

**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 for *GSA Advantage!* is: GSAAdvantage.gov.

**MANAGEMENT, ORGANIZATIONAL, AND
BUSINESS IMPROVEMENT SERVICES (MOBIS)**

FSC GROUP 874, FSC CLASS 8742

CONTRACT NUMBER: GS-10F-0381R

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

Period Covered by Contract:

**JULY 1, 2005 THROUGH JUNE 30, 2010 – Modification PO-0006 4/12/2007
Modification PO-0007 Effective date: 2/20/2008**



**M Squared Strategies, Inc.
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Washington, DC 20006
571-643-2902
202-478-5190 fax
www.m2strat.com
Contract Administration: Kendall Lott (Kendall@m2strat.com)**

General Services Administration

Supplement #_____, dated _____.

Business Size: Small 8(a)



CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Special Item No. 874-1 Consulting Services
Special Item No. 874-1RC Recovery Purchase
Special Item No. 874-2 Facilitation Services
Special Item No. 874-2RC Recovery Purchase

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 concessions affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

M Squared Strategies, Inc.	Mandatory Competencies
Program Manager	<p>Minimum/General Experience: Minimum of 8 years of Project Management of large-scale programs (Federal, State and Private Sector) including management of multiple contract types. Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee program and performance management offices on behalf of agency personnel. They oversee personnel and maintain cost, schedule and performance data. They meet regularly with government managers and advise them on deliverables and issues on a variety of projects. Personnel in this category regularly consult with and advise senior government managers and serve as trusted advisors providing the analytical guidance required for completion of government programs and initiatives. They facilitate overall strategy development at the agency level.</p> <p>Minimum Education: Bachelor's degree in business or related field. Equivalent experience is also acceptable.</p>

M Squared Strategies, Inc.	Mandatory Competencies
Project Manager	<p>Minimum/General Experience: Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Business Consultant	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.</p> <p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering.</p>
Executive Director	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering. This category requires a minimum of 10 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life-cycle.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult at the highest level of agency management and serve as trusted advisors providing the highest level of analytical guidance and advice to senior executives in government. They assist overall strategy development at the agency level.</p> <p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering.</p>

M Squared Strategies, Inc.	Mandatory Competencies
Director	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 8 years of experience in strategic planning and business process reengineering. This category requires a minimum of 5 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life-cycle.</p> <p>Duties/Functional Responsibilities: Personnel in this category serve as trusted advisors to senior government managers, facilitate goal setting sessions and provide direction, guidance and analytical support to senior agency personnel. They assist in strategy sessions and coordinate activities with the Executive Director.</p> <p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 8 years of experience in strategic planning and business process reengineering.</p>
Administrative Assistant	<p>Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required.</p> <p>Duties/Functional Responsibilities: This category provides administrative support to agency personnel or to company members. They take minutes and provide action item tracking for managers. They take accurate notes during large meetings. They alert managers for upcoming due dates.</p> <p>Minimum Education: This category requires a minimum of 1 year of experience in an administrative support position.</p>
Consultant I	<p>Minimum/General Experience: This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with their managers.</p> <p>Minimum Education: This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering.</p>

M Squared Strategies, Inc.	Mandatory Competencies
Senior Consultant I	<p>Minimum/General Experience: This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with agency managers within programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.</p> <p>Minimum Education: This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering.</p>
Project Manager II	<p>Minimum/General Experience: Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Project Manager I	<p>Minimum/General Experience: Minimum of 3 years of Project Management of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>

M Squared Strategies, Inc.	Mandatory Competencies
Project Planner	<p>Minimum/General Experience: Minimum of 3 years of Project Planning of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required. Experience with Primavera or equivalent system required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Program Analyst	<p>Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required.</p> <p>Duties/Functional Responsibilities: This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They alert managers for upcoming program and project due dates.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field.</p>
Associate Consultant	<p>Minimum/General Experience: This category requires a Bachelors Degree or equivalent experience and a minimum of 1 year of experience in business process reengineering. Facilitation skills required. Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required.</p> <p>Duties/Functional Responsibilities: Personnel in this category consult with consultants and senior consultants in support of agency program managers. They coordinate activities with their managers.</p> <p>Minimum Education: This category requires a Bachelors Degree or equivalent experience and a minimum of 1 years of experience in business process reengineering.</p>

M Squared Strategies, Inc.	Mandatory Competencies
Business Consultant II	<p><u>Minimum/General Experience:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design, as well as team management experience. Excellent facilitation and facilitation design skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers and lead facilitation teams, design facilitations, develop schedules and cost proposals for facilitations, act as Facilitation Project Managers (executing the full methodology) and produce integrated presentations of multiple client inputs and best practices.</p> <p><u>Minimum Education:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design.</p>
Mid-Level Technical Consultant	<p><u>Minimum/General Experience:</u> Minimum of 3 years of technical, analytical and business skills working in a managerial or organizational business process improvement environment focusing on specialized process improvement tasks. Excellent oral and written communication skills required. Experience customer relations and office software required.</p> <p><u>Duties/Functional Responsibilities:</u> Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, cost-benefit analysis, process design and specifications, performance measures, baseline management, feasibility analyses, transition planning, modeling, and simulation, business process reengineering, business process analysis, information architecture planning and design, quality assurance, business, or management. Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>

M Squared Strategies, Inc.	Mandatory Competencies
Project Coordinator	<p>Minimum/General Experience: Minimum of 2 years of Project or organizational coordination activity. Excellent oral and written communication skills required. Experience customer relations and office software required.</p> <p>Duties/Functional Responsibilities: Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Program Analyst II	<p>Minimum/General Experience: Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required.</p> <p>Duties/Functional Responsibilities: This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They are able to utilize the notes to support action item tracking and to provide basic project management support. They alert managers for upcoming program and project due dates.</p> <p>Minimum Education: Bachelor's degree in business (business process reengineering) or a related field.</p>

2. Maximum order. **\$1,000,000**
3. Minimum order. **\$100.00**
4. Geographic coverage (delivery area). **Domestic**
5. Point(s) of production (city, county, and State or foreign country).
M Squared Strategies, Inc.
1616 H Street, NW, Suite 1010
Washington, DC 20006



6. Discount from list prices or statement of net price. **Prices shown herein are Net discounted. See attached.**
7. Quantity discounts. **None**
8. Prompt payment terms. **0% NET 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **[X] Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **[X] Yes**
10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. (Contractor insert number of days.) **Per agreed to delivery on each 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 its choosing to highlight items in its price lists that have expedited delivery. **N/A**
- 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. **N/A**
- 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. **N/A**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address(es).
M Squared Strategies, Inc.
1616 H Street NW, Suite 1010
Washington, DC 20006
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules). Contactor is to simply include this statement as Item 13b.
14. Payment address(es).
M Squared Strategies, Inc.
1616 H Street NW, Suite 1010
Washington, DC 20006
15. Warranty provision. **N/A**
16. Export packing charges, if applicable. **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **N/A**

- 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**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **N/A**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. **N/A**
- 25. Data Universal Number System (DUNS) number. **12-69-11564**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database. **REGISTERED**
- 27. Uncompensated Overtime (Indicate if used). **N/A**

Professional Services Pricelist

SIN	Category	Labor Category	GSA Catalog Hourly Rate
874-1/-2	Services	Executive Director	\$249.05
874-1/-2	Services	Director	\$191.02
874-1/2	Services	Business Consultant II	\$168.09
874-1/-2	Services	Business Consultant	\$140.55
874-1/2	Services	Senior Consultant I	\$127.32
874-1/-2	Services	Program Manager	\$121.50
874-1/2	Services	Consultant I	\$110.09
874-1/2	Services	Project Manager II	\$107.41
874-1/-2	Services	Project Manager	\$102.46
874-1/2	Services	Project Manager I	\$95.73
874-1/2	Services	Associate Consultant	\$87.88
874-1/2	Services	Project Planner	\$85.92
874-1/2	Services	Mid-Level Technical Consultant	\$80.40



874-1/2	Services	Project Coordinator	\$73.30
874-1/2	Services	Program Analyst II	\$61.57
874-1/2	Services	Program Analyst	\$48.82
874-1/-2	Services	Administrative Assistant	\$48.60