



**GENERAL SERVICES ADMINISTRATION**

**Federal Acquisition 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 is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>.**

**Schedule for - Mission Oriented Business Integrated Services (MOBIS)  
Federal Supply Group: 874 Class: R499  
Contract Number: GS10F0422X**

**For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>  
Contract Period: August 10, 2011 through August 09, 2016**

**Contractor:** AM2 Solutions, LLC  
521 C St  
Quantico, VA 22134

**Mailing Address:** AM2 Solutions, LLC  
4005 Moss Place  
Alexandria, VA 22304

**Business Size:** Small, Woman Owned Business

**Telephone:** (703) 470-2070

**FAX Number:** (703) 888-1333

**Web Site:** [www.am2-solutions.com](http://www.am2-solutions.com)

**E-mail:** [mary.kolarik@am2-solutions.com](mailto:mary.kolarik@am2-solutions.com)

**Contract Administration:** Mary Kolarik

**General Contract Information:**

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1: Consulting Services; 874-7: Program and Project Management Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on 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.**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order

**11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

**11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

**11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

**12. F.O.B Points(s):** Destination

**13a. Ordering Address(es):** 4005 Moss Pl, Alexandria, VA 22304

**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](http://fss.gsa.gov/schedules)).

**14. Payment address(es):** 4005 Moss Place, Alexandria, VA 22304

**15. Warranty provision.:** Contractor’s standard commercial warranty.

**16. Export Packing Charges (if applicable):** N/A

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor

**18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

**19. Terms and conditions of installation (if applicable):** N/A

**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

**20a. Terms and conditions for any other services (if applicable):** N/A

**21. List of service and distribution points (if applicable):** N/A

**22. List of participating dealers (if applicable):** N/A

**23. Preventive maintenance (if applicable):** N/A

**24a. 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/](http://www.Section508.gov/).**

**25. Data Universal Numbering System (DUNS) number: 79-6972599**

**26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered**

**27. The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.**

**Special Item Number (SIN) Description:**

SIN 874-1, SIN 874-1 RC: Integrated Consulting Services

Contractors shall provide services to assist agencies in support of the agency's mission-oriented business functions. Services included are:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203

SIN 874-7, SIN 874-7 RC: Integrated Program Support Services

Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Stakeholder briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

**MOBIS Rates for SIN 874-1, SIN 874-1 RC and SIN 874-7, SIN 874-7 RC:**

<b>SIN(s)</b>	<b>Labor Category</b>	<b>Min. Education</b>	<b>Min. Experience</b>	<b>Awarded GSA Price Includes .75% IFF</b>
874-1; 874-7 874-1 RC; 874-7 RC	Program Manager III	MA	8	\$129.44
874-1; 874-7 874-1 RC; 874-7 RC	Senior Technical Manager	MA	7	\$127.92
874-1; 874-7 874-1 RC; 874-7 RC	Technical Manager II	BA	5	\$123.39
874-1; 874-7 874-1 RC; 874-7 RC	Business Analyst	BA	3	\$88.55
874-1; 874-7 874-1 RC; 874-7 RC	Management Analyst I	BA	3	\$63.14
874-1; 874-7 874-1 RC; 874-7 RC	Project Specialist	BA	3	\$89.77
874-1; 874-7 874-1 RC; 874-7 RC	Project Manager I	BA	3	\$94.76
874-1; 874-7 874-1 RC; 874-7 RC	Subject Matter Expert	MA	5	\$129.67
874-1; 874-7 874-1 RC; 874-7 RC	Project Consultant I	BA	2	\$106.73

**Labor Category Description:**

**Title:** Program Manager III

**Functional Duties/Responsibilities:** Provides oversight and executive level management for multiple projects/tasks and groups of personnel that could be at disparate locations. Responsible for ensuring and communicating to the client the overall program status, including all relevant projects and their potential impact on organizational goals, mission and objectives. The Program Manager may be responsible for managing multiple contracts, ensures quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance.

**Minimum Education:** Master degree

**Substitution Methodology:** 8 Years experience = BA degree

**Minimum Experience:** Requirements: 8 Years

**Required/Supplemental Certification:** Project Management Professional

**Relevant SIN(s):** SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC

**Title:** Senior Technical Manager

**Functional Duties/Responsibilities:** Senior Technical Manager has extensive knowledge in a designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Works to resolve complex problems and applies principles, industry standards and methods to develop solutions. Possesses experience in project management and technical expertise. Other areas of expertise may include business process reengineering, individual and organizational assessment and evaluation, strategic and business planning, change management, organizational development. May direct the activities of project managers, other subject matter experts, or other staff as necessary on activated related to the specified field or discipline

**Minimum Education:** Master degree

**Substitution Methodology:** 5 Years experience = BA degree

**Minimum Experience:** Requirements: 8 Years

**Required/Supplemental Certification:** Project Management Professional, other professional certification

**Relevant SIN(s):** SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC

**Title:** Technical Manager II

**Functional Duties/Responsibilities:** Possess demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline.

Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies. Directs the activities of Specialists or other staff as necessary on activities related to the specified field or discipline.

**Minimum Education:** Master degree

**Substitution Methodology:** 5 Years experience = BA degree

**Minimum Experience:** Requirements: 8 Years

**Required/Supplemental Certification:** Project Management Professional

**Relevant SIN(s):** SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC

**Title:** Management Analyst I

**Functional Duties/Responsibilities:** Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Analysts, Task Leads, or Project Manager. Directs the activities of junior staff as necessary.

**Minimum Education:** Bachelor degree

**Substitution Methodology:** 5 Years experience = BA degree

**Minimum Experience:** Requirements: 3 Years

**Required/Supplemental Certification:** Certified Associate in Project Management

**Relevant SIN(s):** SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC

**Title:** Business Analyst

**Functional Duties/Responsibilities:** Senior expert with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. Leads the application of analytic techniques and helps define project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams around the methodology. Resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Directs the activities of more junior Analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies. Demonstrated managerial and supervisory skills.

**Minimum Education:** Bachelor degree

**Substitution Methodology:** 5 Years experience = BA degree

**Minimum Experience:** Requirements: 3 Years

**Required/Supplemental Certification:** None

**Relevant SIN(s):** SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC

**Title:** Project Manager I

**Functional Duties/Responsibilities:** Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client organization. Assists the Program Manager as required in managing contract performance.

**Minimum Education:** Bachelor degree

**Substitution Methodology:** 5 Years experience = BA degree

**Minimum Experience: Requirements:** 3 Years

**Required/Supplemental Certification:** Certified Associate in Project Management

**Relevant SIN(s):** SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC

**Title:** Project Specialist

**Functional Duties/Responsibilities:** Performs day-to-day duties in support of project objectives. Demonstrates skills in the scope of work encompassed by the task order. Organizes, executes, and coordinates the planning of all contract support activities. Responsible for contributing to project planning, reporting, quality control and follows direction from leads. The project specialist assists the Project Manager as required in managing contract performance.

**Minimum Education:** Bachelor degree

**Substitution Methodology:** 5 Years experience = BA degree

**Minimum Experience: Requirements:** 3 Years

**Required/Supplemental Certification:** None

**Relevant SIN(s):** SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC

**Title:** Subject Matter Expert

**Functional Duties/Responsibilities:** Provides analysis, consulting and advisory services for multiple projects/tasks that could be at disparate locations. Responsible for ensuring and communicating to the client the overall program status, including all relevant projects and their potential impact on organizational goals, mission and objectives. The Subject Matter Expert may be responsible for providing recommendations regarding governance processes, policy and industry best practices for the overall success of the agency. The Subject Matter Expert ensures quality standards and work performance on all tasks performed.

**Minimum Education:** Master degree

**Substitution Methodology:** 8 Years experience = BA degree

**Minimum Experience: Requirements: 8 Years**

**Required/Supplemental Certification: Project Management Professional**

**Relevant SIN(s): SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC**

**Title: Project Consultant I**

**Functional Duties/Responsibilities:** Works with clients to identify business requirements. Discovers documents and analyzes core client organizational processes. Plans and documents project phases and performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order. Assists the Program Manager as required in managing contract performance. Maintains working knowledge of platform innovations and process methodology. Contributes to the development of a strategic vision.

**Minimum Education: Bachelor degree**

**Substitution Methodology:**

**Minimum Experience: Requirements: 5 Years**

**Required/Supplemental Certification:**

**Relevant SIN(s): SIN 874-1, SIN 874-1 RC, SIN 874-7, SIN 874-7 RC**