



## ***MOBIS***

***(Mission Oriented Business Integrated Services)***

***"The Right Approach. The Right Solution."***

**Contract Number: GS-10F-0344P  
MOD PO-0004**

**Period Covered:  
01 June 2004 – 31 May 2014**

### **Ordering Office**

10340 Democracy LN, Suite 304  
Fairfax, VA 22030-2518  
Tel: 703-425-5167  
Fax: 703-425-6932  
Cellular: 703-589-6784  
Email: [edgarcaburian@jacer.com](mailto:edgarcaburian@jacer.com)

**Website: [www.jacer.com](http://www.jacer.com)**

**AUTHORIZED ADP SCHEDULE PRICELIST  
FSC GROUP 874, Class: R499**

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**Schedule for – Mission Oriented Business Integrated Services  
(MOBIS)**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button on <http://www.fss.gsa.gov>

Contract Number: GS-10F-0344P, MOD PO 0004  
Contract Period: 01 June 2004 through 31 May 2014

**Contractor: JACER Corporation**  
10340 Democracy LN, Suite 304  
Fairfax, VA, 22030-2518  
**Telephone:** 703-425-5167  
**Fax:** 703-425-6932

**Business Size:** Large Business

**E-mail:** [edgarcaburian@jacer.com](mailto:edgarcaburian@jacer.com)

**Contract Administration:** Edgar C. Caburian

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## **JACER CORPORATION OVERVIEW**

JACER Corporation is a professional consulting service company that specializes in providing complete solutions to our clients. We focus on providing our clients with the right people and approach in order to ensure they effectively achieve their mission.

Incorporated in April 1999, JACER quickly distinguished itself as a quality provider of IM/IT Solutions and has since expanded its service offerings to include comprehensive support in Program/Project Management, Financial & Business Management, Logistics & Resource Management, as well as many other areas. JACER's quality support brings together exceptional personnel with our proven management approach and guarantees desired results.

We believe that every Customer, Employee and Business Partner should be a Winner in every transaction they have with JACER and this Four-Win approach is first and foremost in the way we do business. We work diligently to provide our clients with solutions that work right the first time.

**Our Core Competencies.** Our Core Competencies have expanded as we have grown and we now excel in providing support in all of the following areas:

- **Total IM/IT Solutions**
- **Program/Project Management**
- **Financial & Business Management**
- **Logistics & Resource Management**
- **Professional Engineering Services**

### **JACER's MOBIS Contract:**

MOBIS is designed to provide customer agencies with expert advice in all areas of management and management improvement. Under MOBIS, JACER has been awarded the following Special Item Number (SIN):

#### **SIN 874-6, 874-6RC Acquisition Management Services**

JACER provides management, integration, programs and projects contract support services.

These services include, but are not limited to:

Program management

Program oversight

Project management

Program integration (JACER as the team leader)

Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

Specific services include providing 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 include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits and evaluations.

## Customer Information

1a.

SIN	Item Description
874-6, 874-6RC	Acquisition Management Services

1b. See page 5 for pricing.

1c. See page 6-10 for Labor Category Descriptions

2. Maximum order: **\$1,000,000**3. Minimum order: **\$300**4. Geographic coverage (delivery area): [Covers the 48 contiguous states and the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and authorized GSA Schedule users located outside the Continental U. S. \(overseas via APO/FPO\)](#)5. Point(s) of production (city, county, and state, or foreign country): [Fairfax, VA, 22039](#)6. Discount from list prices or statement of net prices: [Prices include discount](#)7. Quantity discounts: [As shown in pricing structure below](#)8. Prompt Payment terms: [Net 30 days](#)9a. Notification whether Government purchase cards are accepted at or below the micro purchase threshold. [Yes](#)9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. [Yes](#)10. Foreign items: [Not Applicable](#)11a. Time of Delivery. [30 Days \(after receipt of order\). By contract/task order as applicable.](#)11b. Expedited delivery: [Printed items available for expedited delivery, contact Edgar Caburian for details.](#)11c. Overnight and 2-day delivery: [Overnight delivery is available.](#)11d. Urgent Requirements: [See contract clause I-FSS-14-B. Agencies can contact the Contract Administration to obtain faster delivery](#)12. F.O.B point(s): [Destination](#)

13a. Ordering address(es):

[Edgar C. Caburian](#)  
[10340 Democracy LN, Suite 304,](#)  
[Fairfax, VA, 22039](#)  
[Tel: 703-352-2175](#)  
[Fax: 703-352-5057](#)  
[Email: edgarcaburian@jacer.com](mailto:edgarcaburian@jacer.com)

13b. Ordering Procedures: [For supplies and services, the 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):  
Edgar C. Caburian  
10340 Democracy LN, Suite 304,  
Fairfax, VA, 22039  
Tel: 703-352-2175  
Fax: 703-352-5057  
Email: edgarcaburian@jacer.com
15. Warranty provision: [Standard Commercial](#)
16. Export packing charges: [Not applicable](#)
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): [Not Applicable](#)
18. Terms and conditions of rental, maintenance, and repair: [Not applicable](#)
19. Terms and conditions of installation: [Not applicable](#)
20. Terms and conditions of repair parts: [Not applicable](#)  
20a. Terms and conditions for any other services: [Not applicable](#)
21. List of services and distribution points: [Not applicable](#)
22. List of participating dealers: [Not applicable](#)
23. Preventative maintenance: [Not applicable](#)
- 24a. Special attributes such as environmental attributes: [Not applicable](#)  
24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found:  
[Not Applicable](#)
25. Data Universal Number System (DUNS) number: [061775347](#)
26. Notification regarding registration in Central Contract Registration (CCR) database: [Cage Code Established – July 25, 2000 - CAGE Code: 1LCG7](#)

**Authorized Schedule Pricelist**

Labor Category Rates for SINs 874-6, 874-6RC

<b>Labor Category</b>	<b>Rate per Hour</b>
Program Manager	\$94.22
Project Manager	\$74.63
Task Manager	\$66.46
Subject Matter Expert I	\$110.00
Subject Matter Expert II	\$124.36
Subject Matter Expert III	\$138.70
Subject Matter Expert IV	\$213.60
Subject Matter Expert V	\$274.42
Subject Matter Expert VI	\$334.97
Quality Assurance Analyst	\$43.04
Junior Quality Assurance Analyst	\$39.04
Administrative Assistant	\$28.14
Data Entry Clerk	\$22.51

## Labor Category Description

### SIN 874-6, 874-6RC - Acquisition Management Services

#### Labor Category

##### Program Manager

**Capabilities:** Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

**Required Experience:** Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

**Required Education:** Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

##### Project Manager

**Capabilities:** Serves as the central point of contact for delivery orders and interfaces with the Contracting Officer's Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Required Experience:** Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Task Manager**

**Capabilities:** Serves as the central point of contact for a particular delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

**Required Experience:** Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

**Subject Matter Expert I**

**Capabilities:** Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration.

**Required Experience:** Five years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Subject Matter Expert II**

**Capabilities:** Performs analytical work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to small teams of functional or technical personnel.

**Required Experience:** Seven years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Subject Matter Expert III**

**Capabilities:** Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Nine years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Subject Matter Expert IV**

**Capabilities:** Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Ten years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

**Subject Matter Expert V**

**Capabilities:** Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Twelve years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

**Subject Matter Expert VI**

**Capabilities:** Performs analytic work in support of systems engineering or planning activities, including the development of preliminary and detailed functional analysis required for ADP systems. Subject matter functional expertise provided includes areas such as inventory management, supply, provisioning, maintenance, transportation, personnel, financial management, and administration. Introduces innovative approaches and methodologies for processes and support systems. May provide leadership to large teams of functional or technical personnel.

**Required Experience:** Fifteen years applied experience in specific area of expertise including functional experience with relevant processes and ADP systems.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other discipline related to area of expertise. Six (6) years of documented relevant experience or an Associates Degree together with four (4) years of documented relevant experience may be substituted for the Bachelors Degree.

**Quality Assurance Analyst**

**Capabilities:** Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

**Required Experience:** Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

**Junior Quality Assurance Analyst**

**Capabilities:** Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

**Required Experience:** Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

**Required Education:** Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional one-year of relevant experience may be substituted for the Bachelors Degree.

### **Administrative Assistant**

**Capabilities:** Provides clerical and administrative services and applies appropriate technology to support office operations. Provides graphics and editorial support plus desktop publishing services.

**Required Experience:** Two years experience in the support of office operations including the use of appropriate desktop technology.

**Required Education:** High school diploma or equivalency certificate, Associates of Arts degree desirable.

### **Data Entry Clerk**

**Capabilities:** Uses computer terminals or PCs to convert hard copy data into electronic format. Applies knowledge of common data capture software packages (e.g. Microsoft Excel) and various keyboards and keypads.

**Required Experience:** Two years experience in data entry and the use of common software packages.

**Required Education:** High School diploma or equivalency certificate.