



**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Pricelist**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is: <http://www.GSAAdvantage.gov>

**Mission Oriented Business Integrated Services (MOBIS)  
Federal Supply Schedule 874**

**CONTRACT NUMBER: GS-10F-0437M**  
**Contract Period: 9/4/2002 through 9/3/2017**  
Special Item Number (SIN)  
874-1 Integrated Consulting Services

For more information, please contact:

**TIM HOWALD:** (702) 672-5901

Cooperative Personnel Services dba **CPS HR Consulting**  
241 Lathrop Way  
Sacramento, CA 95815  
[www.cps hr.us](http://www.cps hr.us)



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## CUSTOMER INFORMATION

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- 1a. **Awarded Special Items Number(s):** 874-1 Integrated Consulting Services
  
2. **Maximum Order Threshold:** 874-1 Integrated Consulting Services: \$1,000,000
  
3. **Minimum Order:** \$100.00
  
4. **Geographic Scope of Contract:** Domestic
  
5. **Points of Production:**

|  |  |
|--|--|
| CPS HR Consulting<br>241 Lathrop Way<br>Sacramento, CA 95815 | CPS HR Consulting<br>11140 Rockville Pike, Suite 550K<br>Rockville, MD 20852 |
|--|--|
  
6. **Discounts:** All prices listed are net prices.
  
7. **Quantity Discounts:** None
  
8. **Prompt Payment Terms:** Payment terms are Net 30 days. No special discount is offered for prompt payment.
  
9. **Government Purchase Cards:**

Government purchase cards are accepted for orders at, below, or above the micro purchase threshold.
  
10. **Foreign Items:** Not Applicable
  
- 11a. **Time of Delivery:** Specified in each task order.
  
- 11b. **Expedited Delivery:** As negotiated between the Contractor and the ordering activity.

- 11c. Overnight and 2-Day Delivery:** As negotiated between the Contractor and the ordering activity.
- 11d. Urgent Requirements:** As negotiated between the Contractor and the ordering activity.
- 12. F.O.B. Point(s):** Destination
- 13a. Ordering Address:**  
CPS HR Consulting  
241 Lathrop Way  
Sacramento, CA 95815  
Fax: (916) 561-8481  
Email: [smacdonald-hopp@cpshr.us](mailto:smacdonald-hopp@cpshr.us)
- 13b. Ordering Procedures:** Ordering terms and conditions are found in “Terms and Conditions Applicable to Orders” in this catalog.
- 14. Payment Address:**  
CPS HR Consulting  
Dept# 34327  
P.O. Box 39000  
San Francisco, CA 94139
- 15. Warranty Provision:** Not Applicable.
- 16. Export Packing Charges:** Not Applicable.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** Government Commercial Credit Cards will be acceptable for payments.
- 18. Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable.
- 19. Terms and Conditions of Installation:** Not Applicable.
- 20. Terms and Conditions for Any Other Services:** Not Applicable.

21. **List of Service and Distribution Points:** Not Applicable.
22. **List of Participating Dealers:** Not Applicable.
23. **Preventive Maintenance:** Not Applicable.
- 24a. **Special Attributes:** Not Applicable.
- 24b. **Section 508:** 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. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov).  
Not Applicable.
25. **Data Universal Numbering System (DUNS) Number:** 12-851-2480.
26. **Notification Regarding Registration in System for Award Management (SAM) Database:** Contractor is registered with the System for Award Management (SAM) Database.



## TERMS AND CONDITIONS APPLICABLE TO ORDERS

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### Management, Organizational and Business Improvement Services

As an authorized provider of services to the Federal Government, General Services Administration, and Federal Supply Services, Cooperative Personnel Services dba **CPS HR Consulting** can provide quick turn-around of expert services to Federal Government agencies. This enables CPS HR to work with Federal agencies without having to undergo a full and open competitive process, which drastically reduces procurement lead times and allows Federal agencies to acquire services for pre-negotiated, fair, and reasonable pricing.

### SIN 874-1 Integrated Consulting Services

CPS HR Consulting provides 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.

### SERVICE CONTRACT ACT (SCA):

| SCA Matrix                           |                                |           |
|--------------------------------------|--------------------------------|-----------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code Title      | WD Number |
| Technician I                         | 01612 Word Processor II        | 2005-2103 |
| Technician II                        | 01613 Word Processor III       | 2005-2103 |
| Administrative Assistant/Support     | 01020 Administrative Assistant | 2005-2103 |

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.



**Appendix A**  
**MOBIS HOURLY LABOR RATES**

|  | MOBIS Option 2 |          |          |          |          |
|--|----------------|----------|----------|----------|----------|
|  | Year 11        | Year 12  | Year 13  | Year 14  | Year 15  |
| Labor Category                                       | 9/4/2012       | 9/4/2013 | 9/4/2014 | 9/4/2015 | 9/4/2016 |
|  | -              | -        | -        | -        | -        |
|  | 9/3/2013       | 9/3/2014 | 9/3/2015 | 9/3/2016 | 9/3/2017 |
| Executive/Organizational Consultant II               | 315.05         | 322.62   | 330.36   | 338.29   | 346.41   |
| Executive/Organizational Consultant I                | 254.49         | 260.60   | 266.85   | 273.26   | 279.81   |
| Managing Consultant/Team Leader II                   | 266.16         | 272.55   | 279.09   | 285.79   | 292.64   |
| Managing Consultant/Team Leader I                    | 210.48         | 215.53   | 220.71   | 226.00   | 231.43   |
| Senior Trainer/Facilitator                           | 251.22         | 257.25   | 263.42   | 269.74   | 276.22   |
| Trainer/Facilitator                                  | 181.36         | 185.71   | 190.17   | 194.73   | 199.41   |
| Senior Human Resources Consultant/Project Manager II | 210.48         | 215.53   | 220.71   | 226.00   | 231.43   |
| Senior Human Resources Consultant/Project Manager I  | 175.19         | 179.39   | 183.70   | 188.10   | 192.62   |
| Principal Consultant II                              | 181.98         | 186.34   | 190.81   | 195.39   | 200.08   |
| Principal Consultant I                               | 141.06         | 144.44   | 147.91   | 151.46   | 155.09   |
| Senior Consultant II                                 | 168.39         | 172.43   | 176.57   | 180.80   | 185.14   |
| Senior Consultant I                                  | 139.87         | 143.22   | 146.66   | 150.18   | 153.79   |
| Senior Staffing Specialist                           | 168.39         | 172.43   | 176.57   | 180.80   | 185.14   |
| Staffing Specialist                                  | 139.87         | 143.22   | 146.66   | 150.18   | 153.79   |
| Consultant II  | 139.87         | 143.22   | 146.66   | 150.18   | 153.79   |
| Consultant I   | 111.36         | 114.03   | 116.77   | 119.57   | 122.44   |
| Technician II**                                      | 88.66          | 90.79    | 92.97    | 95.20    | 97.49    |
| Technician I**                                       | 79.20          | 81.10    | 83.05    | 85.04    | 87.08    |
| Administrative Assistant/Support**                   | 55.69          | 57.02    | 58.39    | 59.79    | 61.23    |

\*\*SCA



**Appendix B**  
**MOBIS LABOR CATEGORY DESCRIPTIONS**

The following substitution of education experience with the work experience applies:

- Bachelor's Degree + 5 additional years of experience = Master's Degree
- HS Diploma or GED + 5 additional years of experience = Bachelor's Degree
- Associate's Degree + 3 additional years of experience = Bachelor's Degree
- HS Diploma or GED + 3 additional years of experience = Associate's Degree

**Executive/Organization Consultant II**

Master's Degree and eight years of experience leading public sector organizations and subsequently leading and providing technical direction to client MOBIS projects. Works directly with the client to develop strategies and processes to assure projects are completed on a timely basis with sufficient stakeholder input. Assures client commitments are met within agreed upon specifications and presents recommendations and conclusions to policy bodies, public interest groups or other interested parties identified by the client.

**Executive/Organization Consultant I**

Bachelor's Degree and six years of experience leading public sector organizations and subsequently leading and providing technical direction to client projects involving management, organizational, and business improvement services (MOBIS). Works directly with the client to develop strategies and processes to assure projects are completed on a timely basis with sufficient stakeholder input. Assures client commitments are met within agreed upon specifications and presents recommendations and conclusions to policy bodies, public interest groups or other interested parties identified by the client.

**Managing Consultant/Team Leader II**

Master's Degree and ten years of experience in leading and providing technical direction of management, organizational, and business improvement services (MOBIS) projects. Demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing, and managing projects. Capable of managing multitask projects of high complexity. Provides primary interface with client management personnel regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads strategic level client meetings.

**Managing Consultant/Team Leader I**

Master's Degree and six years of experience in leading and providing technical direction of management, organizational, and business improvement services (MOBIS) projects. Demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing, and managing projects. Capable of managing multitask projects. Provides primary interface with client management personnel regarding strategic issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates all parties to tasks, reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads strategic level client meetings.

**Senior Trainer/Facilitator**

Master's Degree and eight years of experience in MOBIS training and meeting facilitation work. Ability to undertake the more difficult and complex areas of MOBIS training and facilitation. Develops training plan, curriculum, and course content; performs assessment studies with clients to determine training and development needs and requirements. Ability to carry out specific MOBIS training courses and/or facilitate meeting activities in a manner that achieves agreed-upon results. Prepares for the training or meeting, including development of course material, analysis of materials and logistics planning; carries out the actual training or meeting process, including ground rules, follow-up plans, summary of accomplishments, and training/meeting evaluation; provides transcription of meeting facilitated; and follows up with the group's management and/or representatives to elicit final evaluation and comments on the training and/or facilitation provided.

**Trainer/Facilitator**

Bachelor's Degree and five years of experience in MOBIS training and meeting facilitation work. Ability to carry out specific MOBIS training courses and/or facilitate meeting activities in a manner that achieves agreed-upon results. Prepares for the training or meeting, including development of course material, analysis of materials and logistics planning; carries out the actual training or meeting process, including ground rules, follow-up plans, summary of accomplishments, and training/meeting evaluation; provides transcription of meeting facilitated; and follows up with the group's management and/or representatives to elicit final evaluation and comments on the training and/or facilitation provided.

**Senior Human Resources Consultant/Project Manager II**

Bachelor's Degree and eight years of progressive experience in leading MOBIS projects. Demonstrated ability to provide guidance and direction for specific projects or sub-tasks. Capability to manage multitask projects of high complexity. Increasing responsibility in design, implementation and management of MOBIS. Interfaces with the client on project-specific issues. Directs the completion of projects within estimated time frames and budget constraints. Coordinates project-specific efforts and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings.

**Senior Human Resources Consultant/Project Manager I**

Bachelor's Degree and six years of progressive experience in leading and participating in MOBIS projects. Demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks. Proven expertise in several key areas. Increasing responsibility in design, implementation and management of projects. Interfaces with the client on a day-to-day basis. Directs the completion of project-specific tasks within estimated time frames and budget constraints. Manages the day-to-day activities and reviews work products for completeness and adherence to customer requirements. Delivers presentations and leads client meetings.

**Principal Consultant II**

Bachelor's Degree and eight years of experience leading, providing knowledge and direction, and interfacing between project management and on-site consultant team. Serves as a recognized technical expert in a consulting field, and supervises complex projects. Performs direct consulting services to clients. Knowledgeable of complex technical and administrative issues. Evaluates and monitors the work of staff charged with carrying out program and project assignments.

**Principal Consultant I**

Bachelor's Degree and six years of experience leading, providing knowledge and direction, and interfacing between project management and on-site consultant team. Serves as a recognized technical expert in a consulting field, and supervises projects. Performs direct consulting services to clients. Knowledgeable of complex technical and administrative issues. Estimates costs and prepares bids for complex technical projects.

**Senior Consultant II**

Bachelor's Degree and six years of progressive experience with responsibility in implementing MOBIS. Demonstrated expertise in more than one key area and knowledgeable in others. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

**Senior Consultant I**

Bachelor's Degree and four years of progressive experience in participating in and increasing responsibility in implementing MOBIS. Demonstrated ability to provide guidance and direction for specific sub-tasks of a project. Specific expertise in one or more of the key areas and knowledgeable in the others. Interfaces with the client on a day-to-day basis. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

**Senior Staffing Specialist**

Bachelor's Degree and six years of progressive experience in staffing work. Demonstrated ability to provide guidance and direction for specific sub-tasks of a staffing project. Specific expertise in staffing policies and procedures. Interfaces with the client on a day-to-day basis. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings. Advises client on issues including qualification determinations, rating and ranking applications, conducting panels, issuing selection certificates, and making job offers.

**Staffing Specialist**

Bachelor's Degree and four years of progressive experience in staffing work. Demonstrated ability to provide task work in specific sub-tasks of a staffing project. Interfaces with the client on a day-to-day basis. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Performs work including qualification determinations, rating and ranking applications, conducting panels, issuing selection certificates, and making job offers.

**Consultant II**

Bachelor's Degree and six years of experience in MOBIS projects. Specific expertise in one or more of the key areas. Interfaces with the client on a day-to-day basis. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Supports presentations & client meetings.

**Consultant I**

Bachelor's Degree and four years of progressive experience in MOBIS projects. Specific expertise in one or more of the key areas. Interfaces with the client on a day-to-day basis. Supports the completion of project-specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings.

**Technician II\*\***

Associates Degree in business or public administration, communications, public relations, social sciences or related field. Five years of increasingly responsible technical experience in office automation tools and providing technical expertise related to areas of a MOBIS project. Ability to handle the more complex and difficult tasks without direct supervision. Knowledgeable in computer-based documentation and presentation techniques, technical typing and word processing, with specific application to management, organizational, and business improvement projects. Integrates inputs from various sources to create a cohesive product. Prepares both graphic and narrative presentation material.

**Technician \*\*I**

Associates Degree and one year of increasingly responsible technical or high level clerical experience in office automation tools and providing technical expertise related to areas of a MOBIS project. Knowledgeable in computer-based documentation and presentation techniques, technical typing and word processing. Under supervision, integrates inputs from various sources to create a cohesive product. Prepares both graphic and narrative presentation material.

**Administrative Assistant/Support\*\***

High School Graduate and five years of increasingly responsible technical or clerical experience in management and consultant support services. Knowledgeable in principles and practices of public/business administration and computer applications. Highly developed analytical and interpersonal skills. Strong organization, planning, and communication skills. Prepares presentation material, schedules meetings and events, finalizes reports and generally provides high level and complex administrative support.

**\*\*SCA**