

**FEDERAL SUPPLY SERVICE
AUTHORIZED SCHEDULE PRICELIST
MISSION ORIENTED BUSINESS INTEGRATED SERVICES
(MOBIS)**



**Systems
Management
Engineering, Inc.**

Federal Supply Group: 87.

Class: R799

SIN NUMBER 874-1 CONSULTING SERVICES

**SIN NUMBER 874-7 PROGRAM INTEGRATION AND PROJECT
MANAGEMENT**

Systems Management Engineering, Inc.

12100 Sunset Hills Road, Suite 330, Reston, Virginia 20190

Corporate: (703) 525-7500 Corporate Fax: (703) 525-2840

Email: bschipper@sysmanagement.com *Internet:* <http://www.sysmanagement.com>

Contract Number: GS-10F-0368L

Period Covered by Contract: August 27, 2006 through August 26, 2011

Business Size: Small Business

Pricelist Current through Modification No. FX21 Dated February 28, 2006

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 for GSA Advantage is

<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, click on FSS buttons at

<http://www.fss.gsa.gov>

Contractor:

Systems Management Engineering, Inc.
12100 Sunset Hills Road, Suite 330, Reston, Virginia 20190-3295

Telephone: (703) 525-7500**Extension:** 215**FAX Number:** (703) 525-2840**Web Site:** <http://www.sysmanagement.com>**E-mail:** bschipper@sysmanagement.com**Contract Administration:** Barbara Schipper**Introduction**

Systems Management Engineering, Inc. (SMEI), a leading consulting firm, supports clients in designing, implementing and managing enterprise-wide business plans and processes and provides strategic management consulting. The firm helps clients optimize the use of information and data to meet business and environmental challenges, and manage vital resources. SMEI's clients include the commercial industry and all levels of government in the United States. SMEI is headquartered in Reston, Virginia.

SMEI is pleased to offer our professional services through the Federal Supply Schedule for Mission Oriented Business Integrated Services (MOBIS). MOBIS is a flexible contracting vehicle that is available to all agencies of the Federal Government, the U.S. Postal Service, government-owned corporations, and the District of Columbia. MOBIS provides government agencies easy access to a wide range of SMEI's consulting services and other support resources.

This catalogue describes the services that are available to you through MOBIS. SMEI offers professional services under the MOBIS Special Item Numbers (SINs):

SIN Number 847-1, Consulting Services

SIN Number 847-7, Program Integration and Project Management

We deliver valuable results in the alignment of business practices that incorporate business strategy to the organization's objectives and quality management. This model represents the foundation of our public- and private-sector management and business consulting practice.

Strategic Planning

Strategic planning can be conducted at many levels within an organization and requires extensive stakeholder input to produce valuable results. SMEI's approach employs a mix of top-down and bottom-up planning that enables agency executive leaders to provide high-level direction while empowering management and employees at all levels to contribute their ideas and energy, producing strategic plans that have acceptance throughout the agency.

Special emphasis is given to facilitating dialogue among all levels to achieve concrete links between operational objectives and strategic goals. Our approach is highly collaborative and is customized to meet your specific needs and expectations. Our highly experienced staff provides process support and documentation of the results at each planning stage.

The Government Performance and Results Act (GPRA) is helping Federal leaders and managers move from an activity-based planning framework to a results-based framework. We are particularly aware of this direction and assist our clients re-orient their planning approach to this new performance-based model, identifying measurable objectives, and establishing the systems to monitor and improve organizational learning and performance.

SMEI works with its customers to develop a clear set of design objectives that help align investments and strategies to an organization's business plan for the future. We assist you in developing an understanding of their current situation, including any measurement systems and processes in use, the information technology infrastructure that supports the system, and the organizational and leadership factors that may influence your ability to measure your performance effectively.

Finally, we perform an analysis of your organization's readiness to implement performance measurement and we produce a set of recommendations that will move your organization toward achieving its goals.

Our Competencies

SMEI has assisted Federal agencies in improving performance through designing enterprise-wide plans and processes, strategic planning and consulting, and program management. Our knowledge of current Federal business requirements enable us to provide the highest level of advice and service. We follow a repeatable methodology that ensures that the strategies and plans we develop encompass the mission, vision, culture, and business processes of an organization, achieving maximum business value for our client. In partnership with our other internal practice areas, we apply functional knowledge of many disciplines and industries to the project at hand to deliver improved business processes and organizational transformation that meet our clients' challenges and requirements.

1A. TABLE OF AWARDED SPECIAL ITEMS:**SIN NUMBER 874-1 CONSULTING SERVICES****SIN NUMBER 874-7 PROGRAM INTEGRATION AND PROJECT
MANAGEMENT**

1B. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession-affecting price. Those contracts that have unit prices based on geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply:

See item 6 below

- 2. Maximum Order Size:** \$1,000,000.00

- 3. Minimum Order Size:** \$300.00

- 4. Geographic Coverage (delivery Area):** FOB, worldwide

- 5. Point(s) of production (city, county, and state or foreign country):**
Same as company address

- 6. Discount from list price or statement of net price:** See the following

- 7. Quantity discounts:** None

- 8. Prompt payment terms:** Net 30 days

- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

- 9b. Notification whether Government purchase cards are accepted or not above micro-purchase threshold:** Contact contractor

- 10. Foreign items (list items by country):** None

- 11a. **Time of delivery.** (Contractor insert number of days.) Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of it’s choosing to highlight items in its price lists that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:
Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
F.o.b. point(s): Destination
13. **Ordering address(es):**
Systems Management Engineering, Inc.
12100 Sunset Hills Road, Suite 330, Reston, Virginia 20190-3295
14. **Payment address (es):**
SYSTEMS MANAGEMENT ENGINEERING, INC.
C/O PRESIDENTIAL FINANCIAL CORPORATION
P.O. BOX 8990
TURNERSVILLE, NJ 08012
15. **Warranty provision:** None
16. **Export packing charges, if applicable:** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
24. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
25. **Data Universal Number System (DUNS) number:** 79-945387
26. **Notification regarding registration in Central Contractor Registration (CCR) database.** Registered
27. **Uncompensated Overtime (Indicate if used).** Not used

CONTRACTOR WILL ACCEPT FIRM FIXED PRICE (FFP) TASKS

SIN 874-1: CONSULTING SERVICES

SMEI shall provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to:

- Strategic Management Planning
- Enterprise Infrastructure and Architecture Strategies
- Integrated Decision Support Systems
- Facilitation Services
- GPRA Planning and Implementation
- e-Government Assessment and Planning
- Financial Management Consulting
- Senior Executive Consulting
- Data Modeling
- Electronic Commerce
- Business Process Reengineering
- Organizational Transformation

SMEI shall specify the Labor Category (ies) proposed and the hourly and daily rates for each. Total price for consulting services will be established at the time the Task Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency and the labor category (ies) provided will be shown on the resultant Task Order.

If the agency Contracting Officer chooses to purchase from this SIN on a Labor Hour basis, the resultant Task Order shall specify the Not to Exceed price, the Labor Category (ies) proposed (with the hourly and daily rates for each), and any applicable Other Direct Costs (ODCs).

Labor Category Includes 0.75% IFF	Government Hourly Rate Offered	Government Daily Rate Offered
Principal Consultant	\$ 96.96	\$ 775.68
Consultant I	\$ 61.90	\$ 495.20
Consultant II	\$ 77.36	\$ 618.88
Consultant III	\$ 148.53	\$ 1,188.24
Technical Writer 1	\$ 43.32	\$ 346.56
Clerical/Word Processor I	\$ 21.50	\$ 172.00

SIN 874-1: CONSULTING SERVICES**Job Descriptions for SIN 874-1 – Consulting Services**

<p>Principal Consultant</p>	<p>Functional Responsibilities: Experience and ability to analysis problems and provide the solutions to difficult and complex organizational and management problems to a client's industry or technology. Makes decisions and recommendations that are recognized as authoritative within area of expertise and have impact on extensive scientific activities. Initiates and maintains extensive contacts with key professionals and officials of other organizations, requiring skill in persuasion and negotiation of critical issues. Responsible for supervising scientific design on several mediums to large projects or for a single major project. He/she shall be responsible for project planning, project leadership, technical leadership and analysis activities. In addition, experience in project planning and data modeling is required. Must demonstrate experience in ensuring that tasks are completed on time, within budget, and meet requirement(s). Must be able to supervise people in various job categories and skills, and covering a wide range of hardware and software. At least five years' experience in managing and directing interdisciplinary tasks or projects with demonstrated supervisory responsibility. Experience in managing the preparation and documentation of comprehensive reports, which present findings. Also, experience related to scientific or engineering fields that included familiarity with laboratory analysis, sample preparation, report development, resource planning, regulatory compliance, compliance analysis, environmental process reengineering and procedures. Demonstrates creativity, foresight, and mature judgment in anticipating and solving management problems, determining program of objectives. Keeps abreast of new scientific methods and developments affecting the organization for the purpose of recommending changes in emphasis of programs or new programs warranted by such developments. Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits. Reports to vice president or president. Experience evaluating the progress of the staff and results obtained, and recommends major changes to achieve overall objectives.</p> <p>Experience: 10 to 14 years experience in applying and managing a wide range of professional methods of providing consulting services.</p> <p>Education: BA and 14 years of experience or MA/MS/MBA/PhD</p>
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Job Descriptions for SIN 874-1 – Consulting Services - Continued

Consultant I	<p>Functional Responsibilities: Makes recommendations that are recognized as authoritative within area of expertise and have impact on project activities. Supports key professionals and officials of other organizations, requiring skill in persuasion and negotiation of critical issues. In an advisory capacity plans, develops, coordinates, and advises on projects. Demonstrates experience, creativity, foresight, and judgment in anticipating and solving unprecedented problems, and recommending a program of objectives and recommends changes to achieve overall objectives. Experience in managing the preparation and documentation of reports, which present findings. Experience includes relevant experience in decision support systems, transformation of organizations, strategic, business and organization planning, summary development planning, and customer requirement analysis.</p> <p>Experience: 2 to 4 years experience as a Consultant.</p> <p>Education: BA/BS Degree</p>
Consultant II	<p>Functional Responsibilities Makes recommendations that are recognized as authoritative within area of expertise and have impact on extensive MOBIS activities. Supports key professionals and officials of other organizations, requiring skill in persuasion and negotiation of critical issues. In an advisory capacity plans, develops, coordinates, and advises on a number of large and important projects or a project of major scope and importance. Demonstrates experience, creativity, foresight, and judgment in teaching others how to anticipate and solve unprecedented problems by recommending a program of objectives that can lead to major changes to achieve overall objectives. In addition, experience in project planning is required. Experience in managing the preparation and documentation of comprehensive reports, which present findings. Experience includes relevant experience in decision support systems, transformation of organizations, strategic, business and organization planning, summary development planning, and customer requirement analysis.</p> <p>Experience: 3 to 5 years experience as a Consultant.</p> <p>Education: BA/BS Degree</p>

Job Descriptions for SIN 874-1 – Consulting Services - Continued

<p>Consultant III</p>	<p>Functional Responsibilities Makes recommendations that are recognized as authoritative within MOBIS areas of expertise and have impact on extensive project activities. Supports key professionals and officials of other organizations, requiring skill in persuasion and negotiation of critical issues. In an advisory capacity plans, develops, coordinates, and advises on a number of large and important management issues or initiatives of major scope and importance. Demonstrates experience, creativity, foresight, and judgment in showing others how to solve unprecedented problems, and recommending a program of objectives and recommendations that can lead to major changes to achieve overall organizational and management objectives. In addition, experience in project planning is required. Experience includes relevant experience in, integration and evaluation development of client agency programs, policies, management documentation, logistics support, and program planning and budgeting systems. Experience includes relevant experience in decision support systems, transformation of organizations, strategic, business and organization planning, summary development planning, and customer requirement analysis.</p> <p>Experience: 6 to 10 years experience as a Consultant.</p> <p>Education: BA and 10 years experience or MA/MS/MBA Degree</p>
<p>Technical Writer I</p>	<p>Functional Responsibilities: Develops, writes and edits material for reports, manuals, briefs, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures, installation, operation and maintenance of computers and other equipment or documents involving specialized government programs. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology. Reviews published materials and recommends revisions or changes in scope, format and content. May write speeches, articles or public relations' releases. May edit, standardize or make changes to material prepared by other writers. May specialize in writing material regarding work methods and procedures.</p> <p>Experience: 2 years writing and/or editing experience.</p> <p>Education: BA/BS Degree</p>

Job Descriptions for SIN 874-1 – Consulting Services - Continued

Clerical/Word Processor I	<p>Functional Responsibilities: Activities may include typing, word processing, transcription, graphics presentation, filing, reproduction and office equipment operation. Applies familiarity with specialized and technical terminology to edit, proofread and correct spelling, grammar and phraseology. Uses automated systems, such as word processing equipment, personal computers or work stations linked to a larger computer or local area network to produce a variety of documents such as correspondence, memos, publications, forms, reports, tables graphs, charts and viewgraphs. May also perform routine clerical tasks, such as operating copiers, filing, answering telephones and sorting and distributing mail.</p> <p>Experience: 2 years experience in preparing, maintaining and preserving technical or administrative documentation, data, correspondence and records.</p> <p>Education: HS/GED Diploma</p>
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SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

SMEI shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

- Strategic Business Planning
- Program Strategy and Management Consulting
- Program Oversight and Management
- Program Integration
- Project Management
- Business Case and Cost Benefit Analysis
- Performance Measurement Analysis
- GPRA Planning, Implementation, and Assessment Consulting

SMEI shall specify the Labor Category (ies) proposed and the hourly and daily rates for each. Total price for program integration and project management services will be established at the time the Task Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency and the labor category (ies) provided will be shown on the resultant Task Order.

If the agency Contracting Officer chooses to purchase from this SIN on a Labor Hour basis, the resultant Task Order shall specify the Not to Exceed price, the Labor Category (ies) proposed (with the hourly and daily rates for each), and any applicable Other Direct Costs (ODCs).

Labor Category Includes 0.75% IFF	Government Hourly Rate Offered	Government Daily Rate Offered
Program Manager I	\$ 76.33	\$ 610.64
Program Manager II	\$ 82.52	\$ 660.16
Program Manager III	\$ 101.09	\$ 808.72
Program Manager IV	\$ 116.56	\$ 932.48
Technical Writer I	\$ 43.32	\$ 346.56
Clerical/Word Processor I	\$ 21.50	\$ 172.00

SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Job Descriptions for SIN 874-7 Program Integration & Project Management

Program Manager I	<p>Functional Responsibilities: He/she shall be responsible for project planning, project leadership, technical leadership and analysis activities. In addition, experience in project planning and analysis is required. Must demonstrate experience in ensuring that tasks are completed on time, within budget, and meet requirement(s). Must be able to supervise people in various job categories and skills, and covering a wide range of hardware and software.</p>
	<p>Experience: 3 years experience in the daily operational activities involved with program integration and/or project management services.</p> <p>Education: BA/BS Degree</p>
Program Manager II	<p>Functional Responsibilities: He/she shall be responsible for project planning, project leadership, technical leadership and analysis activities. In addition, experience in project planning and analysis is required. Must demonstrate experience in ensuring that tasks are completed on time, within budget, and meet requirement(s). Must be able to supervise people in various job categories and skills. Graduate of a 4-year college in a field related to the requested support work or 3 years minimum demonstrated specialized experience in planning, project management, training, studies, liaison support, communications, analysis, administration, operations, project management, databases, and/or other specified requirements.</p>
	<p>Experience: 5 years experience in the daily operational activities involved with program integration and/or project management services.</p> <p>Education: BA/BS Degree</p>

Job Descriptions for SIN 874-7 Program Integration & Project Management
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Program Manager III	<p>Functional Responsibilities: He/she shall be responsible for project planning, project leadership, technical leadership and analysis activities. In addition, experience in project planning and analysis is required. Must demonstrate experience in ensuring that tasks are completed on time, within budget, and meet requirement(s). Must be able to supervise people in various job categories and skills. Masters degree in field related to the requested support work or 5 years minimum demonstrated specialized experience in planning, project management, training, studies, liaison support, communications, analysis, administration, operations, project management, business case reengineering, cost benefit analysis, and/or other specified requirements.</p> <p>Experience: 10 years experience in the daily operational activities involved with program integration and/or project management services.</p> <p>Education: BA or MS/MBA Degree</p>
Program Manager IV	<p>Functional Responsibilities: He/she shall be responsible for interacting with executive and senior management, directing strategic planning efforts, project planning, and project leadership, providing technical leadership and supporting analysis activities. In addition, experience in performing project planning, analysis, data modeling, business case reengineering, and cost benefit analysis is required. Must demonstrate experience in ensuring that tasks are completed on time, within budget, and meet requirement(s). Must be able to supervise people in various job categories and skills. Masters degree in field related to the requested support work or 5 years minimum demonstrated specialized experience in planning, project management, training, studies, liaison support, communications, analysis, administration, operations, project management, and/or other specified requirements.</p> <p>Experience: Over 12 years experience in the daily operational activities involved with leading a team and program integration and/or program management services.</p> <p>Education: BA or MS/MBA Degree</p>

Job Descriptions for SIN 874-7 Program Integration & Project Management

Technical Writer I	<p>Functional Responsibilities: Develops, writes and edits material for reports, manuals, briefs, instruction books, catalogs and related technical and administrative publications concerned with work methods and procedures, installation, operation and maintenance of computers and other equipment or documents involving specialized government programs. Organizes material and completes writing assignments according to set standards regarding order, clarity, conciseness, style and terminology. Reviews published materials and recommends revisions or changes in scope, format and content. May write speeches, articles or public relations' releases. May edit, standardize or make changes to material prepared by other writers. May specialize in writing material regarding work methods and procedures.</p>
	<p>Experience: 2 years writing and/or editing experience. Education: BA/BS Degree</p>
Clerical/Word Processor I	<p>Functional Responsibilities: Activities may include typing, word processing, transcription, graphics presentation, filing, reproduction and office equipment operation. Applies familiarity with specialized and technical terminology to edit, proofread and correct spelling, grammar and phraseology. Uses automated systems, such as word processing equipment, personal computers or work stations linked to a larger computer or local area network to produce a variety of documents such as correspondence, memos, publications, forms, reports, tables graphs, charts and viewgraphs. May also perform routine clerical tasks, such as operating copiers, filing, answering telephones and sorting and distributing mail.</p>
	<p>Experience: 2 years experience in preparing, maintaining and preserving technical or administrative documentation, data, correspondence and records. Education: HS/GED Diploma</p>