizes, directs, and administers a staff of personnel to manage multiple large programs, which have a high degree of complexity. Manages customer relations and identifies, evaluates, and conducts business development activities. Reviews and selects business opportunities to pursue and assigns responsibility for preparing proposals and performing program management activities. Selects and promotes personnel. Assists Program and Project Managers in planning and allocating resources against requirements. Manages one or more medium to large programs. Develops detailed, accurate cost data. Approves expenses at corporate level or below. Six (6) years of experience can be substituted for the Bachelor's degree requirements.

Junior Consultant: Holds a Bachelor's degree with 4 years of business experience. Plans, organizes, directs, and administers a staff of personnel to manage multiple large programs, which have a high degree of complexity. Manages customer relations and identifies, evaluates, and conducts business development activities. Reviews and selects business opportunities to pursue and assigns responsibility for preparing proposals and performing program management activities. Selects and promotes personnel. Assists Program and Project Managers in planning and allocating resources against requirements. Manages one or more medium to large programs. Develops detailed, accurate cost data. Approves expenses at corporate level and below. Six (6) years of experience can be substituted for the Bachelor's degree requirements.

Engineer, Scientist: Holds an advanced degree and 10 years of related scientific experience beyond academia. Performs highly specialized scientific functions, including research, testing, assessment, analysis, etc., based on scientific principles, extensive education and training, and accepted industry standards. May include several scientific specialties such as chemistry, biology, nuclear, environmental, physiology, etc. Implies a high level of accredited education up through post-doctoral studies; may include specialized research, publications, dissertations, consultations, discussions, collaborations, etc., in the given scientific specialty. Applies a body of knowledge and experience to advise and advance his/her or others' programs, projects, products, or activities. Serves as a senior consultant to clients, Program/Project/Product Managers and senior management. Ten (10) years of experience can be substituted for the advance degree requirements. Six (6) years of experience can be substituted for the Bachelor's degree requirements.

Staff Engineer, Scientist: Holds an advanced degree and 5 years of related scientific experience beyond academia. Performs highly specialized scientific functions, including research, testing, assessment, analysis, etc., based on scientific principles, extensive education and training, and accepted industry standards. May include several scientific specialties such as chemistry, biology, nuclear, environmental, physiology, etc. Implies a high level of accredited education up through post-doctoral studies; may include specialized research, publications, dissertations, consultations, discussions, collaborations, etc., in the given scientific specialty. Applies a body of knowledge and experience to advise and advance his/her or others' programs, projects, products, or activities. Serves as a senior consultant to clients, Program/Project/Product Managers and senior management. Ten (10) years of experience can be substituted for the advance degree requirements. Six (6) years of experience can be substituted for the Bachelor's degree requirements.

Administrative Assistant: Preferably holds a Bachelor's degree or equivalent trade school experience. Candidate will have 10+ years of experience in running an administrative office. Skilled at managing people and maintains the ability to handle multiple tasks while carrying out the daily routine of a personnel office. Performs in a staff capacity by performing and coordinating office services, such as personnel, budget, records control, and special studies, including administrative organization or management processes, improving workflow, saving time, reducing cost, etc. Using data provided, produces reports in MS Excel; tracks data and information; produces reports for management; and maintains records. Reviews operating practices such as record keeping, forms, control, office layout, suggestion box, personnel, budget requirements, and performance standards to create or revise procedures. Analyzes administrative workloads(s); studies performance measurement and standards, with goals of increased accuracy, productivity, fairness, and morale; coordinates data collection and preparation of operating reports, such as time-attendance records, terminations, new hires, transfers, budget expenditures, and statistical records; prepares reports, including conclusions and recommendations for solutions to administrative problems. Reviews and answers correspondence; answers telephone; responds to or transfers queries to appropriate party. Assists in planning, preparing and conducting conferences and meetings. May supervise other administrative personnel. Six (6) years of experience can be substituted for the Bachelor's degree requirements.