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Authorized Federal Supply Schedule Price List  
On-line Access to Contract Ordering Information, Terms and Conditions,  
Up-to-date Pricing, and the Option to Create an Electronic Delivery Order  
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**MOBIS SCHEDULE  
FSC GROUP: 874**

**Contract Number: GS-10F-0337U  
For More Information on Ordering from Federal Supply Schedules Click on  
the FSS  
Schedules Button at <http://fss.gsa.gov>**

**Contract Period: August 21, 2008 through August 20, 2018**

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Small Disadvantaged**

**PRICES SHOWN HEREIN ARE NET (DISCOUNT DEDUCTED)**



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**Customer Information:**

**1a. Table of SINS, Items & Prices.**

**Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):**

<b>Contractor Site</b>						
<b>SIN(s)</b>	<b>Labor Category</b>	<b>Year 6 8/21/2013 - 8/20/2014</b>	<b>Year 7 8/21/2014 - 8/20/2015</b>	<b>Year 8 8/21/2015 - 8/20/2016</b>	<b>Year 9 8/21/2016 - 8/20/2017</b>	<b>Year 10 8/21/2017 - 8/20/2018</b>
874-1/1RC, 874-7/7RC	Senior Corporate Director	\$182.01	\$185.65	\$189.36	\$193.15	\$197.01
874-1/1RC, 874-7/7RC	Senior Project Director	\$155.18	\$158.29	\$161.45	\$164.68	\$167.97
874-1/1RC, 874-7/7RC	Program Manager	\$142.38	\$145.23	\$148.13	\$151.10	\$154.12
874-1/1RC, 874-7/7RC	Project Director	\$98.72	\$100.69	\$102.70	\$104.76	\$106.85
874-1/1RC, 874-7/7RC	Project Manager	\$82.82	\$84.48	\$86.17	\$87.89	\$89.65
874-1/1RC, 874-7/7RC	Program Coordinator	\$60.67	\$61.88	\$63.12	\$64.38	\$65.67
874-1/1RC, 874-7/7RC	Development Manager	\$171.36	\$174.79	\$178.28	\$181.85	\$185.49
874-1/1RC, 874-7/7RC	Development Associate	\$78.41	\$79.98	\$81.58	\$83.21	\$84.87
874-1/1RC, 874-7/7RC	Senior Management Analyst	\$98.87	\$100.85	\$102.86	\$104.92	\$107.02
874-1/1RC, 874-7/7RC	Management Analyst	\$63.14	\$64.40	\$65.69	\$67.00	\$68.34
874-1/1RC, 874-7/7RC	Senior Scientific Writer	\$106.77	\$108.91	\$111.09	\$113.31	\$115.58
874-1/1RC, 874-7/7RC	Scientific Writer	\$74.16	\$75.65	\$77.16	\$78.70	\$80.28
874-1/1RC, 874-7/7RC	Senior Technical Writer	\$85.73	\$87.45	\$89.19	\$ 90.98	\$92.80
874-1/1RC, 874-7/7RC	Senior Training Specialist	\$124.14	\$126.63	\$129.16	\$131.74	\$134.38
874-1/1RC, 874-7/7RC	Senior Cost Analyst	\$108.48	\$110.65	\$112.86	\$115.12	\$117.42
874-1/1RC, 874-7/7RC	Junior Cost Analyst	\$39.38	\$40.17	\$40.97	\$41.79	\$42.63
874-1/1RC, 874-7/7RC	Senior Research Analyst	\$117.03	\$119.38	\$121.76	\$124.20	\$126.68
874-1/1RC, 874-7/7RC	Mid Research Analyst	\$109.21	\$111.40	\$113.62	\$115.90	\$118.21
874-1/1RC, 874-7/7RC	Research Analyst	\$66.13	\$67.45	\$68.80	\$70.17	\$71.58
874-1/1RC, 874-7/7RC	Sr. Research Statistician	\$161.58	\$164.81	\$168.11	\$171.47	\$174.90
874-1/1RC,	Data Manager\ Statistician	\$110.71	\$112.93	\$115.18	\$117.49	\$119.84

<b>Contractor Site</b>						
<b>SIN(s)</b>	<b>Labor Category</b>	<b>Year 6 8/21/2013 - 8/20/2014</b>	<b>Year 7 8/21/2014 - 8/20/2015</b>	<b>Year 8 8/21/2015 - 8/20/2016</b>	<b>Year 9 8/21/2016 - 8/20/2017</b>	<b>Year 10 8/21/2017 - 8/20/2018</b>
874-7/7RC						
874-1/1RC, 874-7/7RC	Analytical Specialist	\$72.25	\$73.69	\$75.17	\$76.67	\$78.20
874-1/1RC, 874-7/7RC	Lead Operation Specialist	\$63.81	\$65.09	\$66.39	\$67.72	\$69.07
874-1/1RC, 874-7/7RC	Survey Manager	\$52.98	\$54.04	\$55.12	\$56.22	\$57.35
874-1/1RC, 874-7/7RC	Research Specialist	\$40.94	\$41.76	\$42.60	\$43.45	\$44.32
874-1/1RC, 874-7/7RC	Research Assistant	\$36.12	\$36.84	\$37.58	\$38.33	\$39.10
874-1/1RC, 874-7/7RC	Interviewers	\$38.90	\$39.68	\$40.47	\$41.28	\$42.11
874-1/1RC, 874-7/7RC	Grant Technical Assistant	\$38.51	\$39.28	\$40.06	\$40.86	\$41.68
874-1/1RC, 874-7/7RC	Review Administrator	\$53.23	\$54.30	\$55.38	\$56.49	\$57.62
874-1/1RC, 874-7/7RC	Senior Meeting Planner	\$59.98	\$61.18	\$62.40	\$63.65	\$64.92
874-1/1RC, 874-7/7RC	Meeting Planner	\$53.73	\$54.81	\$55.90	\$57.02	\$58.16
874-1/1RC, 874-7/7RC	Mid-Level Logistics Coordinator	\$38.13	\$38.89	\$39.67	\$40.46	\$41.27
874-1/1RC, 874-7/7RC	Logistics Coordinator	\$32.10	\$ 32.74	\$33.40	\$34.06	\$34.75
874-1/1RC, 874-7/7RC	Administrative Assistant IV	\$50.59	\$51.60	\$52.64	\$53.69	\$54.76
874-1/1RC, 874-7/7RC	Administrative Assistant III	\$45.32	\$46.22	\$47.15	\$48.09	\$49.05
874-1/1RC, 874-7/7RC	Administrative Assistant II	\$40.60	\$41.41	\$42.24	\$43.08	\$43.94
874-1/1RC, 874-7/7RC	Administrative Assistant I	\$33.54	\$34.21	\$34.89	\$35.59	\$36.30

<b>Customer Site</b>						
<b>SIN(s)</b>	<b>Labor Category</b>	<b>Year 6 8/21/2013 - 8/20/2014</b>	<b>Year 7 8/21/2014 - 8/20/2015</b>	<b>Year 8 8/21/2015 - 8/20/2016</b>	<b>Year 9 8/21/2016 - 8/20/2017</b>	<b>Year 10 8/21/2017 - 8/20/2018</b>
874-1/1RC, 874-7/7RC	Senior Corporate Director	\$148.62	\$151.60	\$154.63	\$157.72	\$160.88
874-1/1RC, 874-7/7RC	Senior Project Director	\$131.24	\$133.87	\$136.55	\$139.28	\$142.06
874-1/1RC, 874-7/7RC	Program Manager	\$118.91	\$121.29	\$123.72	\$126.19	\$128.71

<b>Customer Site</b>						
<b>SIN(s)</b>	<b>Labor Category</b>	<b>Year 6 8/21/2013 - 8/20/2014</b>	<b>Year 7 8/21/2014 - 8/20/2015</b>	<b>Year 8 8/21/2015 - 8/20/2016</b>	<b>Year 9 8/21/2016 - 8/20/2017</b>	<b>Year 10 8/21/2017 - 8/20/2018</b>
874-1/1RC, 874-7/7RC	Project Director	\$82.43	\$84.07	\$85.76	\$87.47	\$89.22
874-1/1RC, 874-7/7RC	Project Manager	\$70.04	\$71.44	\$72.87	\$74.33	\$75.82
874-1/1RC, 874-7/7RC	Program Coordinator	\$49.54	\$50.53	\$ 51.54	\$52.57	\$53.63
874-1/1RC, 874-7/7RC	Development Manager	\$144.93	\$147.83	\$150.79	\$153.80	\$156.88
874-1/1RC, 874-7/7RC	Development Associate	\$65.49	\$66.80	\$68.14	\$69.50	\$70.89
874-1/1RC, 874-7/7RC	Senior Management Analyst	\$82.59	\$84.24	\$85.93	\$87.64	\$89.40
874-1/1RC, 874-7/7RC	Management Analyst	\$53.58	\$54.65	\$55.75	\$56.86	\$58.00
874-1/1RC, 874-7/7RC	Senior Scientific Writer	\$87.26	\$89.01	\$90.79	\$92.60	\$94.45
874-1/1RC, 874-7/7RC	Scientific Writer	\$60.61	\$61.82	\$63.06	\$64.32	\$65.60
874-1/1RC, 874-7/7RC	Senior Technical Writer	\$70.01	\$71.41	\$72.84	\$74.30	\$75.78
874-1/1RC, 874-7/7RC	Senior Training Specialist	\$104.98	\$107.08	\$109.22	\$111.40	\$113.63
874-1/1RC, 874-7/7RC	Senior Cost Analyst	\$90.61	\$92.42	\$94.27	\$96.15	\$98.08
874-1/1RC, 874-7/7RC	Junior Cost Analyst	\$33.30	\$33.97	\$34.65	\$35.34	\$36.05
874-1/1RC, 874-7/7RC	Senior Research Analyst	\$97.74	\$99.69	\$101.68	\$103.72	\$105.79
874-1/1RC, 874-7/7RC	Mid Research Analyst	\$89.17	\$90.95	\$92.77	\$94.63	\$96.52
874-1/1RC, 874-7/7RC	Research Analyst	\$55.93	\$57.05	\$58.19	\$59.35	\$60.54
874-1/1RC, 874-7/7RC	Sr. Research Statistician	\$134.96	\$137.66	\$140.41	\$143.22	\$146.08
874-1/1RC, 874-7/7RC	Data Manager\ Statistician	\$90.48	\$92.29	\$94.14	\$96.02	\$97.94
874-1/1RC, 874-7/7RC	Analytical Specialist	\$60.34	\$61.55	\$62.78	\$ 64.04	\$65.32
874-1/1RC, 874-7/7RC	Lead Operation Specialist	\$53.31	\$54.37	\$55.46	\$56.57	\$57.70
874-1/1RC, 874-7/7RC	Survey Manager	\$44.26	\$45.14	\$46.05	\$46.97	\$47.91
874-1/1RC, 874-7/7RC	Research Specialist	\$34.20	\$34.88	\$35.58	\$36.29	\$37.02
874-1/1RC, 874-7/7RC	Research Assistant	\$30.18	\$30.79	\$31.40	\$32.03	\$32.67
874-1/1RC, 874-7/7RC	Interviewers	\$33.79	\$34.47	\$35.16	\$35.86	\$36.58
874-1/1RC, 874-7/7RC	Grant Technical Assistant	\$36.34	\$37.07	\$37.81	\$38.57	\$39.34

<b>Customer Site</b>						
<b>SIN(s)</b>	<b>Labor Category</b>	<b>Year 6 8/21/2013 - 8/20/2014</b>	<b>Year 7 8/21/2014 - 8/20/2015</b>	<b>Year 8 8/21/2015 - 8/20/2016</b>	<b>Year 9 8/21/2016 - 8/20/2017</b>	<b>Year 10 8/21/2017 - 8/20/2018</b>
874-1/1RC, 874-7/7RC	Review Administrator	\$43.50	\$44.37	\$45.26	\$46.17	\$47.09
874-1/1RC, 874-7/7RC	Senior Meeting Planner	\$49.02	\$50.00	\$51.00	\$52.02	\$53.06
874-1/1RC, 874-7/7RC	Meeting Planner	\$43.91	\$44.79	\$45.69	\$46.60	\$47.53
874-1/1RC, 874-7/7RC	Mid-Level Logistics Coordinator	\$31.16	\$31.78	\$32.42	\$33.07	\$33.73
874-1/1RC, 874-7/7RC	Logistics Coordinator	\$26.22	\$26.75	\$27.28	\$27.83	\$28.39
874-1/1RC, 874-7/7RC	Administrative Assistant IV	\$42.43	\$43.28	\$44.15	\$45.03	\$45.93
874-1/1RC, 874-7/7RC	Administrative Assistant III	\$37.85	\$38.61	\$39.38	\$40.17	\$40.97
874-1/1RC, 874-7/7RC	Administrative Assistant II	\$34.06	\$34.74	\$35.43	\$36.14	\$36.87
874-1/1RC, 874-7/7RC	Administrative Assistant I	\$28.03	\$28.59	\$29.16	\$29.75	\$30.34

**1b. Identification of Lowest Price Model number**

**Identification of the lowest price model number and lowest unit price for that model for each special item number awarded in the contract.** This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

See prices in table 1a. There are no prices based on the geographical location of the customer.

**1c. Description of Job Titles**

Description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees who will perform services on behalf of DB Consulting Group, Inc. follows:

<b>Labor Category: Senior Corporate Director</b>
<b>Functional Responsibility:</b> Monitors the planning phases of performance, including contract management, contract cost control, project management, coordination of resource needs, coordination with corporate resources and management, and has corporate accountability for the technical accuracy, timeliness and quality of deliverables. Monitors products, programs and services for a programmatic division to internal or external customers. Monitors the product, program and/or service from initiation through delivery, interfacing with customer corporate matters. Monitors the corporate implementation interdepartmental activities ensuring completion of the product, program or service on schedule and within budget constraints. Oversees work of all DB staff to include all levels of project staff, providing technical and contractual support and direction. Has leadership responsibility for delivery of solving complex problems corporately and for the client.
<b>Years of Experience:</b> A minimum of 12 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Project Director</b>
<b>Functional Responsibility:</b> Plans all phases of performance, including contract management, contract cost control, project management, coordination of resource needs, coordination with corporate resources and management, and has direct accountability for the technical accuracy, timeliness and quality of deliverables. Responsible for and monitors the products, programs and services involving department or cross-functional teams focused on the delivery of a product, service or computer-based system to internal or external customers. Responsible for and monitors the product, program and/or service from initiation through delivery, interfacing with customer on technical matters. Implements interdepartmental activities ensuring completion of the product, program or service on schedule and within budget constraints. Oversees work of systems analysis and program staff, providing technical support and direction. Has leadership responsibility for delivery of complex services or custom products to customers.
<b>Years of Experience:</b> 10 or more years of project management experience
<b>Education/Degree Requirement:</b> Bachelor's degree

**Labor Category: Program Manager**

**Functional Responsibility:** Supervises, leads, and directs technical teams and project activities for multiple projects. Manages project schedules, resources, and budgets. Prepares project plans including schedules with multiple milestones and bills of materials. Anticipates requirements for and requisitions manpower resources, materials, tools, and test equipment needed to complete projects. Organizes interdepartmental activities ensuring completion of the product, program or service on schedule and within budget constraints. Assigns and monitors work of systems analysis and program staff, providing technical support and direction. Has leadership responsibility for delivery of complex services or custom products to customers.

**Years of Experience:** 10 years of experience in a related position

**Education/Degree Requirement:** Bachelor's degree

**Labor Category: Project Manager**

**Functional Responsibility:** Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Assigned as team leader on a complex task or project or those that will require significant interaction of various technical disciplines. Provides administrative and technical direction to personnel with the technical areas. Leads interdisciplinary teams with responsibility for project performance.

**Years of Experience:** 4 years of project management experience

**Education/Degree Requirement:** Bachelor's degree

**Labor Category: Program Coordinator**

**Functional Responsibility:** Coordinates project team's activities. Reviews formatting of client presentations. Keeps references and completed case study library up to date. Provides templates and deliverable due dates for project activities and project start ups. Responsible for establishing project and team setup in the database used by the project office. Coordinates tracking, storage and organizations project documents. Reviews formatting of project documents to ensure they are in line with standards. Maintains score sheet, project budget and project schedule templates in the identified database.

**Years of Experience:** 2 years of experience in a related position

**Education/Degree Requirement:** Bachelor's degree

**Labor Category: Development Manager**

**Functional Responsibility:** Organizes, directs and manages all activities involved in training design, development and implementation. Provides technical leadership in designing, modifying, developing, writing and implementing complex to very complex instructional design strategies; obtains staff for subordinate personnel; and serves as a liaison with client technical staff on course content and design. Participates in the testing instructional processes through applying fundamental course review and testing concepts to courses developed. Oversees the development of course requirements, instructional materials, case studies, simulations, course participant materials, and course evaluations. Supervises other personnel in performing these functions.

**Years of Experience:** 3 years of experience in a related position

**Education/Degree Requirement:** Bachelor's degree Master's degree preferred

<b>Labor Category: Development Associate</b>
<b>Functional Responsibility:</b> Supports development of course curricula and instructional designs. Leads a team of content experts and courseware developers and designers in developing curricula. Provides team leadership in gathering and analyzing client requirements; creating, writing, and editing course materials; and working with internal and external resources on design and coordination of course content. Coordinates/documents all aspects of the course design. Develops and manages the client review process. Tracks all requests for course design changes and ensures changes are implemented.
<b>Years of Experience:</b> 2 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Management Analyst</b>
<b>Functional Responsibility:</b> Applies management expertise, process improvement and re-engineering methodologies and principles to conduct management analysis and process modernization projects. Functions can include activity modeling, developing new businesses processes and methods, identifying and implementing best practices, and creating and assessing management performance measurements.
<b>Years of Experience:</b> 5 years of experience in a related position
<b>Education/Degree Requirement:</b> Master's degree in Public Health or a related field (MPA, MIA, etc.)

<b>Labor Category: Management Analyst</b>
<b>Functional Responsibility:</b> Responsibilities include developing and conducting studies, summarizing findings, preparing reports, and recommending changes in organizational structures, programs, policies, procedures, or practices in administrative, financial, records, and information management systems. Work typically includes the supervision of subordinate professional and clerical employees.
<b>Years of Experience:</b> 1 year of experience providing administrative or management services
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Scientific Writer</b>
<b>Functional Responsibility:</b> Writes and prepares, from templates, complex integrated clinical/statistical reports and other clinical and regulatory documents such as protocol synopses, protocols, protocol amendments, informed consents, annual reports, and investigators brochures. Other responsibilities include leading process of critical review of clinical and regulatory documents and incorporating multiple reviews into successive drafts; managing activities associated with an individual study or product; coordinating medical writing activities within and across departments; reviewing tables, listings, case report forms, and safety narratives; being an active participant in clinical project team meetings; and providing background information and editorial support for meeting abstracts, presentations, and manuscripts.
<b>Years of Experience:</b> 10 or more years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Scientific Writer</b>
<b>Functional Responsibility:</b> Writes and prepares, from templates, complex integrated clinical/statistical reports and other clinical and regulatory documents such as protocol synopses, protocols, protocol amendments, informed consents, annual reports, and investigators brochures. Other responsibilities include leading process of critical review of clinical and regulatory documents and incorporating multiple reviews into successive drafts; managing activities associated with an individual study or product; coordinating medical writing activities within and across departments; reviewing tables, listings, case report forms, and safety narratives; being an active participant in clinical project team meetings; and providing background information and editorial support for meeting abstracts, presentations, and manuscripts.
<b>Years of Experience:</b> 5 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Technical Writer</b>
<b>Functional Responsibility:</b> Collects and organizes information required to draft and finalize written documentation to include: preparation of user's manuals, training materials, white papers installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents
<b>Years of Experience:</b> 6 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Training Specialist</b>
<b>Functional Responsibility:</b> Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Oversees all instructor materials (course outline, background material, and training aids). Oversees all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.
<b>Years of Experience:</b> 5 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Cost Analyst</b>
<b>Functional Responsibility:</b> Responsible for all areas of Finance and will work with other professionals and support Business Management to provide cost visibility & reporting, financial planning & forecasting. This position requires the preparation of financial contract status reports to be used by program, project and senior management to assist in maintaining company profitability. Responsible for analyzing and explaining cost variances to contract budgets then working with program managers to develop recovery plans.
<b>Years of Experience:</b> 7 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Junior Cost Analyst</b>
<b>Functional Responsibility:</b> Assists with all areas of Finance and will work with other professionals and support Business Management to provide cost visibility & reporting, financial planning & forecasting. Assists with the preparation of financial contract status reports to be used by program, project and senior management to assist in maintaining company profitability. Responsible for analyzing and explaining cost variances to contract budgets then working with program managers to develop recovery plans.
<b>Years of Experience:</b> 5 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Research Analyst</b>
<b>Functional Responsibility:</b> Works independently and in teams to collect, analyze, and present data from structured research and evaluation activities. Describes results of research in text, process flow diagrams, and a variety of charts and graphs. Uses analytical tools to support conducting research activities. Conducts independent research using a variety of sources including materials available in academia, private sector associations and other organizations, state- and national-level organizations, and the internet. Occasionally assigned to several tasks concurrently.
<b>Years of Experience:</b> 8 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Mid-Level Research Analyst</b>
<b>Functional Responsibility:</b> Works independently and in teams to collect, analyze, and present data from structured research and evaluation activities. Describes results of research in text, process flow diagrams, and a variety of charts and graphs. Uses analytical tools to support conducting research activities. Conducts independent research using a variety of sources including materials available in academia, private sector associations and other organizations, state- and national-level organizations, and the internet. Occasionally assigned to several tasks concurrently.
<b>Years of Experience:</b> 4 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Research Analyst</b>
<b>Functional Responsibility:</b> Works independently and in teams to collect, analyze, and present data from structured research and evaluation activities. Describes results of research in text, process flow diagrams, and a variety of charts and graphs. Uses analytical tools to support conducting research activities. Conducts independent research using a variety of sources including materials available in academia, private sector associations and other organizations, state- and national-level organizations, and the internet. Occasionally assigned to several tasks concurrently.
<b>Years of Experience:</b> 2 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Research Statistician</b>
<b>Functional Responsibility:</b> Oversees a team of researchers and statisticians who provide computer analysis of the data files, including tabulations of quantitative and qualitative data sets, analysis pertaining to issues of tracing and non-response, and calculation of descriptive and inferential statistics. Interprets, reports and presents all findings from the analyses, and provides interpretation in narrative form. Oversees researchers who conduct, analyze and monitor tracing activities. Monitors researchers who perform the data collection activities. Supervises the accuracy of data cleaning and editing activities. Documents statistical processes and procedures. Oversees and reviews data analysis. Monitors the creation of files and linking of files. Development of charts and graphs displaying analytical results. Report generation and development.
<b>Years of Experience:</b> 7 years of experience in a related position
<b>Education/Degree Requirement:</b> Master's degree

**Labor Category: Data Manager/Statistician**

**Functional Responsibility:** Provides computer analysis of the data files, including tabulations of quantitative and qualitative data sets, analysis pertaining to issues of tracing and non-response, and calculation of descriptive and inferential statistics. Interprets certain findings from the requested tabulations, and provide this interpretation in narrative form. Oversees and assist with tracing activities. Supervises all the data collection activities. Cleans and edits the data files. Furnishes documentation for the data files. Performs data analysis. Assists with creation of files and linking of files. Development of charts and graphs displaying analytical results. Report generation and development

**Years of Experience:** 4 years of experience in a related position

**Education/Degree Requirement:** Bachelor's degree

**Labor Category: Analytical Specialist**

**Functional Responsibility:** Assists with computer analysis of the data files, including tabulations of characteristics and, analysis and calculation of descriptive and inferential statistics as well as standard errors. Compiles findings from data analyses at the direction of the statistician. Assists with tracing activities. Implement data collection activities (tracing and interviewing). Assist with data editing and cleaning.

**Years of Experience:** 10 years of experience in a related position

**Education/Degree Requirement:** Master's degree

**Labor Category: Lead Operation Specialist**

**Functional Responsibility:** Oversees a designated team to conduct, organize, input and finalize data from structured research and evaluation activities. Monitors all data collection mechanisms to facilitate the compilation of research statistics, budgets figures and other project-related information. Oversees other administrative staff and temporary employees on research activities. Prepares and finalizes all reports, analyses and other research documents for transfer to client. Organizes and coordinates tracing process. Organizes and coordinates the development and implementation of the survey process. Organizes and conducts training for interviewers. Identify potential problems and solutions. Participates in the analysis and interpretation of all collected data.

**Years of Experience:** 4 years of experience in a related position

**Education/Degree Requirement:** Bachelor's degree

**Labor Category: Survey Manager**

**Functional Responsibility:** Works within a designated team to conduct, organize, all data collection. Supervises data collection staff, other administrative staff and temporary employees on research activities. Recruits interviewers and trains Interviewers. Monitors the progress of the survey by producing periodic reports about the response rate. Review the data collected by the interviewers to ensure quality. Prepare progress reports.

**Years of Experience:** 4 years of experience in a related position

**Education/Degree Requirement:** Bachelor's degree

<b>Labor Category: Research Specialist</b>
<b>Functional Responsibility:</b> Works within a designated team to conduct, organize, input and finalize data from structured research and evaluation activities. Contributes to all data collection mechanisms to facilitate the compilation of research statistics, budgets figures and other project-related information. Orders and supplies for the team. Supervises administrative staff and temporary employees on research activities. Contributes to all reports, analyses and other research documents. Assists with training the Interviewers. Conducts second and third review of completed surveys to ensure accuracy and consistency. Maintain and organize completed surveys. Improve and/or develop processes and procedure to be used during the interviewing season.
<b>Years of Experience:</b> 3 years of experience in a related position
<b>Education/Degree Requirement:</b> Associate's degree

<b>Labor Category: Research Assistant</b>
<b>Functional Responsibility:</b> Works independently and with a designated team to conduct, organize, input and finalize data from structured research and evaluation activities. Assists in the development of various data collection mechanisms to facilitate the compilation of research statistics, budgets figures and other project-related information. Coordinates travel/logistical arrangements for staff, consultants and subcontractors. Attends to the operational needs of all stages of the contract including but not limited to ordering and replenishing supplies, organizing and filing, drafting correspondence, copying, and monitoring Interviewers. Enter raw data from completed surveys into SPSS and other databases. Assist with tracing activities. Assemble binders or manuals for trainings and presentations.
<b>Years of Experience:</b> 2 years of experience in a related position
<b>Education/Degree Requirement:</b> High School diploma

<b>Labor Category: Interviewers</b>
<b>Functional Responsibility:</b> Works independently and with a designated team to collect, organize, and input data from interviews. Responsible for interviewing (calling, administering survey and recording responses) by telephone.
<b>Years of Experience:</b> 0 years of experience in a related position
<b>Education/Degree Requirement:</b> High School diploma

<b>Labor Category: Grant Technical Assistant</b>
<b>Functional Responsibility:</b> Responsible for providing technical administration and management support for the grants management process. Responsibilities may also include training. Database development to track awards. Data entry of grant information. Monthly reports monitoring and tracking. Analysis of monthly financial reports and progress reports. Publication of grants on grants.gov. Applications retrieval from grants.gov. Application submission to review panels. Organizing and setting up review panels and grantee training.
<b>Years of Experience:</b> 2 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Review Administrator</b>
<b>Functional Responsibility:</b> Implements grant review activities. Processes activities related to the handling of grant applications, supporting grant reviewers, maintaining scoring records, and many aspects of pre- and post-grant review activities. Recruits peer and grant reviewers as well as meeting staff. Distributes letters to successful and unsuccessful grant applicants. Helps maintain formal records of the results of any grant review process or activity. Enters records of activities in the grant application database.
<b>Years of Experience:</b> 4 years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Senior Meeting Planner</b>
<b>Functional Responsibility:</b> Plans, implements and monitors of all aspects of conferences, peer reviews, or grant administrative activities. Executes all aspects of conferences and meetings of any size. Selects and negotiates conference, review and meeting sites. Recruits meeting staff. Supervises other personnel in performing all aspects of meetings and conferences.
<b>Years of Experience:</b> 5 or more years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Meeting Planner</b>
<b>Functional Responsibility:</b> Participates in the planning and implementation of most aspects of conferences, peer reviews, or grant administrative activities. Coordinates all aspects of conferences and meetings of any size. Assists in recruiting peer and grant reviewers. Manages all logistical arrangements for peer reviews, meetings and conferences.
<b>Years of Experience:</b> 3 or more years of experience in a related position
<b>Education/Degree Requirement:</b> Bachelor's degree

<b>Labor Category: Mid-Level Logistics Coordinator</b>
<b>Functional Responsibility:</b> Manages the planning and implementation of conferences, peer reviews, or grant administrative support activities. Provides support for conferences and meetings of any size. Manages the logistical arrangements for peer reviews, meetings and conferences. Assists in handling most forms of communications with attendees to conferences and meetings.
<b>Years of Experience:</b> 2 years of experience in a related position
<b>Education/Degree Requirement:</b> Associate's degree

<b>Labor Category: Logistics Coordinator</b>
<b>Functional Responsibility:</b> Assists in the planning and implementation of conferences, peer reviews, or grant administrative support activities. Assists in providing support for conferences and meetings of any size. Helps manage the logistical arrangements for peer reviews, meetings and conferences. Assists in handling most forms of communications with attendees to conferences and meetings.
<b>Years of Experience:</b> 0 years of experience
<b>Education/Degree Requirement:</b> Associate's degree

<b>Labor Category: Administrative Assistant IV</b>
<p><b>Functional Responsibility:</b> Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.</p>
<p><b>Years of Experience:</b> 6 years of experience in a related position</p>
<p><b>Education/Degree Requirement:</b> High school degree or equivalent</p>

<b>Labor Category: Administrative Assistant III</b>
<p><b>Functional Responsibility:</b> Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.</p>
<p><b>Years of Experience:</b> 4 years of experience in a related position</p>
<p><b>Education/Degree Requirement:</b> High school degree or equivalent</p>

<b>Labor Category: Administrative Assistant II</b>
<p><b>Functional Responsibility:</b> Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.</p>
<p><b>Years of Experience:</b> 2 years of experience in a related position</p>
<p><b>Education/Degree Requirement:</b> High school degree or equivalent</p>

<b>Labor Category: Administrative Assistant I</b>
<p><b>Functional Responsibility:</b> Maintains project, team, and individual schedules of activities. Provides support to meetings, training courses, development of contract deliverables, completion of proposals, and other project-related activities. Develops draft and final correspondence, documents, briefings and other materials using software tools such as word processors and graphics presentations packages. Assists in the preparation of management plans and reports. Performs other routine administrative support tasks including making copies, processing mail and other distribution, maintaining files, and ordering and maintaining office supplies. Frequently performs tasks concurrently.</p>
<p><b>Years of Experience:</b> 1 year of experience in a related position</p>
<p><b>Education/Degree Requirement:</b> High school degree or equivalent</p>

2. Maximum order. \$1,000,000.00



3. **Minimum order.** \$100.00
4. **Geographic coverage (delivery area).** Continental US, Alaska, Hawaii, & Puerto Rico.
5. **Point(s) of production (city, county, and State or foreign country).**  
DB Consulting Group, Inc.  
8403 Colesville Rd. 10th Floor  
Silver Spring, Maryland 20910
6. **Discount from list prices or statement of net price.** None
7. **Quantity discounts.** None
8. **Prompt payment terms.** .5%, 15 Days; Net 30 Days must be stated on each task order quote and invoice under this contract.
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold.**  
Accepted
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.**  
Not accepted
10. **Foreign items (list items by country of origin).** Not applicable
- 11a. **Time of delivery.** As negotiated at time of delivery but not less than 30 days after receipt of order.
- 11b. **Expedited Delivery.** All services provided under the authorized SINs are not available for expedited delivery.
- 11c. **Overnight and 2-day delivery.** Overnight delivery is not available. Two-day delivery is not available.
- 11d. **Urgent Requirements.** The urgent requirements clause does not apply. Agencies are advised that they can contact DB's representative for a faster delivery.
12. **F.O.B. point(s).** DB Consulting Group, Inc, Silver Spring, Maryland
- 13a. **Ordering address.**  
DB Consulting Group, Inc.  
8403 Colesville Rd. 10th Floor  
Silver Spring, Maryland 20910
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulations (FAR) 8.405-3.
14. **Payment address:** Same as 13a



- 15. **Warranty provision.** Not applicable
- 16. **Export packing charges, if applicable.** Not applicable
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**  
No thresholds above micro-purchase level
- 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 indicating date of parts price lists and any discounts from list prices.**  
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).**  
None
- 24b. **Section 508 compliance information.** Section 508 information is available on Electronic and Information Technology (EIT) services provided by DB Consulting Group at DB Consulting Group, Inc. offices. Full details can be found at those offices by calling 301-589-4020. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. **Data Universal Number System (DUNS) number.** 063821743
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database.**  
DB Consulting Group, Inc. is registered in the CCR
- 27. **SCA Matrix and Applicability Statement.** The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the SCA labor categories meet or exceed the requirements in the wage determination (WD) identified in the matrix below. 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.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number

<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Development Associate	15095 - Technical Instructor/Course Developer	2005-2103
Interviewer	01420 - Survey Worker (Interviewer)	2005-2103
Research Assistant	01020 - Administrative Assistant	2005-2103
Administrative Assistant IV	01313 - Secretary III	2005-2103
Administrative Assistant III	01313 - Secretary III	2005-2103
Administrative Assistant II	01312 - Secretary II	2005-2103
Administrative Assistant I	01311 - Secretary I	2005-2103
Senior Technical Writer	30463 - Technical Writer III	2005-2103