

METI

...a Merging of Excellence



Management and Engineering Technologies International, Inc.

(GS-10F-0349M)

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
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 are available through GSAAAdvantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: www.GSAADVANTAGE.GOV

Schedule Title	874 MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
FSC Group, Part, and Section or Standard Industrial Group	Standard Industrial Group - 874
Contract Number	GS-10F-0427X For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at http://fss.gsa.gov .
Contract Period	From: June 24, 2012 through June 25, 2017
Contractor	Management and Engineering Technologies International, Inc. 8600 BOEING Drive El Paso , TX 79925-1226 Tel. 915-772-4975 Fax 915-772-2253 www.meticorp.com Alvin T. Johnson AJohnson@meticorp.com Contract Administration: Ms. Michelle Rosalez, Program Manager mrosalez@meticorp.com Tel. 915-772-4975 Fax 915-772-2253
Business Size	Large Business

Customer Information:

METI is a Small Disadvantaged Business and a successful graduate of the 8(a) program. We are headquartered in El Paso, Texas and maintain offices across the US and abroad. We are a leading information technology, systems engineering, and technical services company providing support to clients such as:

- Federal Aviation Administration (FAA)
- Department of Defense (DOD)
- U.S. Department of Agriculture (USDA)
- General Services Administration (GSA)

Look to METI for solutions that save money, improve operations, and solve problems. We are committed to adding value to our clients' projects by looking to their broader objectives and being proactive in helping them to achieve their goals. To learn more about METI's accomplishments and recognition, please view our Press Releases page.

METI's success is achieved by developing a thorough understanding of each customer's needs and combining creativity and experience to meet these needs in all phases of the system, product, and support life cycle including:

- Acquisition
- Design and Development
- Installation, Operations and Maintenance
- End User and Product Support

METI's reputation for providing quality technical services is recognized by our clients and customers. The performance of METI personnel for the US Army 7th SIG CMD (NETCOM C-TNOSC) was commended by the Commanding General for expertise and dedication during a period of increased cyber attack to the network infrastructure.

METI offers a full spectrum of services and support in areas of:

- Systems Engineering Design and Development
- Information Technology
- Acquisition Management
- Programmatic Support
- Test and Training Range Operations and Maintenance
- Training and Education
- Field Services
- Environmental and Ecosystem Management
- Community Support Services

1a.

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

SIN 874-1 Consulting Services:

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a

- consulting engagement
- Policy and regulation development assistance

SIN 874-2 Facilitation Services:

Contractor shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams. Services covered by this SIN are:

- Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputed)
- Leading or facilitating group briefings and discussions, enabling focused decision-making
- Recording discussion content and related facilitation support services
- Debriefing stakeholders
- Preparing and providing draft and final reports relating to the facilitated issues

SIN 874-3 Survey Services:

Contractors shall provide surveying relating to mission-oriented business issues. Contractors shall assist with or perform all phases of the survey process. Services covered by this SIN are:

- Survey planning, design, and development
- Pretest/pilot surveying
- Assessing reliability and validity of data
- Conducting/administering surveys
- Analyses of quantitative and qualitative survey data
- Production of reports related to the survey
- Briefings of results to stakeholders

SIN 874-7 Program and Project Management:

Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are:

- Project leadership and communications with stakeholders;
- project planning and scheduling;
- earned value management support;
- project management, including performance monitoring and measurement;
- reporting and documentation associated with project/program objectives;
- stakeholder briefings, participation in required meetings, and related project support services;
- program integration services;
- and project close-out services.

2.

Maximum Order:

SIN 874-1 Consulting Services – \$1,000,000.00

SIN 874-2 Facilitation Services – \$1,000,000.00

SIN 874-3 Survey Services – \$1,000,000.00

SIN 874-7 Program and Project Management – \$1,000,000.00

3.

Minimum Order: **\$100.00**

4.

Geographic Coverage (Delivery Area): **Contractor will provide domestic delivery.**

5. Point(s) of Production:
Management and Engineering Technologies International, Inc. 8600 BOEING Drive
El Paso , TX 79925-1226
Tel. 915-772-4975
Fax 915-772-2253
www.meticorp.com
6. Basic Discount Terms:
We offer discounts between 10%-38.85% and based on the Commercial Price List (CPL) effective January , 2012.
7. Quantity / Volume Discounts: **(None)**
8. Prompt Payment Terms: **(Net 30 days)**
- 9a. Notification That Government Purchase Cards Are Accepted at or Below the Micro-Purchase Threshold:
We shall accept Government Purchase Cards at or below the Micro-Purchase Threshold.
- 9b. Notification That Government Purchase Cards Are Accepted or Not Accepted Above the Micro-Purchase Threshold:
We shall accept Government Purchase Cards above the Micro-Purchase Threshold.
10. Foreign items (list items by country of origin). **N/A**
- 11a. Standard Delivery Terms: **(ARO) To be Negotiated with Ordering**
- 11b. Expedited Delivery: **15 days.**
- 11c. Overnight and 2-Day Delivery: **To be Negotiated with Ordering Agency.**
- 11d. Urgent Requirements: **To be Negotiated with Ordering Agency.**
12. F.O.B. Point(s): **Destination only.**
- 13a. Ordering Address(es):
Management and Engineering Technologies International, Inc.
8600 BOEING Drive
El Paso , TX 79925-1226
Tel. 915-772-4975, Fax 915-772-2253
www.meticorp.com
- 13b. Ordering procedures:
To order contact , Ms. Michelle Rosalez, Program Manager
mrosalez@metiCorp.com
Tel. 915-772-4975, Fax 915-772-2253
14. Payment Address(es):
Management and Engineering Technologies International, Inc.
8600 BOEING Drive
El Paso , TX 79925-1226
Tel. 915-772-4975, Fax 915-772-2253
www.meticorp.com

15. Warranty Terms: **(None)**
16. Export Packing Charges: **N/A**
17. Terms and Conditions of Government Purchase Card Acceptance (any Thresholds Above the Micropurchase Level): **Government purchase card will be accepted for orders at or below the micro-purchase threshold. Bank account information will be shown on invoice.**
18. Terms and Conditions of Rental, Maintenance and Repair: **N/A**
19. Terms and Conditions of Installation: **N/A**
20. Terms and Conditions of Repair Parts, etc: **N/A**
- 20a. Terms and Conditions for any Other Services: **N/A**
21. List of Service and Distribution Points: **N/A**
22. List of Participating Dealers: **N/A**
23. Restocking Fees: **N/A**
- 23a. Preventive Maintenance: **N/A**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 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 can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. **N/A**
25. Data Universal Number System (DUNS) number: **074334264**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registration is current.**

PRICES AND LABOR CATEGORY

The following proposed GSA prices are for SINs:

- SIN 874-1 Consulting Services
- SIN 874-2 Facilitation Services
- SIN 874-3 Survey Services:
- SIN 874-7 Program and Project Management

	GSA Proposed Rate w/iff	Year 1	Year 2	Year 3	Year 4	Year 5
Service Labor Category		June 25, 2012 – June 24, 2013	June 25, 2013 – June 24, 2014	June 25, 2014 – June 24, 2015	June 25, 2015 – June 24, 2016	June 25, 2016 – June 24, 2017
1. Senior Executive Consultant	\$341.26	\$341.26	\$351.50	\$362.04	\$372.91	\$384.09
2. Senior Consultant	\$217.37	\$217.37	\$223.89	\$230.60	\$237.52	\$244.65
3. Consultant	\$140.74	\$140.74	\$144.96	\$149.31	\$153.79	\$158.40
4. Senior Program Manager	\$181.15	\$181.15	\$186.59	\$192.18	\$197.95	\$203.89
5. Program Manager	\$98.46	\$98.46	\$101.41	\$104.45	\$107.59	\$110.81
6. Senior Management Analyst	\$95.48	\$95.48	\$98.35	\$101.30	\$104.33	\$107.46
7. Management Analyst	\$94.20	\$94.20	\$97.03	\$99.94	\$102.94	\$106.03
8. Technical Analyst	\$79.71	\$79.71	\$82.10	\$84.57	\$87.10	\$89.72
9. Technical Writer/Editor	\$50.72	\$50.72	\$52.25	\$53.81	\$55.43	\$57.09
10. Senior Administrative Assistant	\$50.97	\$50.97	\$52.50	\$54.07	\$55.69	\$57.37
11. Administrative Assistant **	\$36.23	\$36.23	\$37.32	\$38.44	\$39.59	\$40.78

**Note: Hourly rates are equal to or above all associated SCA labor categories.

LABOR CATEGORY DESCRIPTIONS

1. SENIOR EXECUTIVE CONSULTANT

Functions:

Serve as a coach or mentor to the other team members on complex business improvement engagements. Recognized as an authority or expert on one or more business improvement subject areas, such as, but not limited to: change management, strategic and business planning, statistical process control, development of leadership/management skills, organizational design, benchmarking, survey analysis, training development, performance measurement, customer analysis, simulation methods and methodology, information management, process modeling and analysis, performance measurement, and Business Process Reengineering (BPR) methodologies. Must know process improvement strategies for difficult projects, business analysis methods and techniques, sophisticated consulting strategies and techniques, functional area test practices, organizational development and systems approaches to integrating total solutions. Interfaces with senior and executive level client management. Experienced with large and complex management and organizational challenges.

Education:

Master's degree and 12 years of experience; in business, management, information systems or other related fields.

Experience:

Candidate must be notably fluent in the areas of business improvement, strategic business planning, management, and organizational techniques. Guide the team to envision and achieve the desired results. Demonstrate initiative to enhance and achieve results by setting strategically aligned goals. Must possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, performance measurement, organizational development, change management, and the development of leadership/management skills. Must demonstrate the ability to provide guidance and direction to staff performing on consulting and facilitation engagements. Possess strong facilitation and cross-functional team facilitation skills at the senior management level.

2. SENIOR CONSULTANT

Functions:

Responsible for applying business improvement and reengineering principles to organizational development and process modernization projects. Responsible for assisting in effectively transitioning existing project teams, and facilitating project teams in the accomplishment of project activities and objectives. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Skilled in areas such as, but not limited to, methodology development, change management, organizational development, activity and data modeling, performance measurement, benchmarking and identifying best practices. Demonstrate creative "Out-of-the-box" thinking and display strong communication skills. Demonstrate action, implement concepts and seek meaningful results to problems. Assist or lead in the facilitation of discussions and meetings with customer staff.

Education:

Master's degree and 4 years of experience; in business, management, information systems or other related fields.

Experience:

Candidate must possess facilitation, management consulting training or business improvement skills and techniques. Skilled in areas such as, but not limited to, methodology development, change management, organizational development, activity and data modeling, individual and organizational assessments and evaluations, training to improve service or customer service, performance measurement, benchmarking and identifying best practices. Must proficiently use tools and techniques associated with business improvements. Must be able to assist or lead in the facilitation of discussions and meetings with customer staff. May provide guidance and training to Consultants as required.

3. CONSULTANT

Functions:

Responsible for, or assisting with, applying business improvement and reengineering principles to organizational development and process modernization projects. Responsible for assisting in transitioning existing project teams, and facilitating project teams in the accomplishment of project activities and objectives. Understand the fundamental drivers of business performance. Interpret data to discern problems, identify opportunities, understand issues, and predict trends. Translate data into powerful displays that facilitate others' understanding. Provide group facilitation, interviewing, training, and additional forms of knowledge transfer.

Education:

Bachelor's degree and 6 years of experience; in business, management, information systems or other related fields.

Experience:

Candidate must possess facilitation, management consulting, training, or business improvement skills and techniques. Skilled in areas such as, but not limited to, methodology development, change management, organizational development, activity and data modeling, performance measurement, benchmarking and identifying best practices. Must be able to assist or lead in the facilitation of discussions and meetings with customer staff.

4. SENIOR PROGRAM MANAGER

Functions:

Responsible for managing multiple project engagements/tasks, interfacing with senior leadership and assuring the quality of overall programs. Create an environment that inspires and champions those who exceed desired results. Lead and integrate elements of complex projects to achieve desired results by setting strategically aligned goals. Responsible for oversight, coordination, and integration of multiple business improvement and enterprise transformation projects provided by the company or agency's direction. Assist the customer in determining schedules, in reviewing deliverables, and in participating in project reviews that look across the totality of the customers' programs. Sets project 'point-of-view' and overall approach to engagements and shapes senior management agendas to create and maintain an executive level momentum for change. Facilitate and lead team discussions and meetings. Manages and controls financial and administrative aspects of the program/project with respect to task requirements.

Education:

Bachelor's degree and 10 years of experience, Master's degree and 8 years of experience; in business, management, information systems or other related fields.

Experience:

Candidate must possess a strong background in business and management. Must have up-to-date knowledge of, and skills in, latest management techniques and practices. Must know process improvement strategies for difficult projects, business analysis methods and techniques, sophisticated consulting strategies and techniques, functional area test practices, organizational development and systems approaches to integrating total solutions. Guide the team to envision and achieve the desired results. Motivate the teams to meet time sensitive demands. Other areas of expertise may include business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, performance measurement, organizational development, change management, and the development of leadership/management skills. Must also possess strong facilitation and cross-functional team facilitation skills.

5. PROGRAM MANAGER

Functions:

Responsible for the overall performance of the task order such as formulating work standards; assigning contractor schedules and resources; reviewing performance, cost, and budget information; supervising contractor personnel; and communicating policies, purposes, and goals of the organization to subordinates. Builds and leads effective, energized teams. Ensures desired results by determining, implementing objectives and allocating appropriate resources. Interfaces with client sponsor on all aspects of the program. Leverages tools and techniques and methods from other projects.

Education:

Bachelor's degree and 8 years of experience, Master's degree and 6 years of experience; in business, management, information systems or other related fields.

Experience:

Candidate must have a strong background in project management. Must have demonstrated ability to provide guidance and direction to staff and possess expertise in the management and control of funds and resources, establishing requirements and procedures for responding to statements of work for task/delivery orders, and preparing deliverables. Must lead and integrate elements of complex projects to achieve desired results by setting strategically aligned goals. Other areas of expertise may include business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, performance measurement, organizational development, change management, and the development of leadership/management skills. Must also possess strong facilitation and cross-functional team facilitation skills.

6. SENIOR MANAGEMENT ANALYST

Functions:

Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency, and resource requirements, utilization or control. Develops and drafts program of project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

Education:

A bachelor's degree in a business or management discipline, such as, business administration, accounting, finance, economics, or management information technology from an accredited college or university.

Experience:

A total of at least 5 years experience.

7. MANAGEMENT ANALYST

Functions:

Applies knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers and customers. Draws conclusions and devises solutions to problems relating to improvement of management effectiveness, organizational structures, work methods and procedures efficiency, and resource requirements, utilization or control. Develops and drafts program of project milestone, progress monitoring, financial, acquisition, quality control, maintenance, or training documentation. May perform work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analyses. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

Education:

A bachelor's degree in a business or management discipline, such as, business administration, accounting, finance, economics, or management information technology from an accredited college or university.

Experience:

At least 3 years experience.

8. TECHNICAL ANALYST

Functions:

Applies knowledge of technical functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project. Draws conclusions and devises solutions to problems relating to improvement of technical effectiveness, structures, and work methods and procedures efficiency. Develops and drafts program of project milestone, progress monitoring, quality control, maintenance, or training documentation. Relies upon and uses automated management information systems in performing fact-finding, analytical, and advisory functions.

Education:

A bachelor's degree in an business, engineering or scientific discipline from an accredited college or university.

Experience:

At least 1 year experience.

9. TECHNICAL WRITER/EDITOR

Functions:

Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents. Uses rough outlines and resource materials, and interprets information obtained through research or provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit and publish technical matter.

Education:

An associate's degree in English composition/technical writing.

Experience:

A total of at least 4 years of experience.

10. SENIOR ADMINISTRATIVE ASSISTANT

Functions:

Conducts administrative and record keeping aspects of the operation of technical projects/programs. Applies knowledge of office management, methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Works in regard to matters such as project/program progress and status documentation, budget, finance, property, accounting, or personnel management.

Education:

High school graduate or equivalency certification.

Experience:

A total of at least 6 years of experience.

11. ADMINISTRATIVE ASSISTANT

Functions:

Conducts administrative and record keeping aspects of the operation of technical projects/programs. Applies knowledge of office management, methods, and procedures in producing and maintaining documentation, correspondence, records, or directives. Works in regard to matters such as project/program progress and status documentation, budget, finance, property, accounting, or personnel management.

Education:

High school graduate or equivalency certification.

Experience:

A total of at least 3 years of experience.

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