



Professional Services

(formerly Mission Oriented Business Integrated Services)

Boyd Caton Group, Inc.

Contract Number: GS-10F-0376R

Industrial Group: 00CORP

NAICS Codes: 541611, 611430

Contract Period: June 30, 2005 - June 29, 2020

SINs 874-1, 874-4, and 874-7

Prices shown herein are NET (discounts already deducted)





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Customer Information

Industrial Group: 00CORP

NAICS Codes: 541611 and 611430

Contract Number: GS-10F-0376R

Contract Period: June 30, 2005 - June 29, 2020

DUNS Number: 109316237

Contractor: Boyd Caton Group, Inc.
1145 Grove Park Lane
Earlysville, Virginia 22936-2839
(434) 973-3472
www.boydcatongroup.com

Contractor Type: Small, woman-owned

Point of Contact:

Jim Caton
Vice President
Boyd Caton Group, Inc.

1145 Grove Park Lane
Earlysville, Virginia 22936-2839
Voice: (434) 260-1145
Facsimile: (866) 804-1650
E-mail: jcaton@boydcatongroup.com

Awarded Special Item Numbers:

- SIN 874-1 and 874-1RC – Integrated Consulting Services
- SIN 874-4 – Training Services
- SIN 874-7 and 874-7RC – Integrated Business Program Support Services

Maximum Order: \$1,000,000

The maximum total dollar value of any order placed under this contract will be \$1,000,000; however, in the event an order exceeds the maximum order, the contractor and the buying agency should act in accordance with clause I-FSS-125 (August 1995) and contact us for a reduced price. In accordance with that clause, in such event, BCG may: (1) offer a new lower price for this requirement (unless inapplicable per another FAR provision); (2) offer the lowest price available under the contract; or (3) decline the order and return it in accordance with FAR 52.216-19. A delivery order that exceeds the maximum order may still be placed and sales for such orders shall be reported in accordance with GSAR 552.238-72.

Minimum Order: \$100

Delivery Area: Domestic

Point of Production: Earlysville, Virginia

Time of Delivery: As mutually agreed upon

F.O.B. Point(s): Destination

Ordering Address:

Boyd Caton Group, Inc.
1145 Grove Park Lane
Earlysville, Virginia 22936-2839
Attn: Jim Caton, Vice President
Voice: (434) 260-1145
Facsimile: (866) 804-1650



Payment Address:

Boyd Caton Group, Inc.
1145 Grove Park Lane
Earlysville, Virginia 22936-2839
Attn: Jim Caton, Vice President
Voice: (434) 260-1145
Facsimile: (866) 804-1650

Warranty Provision: Standard practice

Export Packing Charges: None

Fixed Hourly Rates: See category descriptions and hourly rates

Discounts: None

Government Credit Cards: Accepted

Central Contractor Registration: Registered

Section 508: Boyd Caton Group, Inc. will comply with Section 508 and the applicable standards, functional performance and support required as identified and required in the task order statements of work. The EIT standards can be found at www.Section508.gov.



Why Boyd Caton Group?

Boyd Caton Group, Inc. (BCG) is a small, woman-owned firm and industry leader that has delivered innovation, quality, and results for the past 22 years. Our commitment to clients and their priorities is evident in our approach to each project and its deliverables. We encourage prospective clients to evaluate our methods, past project performance, and products. This is how we market—based on our results. We are committed professionals who consistently achieve a standard of excellence.

Innovation

Our subject matter experts specialize in the application of technology and organizational principles to improve the management and implementation of safety and security strategies in the transportation and Government industries. We have extensive experience with commercial and Government best practices, wide-ranging expertise, and a familiarity with the Federal marketplace. We have an in-house capability to work with a variety of programming languages, which we use to create powerful database tools that allow users to easily manipulate data and generate informative graphics.

Quality

BCG applies its resources to each client in an efficient manner to ensure satisfaction and cost-effectiveness. We help our clients identify project goals and objectives and then apply a proven methodology that begins with the “end in mind” as a way to focus resources. We strategize first to ensure that we discover project opportunities at a time when our clients and we can more effectively leverage project resources. We use technology to increase client collaboration and expedite project deliverables. Our consultants are dedicated to client relationships and provide ongoing and comprehensive support.

Results

BCG is a leader in the development of technical guidelines and materials to support the application of safety, security, and emergency preparedness principles and techniques. The transit industry and stakeholders at the Federal, state and local levels, including transit operators and academia, consider BCG deliverables to be key resources. We strive for clear and constant communication with our clients to ensure that our expert consulting services exceed expectations.

Special Item Number (SIN)

Boyd Caton Group, Inc. offers a wide range of Professional Services (formerly referred to as Mission Oriented Business Integrated Services (MOBIS)) to all Federal agencies under Government Services Agency (GSA) Federal Supply Contract GS-10F-0376R. Our approved Special Item Numbers (SINs) are:

Integrated Consulting Services (SIN 874-1 and 874-1RC)

BCG provides expert management and consulting services that can improve a federal agency's performance, and help customers meet their goals. Services covered by this SIN include:

- Project management tasking, tracking, and evaluation
- Evaluation of programmatic areas, including management, resource allocation, technical capacity, operations and maintenance, safety, and security
- Consulting, guidance, technical assistance, and outreach on topics including Safety Management Systems (SMS) principles
- Conduct of SMS gap analyses, reviews, and pilots at transit agencies and state safety oversight agencies to assist them in building their safety competencies, and reduce or eliminate safety risks
- Coordination with transportation providers, state, and Federal agencies
- Performance measures and indicators
- Needs assessments
- Benchmarking and best practice analysis
- Training workshops/courses (including on SMS topics and principles)
- Development of performance measures and indicators
- Conduct of interviews and field assessments
- Problem solving
- Logistical meeting and conference support
- Defining and refining the agenda
- Debriefing and overall meeting planning
- Convening and leading large and small group briefings and discussions
- Recording discussion content and focusing decision-making
- Preparing drafts and final reports for dissemination
- Extensive industry research
- Literature review
- Sample research, information gathering, and preliminary correspondence
- Database development
- Survey administration
- Data analysis and validity assessments
- Graphic/chart generation
- Final report development



Training Services (SIN 874-4)

BCG provides full training services from instructional systems design, development and delivery through feedback and analysis for continuous improvement. We develop and deliver training, educational courses, and/or workshops that are delivered via an Instructor (i.e. traditional classroom setting or conference/seminar) and/or the web (i.e. Internet/Intranet, software packages, and computer applications) system. Courses will be customized based on the client's needs and requirements, but will have a defined course title, length of time, description of material to be taught (i.e. syllabi, table of contents, etc.), and course materials, if requested. BCG provides professional services in support of planning, creating, and/or executing testing and test administration, learning management, or development of new courses or subject matter delivered via an instructor (i.e. traditional classroom setting or conference/seminar) and/or the web (i.e. Internet/Intranet, software packages, and computer applications) system.

BCG currently provides subject matter expertise in the development of courses on topics such as Safety Management Systems (SMS), transit safety, technical aspects of bus and rail transit systems, and other issues affecting the transit industry and Federal oversight. However, BCG maintains the flexibility to provide course development in any subject area (not necessarily limited to SMS or transit). In connection with course development, BCG can develop technical assistance materials related to the relevant subjects. In the past, BCG has created SMS assistance materials such as the SMS Framework, SMS Gap Analysis Checklist, SMS Preliminary Self-Assessment, SMS Ten Fundamentals for Success, SMS Safety Culture Survey, SMS Implementation Plan, and SMS Gantt Chart. BCG developed these documents in connection with its SMS training courses to provide state safety oversight agencies and the transit agencies they oversee with the information necessary to plan, implement, and maintain an SMS.

Also as part of course development, BCG typically produces teaching tools such as PowerPoint presentations, Instructor's Guides, and Training Plans. If tasked, we can also provide course materials, such as participant binders, name tags, pens, notepads, etc. In addition, our team has extensive experience in conducting training and education on all aspects of transit safety.

All of BCG's SMS courses are Americans with Disabilities Act (ADA) Section 508 compliant with closed captioning and downloadable transcripts. BCG applies instructional systems design and adult learning principles to each of its training services.

Integrated Business Program Support Services (SIN 874-7 and 874-7RC)

We provide services to assist our clients in managing their business projects and programs and achieving performance goals by providing professional consulting services in program and project management, oversight, and integration.

Labor Categories

Labor Category	Description
Principal Consultant	Prominent top-level technical/administrative professional. Experienced in senior executive level management and leadership ability. Manages multiple programs. Capable of planning and directing organizational policies, objectives, and initiatives. Experienced in planning and accomplishing company set goals.
<i>Qualifications:</i>	Bachelor of Science (BS) or Bachelor of Arts (BA) degree and seven (7) years of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience.
Industry Specialist	Generally regarded as an expert in their particular industry. Broad knowledge of the labor category field and a demonstrated ability to work independently on complex assignments. Supervises the development of training curricula in accordance with instructional systems design and adult learning principles. Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts.
<i>Qualifications:</i>	Bachelor of Science (BS) or Bachelor of Arts (BA) and fifteen (15) years of experience in the relevant industry. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience.
Senior Manager	Assists in overall business planning; directs, prepares and oversees program development proposals in response to customer requests and internal recommendations; develops, plans organizes, coordinates and allocates staffing resources to contracted task plans and sub-task plans; selects, directs, supervises, trains, monitors and evaluates program personnel and work performance of project managers and task leaders; provides technical oversight as needed; researches and analyzes performance data and prepares company and program progress reports; organizes, conducts and attends progress meetings, briefings, performance reviews with customer representatives and project team members.
<i>Qualifications:</i>	Bachelor of Science (BS) or Bachelor of Arts (BA) and seven (7) years of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience.

Labor Category	Description
Program Manager	<p>Responsible for managing and overseeing work performance of multiple projects. Serves as principal liaison with client on business and technical matters for program and project implementation. Supervises the development of training curricula in accordance with instructional systems design and adult learning principles. Directs, prepares and oversees program development proposals; develops, plans, organizes, coordinates and allocates staffing resources to contracted task plans and sub-task plans; and selects, directs, supervises, trains, monitors and evaluates program personnel.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and seven (7) years of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience.</p>
Project Manager	<p>Provides planning, direction, and coordination functions of a designated project to ensure contract performance requirements and objectives are accomplished. Directs activities of personnel. Responsible for setting and attaining budget, schedule, and performance standards. Monitors and controls expenditures within limitations of project budget.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and five (5) years of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience.</p>
Subject Expert	<p>Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex systems in the subject matter area. Plans and creates training materials and conducts training sessions in accordance with instructional systems design and adult learning principles. Makes recommendations and advises on organization-wide system improvements, optimization or maintenance efforts.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and seven (7) years of experience in the required area of expertise. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience.</p>

Labor Category	Description
Senior Consultant	<p>Provides project leadership in support of strategic, business, and action planning, performance measurement analysis, process and productivity improvement analyses, and business process and action planning and analyses. Provides analysis support to projects including program management, program integration, program oversight, and project management. Solves difficult and unique types of management, financial, operations, mission, or analytical problems. Develops specialized tools, models, or applications for process, acquisition, or training project execution. Makes technical or business judgments and provides advice on the resolution of technical, schedule, performance, or budgetary issues.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and seven (7) years of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience. Ten (10) years of consulting experience in the relevant field may be substituted for the college degree component.</p>
Consultant	<p>Supports strategic, business, and action planning, performance measurement analysis, process and productivity improvement analyses, and business process and action planning and analyses. Provides analysis support to projects including program management, program integration, program oversight, and project management. Solves difficult and unique types of management, financial, operations, mission, or analytical problems. Plans and creates training materials and conducts training sessions in accordance with instructional systems design and adult learning principles. Develops specialized tools, models, or applications for process, acquisition, or training project execution. Makes technical or business judgments and provides advice on the resolution of technical, schedule, performance, or budgetary issues.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and four (4) years of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for two (2) years of experience. A Doctorate (PhD) degree may be substituted three (3) years of experience. Seven (7) years of consulting experience in the relevant field may be substituted for the college degree component.</p>

Labor Category	Description
Junior Consultant	<p>Supports strategic, business, and action planning, performance measurement analysis, process and productivity improvement analyses, and business process and action planning and analyses. Provides analysis support to projects including program management, program integration, program oversight, and project management. Solves difficult and unique types of management, financial, operations, mission, or analytical problems. Develops specialized tools, models, or applications for process, acquisition, or training project execution. Makes technical or business judgments and provides advice on the resolution of technical, schedule, performance, or budgetary issues.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and two (2) years of experience. A Master of Science (MS) degree, a Master of Arts (MA) degree, or a Doctorate (PhD) degree may be substituted two (2) years of experience. Five (5) years of consulting experience in the relevant field may be substituted for the college degree component.</p>
Senior Analyst	<p>Provides project leadership in the analytical assessment of employed or proposed data systems. Develops benchmarks for measuring performance. Performs research to identify industry best practices, trends, and applicable studies and findings. Analyzes solicited data, creates graphical representations, and develops deliverables. Researches, writes, and edits a broad range of reports, manuals, presentations, and other technical publications.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and seven (7) years of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted five (5) years of experience.</p>
Technical Analyst	<p>Provides analytical support in the assessment of employed or proposed data systems. Develops benchmarks for measuring performance. Performs research to identify industry best practices, trends, and applicable studies and findings. Analyzes solicited data, creates graphical representations, and develops deliverables. Researches, writes, and edits a broad range of reports, manuals, presentations, and other technical publications.</p>
<i>Qualifications:</i>	<p>Bachelor of Science (BS) or Bachelor of Arts (BA) degree and two (2) years of experience. A Master of Science (MS) degree, a Master of Arts (MA) degree, or a Doctorate (PhD) degree may be substituted two (2) years of experience.</p>

Labor Category	Description
Junior Analyst	Provides analytical support in the assessment of employed or proposed data systems. Develops benchmarks for measuring performance. Performs research to identify industry best practices, trends, and applicable studies and findings. Analyzes solicited data, creates graphical representations, and develops deliverables. Researches, writes, and edits a broad range of reports, manuals, presentations, and other technical publications.
<i>Qualifications:</i>	A Bachelor of Science (BS) or Bachelor of Arts (BA) degree, a Master of Science (MS) degree or a Master of Arts (MA) degree, or a Doctorate (PhD) degree.
Data Specialist	Performs quantitative analysis to study business, management, and organizational behavior. Designs data collection templates and develops survey processes. Designs data collection modules and develops database tools to maintain and process data. Applies data validation techniques.
<i>Qualifications:</i>	Bachelor of Science (BS) or Bachelor of Arts (BA) degree and two (2) years of experience. A Master of Science (MS) degree, a Master of Arts (MA) degree, or a Doctorate (PhD) degree may be substituted two (2) years of experience.
Technical Editor	Coordinates, prepares, proofreads, and edits publications including proposals, reports, letters, and articles; analyzes materials for proper format, sentence structure, grammar, logic, continuity, ease of reading, and writing style; works with personnel to determine communications needs, requirements and suggested changes; monitors status of documents from rough draft to final copy. Maintains and updates resource library; supervises graphics and publications support staff; and maintains computer equipment and peripheral devices.
<i>Qualifications:</i>	Bachelor of Science (BS) or Bachelor of Arts (BA) degree and two (2) years of experience. A Master of Science (MS) degree, a Master of Arts (MA) degree, or a Doctorate (PhD) degree may be substituted two (2) years of experience.

Administrative Lead

Assigns and oversees all clerical and administrative tasks. Establishes style guidelines. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets.

Qualifications:

Five (5) years of relevant experience. Bachelor of Science (BS) or Bachelor of Arts (BA) degree may be substituted for two (2) year of experience. A Master of Science (MS) degree or a Master of Arts (MA) degree may be substituted for three (3) years of experience. A Doctorate (PhD) degree may be substituted for four (4) years of experience.

Administrative Specialist

Prepares technical correspondence and formal documentation in accordance with established style guidelines. Utilizes automated word processing software to develop correspondence and documentation. Utilizes automated database and spreadsheet software to maintain project manager contract status tracking information. Prepares milestone charts and scheduling worksheets.

Qualifications:

High School Diploma or equivalent and three (3) years of relevant experience. A Bachelor of Science (BS), a Bachelor of Arts (BA), a Master of Science (MS), or a Master of Arts (MA) degree may be substituted for three (3) years of experience.



Rates Chart

Labor Category	6/30/2015- 6/29/2016	6/30/2016- 6/29/2017	6/30/2017- 6/29/2018	6/30/2018- 6/29/2019	6/30/2019- 6/29/2020
Principal Consultant	\$174.90	\$178.40	\$181.97	\$185.60	\$189.32
Industry Specialist	\$224.87	\$229.37	\$233.95	\$238.63	\$243.41
Senior Manager	\$169.91	\$173.31	\$176.78	\$180.31	\$183.92
Program Manager	\$162.41	\$165.66	\$168.98	\$172.36	\$175.80
Project Manager	\$149.92	\$152.92	\$155.98	\$159.10	\$162.28
Subject Expert	\$149.92	\$152.92	\$155.98	\$159.10	\$162.28
Senior Consultant	\$131.17	\$133.80	\$136.47	\$139.20	\$141.98
Consultant	\$112.43	\$114.68	\$116.98	\$119.32	\$121.70
Junior Consultant	\$56.21	\$57.34	\$58.48	\$59.65	\$60.85
Senior Analyst	\$99.94	\$101.94	\$103.98	\$106.06	\$108.18
Technical Analyst	\$88.70	\$90.47	\$92.28	\$94.13	\$96.01
Junior Analyst	\$69.95	\$71.35	\$72.78	\$74.23	\$75.72
Data Specialist	\$74.96	\$76.46	\$77.99	\$79.55	\$81.14
Technical Editor	\$63.71	\$64.98	\$66.28	\$67.61	\$68.96
Administrative Lead	\$88.70	\$90.47	\$92.28	\$94.13	\$96.01
Administrative Specialist	\$37.47	\$38.22	\$38.99	\$39.77	\$40.56



The Service Contract Act (SCA) is applicable to this contract and it includes the SCA-applicable labor category set forth in the matrix below. The price for the indicated SCA labor category is based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The price offered is based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Specialist	01613 – Word Processor III	05-2563

Boyd Caton Group, Inc.

Innovation | Quality | Results



Contract Holder
Contract GS-10F-0376R