



**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
SCHEDULE; STANDARD INDUSTRIAL GROUP 8744; SERVICE
5411611; SERVICE CODE R499**

**SPECIAL ITEM NUMBER 874 1 & 874 1RC INTEGRATED CONSULTING SERVICES
SPECIAL ITEM NUMBER 874 7 & 874 7RC INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**



INSIGHT FOR BUSINESS DECISIONS

**TEKSOUTH CORPORATION
1420 NORTHBROOK DRIVE, SUITE 220
GARDENDALE, AL 35071
PHONE: (205) 631-1500 (800) 842-1470
FAX: (205) 631-1514**



**INTERNET ADDRESS: www.teksouth.com
BUSINESS SIZE: LARGE BUSINESS
CONTRACT NUMBER: GS-10F-0419P
PERIOD COVERED BY CONTRACT: 12 JULY 2004 TO 11 JULY 2019**

Pricelist current through Refresh # 22, Mod #PS-0016, dated 10 June 2014.

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

TABLE OF CONTENTS

| ITEM | PAGE |
|--|-----------|
| Teksouth Corporate Information | 3 |
| Teksouth MOBIS Services | 4 |
| Teksouth MOBIS Special Item Number Descriptions | 6 |
| Information for Ordering Offices | 7 |
| Ordering Guide for our Customers | 9 |
| Teksouth Labor Category Rates | 10 |
| Teksouth SCA Matrix | 11 |
| Teksouth Labor Category Descriptions | 12 |
| Small Business Participation | 19 |
| Blanket Purchase Agreement | 20 |
| Basic Guidelines for Using Contractor Team Arrangements | 22 |
| Sales and Service Points | 23 |
| | |

- Pricelist revision dated 12 March 2009 incorporates a pricelist update in accordance with GSA's mandatory requirement.
- Pricelist dated 26 June 2009 incorporates first 5 Year Option, awarded under PS-0003 dated 06/26/09.
- Pricelist revision dated 21 September 2011 incorporates a pricelist update in accordance with GSA's Refresh # 17.
- Pricelist revision dated 17 December 2013 incorporates a pricelist update in accordance with GSA's Refresh # 21.
- Pricelist dated 10 June 2014 incorporates the Second 5 Year Option, awarded under PS-0016 dated 6/10/2014

TEKSOUTH CORPORATE INFORMATION

CORPORATE BACKGROUND:

Teksouth Corporation is a privately owned firm with headquarters in the suburbs of Birmingham, Alabama. Teksouth was established in December 1982, and has positioned itself to provide a broad spectrum of high technology services including:

- Design and implementation of wide area networks,
- Application and development of both large and small databases on those networks,
- Data warehousing and data logistics support, and
- Data Management technologies.
- Consulting, advice and assistance services.

We have provided innovative applications and solutions to clients whose needs span a broad cross-section of industry, including the Department of Defense, small business and enterprise level organizations.

Teksouth projects have allowed client organizations to operate more efficiently and many have received organizational recognition for automation, best practices, and government reinvention such as the Air Force's District of Washington top award for automation, Army Outstanding Resource Management Organization Award, and comptroller organization awards.

The Teksouth staff of high technology professionals supplies a wide range of services, including:

- Program design and management,
- System and data Analysis,
- System and software development,
- Software quality assurance, and
- Technical documentation.

Our award winning products include:

- Data logistics and management support,
- Data extraction and integration, and
- Data reporting and analysis tools.

Teksouth is committed to providing clients with the highest quality software using the latest technology to meet their changing needs. We have the vision, skill, and motivation to integrate customer requirements with rapidly changing technology to benefit the long and short-term goals of our customers. We maintain this level of quality and technical knowledge through staff longevity, teamwork, and attention to advanced skills training. The combination of an experienced staff and established management team gives Teksouth the ability to remain on the cutting edge of technology.

Teksouth Corporation is proposing to provide guaranteed MOBIS Services in three of the Special Item Number (SIN) areas contained in page 3 & 4 of the solicitation. The SIN areas are as follows:

| SPECIAL ITEM NUMBER | TITLE |
|----------------------------|---|
| 874 1 & 874 1RC | INTEGRATED CONSULTING SERVICES |
| 874-7 & 874 7RC | INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES |

TEKSOUTH CORPORATION
MISSION ORIENTED BUSINESS INTEGRATED SERVICES

| SERVICES OFFERED | DESCRIPTION |
|---|--|
| PROJECT APPROACH METHODOLOGY | Teksouth is rated at CMMI Maturity Level 3 by A1 Independent Consulting, a certified partner of the CMMI Institute. An appraisal at maturity level 3 indicates that Teksouth's processes are well-defined and understood, and are described in standards, procedures, tools, and methods. We conduct training sessions to ensure that Teksouth staff members are aware of our standardized processes and accompanying procedures, and we conduct regular internal audits to ensure that they comply with them as part of their daily operations. This demonstrates our commitment to a systemic approach to planning and managing projects through an integrated model that focuses on continued process improvement. |
| PROJECT MANAGEMENT TOOLS | Teksouth uses the Project Management Body of Knowledge (PMBOK) as a guide for our program management processes. PMBOK is a collection of project management knowledge and processes that are generally recognized as best practices in the field. Since the SEI-CMU is the model for our daily work practices, the benefit is institutionalized processes and continual improvement in our overall project management methodology. As applicable, Teksouth uses Microsoft Project, Excel spreadsheets, and other tools to perform according to the PMBOK standards. |
| PROGRAM MANAGEMENT PROCESSES | Teksouth Corporation executive leadership actively participate in the management of all contracts through regular work with Teksouth and customer project leadership teams. Project Managers have direct access to senior leadership. In addition, Teksouth has an open door culture which allows any personnel to reach out directly to senior leadership if the situation warrants it. This level of involvement and access ensures high levels of support and necessary resources to be successful. Our Program Managers (PM) are authorized to manage and direct the project, including, but not limited to, serving as the Government's point-of contact for all program/project issues, overseeing Teksouth employees and program/project operations, and fully managing all support activities. |
| RISK MANAGEMENT PROCESS | <p>One secret to successful projects is proactively identifying problems that can occur that cause critical success criteria, e.g. cost, schedule, user acceptance, etc., not to be met. Teksouth uses a risk management identification process to identify, categorize, track, and manage risks to project success. During the planning and execution phase of the project a joint customer/project team meets to discuss and consider all potential problems (risks) the project might encounter. These are discussions designed to identify risks based upon prior experience, brainstorming, etc. These are categorized to reflect varying degrees of risk to the project. Those that are judged to be high risk have specific plans developed to mitigate and reduce risks. All other risks are placed on a "watch list" and monitored throughout the project. Key activities in risk management are:</p> <ul style="list-style-type: none"> • Facilitated discussion by joint customer/project team • Assessment of risks (prioritization, potential impact, etc.) • Risk mitigation plans for risk areas rated to have significant impact potential • Watch list development for monitoring all others. |

| SERVICES OFFERED | DESCRIPTION |
|-----------------------------------|--|
| ISSUE RESOLUTION PROCESS | <p>Every project will encounter problems and issues at some time. Two key things are important in considering issues and problems. First, a proper project plan must be put in place that reflects enough experience to avoid the type of problems that can kill a project of this type (see Risk Management process). If the “show stoppers” are planned out of the process from the project beginning then issue resolution will typically only deal with problems that are important but not critical. Second, a proper project plan must ensure that a process is in place that will deal with management of issues responsively. Teksouth typically follows the process below to perform Issue Management activities:</p> <ul style="list-style-type: none"> • Open an issue • Triage and prioritize the issues • Assign responsibility/ownership to appropriate individual/organization • Document/track progress • Implement solutions • Document/communicate/track solutions and produce reports |
| QUALITY MANAGEMENT PROCESS | <p>Our quality management process is built around the four standard QA steps of Plan, Do, Check, Act. These four steps are applied to each project phase:</p> <ul style="list-style-type: none"> • Plan – A QA plan is developed quantifying expected results. These results will describe KPIs (key performance indicators) that can be monitored as the tasks are executed. • Do – In this step the actual task is executed and results are monitored against the predefined metrics. • Check – The execution results are assessed against projected results and plans are developed to address any remedies or improvements needed. • Act - At each step of the project life cycle metrics are defined that govern expected results for the tasks and activities being executed. <p>Teksouth has found this QA process to be highly effective and sufficient to ensure that all key project expectations are effectively met.</p> |

TEKSOUTH CORPORATION MOBIS SPECIAL ITEM NUMBER DESCRIPTIONS

874 1 & 874 1RC - INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

874 7 & 874 7RC – INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program Objectives

INFORMATION FOR ORDERING OFFICES

FSS SIN(s): 874 1, 874 1RC, 874 7 & 874 7RC

Contract Number: GS-10F-0419P

Contract Period: 12 July 2004 to 11 July 2019

Contractor's Name: Teksouth Corporation

Contractor's Address: 1420 Northbrook Drive Suite #220 Gardendale, Alabama 35071

Business Size: Large Business

Data Universal Numbering System (DUNS): 102091550

Contractor's Taxpayer Identification Number (TIN): 63-0847337

CAGE Code: 0WXG1

1a. Special Item Number(s) awarded for this contract:

| SIN | DESCRIPTION |
|-----------------|--|
| 874 1 & 874 1RC | Integrated Consulting Services |
| 874 7 & 874 7RC | Integrated Business Program Support Services |

1b. Lowest Priced Model Number and Lowest Unit Price: See Labor Category Rate Chart on Page 10 of This Pricelist

1c. See Labor Category Descriptions Chart on Pages 12-18 of This Pricelist

2. Maximum Order: The maximum dollar value per order for all SINs is \$ \$1,000,000

3. Minimum Order: \$ 100.00

4. Geographic Scope of Contract: The Geographic Scope of This Contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico and overseas locations.

The Department of State's standardized Regulations (DSSR) provides the regulations governing allowances, differentials and definitions will be negotiated with the Ordering Agency.

5. Point of Production: Teksouth Corporation
1420 Northbrook Drive Suite #220
Gardendale, Alabama 35071

6. All prices listed reflect the NET price for those services

7. Quantity Discounts: None

8. Prompt Payment Terms: NET 30 Days

9a. Government Purchase Cards: Are accepted at or below the micro-purchase threshold

9b. Government Purchase Cards: Are accepted above the micro-purchase threshold

10. Foreign Items: Not Applicable

11a. Time of Delivery: As Negotiated with Ordering Agency

11b. Expedited Delivery: Items available for expedited delivery are noted in this price list

11c. Overnight and 2-Day Delivery: Not Applicable

11d. Urgent Requirements: As Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination CONUS for Products

13a. Ordering Address: Teksouth Corporation
1420 Northbrook Drive Suite #220
Gardendale, Alabama 35071
Attention: Rick Bowen

13b. 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.

14. Payment Address: Teksouth Corporation
1420 Northbrook Drive Suite #220
Gardendale, Alabama 35071

15. Warranty Provision: Not Applicable

16. Export Packaging Charges: Not Applicable

17. **Terms and Conditions of Government Purchase Card Acceptance:** Government Purchase Cards are accepted at, below and above the micro-purchase threshold
18. **Terms and Conditions of rental, maintenance and repair:** Not Applicable
19. **Terms and Conditions of installation:** None
- 20a. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20b. **Terms and Conditions for any other Services:** Not Applicable
21. **List of service and distribution points:** Located on the last page of this Pricelist
22. **List of participating dealers:** Not Applicable
23. **Preventative maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** None
- 24b. **SECTION 508 COMPLIANCE:** If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.teksouth.com
25. **Data Universal Numbering System (DUNS) Number:** 102091550
26. **Teksouth is registered with the Central Contractor Registration (CCR) Database**

ORDERING GUIDE FOR OUR CUSTOMERS

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Mission Oriented Business Integrated Services (MOBIS) Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer.

SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

Orders must comply with applicable subsections under the FAR Part 8.4 Acquisition Regulation.

FAR Part 51

Orders can now be processed under FAR Part 51 Deviations. Please review and follow FAR instructions.

Eligibility

GSA Eligibility Order 48002H

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at:
<http://www.gsa.gov/portal/category/100623>

TEKSOUTH CORPORATION LABOR CATEGORY RATES

Special Item Number(s) 874 1, 874 1RC, 874 7 & 874 7RC
Mission Oriented Business Integrated Services (MOBIS) Offering.
See Following Full Product Descriptions.

All Rates are Teksouth Off-Site Rates (at Teksouth Corporation facility) only

| MOBIS SINS* | Order # | Labor Category Title | Effective Date 7/12/14 | Effective Date 7/12/15 | Effective Date 7/12/16 | Effective Date 7/12/17 | Effective Date 7/12/18 |
|---------------|---------|--|------------------------|------------------------|------------------------|------------------------|------------------------|
| 874-1 & 874-7 | TMOB001 | Specialized Management Consultant | \$341.56 | \$348.05 | \$354.66 | \$361.40 | \$368.27 |
| 874-1 & 874-7 | TMOB002 | Principle Management Consultant | \$307.41 | \$313.25 | \$319.20 | \$325.26 | \$331.44 |
| 874-1 & 874-7 | TMOB003 | Senior Management Consultant | \$273.26 | \$278.45 | \$283.74 | \$289.13 | \$294.62 |
| 874-1 & 874-7 | TMOB004 | Management Consultant | \$250.18 | \$254.93 | \$259.78 | \$264.71 | \$269.74 |
| 874-1 & 874-7 | TMOB005 | Junior Management Consultant | \$179.68 | \$183.10 | \$186.57 | \$190.12 | \$193.73 |
| 874-1 & 874-7 | TMOB006 | Principle Business Facilitator | \$113.95 | \$116.12 | \$118.32 | \$120.57 | \$122.86 |
| 874-1 & 874-7 | TMOB007 | Senior Business Facilitator | \$91.96 | \$93.71 | \$95.49 | \$97.31 | \$99.15 |
| 874-1 & 874-7 | TMOB008 | Business Facilitator | \$73.47 | \$74.87 | \$76.29 | \$77.74 | \$79.21 |
| 874-1 & 874-7 | TMOB009 | Junior Business Facilitator | \$50.07 | \$51.02 | \$51.99 | \$52.97 | \$53.98 |
| 874-1 & 874-7 | TMOB010 | Senior Management Information Specialist | \$137.19 | \$139.80 | \$142.46 | \$145.16 | \$147.92 |
| 874-1 & 874-7 | TMOB011 | Management Information Specialist | \$66.33 | \$67.59 | \$68.88 | \$70.18 | \$71.52 |
| 874-1 & 874-7 | TMOB012 | Junior Management Information Specialist | \$97.79 | \$99.65 | \$101.55 | \$103.48 | \$105.44 |
| 874-1 & 874-7 | TMOB013 | Principle Business Analyst | \$137.29 | \$139.90 | \$142.55 | \$145.26 | \$148.02 |
| 874-1 & 874-7 | TMOB014 | Senior Business Analyst | \$133.28 | \$135.81 | \$138.39 | \$141.02 | \$143.70 |
| 874-1 & 874-7 | TMOB015 | Business Analyst | \$106.95 | \$108.98 | \$111.06 | \$113.17 | \$115.32 |
| 874-1 & 874-7 | TMOB016 | Junior Business Analyst | \$83.21 | \$84.79 | \$86.40 | \$88.05 | \$89.72 |
| 874-1 & 874-7 | TMOB017 | Data Analyst | \$74.29 | \$75.70 | \$77.14 | \$78.61 | \$80.10 |
| 874-1 & 874-7 | TMOB018 | Junior Data Analyst | \$60.10 | \$61.25 | \$62.41 | \$63.60 | \$64.80 |
| 874-1 & 874-7 | TMOB019 | Principle Administrator | \$113.62 | \$115.78 | \$117.98 | \$120.22 | \$122.50 |
| 874-1 & 874-7 | TMOB020 | Senior Administrator | \$104.51 | \$106.50 | \$108.52 | \$110.59 | \$112.69 |
| 874-1 & 874-7 | TMOB021 | Administrator | \$94.15 | \$95.94 | \$97.76 | \$99.62 | \$101.51 |
| 874-1 & 874-7 | TMOB022 | Junior Administrator | \$85.98 | \$87.62 | \$89.28 | \$90.98 | \$92.71 |
| 874-1 & 874-7 | TMOB023 | Administrative Assistant | \$48.14 | \$49.06 | \$49.99 | \$50.94 | \$51.91 |
| 874-1 & 874-7 | TMOB024 | Technical Writer | \$74.24 | \$75.65 | \$77.09 | \$78.55 | \$80.04 |
| 874-1 & 874-7 | TMOB025 | Clerical/Word Processor | \$39.73 | \$40.48 | \$41.25 | \$42.04 | \$42.84 |
| 874-1 & 874-7 | TMOB026 | Junior Clerical/Word Processor | \$34.62 | \$35.28 | \$35.95 | \$36.63 | \$37.33 |
| 874-1 & 874-7 | TMOB027 | Senior Program Manager | \$209.51 | \$213.49 | \$217.54 | \$221.68 | \$225.89 |
| 874-1 & 874-7 | TMOB028 | Program Manager | \$169.72 | \$172.94 | \$176.23 | \$179.58 | \$182.99 |
| 874-1 & 874-7 | TMOB029 | Junior Program Manager | \$107.30 | \$109.34 | \$111.42 | \$113.53 | \$115.69 |
| 874-1 & 874-7 | TMOB030 | Training Specialist | \$88.22 | \$89.90 | \$91.61 | \$93.35 | \$95.12 |
| 874-1 & 874-7 | TMOB031 | Functional Consultant | \$156.76 | \$159.74 | \$162.77 | \$165.87 | \$169.02 |
| 874-1 & 874-7 | TMOB032 | Functional Specialist IV | \$117.19 | \$119.42 | \$121.68 | \$124.00 | \$126.35 |
| 874-1 & 874-7 | TMOB033 | Functional Specialist III | \$100.41 | \$102.32 | \$104.26 | \$106.24 | \$108.26 |
| 874-1 & 874-7 | TMOB034 | Functional Specialist II | \$92.13 | \$93.88 | \$95.67 | \$97.48 | \$99.34 |
| 874-1 & 874-7 | TMOB035 | Functional Specialist I | \$85.85 | \$87.48 | \$89.14 | \$90.83 | \$92.56 |

***All Categories are Disaster Recovery (RC) Purchasing.**

Note: All non-professional labor categories must be incidental to and used solely to support professional engineering services, and cannot be purchased separately.

For additional information please contact Rick Bowen at the Teksouth Corporation GSA Technical Assistance Department at Phone: (205) 631-1500, Fax: (205) 631-1514 or email: rick.bowen@teksouth.com.

See Labor Category Descriptions that Follow.

TEKSOUTH CORPORATION SCA MATRIX

Teksouth Corporation has reviewed our proposal for potential SCA Categories and has provided our findings below in the SCA Matrix. The bulk of our proposed GSA categories are "Exempt" in the SCA Matrix, as they were determined to be professional categories and are not applicable or do not correlate with a category listed in the Teksouth Corporation Wage Determination (WD) chart.

Teksouth Corporation verifies that these proposed GSA SCA rates meet or exceed the Wage Determination Rates under 2005-2003, Rev. 14., Dated 06/25/2013.

The state and counties where Teksouth Corporation proposed rates are offered, are: Jefferson County, Alabama.

TEKSOUTH CORPORATION SCA MATRIX:

| ORDER # | TEKSOUTH ELIGIBLE CONTRACT LABOR CATEGORY | SCA EQUIVALENT CODE | SCA EQUIVALENT TITLE | WD NUMBER (DATED 06/19/2013) |
|---------|---|---------------------|---|------------------------------|
| TMOB023 | Administrative Assistant | 01020 | Administrative Assistant | 2005-2003; Rev 14 |
| TMOB024 | Technical Writer | 30462 | Technical Writer II | 2005-2003; Rev 14 |
| TMOB025 | Clerical/Word Processor | 01613 | Word Processor III | 2005-2003; Rev 14 |
| TMOB026 | Junior Clerical/Word Processor | 01612 | Word Processor II | 2005-2003; Rev 14 |
| TMOB030 | Training Specialist | 15095 | Technical Instructor/ Course Developer | 2005-2003; Rev 14 |
| | | | | |

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are 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."

TEKSOUTH CORPORATION LABOR CATEGORY DESCRIPTIONS

| Order # | Labor Category Title | Experience | Education | Functional Responsibilities |
|---------|--|----------------------------------|--|---|
| TMOB001 | Specialized Management Consultant | 12 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | This executive level position specializes in areas such as Operations, Strategic Planning, Organizational Changes, Quality, Technology, Marketing, Litigation, Finance, HR, International Business etc . Manages and evaluates organizational structures, measuring performance/productivity and processes. Provides high level specialized management, organizational, and business improvement expertise. Advises customer on establishment of realistic mission related organizational goals and objectives in accordance with budgetary and legal constraints and policies. Researches, analyzes & documents complex management, organizational or business project related issues. Reviews and analyzes current project strategies. Researches and advises on national and international markets, industry sectors and competitors to provide specialized solutions. Recommends solutions based on research and past experience. |
| TMOB002 | Principle Management Consultant | 10 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | This executive level position may specialize in areas such as Operations, Strategic Planning, Organizational Changes, Quality, Technology, Marketing, Litigation, Finance, HR, International Business etc. Reviews and evaluates organizational structures and processes. Determines and clarifies strategic and operational issues within the assigned projects. Identifies and assesses the pros and cons of strategic problems and solution strategies. Advises and directs consulting teams on accepted practices and methods consistent with customer organizational goals. |
| TMOB003 | Senior Management Consultant | 5 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Supervises consulting teams and provides strategic business and operational planning, performance measuring and program evaluation. Oversees and reviews project process auditing and productivity/process improvement. Reviews, analyzes and recommends new project relevant processes or technology solutions to senior and operational management. May specialize in areas such as Operations, Strategic Planning, Organizational Changes, Quality, Technology, Marketing, Litigation, Finance, HR, International Business etc. |

| Order # | Labor Category Title | Experience | Education | Functional Responsibilities |
|----------------|---------------------------------------|----------------------------------|---|--|
| TMOB004 | Management Consultant | 4 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Provides strategic business and operational planning, performance measuring and program evaluation. Directs team members and participates to evaluate and review project process auditing and productivity/process improvement tasks. Analyzes statistics and industry standards in areas of expertise and provides recommendations or solutions to organizational or project objectives. May specialize in areas such as Operations, Strategic Planning, Organizational Changes, Quality, Technology, Marketing, Litigation, Finance, HR, International Business etc. |
| TMOB005 | Junior Management Consultant | 2 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Assists in providing strategic business and operational planning, performance measuring and program evaluations. Evaluates and reviews project process auditing and productivity/process improvement. Analyzes statistics and industry standards in areas of expertise and provides results to project team. May specialize in areas such as Operations, Strategic Planning, Organizational Changes, Quality, Technology, Marketing, Litigation, Finance, HR, International Business etc. |
| TMOB006 | Principle Business Facilitator | 10 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Executive level position, providing large group facilitation, problem solving and dispute resolution. Manages and leads conference facilitation teams. |
| TMOB007 | Senior Business Facilitator | 8 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Experience providing large group facilitation, problem solving and dispute resolution. Manages conference facilitation teams. |
| TMOB008 | Business Facilitator | 4 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Working knowledge of group facilitation techniques, problems solving and dispute resolution. Participates in conference facilitation teams. |
| TMOB009 | Junior Business Facilitator | 2 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree.. | Understanding of group facilitation, problem solving and dispute resolution techniques. Participates in conference facilitation teams. |

| Order # | Labor Category Title | Experience | Education | Functional Responsibilities |
|----------------|---|----------------------------------|--|--|
| TMOB010 | Senior Management Information Specialist | 6 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Develops and implements services to advise and train stakeholders and staff of the project information technologies, methods and models being used. Establish disciplined approach to managing and developing information and technology support systems will move organization toward achieving its goals. Develops resources for data collection, statistical analysis and report formatting to support integrated business, technical and information technology strategies and plans. Collaborating with stakeholders and team members to address information management and technology life cycle requirements in the development of information, business or decision support systems. |
| TMOB011 | Management Information Specialist | 4 years of experience required. | BS/BA Degree. | Experience in analysis of management information software and analytical procures. Develops resources for data collection, statistical analysis and report formatting. |
| TMOB012 | Junior Management Information Specialist | 2 years of experience required. | BS/BA Degree. | Working knowledge of management information software and analytical procedures. Assists in data collection, statistical analysis and report format design. |
| TMOB013 | Principle Business Analyst | 10 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Executive level position, providing strategic planning and business operation management analyses. Collects and analyzes quantitative and qualitative data. Participates in business operations meeting and discussion groups. |
| TMOB014 | Senior Business Analyst | 6 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Senior level position, providing strategic planning and business operation management analyses. Collects and analyzes quantitative and qualitative data. Provides input for decision making. |
| TMOB015 | Business Analyst | 4 years of experience required. | BS/BA Degree. | Performs strategic planning and business operation management analyses. Collects and analyzes quantitative and qualitative data. Provides input for decision making. |
| TMOB016 | Junior Business Analyst | 2 years of experience required. | BS/BA Degree. | Assists in strategic planning and business operation management analyses. Collects and organizes quantitative and qualitative data. |
| TMOB017 | Data Analyst | 3 years of experience required. | BS/BA Degree. | Performs data collection, data entry and report preparation for all business processing and analyses information. |
| TMOB018 | Junior Data Analyst | 2 years of experience required. | BS/BA Degree. | Performs data collection, data entry and report preparation for all business processing and analyses information. |

| Order # | Labor Category Title | Experience | Education | Functional Responsibilities |
|----------------|---------------------------------|--|--|--|
| TMOB019 | Principle Administrator | 10 years general experience of which eight must be specialized. | BS/BA Degree. | Provides overall project leadership while contributing hands-on support to the engineering, design, development, installation and maintenance of or changes to total systems. Reviews, sets and directs goals policies and strategies for department level or project team(s) actions. Reviews, sets and directs budgets/expenditures of manpower and materials. |
| TMOB020 | Senior Administrator | 6 years of experience required. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Coordinates and manages the production of meeting agendas, briefing materials and meeting transcripts. Organizes conference scheduling and facility arrangements. Reviews, sets and directs goals policies and strategies for department level or project team(s) actions. Reviews, sets and directs budgets/expenditures of manpower and materials. |
| TMOB021 | Administrator | 3 years of experience required. | BS/BA Degree. | Produces meeting agendas, records briefing minutes and distributes meeting transcripts. Organizes conference scheduling and facility arrangements. Reviews goals policies and strategies for project team level actions. Reviews budgets/expenditures of manpower and materials. |
| TMOB022 | Junior Administrator | 2 years of experience required. | BS/BA Degree. | Assists in producing meeting agendas, records briefing minutes and distributes meeting transcripts. Participates in conference scheduling and facility arrangements. Assists reviews goals policies and strategies for project team level actions. Assists reviews budgets/expenditures of manpower and materials. |
| TMOB023 | Administrative Assistant | 1 year of experience required. | HS/GED Diploma. | Experience using software applications to prepare various forms, memos, reports and transcripts. Distributes meeting and report materials. |
| TMOB024 | Technical Writer | 2 years writing and/or editing experience | BS/BA Degree. | Responsible for producing regulatory, procedural and training documentation for project related tasks. Consults and collaborates across different organizational levels to create technical and organizational support documentation. Analyzes, edits and coordinates information and procedural inputs from project team members to create supporting documentation or training materials. Researches writes and edits technical copy for customer facing documentation and deliverables involving specialized and non-specialized government projects and/or programs. |
| TMOB025 | Clerical/Word Processor | 5 years of general experience of which three years must be specialized in the assigned areas and responsibilities. | HS/GED Diploma. | Provide office automation support and perform procedural and substantive clerical work for the organization. May perform one or more of the typical following duties: Receive visitors and telephone calls; refer to proper person or furnish information requested. Obtain, compile, and summarize statistical data. Coordinates travel arrangements through administrative office of the organization. |

| Order # | Labor Category Title | Experience | Education | Functional Responsibilities |
|----------------|---------------------------------------|---|--|---|
| TMOB026 | Junior Clerical/Word Processor | 2 years of experience required. | HS/GED Diploma. | Activities may include typing, word processing, transcription, graphics presentation, filing, reproduction and office equipment operation. Uses automated systems, such as word processing equipment, personal computers or work stations linked to a larger computer or local area network. May also perform routine clerical tasks, such as operating copiers, filing, answering telephones and sorting and distributing mail. |
| TMOB027 | Senior Program Manager | 12 years of experience is required of which nine years must be specialized. | BS/BA Degree in computer science, information systems, engineering, business or other related scientific or technical discipline. | Regulate overall contract performance. Responsible for lifecycle support for multiple projects and support coordination for all projects and program managers under their span of control. Mentor program managers and customer executive staff in areas of expertise. Interface with upper level and executive customer management personnel. Brief executive managers on strategic management decisions and project progress. Assess organizational impact to operations from decisions and non-decisions made by customer management staff. Assess all aspects of project Risk Management Strategies and report to customer and executive staff. |
| TMOB028 | Program Manager | 11 years of general experience of which at least eight years are specialized. | BS/BA Degree in computer science, information systems, engineering, business, or other related scientific or technical discipline. | Manages and directs actions for large, complex and/or multiple contract task orders. Coordinate, manage and comply with all quality related issues and standards. Collaborate and coordinate with customer and staff procurement contracting and compliance personnel on task order and contractual issues. Coaches new or junior project managers. Prepares progress reports for senior management. Review project Risk Management Strategy. |
| TMOB029 | Junior Program Manager | 8 years of general experience of which at least five years are specialized. | BS/BA Degree. | Manage a complex and/or large task order or a group of task orders under a project task. Assist the Program Manager to coordinate, manage and comply with all quality related issues and standards. Assist to collaborate and coordinate with customer and staff procurement contracting and compliance personnel on task order and contractual issues. Assists preparation of progress reports for senior management. |

| Order # | Labor Category Title | Experience | Education | Functional Responsibilities |
|----------------|----------------------------------|---|--|--|
| TMOB030 | Training Specialist | 3 years of general experience. | BS/BA Degree. 4 years additional experience may be substituted for degree. | Evaluate state-of-the-art technologies and business paradigms for training opportunities and evolutionary upgrades to training activities and processes. Manage and direct other training and consulting specialists in authoring and collaborating on training course content preparation. Evaluate and Catalog all existing training courses and content on an annual basis. Research, design and prepare training courses and materials. Prepare teaching materials, learning aids, course outlines, and tests for instructors and students. Evaluate available courses and current materials and revise as needed. Organize and conduct workshops, seminars classroom courses, computer based-training, video-based training or other methods needed to train instructors. |
| TMOB031 | Functional Consultant | 8 years of experience with six years of specialized experience. | BS/BA Degree. | Provide unique, highly specialized expertise, guidance and support on a short-term basis. May provide high-level support for isolation of IT systems failures in time sensitive or mission threatening situations. May provide high-level knowledge, functional expertise and hardware/software experience to plan, develop, and implement applications or IT projects. |
| TMOB032 | Functional Specialist IV | 6 years of job-related experience or equivalent. | BS/BA Degree. | To support management, organizational and business tasks, provides subject area knowledge to solve complex problems in technical areas. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area. Provides expert technical analyses and advice in specific technical areas to support management. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares reports, presentations and papers to document findings, opinions, and recommendations. Supervises teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work. |
| TMOB033 | Functional Specialist III | 4 years of job-related experience or equivalent. | Bachelor's degree. | To support management, organizational and business tasks, provides subject area knowledge to solve complex problems in technical areas. Provides expert technical analyses and advice in specific technical areas to support management. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares reports, presentations and papers to document findings, opinions, and recommendations. Leads/mentors junior personnel. |

| Order # | Labor Category Title | Experience | Education | Functional Responsibilities |
|----------------|---------------------------------|--|---------------------|--|
| TMOB034 | Functional Specialist II | 2 years of job-related experience or equivalent. | BS/BA degree. | To support management, organizational and business tasks, provides subject area knowledge to solve complex problems in technical areas. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares reports, presentations and papers to document findings, opinions, and recommendations. May lead/mentor junior personnel. |
| TMOB035 | Functional Specialist I | 2 years of job-related experience. | Associate's degree. | To support management, organizational and business tasks, provides subject area knowledge to solve problems in technical areas. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits; prepares reports, presentations and papers to document findings, opinions, and recommendations. |
| | | | | |

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

PREAMBLE

Teksouth Corporation provides commercial products and services to the Federal Government. 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.

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 Federal Government contracts. To accelerate potential opportunities please contact Rick Bowen at Teksouth Corporation at Phone: (205) 631-1500, (800) 842-1470, email: rick.bowen@teksouth.com or Fax: (205) 631-1514.

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

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
 (Agency) 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 **Government that works better and costs less.**

Signatures

AGENCY

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 Agency):

(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 NUMBER/PART NUMBER | *SPECIAL BPA DISCOUNT/PRICE |
| _____ | _____ |
| _____ | _____ |

(2) Delivery:

| | |
|--------------------|--------------------------------|
| DESTINATION | DELIVERY SCHEDULE/DATES |
| _____ | _____ |
| _____ | _____ |

(3) The Government 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) Task/Delivery 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 task/delivery 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 customer agency 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 of the Federal Supply Schedule Contract.

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

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.

TEKSOUTH CORPORATION SALES AND SERVICE POINTS

TEKSOUTH CORPORATION

Headquarters:

**Teksouth Corporation
1420 Northbrook Drive, Suite 220
Gardendale, Alabama**

**Voice (800) 842-1470
Voice (205) 631-1500
Fax (205) 631-1514**



INSIGHT FOR BUSINESS DECISIONS

