

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY 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 are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is:

<http://www.gsaadvantage.gov>.

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR
MISSION ORIENTED BUSINESS INTEGRATED SERVICES
(MOBIS)**

CONTRACT NUMBER:

GS-10F-0487P

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

Period Covered by Contract:

August 13, 2004 through August 12, 2009

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[Alexandria, VA 22314](#)

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01 January 2007

Prices shown herein are Net (Discount Deducted)

Volume II

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TERMS AND CONDITIONS

INFORMATION FOR ORDERING AGENCIES

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN 874-1 MOBIS Consulting Services

- Studies
- Analyses and reports documenting any proposed developmental, consultative or implementation efforts
- Strategic, business and action planning
- High performance work
- Process and productivity improvement
- Systems alignment
- Leadership systems
- Organizational assessments
- Cycle time
- Performance measures and indicators
- Program audits
- Evaluations

SIN 874-7 MOBIS Program Integration and Project Management Services

- Program management
- Program oversight
- Project management
- Program integration (team leader)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Prices Shown are Net.

AUTHORIZED MOBIS LABOR RATES: BASE PERIOD 08/13/2004 – 08/12/2009

TFTP-MC-000874-B MOBIS Refresh #8			
Acuity Consulting Inc. proposed rates. MOBIS SIN 874-1 and SIN 874-7 services based on commercial non-catalog, hourly rates, yearly escalation proposed for options. Our rates are very competitive relative to the experience we offer as determine by a review of the prices that can be found in the open market. Acuity Consulting, Inc. does offer discounted rates to specific government and commercial clients.			
SIN	Labor/Skill Category	Price Offered to the Government Rates	
		On Site	Off Site
Year 1: 08/13/2004 - 08/12/2005			

874-1 874-7	Partner	\$ 150.00	\$ 150.00
874-1 874-7	Sr. Program Manager	\$ 107.00	\$ 107.00
874-1 874-7	Program Manager	\$ 94.00	\$ 94.00
874-1 874-7	Sr. Management Consultant	\$ 94.00	\$ 94.00
874-1 874-7	Management Consultant	\$ 90.00	\$ 90.00
874-1 874-7	Sr. Management Analyst	\$ 85.00	\$ 85.00
874-1 874-7	Management Analyst	\$ 80.00	\$ 80.00
874-1 874-7	Entry Level Analyst	\$ 50.00	\$ 50.00
874-1 874-7	Administrative Support	\$ 40.00	\$ 40.00
Year 2: 08/13/2005 - 08/12/2006			
874-1 874-7	Partner	\$ 156.00	\$ 156.00
874-1 874-7	Sr. Program Manager	\$ 111.28	\$ 111.28
874-1 874-7	Program Manager	\$ 97.76	\$ 97.76
874-1 874-7	Sr. Management Consultant	\$ 97.76	\$ 97.76
874-1 874-7	Management Consultant	\$ 93.60	\$ 93.60
874-1 874-7	Sr. Management Analyst	\$ 88.40	\$ 88.40
874-1 874-7	Management Analyst	\$ 83.20	\$ 83.20
874-1 874-7	Analyst	\$ 52.00	\$ 52.00
874-1 874-7	Administrative Support	\$ 41.60	\$ 41.60
Year 3: 08/13/2006 - 08/12/2007			
874-1 874-7	Partner	\$ 162.24	\$ 162.24
874-1 874-7	Sr. Program Manager	\$ 115.73	\$ 115.73
874-1 874-7	Program Manager	\$ 101.67	\$ 101.67
874-1 874-7	Sr. Management Consultant	\$ 101.67	\$ 101.67
874-1 874-7	Management Consultant	\$ 97.34	\$ 97.34
874-1 874-7	Sr. Management Analyst	\$ 91.94	\$ 91.94
874-1 874-7	Management Analyst	\$ 86.53	\$ 86.53
874-1 874-7	Analyst	\$ 54.08	\$ 54.08

874-1 874-7	Administrative Support	\$ 43.26	\$ 43.26
Year 4: 08/13/2007 - 08/12/2008			
874-1 874-7	Partner	\$ 168.73	\$ 168.73
874-1 874-7	Sr. Program Manager	\$ 120.36	\$ 120.36
874-1 874-7	Program Manager	\$ 105.74	\$ 105.74
874-1 874-7	Sr. Management Consultant	\$ 105.74	\$ 105.74
874-1 874-7	Management Consultant	\$ 101.24	\$ 101.24
874-1 874-7	Sr. Management Analyst	\$ 95.61	\$ 95.61
874-1 874-7	Management Analyst	\$ 89.99	\$ 89.99
874-1 874-7	Analyst	\$ 56.24	\$ 56.24
874-1 874-7	Administrative Support	\$ 44.99	\$ 44.99
Year 5: 08/13/2008 - 08/12/2009			
874-1 874-7	Partner	\$ 175.48	\$ 175.48
874-1 874-7	Sr. Program Manager	\$ 125.17	\$ 125.17
874-1 874-7	Program Manager	\$ 109.97	\$ 109.97
874-1 874-7	Sr. Management Consultant	\$ 109.97	\$ 109.97
874-1 874-7	Management Consultant	\$ 105.29	\$ 105.29
874-1 874-7	Sr. Management Analyst	\$ 99.44	\$ 99.44
874-1 874-7	Management Analyst	\$ 93.59	\$ 93.59
874-1 874-7	Analyst	\$ 58.49	\$ 58.49
874-1 874-7	Administrative Support	\$ 46.79	\$ 46.79
Escalation is governed by the EPA Clause at I-FSS-969			

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. Please refer to the GSA Pricing Sheets.

LABOR CATEGORY QUALIFICATIONS

Acuity Consulting, Inc. recognizes that successful performance depends on having the right skills and experience. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. More and more, we find that the skills needed to meet task order performance, address today's problems and tomorrow's challenges require individuals with varying levels of education, specialized knowledge and experience. The correct combination of these three elements is often unique and dependent on the particular requirements associated with the work being performed. Therefore, Acuity Consulting, Inc.'s MOBIS Schedule utilizes equivalencies between experience and education that allow us to take the full measure of an individual's capabilities. The job descriptions defined in this section provide the general guidelines for each labor category; however, reasonable consideration may be used for determining the optimal combination of experience and education on a task by task basis.

Acuity Consulting, Inc. works with clients through both Time and Material (T&M) or Firm-Fixed Price (FFP) contracts. The following labor categories are proposed for TFTP-MC-000874-2, MOBIS.

Partner	Sr. Management	Sr. Management Analyst
Sr. Program Manager	Consultant	Management Analyst
Program Manager	Management Consultant	Entry Level Analyst
		Administrative Support

Commercial Job Title:

Partner

Minimum/General Experience: Shareholder/Partner - Ultimately responsibility for all client deliverables and authorized to sign the firm's name to reports. Responsible for managing the client and acts as the main liaison with senior client personnel. Essential functions include overseeing the planning, supervising, and completion of engagements, approving the timing and assigning of staff to engagements, and reviewing and approving deliverables to ensure all applicable AICPA, Government Audit Standards, Federal Financial Accounting Standards, and other applicable standards are met.

Commercial Job Title:

Sr. Program Manager

Minimum/General Experience: Has a minimum of 10 years of experience in project management. Has responsibility for development, management, operation, cost,

scheduling, and technical performance of the client program activities. Has had experience as a senior engineer or other senior level manager and shall have strong skills relating to enterprise-wide business process reengineering and similar large programs. Possesses an understanding of, and experience in, total quality management principles and practices.

Functional Responsibility: Under broad direction, leads multiple client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Masters Degree.

Commercial Job Title:
Program Manager

Minimum/General Experience: Has over 5 years of experience in project management. Has responsibility for development, management, operation, cost, scheduling, and technical performance of the client's program activities. Has had experience as an engineer or project leader and shall have strong skills relating to large programs. Possesses an understanding of, and experience in, total quality management principles and practices.

Functional Responsibility: Under broad direction, leads client programs/projects and plays a major role in developing recommendations. Proficiently applies consulting methodologies to collect and analyze data. Leads the development of programs and the implementation of solutions to meet the client's business needs. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Coordinates planning the engagement, establishing the engagement requirements, managing the costs of the engagement, and delivering the results to the client. Develops and assists in making client presentations.

Minimum Education: Bachelor's Degree.

Commercial Job Title:

Sr. Management Consultant

Minimum/General Experience: Has a minimum of 10 years of experience related to management and possesses ability to work across a broad spectrum of management activities. These include, but are not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, distribution, maintenance, transportation, and utilization of material; 3) thorough understanding of common and distinct business elements and how they can be enabled by integrated business-support techniques; and 4) application of specialized knowledge and understanding of support requirements and mission or program goals. Must also have the ability to conduct economic and business case analysis, risk studies, and feasibility and technical trade-off studies.

Functional Responsibility: Demonstrates expertise in functional, technical and/or industry-specific areas. Demonstrates thought leadership and fluent issue analyses in the consulting field. Assesses scope of issues and leads development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, benchmarking, and organizational and operational issues.

Minimum Education: Masters Degree.

Commercial Job Title: Management Consultant

Minimum/General Experience: Has over 7 years of experience related to management and possesses ability to perform work across a broad spectrum of management activities. These include, but are not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, distribution, maintenance, transportation, and utilization of material; 3) thorough understanding of common and distinct business elements and how they can be enabled by integrated business-support techniques; and 4) application of specialized knowledge, and understanding of support requirements and mission or program goals. The position must also include the ability to conduct economic

and business case analysis, risk studies, and feasibility and technical trade-off studies.

Functional Responsibility: Demonstrates expertise in a functional, technical, and/or industry specific areas. Demonstrates thought leadership and issue analysis in the consulting field. Assesses scope of issues and lead development and execution of strategic client programs. Serves as functional or industry specialist within the areas of strategic planning, process analysis, activity based costing, benchmarking, and organizational and operational issues.

Minimum Education: Bachelor's Degree.

Commercial Job Title:
Sr. Management Analyst

Minimum/General Experience: Has a minimum of 6 years experience in various functional areas. Experience is related, but not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, storage, distribution, maintenance, transportation, utilization and disposal of material; 3) thorough understanding of the integrated logistics support elements and how they work together in the acquisition and support of major and minor systems; 4) financial/accounting and contracting activities; and 5) application of a specialized knowledge and understanding of logistics support requirements and mission or program goals.

Functional Responsibility: Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant knowledge of client's business processes and industry to inform and support members of the project team.

Minimum Education: Bachelor's degree

Commercial Job Title:
Management Analyst

Minimum/General Experience: Has up to 5 years experience in various functional areas. Experience is related, but not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities,

equipment, supplies and services; 2) design and development, procurement, production, storage, distribution, maintenance, transportation, utilization and disposal of material; 3) thorough understanding of the integrated logistics support elements and how they work together in the acquisition and support of major and minor systems; 4) financial/accounting and contracting activities; and 5) application of a specialized knowledge and understanding of logistics support requirements and mission or program goals.

Functional Responsibility: Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant and Senior Analyst knowledge of client's business processes and industry to inform and support members of the project team.

Minimum Education: Bachelor's degree.

Commercial Job Title:
Entry Level Analyst

Minimum/General Experience: At least 1 – 2 years experience in various functional areas. Experience is related, but not limited to: 1) determination of requirements, within available resources, for funds, manpower, facilities, equipment, supplies and services; 2) design and development, procurement, production, storage, distribution, maintenance, transportation, utilization and disposal of material; 3) thorough understanding of the integrated logistics support elements and how they work together in the acquisition and support of major and minor systems; 4) financial/accounting and contracting activities; and 5) application of a specialized knowledge and understanding of logistics support requirements and mission or program goals.

Functional Responsibility: Provides research and analysis support. Researches and analyzes data related to a project topic. Applies knowledge to determine the accuracy and reasonableness of the data. Documents and summarizes the results to be used in developing client recommendations. Assists in developing processes and implementing solutions to meet the client's business needs. Translates Management Consultant and Management Analyst knowledge of client's business processes and industry to inform and support

members of the project team.
Minimum Education: Associates' Degree.

Commercial Job Title:
Administrative Support

Minimum/General Experience: A minimum of 2 years experience in support duties. Under general direction, responsible for providing analytical and specialized support functions. Prepares reports, spreadsheets and presentation materials using PC skills, knowledge of systems, and understanding of policies and procedures. Determines administrative procedures and methods and work priorities. Coordinates meetings, conferences, and employee functions.

Functional Responsibility: Provides a variety of program for project personnel.

Minimum Education: Associates' Degree

Education/Experience substitution policy outlined below:

<u>Degree Substitution</u>	<u>Degree & Experience Substitution</u>	<u>Related Experience</u>
Associate's	2 years	2 years
Bachelor's	Associate's + 2 Years	4 years
Master's	Bachelor's + 2 years	6 years

2. Maximum order. There is no maximum task order for this contract. When task Orders exceed \$1,000,000, agencies should seek additional discounts from the contractor.
3. Minimum order. \$300.00
4. Geographic coverage (delivery area). Domestic.
5. Point(s) of production is Alexandria, Fairfax County, VA.
6. Discount from list prices or statement of net price. Prices shown are NET Prices; Basic Discounts have been deducted.
7. Quantity discounts. None
8. Prompt payment terms. 1% Net 10 Days

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Acuity Consulting, Inc. will accept the Government purchase card for payments equal to or less than the micro-purchase threshold of \$2,500 for task orders.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Government purchase cards will be acceptable for payment above the micro-purchase threshold.

10. Foreign items (list items by country of origin). None

11a. Time of delivery. Shall be specified in Schedule by ordering agency.

11b. Expedited Delivery. Not Applicable.

11c. Overnight and 2-day delivery. Not Applicable.

11d. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. point(s). Destination

13a. Ordering address(es).

Acuity Consulting, Inc.
333 North Fairfax Street, Suite 401
Alexandria, VA 22314
Attn: GSA Sales

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/ordering).

14. Payment address(es).

Acuity Consulting, Inc.
333 North Fairfax Street, Suite 401
Alexandria, VA 22314

15. Warranty provision. Not Applicable

16. Export packing charges, if applicable. Not Applicable

17. Terms and conditions of Government purchase card acceptance. Government Commercial Credit Cards will be acceptable for payments. In addition, bank account information for wire transfer payments will be shown on the invoices.
18. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
19. Terms and conditions of installation (if applicable). Not Applicable
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 20a. Terms and conditions for any other services (if applicable). Not Applicable
21. List of service and distribution points (if applicable). Not Applicable
22. List of participating dealers (if applicable). Not Applicable
23. Preventive maintenance (if applicable). Not Applicable
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 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/. Not Applicable
25. Data Universal Number System (DUNS) number. 105458975
26. Notification regarding registration in Central Contractor Registration (CCR) database. YES

ADMINISTRATIVE PROCEDURES

1. ORDERING PROCEDURES:

a. Procedures for Mission Oriented Business Integrated Services (MOBIS) Priced on GSA Schedule at Hourly Rates:

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SIN) within a Schedule. GSA has established special ordering procedures for MOBIS Services that are priced on schedule at hourly rates. These special ordering procedures, which are outlined herein, take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for MOBIS contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering MOBIS, ordering offices shall—

(i) Prepare a Request for Quotation:

(a) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (e.g., security clearances, travel, special knowledge, etc.) should be prepared.

(b) A request for quotation should be prepared which includes the performance-based statement of work and requests the contractors submit either a firm fixed price or a ceiling price to provide the services outlined in the statement of work. A firm fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor-hour or time-and-materials proposal may be requested. The firm fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(c) The request for quotation may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance on similar tasks.

(d) The request for quotation shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to schedule contractors who are small business concerns, as permitted by paragraph (ii)(A) below, the request for proposals shall notify the contractors that will be the case.

(ii) Transmit the Request for Quotation to Contractors:

(a) Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates, and other factors such as contractors' locations, as appropriate). When buying MOBIS under SIN 874 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is

not applicable when buying supplies and/or services under other SINs as well as SIN 874. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(b) The request for quotation should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotation should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotations for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

(iii) Evaluate proposals and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotation, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

(4) The establishment of Federal Supply Schedule BPAs for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

(i) Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(a) Single BPA—Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(b) Multiple BPAS—When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(ii) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(5) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm fixed price or ceiling price.

(6) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(7) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

2. INVOICES:

The Contractor, upon completion of the work ordered, shall submit invoices for MOBIS. For firm fixed price orders, partial payments shall be based upon completion of defined milestones, interim products, and/or deliverables. Invoices shall be submitted monthly for recurring services performed during the preceding month for time and materials orders.

3. PAYMENTS:

For firm fixed price orders the Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Partial payments shall be made only when authorized by the order. For time, materials, and labor hour orders, the Payments under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 apply to orders placed under this contract.

4. STATEMENT OF WORK (SOW) REQUIREMENT:

All work performed under this agreement shall be authorized through the issuance of a Statement of Work (SOW) and Delivery Order. Prior to issuance of a Delivery Order, the ordering activity may issue a Request for Proposal (RFP) or Request for Quote (RFQ). Acuity Consulting, Inc. shall respond to each RFP/RFQ as appropriate. The ordering activity and Acuity Consulting, Inc. shall then negotiate in good faith on a Delivery Order by Delivery Order basis, the type of order (time and materials [T&M] or fixed price) and the specific SOW. The Delivery Order will address the price or price estimate and other direct costs, payment terms, as well as additional terms or conditions specific to that order. The SOW is an integral part of the Delivery Order and will specify the products and/or services to be delivered; the schedule and applicable milestones.

a. Mutual Agreement—Both parties agree in writing to the work that is to be performed and deliverables that may be required.

b. Scope of Work—States the parameters and what is to be accomplished.

c. Period of Performance—Specifies the time in which the services will be performed.

d. Deliverables—The end products that the ordering agency may require upon the completion or during the period of performance. Deliverables include, but are not limited to, reports, studies, and design documents, and will be specified in the Delivery Order. The delivery schedule will be subject to mutual agreement.

e. Acceptance Period—The agreed upon time frame in which services are evaluated as to conformance with the requirements.

f. Other Task Relevant Provisions—Will be determined by the ordering agency and Acuity Consulting, Inc. subject to mutual agreement.

5. BILLABLE HOURS:

Acuity Consulting, Inc. timekeeping is based on a “total-time accounting” system in which employees record all hours worked and allocate these hours to their correct cost categories, whether direct or indirect. Acuity Consulting, Inc. typically bills for all hours worked, including travel time if the employee is traveling in support of a contract (at the customer’s direction) during normal business hours. Travel time outside of normal business hours and normal commuting costs are not billed. For T&M type Delivery Orders, Acuity Consulting, Inc. will bill for all hours worked, including travel time if the employee is traveling in support of a contract (at the customer’s direction) during normal business hours. Travel time outside of normal business hours and normal commuting costs are not billed.

6. OTHER DIRECT COSTS (ODC):

In accordance with Acuity Consulting, Inc.’s accounting practices, any item used in direct support of a task order contract and not offered as a schedule item in this pricelist, may be charged as direct. These items will be identified in our task order proposal and/or negotiated prior to final contract award.

7. TRAVEL, SUBSISTENCE, AND OCONUS PRICING:

Travel required in the performance of services under this contract will be reimbursed by the ordering agency. Travel will be in accordance with the Federal Travel Regulations (FTR) or Joint Travel Regulations (JTR), as applicable. Established federal government per diem rates will apply to contractor travel. Acuity Consulting, Inc. will provide a detailed description of all anticipated travel in response to each delivery order. The labor category rates included in the pricelist will apply to the work performed within the geographical scope of this contract. However, we recognize that work may be required that may result in markedly different costs than are normally incurred, for example, work performed in overseas locations. Acuity Consulting, Inc. would expect—in conjunction with the customer—to examine these costs and

negotiate appropriate pricing arrangements on a case-by-case basis. In addition, we may incur costs for such items as visas, import/export license, duties or customs fees, nonstandard liability insurance or other costs associated with personnel performing in foreign areas in accordance with Department of State Standardized Regulations. All such costs will be charged directly to the task order as ODCs.

8. CUSTOMER FACILITY REQUIREMENTS:

Should work be required at the Customer site, Acuity Consulting, Inc. would expect to furnish the appropriate staff members to complete the work.

9. RATES:

The rates included in this MOBIS Schedule represent the total hourly labor rates for each skill classification for work performed at Contractor sites and Government sites. Acuity Consulting, Inc. will furnish all normal supplies and services required for the work (some may be an additional direct charge to the customer), which includes facilities, supplies, personal computers, business software, and telephones.

a. Work at Government Site—Should work be required at the Government site, Acuity Consulting, Inc. may at their discretion provide discounts to our pricelist.

b. Work at Contractor Site—Work performed at the Contractor’s site within the geographical scope of the contract will be provided at the rates contained in the Schedule Pricelist for MOBIS.

c. Security Clearance Requirements—In the event that security requirements are necessary, the ordering activities may incorporate in their delivery orders a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will be negotiated with the ordering agency on an open market basis outside the scope of the contract.

10. LIABILITY LIMITATIONS:

a. Injury or Damages—The contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the services provided unless such injury is due to the fault or negligence of the contractor.

b. Consequential Damages—The contractor shall not be liable for any consequential damages, including strict liability, of any kind or nature, associated with any actual or alleged breach of the contract, tort or negligence, or otherwise caused. In no event shall the contractor be liable for costs or damages resulting from alleged breach of the contract even if, under applicable law, such costs or damages would not be considered consequential or special damages.

11. SOFTWARE AND TECHNICAL DATA:

FAR clause 52.227-14, Rights in Data-General (Jun 1987) will govern software and technical data under this contract.

12. ORDERING PERIOD:

The period of performance for placement of orders is as follows:

Base Period: August 13, 2004 to August 12, 2009

Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractors and Governments rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

13. SECURITY

There are no DD254s associated with the basic MOBIS Federal Supply Services Contract. If security clearances are required for a specific delivery order, DD254s may be issued against the order.

CONTRACT OVERVIEW

Acuity Consulting, Inc. has been awarded a GSA Federal Supply Schedule Mission Oriented Business Integrated Services, contract no. GS-10F-0487P. The contract period is from August 13, 2004 to August 12, 2009, with 4 option periods. The contract provides for task orders to be placed as Firm Fixed Price or Time and Material using the labor categories and ceiling rates defined for the contract. There is no dollar value ceiling for the contract.

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of financial and business solutions as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Number (SIN) available under this contract provides services across the entire financial management discipline. When task orders are placed, they must identify the SIN under which the task is being executed. Task orders for outsourcing of financial management services may be placed for any of the work defined below. The Government defined and awarded this contract after evaluation based on contractor experience, negotiated cost reasonableness, and past performance for the Mission Oriented Business Integrated Services referenced below.

MISSION ORIENTED BUSINESS INTEGRATED SERVICES

Acuity Consulting, Inc. offers a wide range of professional Mission Oriented Business Integrated Services needed by government agencies to improve agency mission performance and support federal client's goals now and in the future. Acuity Consulting, Inc. has extensive experience in government and commercial management, organization and business to include, strategic planning; project planning and execution; requirements determination and evaluation; process flowcharting; business process improvement; business process re-engineering; internal management controls and program/project management, and contracting and acquisition support.

Acuity Consulting, Inc. draws from a staff of professionals with hands-on experience and capabilities and expertise to ensure that the agency’s financial requirements are well defined, efficient, effective and consistent with commercial and government best practices and legislation.

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

(INSERT CUSTOMER NAME)

In the spirit of the Federal Acquisition Streamlining Act _____ (Agency) _____ and Acuity Consulting, Inc. 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

**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). BPA’s 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 customer's 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.