



GSA PRICE LIST
CONTRACT NUMBER: GS-10F-0461N

Contract Period:
20 June 2003 through 19 June 2018

Flatter & Associates, Inc.
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Stafford, VA 22556

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Website: www.flatterassociates.com

Business Size: Small
Business Type: Service-Disabled Veteran Owned Business

POC Email: jeff.covino@flatterassociates.com

**AUTHORIZED FEDERAL SUPPLY SCHEDULE
MANAGEMENT, ORGANIZATION
AND BUSINESS IMPROVEMENT SERVICES**

General Services Administration
Federal Supply Schedule

Products and ordering information in this Authorized FSS MOBIS Schedule Price List are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing GSA's Home Page via Internet at <http://www.gsaadvantage.gov/>

Federal Supply Group: 874
Class: R499
Contract Number: GS-10F-0461N
Contract Period: June 20, 2008 through June 19, 2018
Contractor: Flatter & Associates, Inc.
9 Kingsland Drive, Suite 111
Stafford, Virginia 22556
Business Size: Small, Service-Disabled Veteran Owned Business
Telephone: 540.658-1922
FAX Number: 540.658-1722
Website: www.flatterassociates.com
Email: jeff.covino@flatterassociates.com
Contract Administration: Jeff Covino, COO

ITEMS/ SERVICES AWARDED:

Special Item No. 874-1 (874-1RC) Integrated Consulting Services

- Strategic, Business and Action Planning
- Information Systems Assessments
- Performance Measures and Indicators
- Best Practices/Benchmarking
- Process and Productivity Improvements/BPR
- Organizational/Management Assessments and Analysis
- Program Evaluations and Audits

Special Item No. 874-4 (874-4RC) Training Services

- Instructor Led Training
- Web Based Training and Education Courses
- Course Development
- Test Administration Learning Management
- Internships

Special Item No. 874-7 (874-7RC) Integrated Business Program Support Services

- Program Management

- Program Oversight
- Project Management

Minimum Order: \$100 Maximum Order Limitation: \$1,000,000

Geographic Coverage: FOB Destination, Domestic and Overseas Performance,
Performance time to be specified on each individual task/delivery order.

License fees are to be negotiated between the contractor and the individual ordering agencies.

Price adjustments will be in accordance with Clause I-FSS-969 Economic Price

Contractor is approved for accepting both Labor Hour task order and Firm Fixed Price task orders under this contract.

MOBIS LABOR RATES

<u>Labor Category</u>	<u>Hourly Rate</u>
Subject Matter Expert	\$245.57
Senior Manager	\$165.87
Program Manager	\$141.20
Project Manager	\$133.23
Management Consultant	\$121.08
Principal Consultant	\$113.36
Functional Analyst III	\$109.15
Senior Consultant	\$106.98
Facilitation Specialist	\$89.45
Functional Analyst II	\$95.05
Junior Consultant	\$88.70
Functional Analyst I	\$75.05
Security Specialist	\$70.01
Project Coordinator	\$62.50
Data Analyst	\$53.49
Administrative Assistant	\$49.89
Clerical Assistant	\$35.00

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

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020 – Administrative Assistant	05-2103
Clerical Assistant	01112 – General Clerk II	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD 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.

Please Note: Pursuant to Clause 552.238-74, the Contractor must report the quarterly dollar value of sales under the contract by calendar quarter on electronic GSA Form 72A, Contractor's Report of Sales, to the FSS Vendor Support Center (VSC) Website at

Internet, <http://vsc.gsa.gov>. If no sales occur, the contractor must show zero on the report.

READ CONTRACT CAREFULLY: This award covers indefinite quantities of products and/or services. No performance or delivery is required until order(s) are received. This contract shall only be used for the services listed (see Section C, Scope of Work). Inappropriate use of the contract of other than Management, Organizational and Business improvement Services (MOBIS) may subject the contractor/customer agency to penalties provided by statute or regulation.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 874-1RC, 874-7, and 874-7RC

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

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 and Overseas

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 the following.

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: Accept Over \$2,500

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 deliveries are available. Also, the Contractor will indicate the at 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 fas: Contact Contractor

12. F.O.B. Point(s): Destination

13a. Ordering Address(es): Same as company address

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).

14. Payment Address(es): Flatter & Associates, Inc., P.O. Box 38, Garrisonville, VA 22463

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. Special attributes such as environmental attributes, (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:
25. Data Universal Numbering System (DUNS) number: 03-4096466
26. Notification regarding registration in Central Contractor Registration (CCR) database: Contractor will accept LH and FFP.

LABOR CATEGORY DESCRIPTIONS

SUBJECT MATTER EXPERT

Minimum/General Experience: Must have a Master's Degree and a minimum of twelve (12) years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting large projects related to the individual subject matter expertise. These senior professionals are experts in either functional domains (e.g., finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). They all possess extensive experience as technical leaders and senior functional analysts.

Functional Description: Prepare and deliver presentations to colleagues, subordinates, and Government representatives. They assure the proper use of current or requested programming, testing and documentation techniques. Produce or review substantive or complex technical documentation reflecting detailed knowledge of technical areas as identifies in the statement of work. Documentation subjects include, but are not limited to, systems design, system architecture, feasibility studies, cost benefit analyses, and system specifications.

Minimum Education: Master's Degree in Business, Engineering, Management Sciences, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines. Eighteen (18) years of experience may be substituted if no degree. Secret Clearance is required, Top Secret Clearance desirable.

SENIOR MANAGER

Minimum/General Experience: Bachelor's degree and minimum ten (10) years of progressive experience in managing complex projects, contracts, funds and resources.

Functional Description: Serves as the interface with Government's Contracting Officer's (COR), other Government management personnel, and customer agent representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, and communicating policies, purposes, and goals to subordinates and subcontractors. Oversees overall contract performance, and has the responsibility to organize resources to support and manage the execution of multiple projects.

Minimum Education: Bachelor's degree in Business or other related analytical, scientific, or technical disciplines. Fourteen (14) years of progressive professional experience may be substituted if the professional lacks a degree. Secret Clearance is required, Top Secret Clearance desirable.

PROGRAM MANAGER

Minimum/General Experience: Must have a Bachelor's Degree and a minimum of ten (10) years of progressive experience. Relevant experience includes but is not limited to, experience in managing complex programs at executive management level.

Functional Description: Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter

and unique technical knowledge. The Program Manager is responsible for managing multiple contract operations, ensure 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, etc.

Minimum Education: Bachelor's Degree in Business, Engineering, Management, Sciences, Information Systems, Social Science, Education, Human Resource Development, Psychology or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

PROJECT MANAGER

Minimum/General Experience: Bachelor's degree and minimum of ten (10) years of progressive experience in managing, directing, and implementing projects. Relevant experience includes, but is not limited to, managing a diverse group of functional activities, subordinate groups of analytical, technical, and administrative personnel.

Functional Description: Serves as the leader of a delivery/task order and assists the Program Manager in working with the Government's COR, other Government management personnel, and customer agent representatives. Under the guidance of the Program or Senior Manager, the Project Manager is responsible for the overall management of the specific task order(s) and ensuring that the technical solutions and schedules in the task order are implemented in a timely manner. The Project Manager performs enterprise-wide horizontal integration planning and interfaces to other functions systems. Project Managers are senior personnel who not only have responsibility for managing projects, but also, for managing people.

Minimum Education: Bachelor's degree in Business or other related analytical, scientific, or technical disciplines is preferred. Fourteen (14) years of progressive professional experience may be substituted, if the professional lacks a degree. Secret Clearance is required, Top Secret Clearance desirable.

MANAGEMENT CONSULTANT

Minimum/General Experience: Must have a Bachelor's Degree and a minimum of eight (8) years of progressive experience. Relevant experience includes but is not limited to, experience in the development of solutions, recommendations or outcomes across multiple task and/or organizations.

Functional Description: Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives. Works closely with senior Management Consultants or Task Leads.

Minimum Education: Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree.

PRINCIPAL CONSULTANT

Minimum/General Experience: Bachelor's degree and minimum of six (6) years of progressive professional experience. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology, development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Functional Description: Supervises other consultant specialists and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. Performs enterprise strategic systems planning, enterprise information planning and business area analysis—and process and data modeling in support of the planning and analysis efforts, using both manual and automated tools. Also, develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems—and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

Minimum Education: Bachelor's degree in Business or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree. Secret Clearance is required, Top Secret Clearance desirable.

FUNCTIONAL ANALYST III

Minimum/General Experience: Must have a Bachelor's Degree and a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to, experience in providing solutions to an organization's challenges.

Functional Description: 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: Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree

SENIOR CONSULTANT

Minimum/General Experience: Bachelor's degree and up to six (6) years of progressive experience. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, data modeling, or information system development methods and practices.

Functional Description: Supervises other consultant specialists—and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. He or she performs enterprise strategic systems planning, enterprise information planning and business

area analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.

Minimum Education: A High School diploma with eight (8) years of progressive professional experience may be substituted for a Bachelor's degree. Secret Clearance is required, Top Secret Clearance desirable.

FACILITATION SPECIALIST

Minimum/General Experience: Must have a Bachelor's Degree and a minimum of five (5) years of progressive experience. Relevant experience includes but is not limited to, experience in providing knowledge in business process improvement projects, facilitating project teams, and developing team objectives.

Functional Description: Possesses extensive knowledge in business process improvement projects, facilitating project teams, and developing team objectives. Participates in the development of training material and executing executive training to executive leaders.

Minimum Education: Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree

FUNCTIONAL ANALYST II

Minimum/General Experience: Must have a Bachelor's Degree and a minimum of five (5) years of progressive experience. Relevant experience includes but is not limited to, experience in providing solutions to an organization's challenges.

Functional Description: Possesses knowledge in designated field or discipline. Supports assessments of organization's challenges using specialized skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives. Works closed with senior Specialists or Task Leads.

Minimum Education: Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (10) years of progressive professional experience may be substituted if the professional lacks a degree

JUNIOR CONSULTANT

Minimum/General Experience: Bachelor's degree and two (2) years of progressive experience. Relevant experience includes, but is not limited to, experience in performing analytical and assessment studies, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.

Functional Description: Applies process improvement and reengineering methodologies and principles to conduct process modernization projects and performs enterprise strategic systems planning, enterprise information planning and business area analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated

tools. In addition, develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.

Minimum Education: A High School diploma with six (6) years of progressive professional experience may be substituted for a Bachelor's degree. Secret Clearance is required, Top Secret Clearance desirable.

FUNCTIONAL ANALYST I

Minimum/General Experience: Must have a Bachelor's Degree and a minimum of two (2) years of progressive experience. Relevant experience includes but is not limited to, experience in providing knowledge and experience applying methodologies and principles to address clients needs.

Functional Description: Possesses knowledge and experience applying analytical methodologies and principles to address clients needs. Applies analytical techniques in 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.

Minimum Education: Bachelor's Degree in Business or other related analytical, scientific, or technical disciplines. Ten (6) years of progressive professional experience may be substituted if the professional lacks a degree

SECURITY SPECIALIST

Minimum/General Experience: Must have a High School Diploma and a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to, experience in providing security assessments and the development and implementation of facility security routines and plans.

Functional Description: Possesses knowledge and experience of providing security related support to various types of. Applies security techniques in evaluation of vulnerability assessments of various facilities. Performs analyst functions including data collection, and creation of performance measurements to support project objectives.

Minimum Education: Must have a High School Diploma.

PROJECT COORDINATOR

Minimum/General Experience: Must have a High School Diploma and a minimum of six (6) years of progressive experience. Relevant experience includes but is not limited to, experience in providing administration type support to the Project Manager senior staff.

Functional Description: Possesses knowledge and experience of providing documentation planning and support. Provides project administration, budget and executive secretarial support to a project. Spreadsheet development for project tracking purposes. Performs meeting, event and human resource planning.

Minimum Education: Must have a High School Diploma.

DATA ANALYST

Minimum/General Experience: High School Diploma and minimum of four (4) years of experience in performing data analyses, documenting studies and results, and assisting with the development of graphic or artistic presentations for publications and documents. Have at least a minimum of one (1) year of specialized experience using commercial automated word processing (e.g., WordPerfect, Word); graphics systems (e.g., PowerPoint, Harvard, Freelance); and desktop publishing systems.

Functional Description: Directly supports the Senior or Project Manager as well as subject matter experts and consultants with analytical support services and related study or scientific documentation. Conducts research as required to meet the requirements of the contract. In addition, assists in preparing presentation graphics and supporting the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Also is responsible for integrating graphics generated with automated tools and the deliverable documents and has demonstrated an ability to work under general direction or independently.

Minimum Education: A High School diploma with four (4) years of progressive professional experience is required. Secret Clearance is required, Top Secret Clearance desirable.

ADMINISTRATIVE ASSISTANT

Minimum/General Experience: Must have a High School Diploma and a minimum of three (3) years of progressive experience. Relevant experience includes but is not limited to, experience in providing administration type support to all personnel on a project.

Functional Description: Provides project administration, general office support and word processing. Event planning, administration, office relocation, order supplies and distributing internal external mail.

Minimum Education: Must have a High School Diploma.

CLERICAL ASSISTANT

Minimum/General Experience: Must have a High School Diploma and minimum of (1) year of progressive experience. Relevant experience includes but is not limited to, experience in providing clerical/secretarial support to all personnel on a project.

Functional Description: Provides general office support and word processing. Filing, faxing, data entry and receptionist type duties.

Minimum Education: Must have a High School Diploma.