

## 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 GSA-Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

### Mission Oriented Business Integrated Services

#### FSC Group 874

#### Contract No. GS-10F-0359M

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

**Contract Base Period:** July 08, 2002 – July 07, 2007  
**1<sup>st</sup> Option Period:** July 08, 2007 – July 07, 2012  
**2<sup>nd</sup> Option Period:** July 08, 2012 – July 07, 2017



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**Business Size/Status: Large (Other than Small Business)**

**Prices shown herein are NET (Discount Deducted).**

**Pricelist current through modification #PS-0017 dated 03/08/2012**



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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to page 7 for a more detailed description)

- SIN 874-1 and 874-1RC: Integrated Consulting Service

1b. Lowest Priced Model Number and Lowest Price:	Please refer to our rates on page #14
1c. Labor Category Descriptions:	Please refer to page #11
2. Maximum Order:	\$1,000,000
3. Minimum Order:	\$100
4. Geographic Coverage:	Domestic & Overseas
5. Point (s) of Production:	Bethesda, MD, and overseas locations as required by individual task orders.
6. Discount from List Price:	All Prices Herein are Net
7. Quantity Discounts:	Not Applicable
8. Prompt Payment Terms:	Net 30 days
9a. Government Purchase Card is accepted at or below the micro – purchase threshold.	
9b. Government Purchase Card is accepted above the micro – purchase threshold.	
10. Foreign Items:	None.
11a. Time of Delivery:	To Be Negotiated with Ordering Agency.
11b. Expedited Delivery:	To Be Negotiated with Ordering Agency.

11c. Overnight and 2-Day Delivery:	To Be Negotiated with Ordering Agency.
11d. Urgent Requirement:	To Be Negotiated with Ordering Agency.
12. F.O.B. Point(s):	Destination
13a. Ordering Address:	DAI Attn: David D. Lee/GSA Orders 7600 Wisconsin Avenue, Suite 200 Bethesda, MD 20814
13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.	
14. Payment Address:	DAI Attn: Accounts Receivable/Eliza Botti 7600 Wisconsin Avenue, Suite 200 Bethesda, MD 20814
15. Warranty Provision:	Contractor's standard commercial warranty applies.
16. Export Packing Charges:	As required by individual task orders.
17. Terms & Conditions of Government Purchase Card Acceptance:	None.
18. Terms and conditions of rental, maintenance, and repair:	Not Applicable.
19. Terms and conditions of installation (if applicable)	Not Applicable.
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:	Not Applicable.

20a. Terms and conditions for any other services (if applicable)	Not Applicable.
21. List of service and distribution points (if applicable)	Not Applicable.
22. List of participating dealers (if applicable):	Not Applicable.
23. Preventative maintenance (if applicable)	Not Applicable.
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).	Not Applicable.
24b. Section 508 compliance information 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: <a href="http://www.Section508.gov/">www.Section508.gov/</a>	Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number:	066781956
26. Development Alternatives, Inc <i>is</i> registered in the Central Contractor Registration (CCR) database	
27. Uncompensated Overtime:	DAI practices uncompensated overtime.

## **CONTRACT OVERVIEW**

GSA awarded DAI a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract No. GS-10F-0359M. The current contract period is 7/8/2002 - 7/7/2017, including the 2nd 5-year option period. GSA may exercise a total of up to one additional 5 year option period. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

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Telephone: (301) 771-7927  
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## **MARKETING AND TECHNICAL POINT OF CONTACT**

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## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide services to support agencies in accomplishing mission oriented business efforts. Examples include but are not limited to: quality management; business process reengineering; strategic and business planning; knowledge management consulting, benchmarking; strategic sourcing; ISO 9000; activity-based costing; statistical process control; development and implementation of surveys; individual and organizational assessments and evaluations; process improvements; process modeling and simulation; performance measurement; organizational design; change management; development of leadership/management skills; and training in improving customer service, satisfaction, assistance in the performance of privatization studies, training in support of related business functions, program integration

and project management.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. DAI has been awarded a contract by GSA to provide services under the following SINs:

- SIN 847-1 and 874-1RC: Integrated Consulting Service

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### **SIN 874-1 and 874-1RC: INTEGRATED CONSULTING SERVICE**

Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may 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, evaluations, and customized training.

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that DAI meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

## **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

## **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

## **Step 4. Provide RFQ to at least Three Firms**

## **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

### **REQUIREMENTS EXCEEDING THE MAXIMUM ORDER (I-FSS-125)**

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line 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 that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

### **Vendors may:**

Offer a new lower price for this requirement (the Price Reduction 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).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

### **BLANKET PURCHASE AGREEMENT (8.405-3)**

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

#### **Ordering from BPAs:**

**Single BPA.** If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

**Multiple BPAs.** If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

**BPAs for hourly rate services.** If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

**Duration of BPAs.** BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

**Review of BPAs:**

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

**SERVICE CONTRACT ACT (SCA)**

The labor category that falls under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) is identified in the matrix below. The price for this labor category meets or exceeds the requirements in the SCA Wage Determinations identified below. The matrix and narrative are incorporated into this contract.

**SCA Matrix**

<i>SCA Eligible Contract Labor Category</i>	<i>SCA Eligible Code-Title</i>	<i>WD Number</i>
Administrative Support	01020 – Administrative Assistant	05-2103

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited 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 the 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.

## LABOR CATEGORY DESCRIPTIONS

### Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D.

### Education Substitutions:

A Ph.D. may be substituted for three years of required experience with a Masters Degree or five years with a Bachelors Degree
A Masters Degree may be substituted for two years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for four years of required experience with a H.S. Diploma.

### Special Item Number 874-1 & 874-1RC: INTEGRATED CONSULTING SERVICE

Labor Category	Education/Experience	Functional Responsibility
Administrative Support	Bachelor degree; 2 years work experience; Demonstrated ability to prioritize a wide range of activities; Demonstrated management / administrative experience; Good written and verbal communication skills.	Provides basic organizational and administrative support to teams and to clients. Prioritizes a wide range of activities

Labor Category	Education/Experience	Functional Responsibility
Associate Development Specialist	Masters degree in a relevant field; Minimum of 3 years of professional experience in field of specialization.	Assists project teams as needed to improve quality of products and deliverables; contributes to team building and/or project writing assignments; conducts research and/or related information gathering tasks; assists in monitoring and/or budgeting program activities. Has knowledge of commonly-used concepts, practices, and procedures within a relevant field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment.
Development Specialist (II)	Masters degree in a relevant field; Minimum of 7 years of professional experience in a field of specialization.	Works in a technical or project related capacity on defined assignments; participates in implementation of strategic group initiatives. Has knowledge of commonly-used concepts, practices, and procedures within a relevant field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under general supervision. Primary job functions typically require exercising some independent judgment.
Development Specialist (I)	Masters degree in relevant field; Minimum of 10 years of professional experience in field of specialization.	Works in a technical or project related capacity. Familiar with standard concepts, practices, and procedures within a particular field. Analyzes client issues and suggests solutions for improvement. Plays key role in implementing strategic group or program initiatives. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Ability to plan and organize workloads with limited supervision. A certain degree of creativity and latitude is required.
Senior Development Specialist (II)	Masters degree in a relevant field; Minimum of 12 years of professional experience in a field of specialization.	Exercises leadership in technical and project related assignments typically managing or mentoring individuals or small teams. Analyzes client needs to determine program requirements. Leads group initiatives in the coordination of group and project activities. Identifies resources required for each task. Highly knowledgeable in a particular field of specialization or industry or sector. A high degree of creativity and latitude is required. Works independently under general guidelines or objectives. Demonstrates exceptional oral and written communication skills.

Labor Category	Education/Experience	Functional Responsibility
Senior Development Specialist (I)	Masters degree in a relevant field; Minimum of 12 years of professional experience in a field of specialization; Experience providing direction, oversight, and coordination of project, proposal, and initiative teams.	Exercises leadership in technical and project related assignments often managing or mentoring individuals or small teams. Analyzes client needs and develops program solutions and requirements. Conceptualizes and leads group initiatives in the coordination of group and project activities. Identifies resources required for each task and typically provides guidance and oversight for implementation. Highly knowledgeable in a particular field of specialization or industry or sector. A high degree of creativity and ability to work independently under general guidelines or objectives is required. Demonstrates exceptional oral and written communication skills.
Principal Development Specialist (II)	Masters degree in relevant field; Minimum of 15 years experience in a relevant field.	Exercises leadership in technical and/or program related assignments typically managing or mentoring individuals or small to large teams. Oversees program and/or office activities, personnel, and/or budget matters with limited supervision. Employs a high degree of creativity and foresight to plan, organize, and guide programs or activities for which approaches or precedence may be unclear or non-existent. Relies on experience and judgment to plan and accomplish goals. Exceptional oral and written communication skills.
Principal Development Specialist (I)	Masters degree in relevant field; Minimum of 15 years experience in a relevant field.	Manages, leads, advises, or provides technical assistance in area of expertise to reach program objectives. Management responsibilities may range from oversight of individuals on defined tasks to full supervisory/management responsibility for larger teams and projects. Demonstrated experience in planning, organizing and/or directing programs, staff and/or technical tasks. May serve as liaison or advisor to high-level executives or government representatives. Employs a high degree of creativity and foresight to plan, organize and guide programs or activities for which approaches or precedence may be unclear or non-existent. Exceptional oral and written communication skills.

**HOURLY RATES FOR SERVICES**

MOBIS Labor Category	SIN(s) 874-1 & 874-1RC: INTEGRATED CONSULTING SERVICE					
	07/08/2011 – 07/07/2012	07/08/2012 – 07/07/2013	07/08/2013 – 07/07/2014	07/08/2014 – 07/07/2015	07/08/2015 – 07/07/2016	07/08/2016 – 07/07/2017
Administrative Support	\$64.81	\$67.40	\$70.10	\$72.90	\$75.82	\$78.85
Associate Development Specialist	\$79.75	\$82.94	\$86.26	\$89.71	\$93.30	\$97.03
Development Specialist II	\$93.75	\$97.50	\$101.40	\$105.46	\$109.67	\$114.06
Development Specialist I	\$111.66	\$116.13	\$120.78	\$125.61	\$130.63	\$135.86
Senior Development Specialist II	\$135.77	\$141.20	\$146.85	\$152.72	\$158.83	\$165.18
Senior Development Specialist I	\$164.90	\$171.50	\$178.36	\$185.49	\$192.91	\$200.63
Principal Development Specialist II	\$219.52	\$228.30	\$237.43	\$246.93	\$256.81	\$267.08
Principal Development Specialist I	\$269.72	\$280.51	\$291.73	\$303.40	\$315.54	\$328.16