



R&K Engineering, Inc.

Management, Organizational, and Business

Improvement Services (MOBIS)

Federal Supply Schedule

Contract Number: GS-10F-0439P

Federal Supply Group: 874 Class: R499

July 26, 2004 through July 25, 2009

DUNS Number: 14-8041130

Special Item Numbers (SIN) Descriptions

SIN	Description
874-1	MOBIS Consulting Services
874-2	MOBIS Facilitation Services
874-3	MOBIS Survey Services

874-1 MOBIS Consulting Services Services required under this SIN include providing expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions, as follows: Management or strategy consulting; program planning, audits and evaluations; studies, analyses, scenarios, and reports relating to mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations; educational studies, regulatory studies, economic studies, and preparedness studies; executive/management coaching services; customized training as part of a consulting engagement; policy and regulatory development and review; expert witness services in support of litigation, claims, or other formal cases, and advisory and assistance services in accordance with FAR 37.203(b). Financial audits are covered under GSA Schedule 520, Financial and Business Services, and are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.

874-2 MOBIS Facilitation Services Services required under this SIN include providing facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Services covered are: defining, refining, and resolving disputes, disagreements, and divergent views, excluding EEO disputes; leading large and small group briefings and discussions; recording discussion content and enabling focused decision-making; stakeholder debriefings; preparing and providing draft and final reports relating to the facilitated issues. Conference planning and management services are excluded from this SIN. These services are specifically covered under Schedule 541, Advertising and Integrated Marketing

Services. EEO disputes are covered under Schedule 738X, Human Resources & Equal Employment Opportunity and are excluded.

874-3 MOBIS Facilitation Services Services required under this SIN include providing facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Services covered are: defining, refining, and resolving disputes, disagreements, and divergent views, excluding EEO disputes; leading large and small group briefings and discussions; recording discussion content and enabling focused decision-making; stakeholder debriefings; preparing and providing draft and final reports relating to the facilitated issues. Conference planning and management services are excluded from this SIN. These services are specifically covered under Schedule 541, Advertising and Integrated Marketing

MAXIMUM ORDER

The maximum dollar value of any order placed under this Schedule/Pricelist is \$1,000,000.

MINIMUM ORDER

The minimum dollar value of any order placed under this Schedule/Pricelist is \$300.

GEOGRAPHIC COVERAGE

Domestic and Overseas Delivery.

PROMPT PAYMENT TERMS

R&K Engineering terms are net 30 days.

GOVERNMENT PURCHASE CARDS

R&K Engineering will accept Government purchase cards at or below the micro-purchase threshold and will consider purchases which exceed the threshold.

TIME OF DELIVERY

Delivery will be made in accordance with Task Order specifications. Contact R&K to discuss expedited delivery.

CENTRAL CONTRACTOR REGISTRATION (CCR)

R&K is registered in the CCR database.

TYPES OF ORDERS

Both Time and Materials (T&M) and Firm Fixed Price (FFP) orders may be placed under this Schedule/Pricelist.

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 <http://fss.gsa.gov/schedules>. For additional assistance contact R&K.

PAYMENT ADDRESS

All payments should be made to R&K's corporate address specified below.

CORPORATE OVERVIEW

Since its inception in 1984, R&K has developed, delivered, and supported engineering solutions that meet our clients' needs in the areas of:

- Development of engineering models for facilities life cycle costing
- On-Site Real Property Analysis, Inventory Verification, Space Utilization and Master Planning
- Facilities Management and Performance Measurement
- Engineering Program Integration and Project Management
- Development of Real Property Policies and Regulations
- Chief Financial Officer's Act Reporting Compliance as it pertains to Real property

We are a licensed Engineering firm with a full-time staff of over 80 professionals, including Registered Professional Engineers (PE), which provides the stability and resources that ensure each project receives thorough and consistent attention throughout its lifecycle. R&K leads the way in executing engineering studies to effect optimization of costs, capacity and conditions for government facilities.

R&K has established itself as a leader in the area of facilities engineering, facilities management and facilities planning, and installation master planning. R&K has developed individual engineering models for over 440 representative buildings, utility systems and structures, identifying major components and systems for the purpose of

identifying, pricing and extending the design life cycles of these facility types. Comprehensive systems have been developed for the Army, Navy, Air Force, Marine Corps, and Defense Logistics Agency that allow the projection of resource requirements into future years, and identify key components requiring replacement and modernization.

We have extensive experience in the validation of real property assets and in updating the various military department and Department of Defense databases. Our experience ranges from Department of Defense-wide high level analyses of engineering costs associated with over 240,000 facilities located worldwide to site specific analysis at single military locations.

Our expertise in modeling facilities requirements and costs (sustainment, restoration, and construction) is well known at the federal headquarters level among the Departments of Defense, State and Energy.

Visit our web site at <http://www.rkeng.com/>. For more information or to schedule a visit by R&K personnel, call one of our branch offices.

OFFICE LOCATIONS (POINTS OF PRODUCTION)

- Corporate Office –

1700 Blue Hills Drive NE, Suite B
Roanoke, VA 24012-8601
(540) 343-7300
(540) 344-5316 Fax

- Alexandria Office -

1737 King Street, Suite 370
Alexandria, VA 22314-2832
(703) 683-7100
(703) 519-9349 Fax

- San Antonio Office -

1370 Pantheon Way, Suite 250
San Antonio, TX 78232
(210) 495-9005
(210) 495-9008 Fax

PRICE LIST

Rates provided include the Industrial Funding Fee (IFF) of 0.75% and any discounts.

Labor Category	Government Hourly Rate				
	Year 1 7/26/2004 to 7/25/2005	Year 2 7/26/2005 to 7/25/2006	Year 3 7/26/2006 to 7/25/2007	Year 4 7/26/2007 To 7/25/2008	Year 5 7/26/2008 to 7/25/2009
Principal	\$171.94	\$178.82	\$185.98	\$193.41	\$201.15
Project Manager	\$115.95	\$120.59	\$125.42	\$130.43	\$135.65
Senior Business Analyst	\$95.98	\$99.82	\$103.82	\$107.97	\$112.29
Business Analyst	\$71.39	\$74.25	\$77.22	\$80.30	\$83.52
Economic Analyst	\$71.34	\$74.19	\$77.16	\$80.25	\$83.46
Senior Technical Analyst	\$83.23	\$86.56	\$90.02	\$93.63	\$97.37
Technical Analyst	\$63.57	\$66.12	\$68.76	\$71.51	\$74.37
Technical Writer/Doc Specialist	\$83.47	\$86.81	\$90.28	\$93.89	\$97.64
Sr Systems Analyst/Programmer	\$81.60	\$84.86	\$88.25	\$91.79	\$95.46
Systems Analyst/Programmer	\$71.16	\$74.00	\$76.96	\$80.04	\$83.24
Senior Admin Specialist	\$48.12	\$50.05	\$52.05	\$54.13	\$56.30
Admin Specialist	\$35.01	\$36.41	\$37.86	\$39.38	\$40.95

Labor Category and Education ¹	Minimum/General Experience and Responsibilities
Principal B.A. or B.S. degree	<p>Ten years of corporate level management experience. Thorough understanding of the principles of business finance and contracting.</p> <p>Plans, develops, and establishes strategic policies and objectives of organization in accordance with board directives and corporation charter. This is a top executive within the organization. Responsible for the performance, operations and profitability of the entire organization. Confers with organization managers to plan business objectives, to develop organizational policies to coordinate functions and operations between divisions and departments, and to establish responsibilities and procedures for attaining objectives. Reviews activity reports and financial statements to determine progress and status in attaining objectives and revises objectives and plans in accordance with current conditions. Directs and coordinates formulation of financial programs to provide funding for new or continuing operations to maximize returns on investments, and to increase productivity. Plans and develops industrial, labor, and public relations policies designed to improve company's image and relations with customers, employees, stockholders, and public. Evaluates</p>

	<p>performance of executives for compliance with established policies and objectives of firm and contributions in attaining objectives.</p>
<p>Project Manager B.A. or B.S. degree</p>	<p>Seven years of progressive senior level experience supporting technical, engineering, or logistics oriented projects. Applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of associated tasks. Three years of this experience should be in a managerial or lead role.</p> <p>Manages day to day contract execution activities of one or more projects. Coordinates and facilitates overall project activities to ensure that implementation and prescribed activities are carried out in accordance with contract scope requirements and associated corporate objectives. Serves as the primary interface with the client. Plans and develops methods and procedures for project execution, directs and coordinates project activities, and exercises control over personnel responsible for specific functions or phases of project. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Confers with staff to explain project schedule, priorities, constraints, and individual responsibilities. Directs and coordinates personally, or through subordinate managerial personnel, activities concerned with implementation and carrying out project objectives. Manages the performance of service providers to ensure quality standards are met or exceeded and that the project schedule is maintained. Overall responsible for maintaining and updating Project Management related reports/charts in support of client and senior corporate management requirements. Controls expenditures in accordance with budget allocations. May participate in the interviewing and selection process of new and/or replacement resources.</p>
<p>Senior Business Analyst B.A. or B.S. degree</p>	<p>Seven years of specialized experience in technical analysis, evaluation, and research in the specific (or a related) business area.</p> <p>Leads subordinate Business Analyst and other team members in the activities of solving specialized business process challenges. Works closely with the client and users to capture current business processes, identify inefficiencies, propose potential solutions, and capture requirements for associated changes. Facilitates the implementation of process improvement initiatives. Conducts and prepares specialized studies and analysis. Assigns, coordinates, and reviews work of junior analysts. In support of systems design/development initiatives, consults with managerial and systems analyst personnel to clarify system intent, identify potential problems, suggest changes/enhancements, and participate in the planning and execution of system testing. Participates in the development of workflow and/or modeling diagrams with a focus on the end user. Compiles documentation of program development and subsequent revisions. May prepare training materials and/or conduct training sessions. Supports the</p>

	preparation of project management records and reports. Participates in and/or conducts client briefings and In-Process Reviews (IPRs).
Business Analyst B.A. or B.S. degree	Five years of specialized experience in technical analysis, evaluation, and research in the specific (or a related) business area. Provides functional and technical skills for the development and redesign of current business processes to ensure effective and efficient use of core competencies such as strategic business planning, problem solving techniques, or outsourcing initiatives. Works with the client and users to capture current business processes, identify inefficiencies, propose potential solutions, and capture requirements for associated change. Supports the preparation of specialized studies and analysis. Assists in the presentation of workshops, seminars, and training sessions. Supports the evaluation and implementation of process improvement initiatives. Responsible for data collection, modeling, analysis, and documentation as required. May participates in client briefings and In-Process Reviews (IPRs).
Economic Analyst B.A. or B.S. degree with a Business/Finance focus (e.g. Business, Math, Finance, Accounting)	Seven years of experience working in the area of cost estimating, economic modeling, and/or accounting. Conducts studies of economic impact analysis in areas such as revenue estimation and forecasting, taxation analysis, business regulation and marketing analysis, foreign trade, economic development, public finance, labor economics, or regional economics. Independently conducts comprehensive economic impact studies of major scope, significance and complexity that constitute an integral portion of an agency's economic analysis program. Responsible for the conceptualization, design and implementation of all aspects of studies conducted within a major economic research program area. Responsible for conducting financial and economic analysis and research of routine or average complexity in support of the preparation and management of budgets, strategic planning initiatives, new programs, proposed legislation, capital programs, and rate and fee structures. Analyzes cost and benefit tradeoffs of systems solutions. Prepares economic, forecast and management reports as required; assists in the planning, development and management of various operations and initiatives; and conducts long-range, strategic planning studies on a broad range of urban issues including demographic and economic trends, financial resources, water and sewer, aviation, economic development, housing, human services, public safety, transportation, environmental quality, parks, recreation and cultural affairs.
Senior Technical Analyst B.A. or B.S. degree with a technical focus (e.g. Engineering, Computer Science, Information Systems)	Seven years of specialized experience in technical analysis, evaluation, and research in the specialized subject matter. Leads subordinate Technical Analysts and other team members in analyzing issues, researching relevant information and recommending solutions to client problems.

	<p>Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs independent research and prepares specialized studies and ad hoc reports. Assigns, coordinates, and reviews work of more junior analysts. Develops analytical and computational techniques and methodology for problem solutions. Develops quality control, test procedures, training materials, and other technical documentation as required. Applies technical expertise to support the development of the technology architecture and the total system solution. Has a full, working knowledge of services/products/technology solutions. Performs competitive analyses (e.g., performs technical research in order to compare competitor products and solutions). Identifies all task responsibilities and reports any changes or suggestions accordingly to Project Manager. Supports the preparation of project management records and reports.</p>
<p>Technical Analyst</p> <p>A.A. or A.S. degree with a technical focus (e.g. Engineering, Computer Science, Information Systems)</p>	<p>Five years of specialized experience in technical analysis, evaluation, and research in the specialized subject matter.</p> <p>Supports Senior Technical Analysts in analyzing issues, researching relevant information and recommending solutions to client problems. Supports initiatives to capture current conditions, identify requirements, propose potential solutions, and capture requirements for associated changes. Performs research and prepares specialized studies and ad hoc reports. Develops analytical and computational techniques and methodology for problem solutions. Supports development of quality control, test procedures, training materials, and other technical documentation as required. As applicable, applies reverse engineering and re-engineering disciplines to develop migration strategies and planning documents. Identifies all task responsibilities and reports any changes or suggestions accordingly to Senior Technical Analyst or Project Manager.</p>
<p>Technical Writer/Documentation Specialist</p> <p>B.A. or B.S. degree</p>	<p>Seven years experience producing and maintaining technical documentation.</p> <p>Responsible for producing, editing, and maintaining a wide range of technical documentation. Collects and analyzes relevant technical literature making reference as appropriate to future works. Organizes material and writes descriptive copy according to establish standards regarding order, clarity, conciseness, style, and terminology. Provides documentation support for strategic, tactical, and operational level planning and management studies. Prepares and edits documents related to studies, assessments, administrative appeals, and development of cost estimates for technical, logistics, or engineering projects. Reviews published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May coordinate the production and distribution of</p>

	<p>material. Participates in preparation of Systems Online Help using appropriate software package.</p>
<p>Senior Systems Analyst/Programmer</p> <p>B.A. or B.S. degree with a technical focus (e.g. Computer Science, Engineering, Information Systems)</p>	<p>Seven years of experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development.</p> <p>Participates in systems analysis and programming initiatives with a focus on the more challenging aspects of system requirements. Plays a major role in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Formulates plan for system development, using structured analysis and design. Plans, develops, tests, and documents computer programs, applying knowledge of programming techniques and computer systems. Submits plans for management and/or client approval. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. May consult with user/client to identify current operating procedures and clarify system objectives. Conducts research to expand understanding of user requirements and latest programming techniques. Designs architecture, database, and user interface to meet defined requirements. Converts project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Participates in and/or oversees systems training, installation of hardware/software, technical assistance to users, installation and testing system at user site, and monitoring system performance after implementation.</p>
<p>Systems Analyst/Programmer</p> <p>B.A. or B.S. degree with a technical focus (e.g. Computer Science, Engineering, Information Systems)</p>	<p>Four years of experience in application design/development. Areas of focus can include Enterprise Architecture, System Engineering, Systems Analysis, Relational Database Management Systems, Systems Programming, and Web Application Development.</p> <p>Participates in all systems analysis and programming initiatives. Participated in the evaluation of requests for new or modified systems to determine feasibility, cost and time required, compatibility with other related systems, and hardware configuration. Executes system development plans, using structured analysis and design. Participates in the planning, development, testing, and documentation initiatives, applying knowledge of programming techniques and computer systems. Prepares flowcharts and/or modeling diagrams to illustrate sequence of steps system must follow and to describe logical operations involved. Consults with assigned project management personnel to clarify project goals and</p>

	<p>objectives. Participates in research to expand understanding of user requirements and latest programming techniques. Develops architecture, database, and user interface to meet defined requirements. Participates in the conversion of the project specifications, using flowcharts and/or modeling diagrams, into sequence of detailed instructions and logical steps for coding, applying knowledge of computer programming techniques and computer languages. Produces and maintains documentation to describe system development, logic, coding, and corrections. Writes manual for users to describe installation and operating procedures. Assists in systems training, installation of hardware/software, technical assistance to users, installation and testing system at user site, and monitoring system performance after implementation.</p>
<p>Sr. Admin Specialist High school diploma</p>	<p>Seven years experience.</p> <p>Oversees subordinate administrative staff to insure efficient office administration. Coordinates with corporate and/or project managers to establish administrative task priorities and make assignments accordingly. Associated tasking is broad in scope and may include: data entry support for technical reports and documents, compiling and binding documentation, filing, preparing meeting agendas/minutes, making travel arrangements, processing/distributing incoming mail, data input/maintenance within the financial accounting system, processing new and terminating employees, and other routine tasks as required associated with basic office administration. May also oversee and/or function as a receptionist; answering/screening telephone calls and receiving/directing visitors.</p>
<p>Admin Specialist High school diploma</p>	<p>Four years experience.</p> <p>Supports the administrative staff with basic data entry/typing of technical reports and documents. Provides clerical support for processing all incoming correspondence, phone calls, invoices, and project status reports. Organizes and maintains employee and contract files as directed by Sr. Admin staff. Acts as a receptionist, screens telephone calls, letters, and/or visitors, answers routine questions and furnishes information. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences. Composes and types routine letters and memorandum. Routes or answers routine correspondence not requiring manager's attention. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office.</p>

¹ Two years of directly related experience may substitute for one year of formal education. Higher level degrees may be substituted for experience (e.g. a Masters degree could be substituted for two years of experience).