



*Authorized Management,  
Organizational and Business  
Improvement Services (MOBIS)  
Pricelist*

**Federal Supply Service**  
U.S. General Services Administration



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**AUTHORIZED FEDERAL SUPPLY  
SERVICE MOBIS SCHEDULE  
PRICELIST**

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MANAGEMENT, ORGANIZATIONAL  
AND BUSINESS IMPROVEMENT  
SERVICES

**Contractor:**

ASME Innovative Technologies Institute, LLC  
Three Park Avenue  
New York, NY 10016  
(202) 785-7394  
Fax (202) 785-8120  
www.asme.org

A large Not-For-Profit business

<u>Special Item Numbers (SIN)</u>	<u>Products/Services</u>
874-1.....	Consulting Services
874-7.....	Program Integration and Project Management Services

**Contract Number:** GS-10F-0365R

**Period Covered By Contract:** 6/22/05 – 6/21/10

**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!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



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## CONTRACT MODIFICATIONS

None.

## INFORMATION FOR ORDERING OFFICES

### SPECIAL NOTICE TO AGENCIES Small Business Participation

The General Services Administration and the Small Business Administration (SBA), strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. Visit SBA's website for guidance on goal setting and goal submittal via the Internet. (Note: Insert user name: OSDDBU and the password: sba3865, then scroll down and click on "Instructions.") In June 2000, GSA and SBA signed an agreement that allows agencies to count contracts with 8(a) firms under the Multiple Award Schedules Program toward their 8(a) goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three Schedule contractors or to consider reasonably available information by using the GSA *Advantage!* online shopping service. The catalogs/pricelists and GSA *Advantage!* contain information on a broad array of products and services offered by small business contractors. When conducting evaluations and before placing an order, consider including, if available, one or more small, women-owned small, and/or small disadvantaged business Schedule contractor(s). For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

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

### 1. MAXIMUM ORDER: (All dollar amounts are exclusive of any discount for prompt payment)

- a) SPECIAL ITEM 874-1-CONSULTING SERVICES. The maximum dollar value per order for all consulting services will be \$1,000,000.
- b) SPECIAL ITEM 874-7 – PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES. The maximum dollar value per order for all services will be \$1,000,000.

### 2. MINIMUM ORDER:

The minimum dollar value of an order for delivery to one destination is \$300.00.

### 3. GEOGRAPHIC SCOPE OF CONTRACT:

The geographic scope of this contract is domestic.



**4. POINTS OF PRODUCTION:**

ASME Innovative Technologies Institute, LLC  
1828 L. Street, N.W.  
Suite 906  
Washington, D.C. 20036

P.O. Box 2900  
FairField, NJ 07007-2900

By Facsimile:

(973) 882-4924  
Attn: John Dys

**5. DISCOUNTS:**

- a. DISCOUNT FROM LIST PRICES. Prices shown here are Net (discount deducted).
- b. QUANTITY. None.
- c. PROMPT PAYMENT. Net 30.
- d. DOLLAR VOLUME. None.

b. TECHNICAL AND/OR ORDERING ASSISTANCE. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

Technical Assistance ..... (202) 785-7394  
Ordering Assistance..... (202) 785-7395

e. UNCOMPENSATED OVERTIME. It is the practice and policy of ASME ITI to avoid uncompensated overtime. In those rare occasions where salaried/exempt employees are required to work overtime to fulfill customer requirements, it has been ASME ITI's practice to afford those employees additional leave to compensate them for such overtime.

As required by law, all non-exempt employees are paid time and one-half for overtime hours in excess of 40 hours per workweek unless the applicable state law requires other compensation.

**6. GOVERNMENT PURCHASE CARDS:**

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

**7. FOREIGN ITEMS:**

Not applicable within the scope of this contract.

**8. DELIVERY SCHEDULE:**

As negotiated between the Contractor and the ordering activity.

**8A. DELIVERY SCHEDULE: EXPEDITED DELIVERY**

Not applicable under the scope of this contract.

**8B. DELIVERY: OVERNIGHT AND 2-DAY DELIVERY**

Not applicable under the scope of this contract.

**8C. DELIVERY SCHEDULE: URGENT REQUIREMENTS**

Not applicable under the scope of this contract.

**9. F.O.B. POINT:**

Not applicable under the scope of this contract.

**10. CONTRACTOR ORDERING ADDRESS AND PAYMENT INFORMATION:**

a. ORDERING ADDRESS.

By Mail:

ASME Innovative Technologies Institute, LLC  
Attn: John Dys  
22 Law Drive

**11. ORDERING PROCEDURES:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**12. PAYMENT ADDRESS:**

ASME Innovative Technologies Institute, LLC  
Attn: Accounts Receivable  
22 Law Drive  
P.O. Box 2900  
Fairfield, NJ 07007-2900

**13. CONTRACTOR WARRANTY:**

Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the Contractor's commercial price list applies to this contract.

**14. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

a. Information for Field Buying Offices to Complete Standard Form 279, Federal Procurement Data System (FPDS) Individual Contract Action Report.

Block 9: G (Order/Modification Under Federal Schedule).  
Block 16: Data Universal Numbering System (DUNS) number is 04-543-5146  
Block 30: Type of Contractor is A. Large Not-For-Profit Business.  
Block 31: Woman-Owned Small Business (No).  
Block 36: Contractor's Taxpayer Identification Number (TIN) is 20-1285874.

b. Contractor has registered with the Central Contractor Registration Database.

#### 15. LIABILITY OF LIABILITY:

Except as otherwise provided by an express warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.

#### 16. CONTRACTOR TASKS/SPECIAL REQUIREMENTS:

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

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

(k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

#### 17. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering office may, with respect to any one or more orders placed by it under the contract, exercise the same right of termination, acceptance of inferior articles or services, and assessment of excess costs as might the Contracting Officer, except that when failure to deliver articles or services is alleged by the Contractor to be excusable, the determination of whether the failure is excusable shall be made only by the Contracting Officer of the General Services Administration, to whom such allegation shall be referred by the ordering office and from whose determination appeal may be taken as provided in the clause of this contract entitled "Disputes."

#### 18. GSA ADVANTAGE!

**GSA Advantage!™** will use the FACNET system to receive catalogs, invoices and text messages; and to send purchase orders, application advice, and functional acknowledgments. **GSA Advantage!™** enables customers to:

- (i) Perform database searches across all contracts by manufacturer; manufacturer's model/part number; vendor; and generic product categories.
- (ii) Generate their own EDI delivery orders to contractors, generate EDI delivery orders from the Federal Supply Service to contractors, or download files to create their own delivery orders.
- (iii) Use the Federal IMPAC VISA.

**GSA Advantage!™** may be accessed via the GSA Home Page. The INTERNET address is: <http://www.gsa.gov>, or <http://www.fss.gsa.gov>.

#### 19. PURCHASE OF OPEN MARKET ITEMS:

NOTE: Open Market Items are also known as incidental items, non-contract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

In accordance with FAR 8.402(f), for administrative convenience, an ordering activity contracting officer may add items not on the GSA Schedule (Multiple Award Schedule) contract—i.e., open market items—to a GSA Schedule Blanket Purchase Agreement (BPA) or an individual task or delivery order **only if—**

- All applicable acquisition regulations pertaining to the purchase of the items not on the GSA Schedule contract have been followed (e.g., publicizing (FAR Part 5), competition requirements (FAR Part 6), acquisition of commercial items (FAR Part 12), contracting methods (FAR Parts 13, 14, and 15), and small business programs (FAR Part 19));
- The ordering activity contracting officer has determined the prices for the items not on the GSA Schedule contract are fair and reasonable;
- The items are clearly labeled on the order as items not on the GSA Schedule contract; and
- All clauses applicable to items not on the GSA Schedule contract are included in the order.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs):**

Use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

“BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.”

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up “accounts” with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **21. CONTRACTOR TEAM ARRANGEMENTS:**

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

## **22. SECTION 508 COMPLIANCE:**

If applicable, Section 508 conformance information on the supplies and services in this contract is available in Electronic and Information Technology (EIT) at the following:

## ***USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS***

### **1. PREAMBLE:**

Contractor provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### **2. COMMITMENT:**

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact the Contractor: Michael Tinkleman, TinklemanM@asme.org, (202) 785-5104.

## ***SUGGESTED FORMATS FOR BLANKET PURCHASE AGREEMENTS***

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**



(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

**Signatures**

\_\_\_\_\_  
Ordering Activity Date

\_\_\_\_\_  
Contractor Date

BPA NUMBER \_\_\_\_\_

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
  - (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

***BASIC GUIDELINES FOR USING  
"CONTRACTOR TEAM  
ARRANGEMENTS"***

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.



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Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

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## APPENDIX A

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### MOBIS LABOR CATEGORY DESCRIPTIONS

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#### Group Leader

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**Minimum/General Experience:** Excellent management, communication, interpersonal, organizational and analytical skills. Experience in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

**Functional Responsibilities:** Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Performs other duties as assigned.

**Minimum Education/Years of Experience:** P.h.D./5; Masters Degree/10; Bachelors Degree/15.

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#### Project Manager

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**Minimum/General Experience:** Excellent management, communication, interpersonal, organizational and analytical skills. Experience in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

**Functional Responsibilities:** Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Assists group leader as needed. Interfaces with subcontractors and consultants on performance and schedule requirements including developing contracts. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. Performs other duties as assigned.

**Minimum Education/Years of Experience:** P.h.D./3; Masters Degree/6; Bachelors Degree/10.

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#### Project Support Manager II

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**Minimum/General Experience:** Excellent management, communication, interpersonal, organizational and analytical skills are required.

**Functional Responsibilities:** Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

**Minimum Education/Years of Experience:** Masters Degree/7 Bachelors Degree/10

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#### Project Support Manager I

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**Minimum/General Experience:** Excellent management, communication, interpersonal, organizational and analytical skills are required.

**Functional Responsibilities:** Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

**Minimum Education/Years of Experience:** Masters Degree/2 Bachelors Degree/5

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#### Subject Matter Expert V

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**Minimum/General Experience:** Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as an expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

**Functional Responsibilities:** To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks

**Minimum Education/Years of Experience:** P.h.D./18; Masters Degree/20; Bachelors Degree/25.

#### Subject Matter Expert IV

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**Minimum/General Experience:** Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as an expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

**Functional Responsibilities:** To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks

**Minimum Education/Years of Experience:** P.h.D./15; Masters Degree/18; Bachelors Degree/20.

#### Subject Matter Expert III

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**Minimum/General Experience:** Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as an expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

**Functional Responsibilities:** To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks

**Minimum Education/Years of Experience:** P.h.D./10; Masters Degree/13; Bachelors Degree/15.

#### Subject Matter Expert II

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**Minimum/General Experience:** Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as an expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

**Functional Responsibilities:** To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks

**Minimum Education/Years of Experience:** Masters Degree/8; Bachelors Degree/10.

#### Subject Matter Expert I

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**Minimum/General Experience:** Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as an expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

**Functional Responsibilities:** To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks

**Minimum Education/Years of Experience:** Masters Degree/4; Bachelors Degree/6; High School Diploma/10.

#### **Administrative Assistant**

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**Minimum/General Experience:** Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required.

**Functional Responsibilities:** Provide administrative support to technical and management staff. Participates in the development and maintenance of technical reports, manuals, etc. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents including contract deliverables. Develop graphics for reports as needed. Utilizes appropriate computer software application for document text production.

**Minimum Education/Years of Experience:** Bachelors Degree/2.

*MOBIS Professional Services PriceList  
Year One*

SIN	Order Number	Labor Category	GSA Price Per Hour Year One
874-1; 874-7	M-GL	<b>Group Leader:</b> Excellent management, communication, interpersonal, organizational and analytical skills. Experience in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. PhD/5 yrs; Masters/10 yrs; Bachelors/15 yrs.	\$185.08
874-1; 874-7	M-PM	<b>Program Manager.</b> Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Assists group leader as needed. Interfaces with subcontractors and consultants on performance and schedule requirements including developing contracts. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. PhD/3 yrs; Masters/6 yrs; Bachelors/10 yrs.	\$119.80
874-1; 874-7	M-PSM2	<b>Project Support Manager II.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/7 yrs; Bachelors/10 yrs	\$91.05
874-1; 874-7	M-PSMI	<b>Project Support Manager I.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/2 yrs; Bachelors/5 yrs.	\$76.81
874-1; 874-7	M-SME5	<b>SME V.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks. PhD/18 yrs; Masters/20 yrs; Bachelors/25 yrs.	\$324.46

874-1; 874-7	M-SME4	<b>SME IV.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies. Prepares reports/presentations/papers documenting findings/opinions/recommendations. Supervises teams. PhD/15 yrs; Masters/18 yrs; Bachelors/2	\$265.82
874-1; 874-7	M-SME3	<b>SME III.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. PhD/10 yrs;Masters/13 yrs; Bachelors/15 yrs.	\$232.59
874-1; 874-7	M-SME2	<b>SME II.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/8 yrs; Bachelors/10 yrs.	\$184.70
874-1; 874-7	M-SME1	<b>SME I.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/4 yrs; Bachelors/6 yrs; High School/10.	\$108.48
874-1; 874-7	M-AA	<b>Administrative Assistant</b> Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Provide administrative support to technical and management staff. Participates in the development and maintenance of technical reports, manuals, etc. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with technical professionals in writing, editing and publishing various types of documents including contract deliverables. Develop graphics for reports as needed. Utilizes appropriate computer software application for document text production. Bachelors/2 yrs.	\$49.84

*MOBIS Professional Services PriceList*

*Year Two*

SIN	Order Number	Labor Category	GSA Price Per Hour Year One
874-1; 874-7	M-GL	<b>Group Leader:</b> Excellent management, communication, interpersonal, organizational and analytical skills. Experience in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. PhD/5 yrs; Masters/10 yrs; Bachelors/15 yrs.	\$191.74
874-1; 874-7	M-PM	<b>Program Manager.</b> Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Assists group leader as needed. Interfaces with subcontractors and consultants on performance and schedule requirements including developing contracts. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. PhD/3 yrs; Masters/6 yrs; Bachelors/10 yrs.	\$124.11
874-1; 874-7	M-PSM2	<b>Project Support Manager II.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/7 yrs; Bachelors/10 yrs	\$94.33
874-1; 874-7	M-PSMI	<b>Project Support Manager I.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/2 yrs; Bachelors/5 yrs.	\$79.58
874-1; 874-7	M-SME5	<b>SME V.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks. PhD/18 yrs; Masters/20 yrs; Bachelors/25 yrs.	\$336.14

874-1; 874-7	M-SME4	<b>SME IV.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies. Prepares reports/presentations/papers documenting findings/opinions/recommendations. Supervises teams. PhD/15 yrs; Masters/18 yrs; Bachelors/2	\$275.39
874-1; 874-7	M-SME3	<b>SME III.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. PhD/10 yrs;Masters/13 yrs; Bachelors/15 yrs.	\$240.96
874-1; 874-7	M-SME2	<b>SME II.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/8 yrs; Bachelors/10 yrs.	\$191.35
874-1; 874-7	M-SME1	<b>SME I.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/4 yrs; Bachelors/6 yrs; High School/10.	\$112.38
874-1; 874-7	M-AA	<b>Administrative Assistant</b> Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Provide administrative support to technical and management staff. Participates in the development and maintenance of technical reports, manuals, etc. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with technical professionals in writing, editing and publishing various types of documents including contract deliverables. Develop graphics for reports as needed. Utilizes appropriate computer software application for document text production. Bachelors/2 yrs.	\$51.64

*MOBIS Professional Services PriceList  
Year Three*

SIN	Course Number	Course Description	GSA Price Per Student
874-1; 874-7	M-GL	<b>Group Leader:</b> Excellent management, communication, interpersonal, organizational and analytical skills. Experience in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. PhD/5 yrs; Masters/10 yrs; Bachelors/15 yrs.	\$198.64
874-1; 874-7	M-PM	<b>Program Manager.</b> Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Assists group leader as needed. Interfaces with subcontractors and consultants on performance and schedule requirements including developing contracts. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. PhD/3 yrs; Masters/6 yrs; Bachelors/10 yrs.	\$128.58
874-1; 874-7	M-PSM2	<b>Project Support Manager II.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/7 yrs; Bachelors/10 yrs	\$97.72
874-1; 874-7	M-PSMI	<b>Project Support Manager I.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/2 yrs; Bachelors/5 yrs.	\$82.44

874-1; 874-7	M-SME5	<b>SME V.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks. PhD/18 yrs; Masters/20 yrs; Bachelors/25 yrs.	\$348.23
874-1; 874-7	M-SME4	<b>SME IV.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies. Prepares reports/presentations/papers documenting findings/opinions/recommendations. Supervises teams. PhD/15 yrs; Masters/18 yrs; Bachelors/20 yrs.	\$285.30
874-1; 874-7	M-SME3	<b>SME III.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. PhD/10 yrs; Masters/13 yrs; Ba	\$249.64
874-1; 874-7	M-SME2	<b>SME II.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/8 yrs; Bachelors/10 y	\$198.24
874-1; 874-7	M-SME1	<b>SME I.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/4 yrs; Bachelors/6 yrs	\$116.43

874-1; 874-7	M-AA	<b>Administrative Assistant.</b> Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Provide administrative support to technical and management staff. Participates in the development and maintenance of technical reports, manuals, etc. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with technical professionals in writing, editing and publishing various types of documents including contract deliverables. Develop graphics for reports as needed. Utilizes appropriate computer software application for document text production. Bachelors/2 yrs.	\$53.49
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*MOBIS Professional Services PriceList*  
*Year Four*

SIN	Order Number	Labor Category	GSA Price	
			Per Hour	Year Four
874-1; 874-7	M-GL	<b>Group Leader:</b> Excellent management, communication, interpersonal, organizational and analytical skills. Experience in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. PhD/5 yrs; Masters/10 yrs; Bachelors/15 yrs.	\$205.79	
874-1; 874-7	M-PM	<b>Program Manager.</b> Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Assists group leader as needed. Interfaces with subcontractors and consultants on performance and schedule requirements including developing contracts. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. PhD/3 yrs; Masters/6 yrs; Bachelors/10 yrs.	\$133.21	
874-1; 874-7	M-PSM2	<b>Project Support Manager II.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/7 yrs; Bachelors/10 yrs	\$101.24	
874-1; 874-7	M-PSMI	<b>Project Support Manager I.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/2 yrs; Bachelors/5 yrs.	\$85.40	
874-1; 874-7	M-SME5	<b>SME V.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks. PhD/18 yrs; Masters/20 yrs; Bachelors/25 yrs.	\$360.77	

874-1; 874-7	M-SME4	<b>SME IV.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies. Prepares reports/presentations/papers documenting findings/opinions/recommendations. Supervises teams. PhD/15 yrs; Masters/18 yrs; Bachelors/20	\$295.57
874-1; 874-7	M-SME3	<b>SME III.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. PhD/10 yrs;Masters/13 yrs; Bachelors/15 yrs.	\$258.63
874-1; 874-7	M-SME2	<b>SME II.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/8 yrs; Bachelors/10 yrs.	\$205.38
874-1; 874-7	M-SME1	<b>SME I.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/4 yrs; Bachelors/6 yrs; High School/10.	\$120.63
874-1; 874-7	M-AA	<b>Administrative Assistant</b> Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Provide administrative support to technical and management staff. Participates in the development and maintenance of technical reports, manuals, etc. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with technical professionals in writing, editing and publishing various types of documents including contract deliverables. Develop graphics for reports as needed. Utilizes appropriate computer software application for document text production. Bachelors/2 yrs.	\$55.42



*MOBIS Professional Services PriceList*  
*Year Five March*

SIN	Order Number	Labor Category	GSA Price	
			Per Hour	Year Five
874-1; 874-7	M-GL	<b>Group Leader:</b> Excellent management, communication, interpersonal, organizational and analytical skills. Experience in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs. Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. PhD/5 yrs; Masters/10 yrs; Bachelors/15 yrs.	\$213.20	
874-1; 874-7	M-PM	<b>Program Manager.</b> Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific government or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels. Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff. Assists group leader as needed. Interfaces with subcontractors and consultants on performance and schedule requirements including developing contracts. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan. Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions. PhD/3 yrs; Masters/6 yrs; Bachelors/10 yrs.	\$138.00	
874-1; 874-7	M-PSM2	<b>Project Support Manager II.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/7 yrs; Bachelors/10 yrs	\$104.88	
874-1; 874-7	M-PSMI	<b>Project Support Manager I.</b> Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, analyzes, provides comments and provides assessment of technical and nontechnical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants. Masters/2 yrs; Bachelors/5 yrs.	\$88.48	
874-1; 874-7	M-SME5	<b>SME V.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and	\$373.75	

874-1; 874-7	M-SME4	<b>SME IV.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program and contract planning and management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies. Prepares reports/presentations/papers documenting findings/opinions/recommendations. Supervises teams. PhD/15 yrs; Masters/18 yrs; Bachelors/20	\$306.21
874-1; 874-7	M-SME3	<b>SME III.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. PhD/10 yrs;Masters/13 yrs; Bachelors/15 yrs.	\$267.94
874-1; 874-7	M-SME2	<b>SME II.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document	\$212.77
874-1; 874-7	M-SME1	<b>SME I.</b> Recognized as an expert. Exp. in analyzing and evaluating policies, systems, operations, and management problems. Exp. conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Exp. in program/contract planning/management. Consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits/investigations/studies to gather information. Prepares reports/presentations/papers to document findings, opinions and recommendations. Supervises teams. Masters/4 yrs; Bachelors/6 yrs; High School/10.	\$124.97
874-1; 874-7	M-AA	<b>Administrative Assistant</b> Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Provide administrative support to technical and management staff. Participates in the development and maintenance of technical reports, manuals, etc. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar. Interfaces with technical professionals in writing, editing and publishing various types of documents including contract deliverables. Develop graphics for reports as needed. Utilizes appropriate computer software application for document text production. Bachelors/2 yrs.	\$57.42