

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

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

MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT SERVICES (MOBIS)

Federal Supply Group: 874

Class: R499

Special Item No. 874-1	Consulting Services
Special Item No. 874-2	Facilitation Services
Special Item No. 874-3	Survey Services
Special Item No. 874-6	Privatization Support Services and Documentation (A-76)
Special Item No. 874-7	Program Integration and Project Management Services

Contract Number: GS-10F-0509P

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 24, 2004 through August 23, 2009
Pricelist Effective August 24, 2007

ASM Research, Inc.
3025 Hamaker Court, Suite 100
Fairfax, Virginia 22031-2229

Telephone – 703.645.0420
Fax – 703.641-8341

Web Address: www.asmr.com

Type of Contractor: Large, Woman Owned Business

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SECTION I CUSTOMER INFORMATION

1. Table of Awarded Special Item Numbers (SINs)

SIN 874-1: Consulting Services

ASM Research will provide expert advice, assistance, guidance or counseling in support of agencies' management, organizational and business improvement efforts. This may also include studies, analyses, and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation services ASM Research may provide include, but are not limited to:

- | | |
|----------------------------|---|
| Cycle Time | Process and Productivity improvement |
| Systems Alignment | Strategic, business and action planning |
| Leadership Systems | Performance Measures and Indicators |
| High Performance Work | Program Audits and Evaluations |
| Organizational Assessments | |

SIN 874-2: Facilitation Services Consulting Services

ASM Research will provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. ASM Research is available to serve as a neutral party, assisting agencies in bringing together diverse teams and/or groups with common and divergent interests. Examples of facilitation services ASM Research may provide include, but are not limited to:

- Defining and Refining the Agenda
- Debriefing and in Overall Planning
- The use of Problem Solving Techniques
- Providing a Draft for the Permanent Record
- Resolving Disputes, Disagreements, and Divergent Views
- Recording discussion content and focusing decision-making
- Convening and Leading Large and Small Group Briefings and Discussions

SIN 874-3: Survey Services

ASM Research will provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. ASM Research is available to provide all the aspects of the survey process to assist them in

- Planning survey design
- Defining and refining the agenda
- Determining proper survey data collection methodology
- Production of reports representing data in a collection of presentation methods.
- Creation of sampling and survey development
- Survey database administration
- Administration of surveys using various data collection methods
- Pretest and piloting of surveys

- Assessing reliability and validity of data
- Analyses of quantitative and qualitative survey data

SIN 874-6: Privatization Support Services And Documentation (A-76)

ASM Research will provide expert advice, consultation, assistance, and documentation in support of studies conducted under OMB Circular A-76 or other privatization or commercial activities studies, projects, or efforts. These services may include, but are not limited to:

- Strategic, tactical, and operational level planning support
- Development of Quality Assurance Surveillance Plans (QASP);
- Development of in-house Government cost estimates
- Comparison of in-house bids to proposed Interservice Support Agreement (ISSA) prices;
- Performance of management studies to determine the Government's Most Efficient Organization (MEO)
- Development of Performance Work Statements (PWS)
- Initial study planning
- Administrative appeal process support
- Public-private partnership support
- Assessments and or studies of potential privatization initiatives

SIN 874-7: Program Integration And Project Management Services

ASM Research will provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

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

1b. Lowest Price Model Number/Lowest Unit Price

Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. Labor Category Descriptions

See Section III

2. Maximum Order

\$1,000,000

3. Minimum Order

The minimum dollar value of orders to be issued is \$300.

4. **Geographic Coverage**
FOB Destination. Domestic and Overseas delivery. The exact time and location to be specified on individual delivery orders
 5. **Point(s) of Production (City, County, and State or Foreign Country)**
Not Applicable
 6. **Discounts**
Government net prices attached.
 7. **Quantity Discount**
None offered.
 8. **Prompt Payment Terms**
0.38% - 10 days, Net 30 days.
 9. **Government Purchase Cards**
 - a. Government Purchase Cards are accepted at or below the micro-purchase threshold.
 - b. Government Purchase Cards are accepted above the micro-purchase threshold.
 10. **Foreign Items (List items by country)**
None
 11. **Delivery**
 - 11a. **Time of Delivery:**
Specified on the Task Order
 - 11b. **Expedited Delivery:**
Contact contractor
 - 11c. **Overnight and 2-day delivery:**
Contact contractor
 - 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. Contact contractor.
 12. **FOB Points**
Destination
-

13a. Ordering Address

ASM Research, Inc.
3025 Hamaker Court, Suite 100
Fairfax, Virginia 22031
ATTN.: GSA SALES

Telephone: 703-645-0420
FAX: 703-641-8341
E-Mail: jfraser@asmr.com
Web Site: www.asmr.com

13b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Info

ASM Research, Inc.
3025 Hamaker Court, Suite 100
Fairfax, Virginia 22031
ATTN.: GSA SALES

15. Warranty Provision

Standard Commercial Warranty

16. Export Packing Changes

Not Applicable

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

Not Applicable.

18. Terms and conditions of rental, maintenance, and repair

Not Applicable

19. Terms and conditions of installation

Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices

Not applicable

20a. Terms and conditions for any other services

Not applicable

- 21. List of service and distribution points**
Not applicable
- 22. List of participating dealers**
Not applicable
- 23. Preventive maintenance**
Not applicable
- 23a. Special Attributes such as environmental attributes
(e.g., recycled content, energy efficiency, and/or reduced pollutants)**
Not Applicable
- 23b. Section 508 Compliance**
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:
<http://www.asmr.com>.
The EIT standard can be found at: www.Section508.gov/.
- 25. Data Universal Number (DUNS) Number**
07-4835299
- 26. Registration in Central Contractor Registration (CCR) Database**
ASM Research Inc. – Federal is registered in the Central Contractor Registration (CCR) Database.

SECTION II LABOR CATEGORY QUALIFICATIONS

Position Qualifications

Within this section, we have included a position description, education criteria, experience qualification criteria, substitution matrix and pricing detail. Each staff member's qualifications and background are reviewed and categorized into the applicable position category.

General Experience

General Experience refers to the minimum number of years required in Information Technology (IT). This experience must have been obtained within the most recent 15 years.

Specialized Experience

Specialized Experience refers to the minimum number of years required related to the particular appropriate skills for a labor category. This experience is not in addition to, but may be part of, the minimum experience required in General Experience. This specialized experience may require education in specific studies and/or formal accreditation in an IT related discipline (e.g. Certified Novell Engineer (CNE) or MicroSoft Certified Engineer (MSCE).)

Substitution of Education for Experience

An Associate's degree may be substituted for three years of general or specialized experience for those labor categories requiring a high school diploma. A Bachelor's degree may be substituted for five years of general or specialized experience. A Master's degree may be substituted for eight years of general or specialized experience. Formal accreditation or certification in an area related to the statement of work may be substituted for the general or specialized experience.

Substitution of Experience for Education

The labor category description provides the minimal degree required to qualify for each labor category. Experience may be substituted for the minimal degree depending on the number of years and nature of the experience. Five (5) years of general and specialized experience may be substituted for the next degree. Substitution requirements must be met for each position with required educational requirements. The allowable substitutions are as follows:

- High School Diploma plus 2 years = Associates Degree
- High School Diploma plus 2 years = Certification
- High School Diploma plus 5 years = Bachelor's Degree
- High School Diploma plus 8 years = Master's Degree
- Bachelor's Degree plus 5 years = Master's Degree

SECTION III LABOR CATEGORY DESCRIPTIONS

Master Analyst

General Experience: Ten (10) years progressive experience. At least one project must have occurred within the past three (3) years.

Specialized Experience: Eight (8) years in supervision of substantial projects. Five (5) years of this experience must have been in supervising large services contracts, including people of various job categories and skills and must have occurred in the last ten (10) years.

Functional Responsibility: Ensures problem resolution and customer satisfaction for individual delivery orders; provides supervisory, technical, and administrative direction for personnel performing on a task.

Minimum Education: Master's Degree recommended.

Senior Analyst

General Experience: Nine (9) years of progressive experience. At least one project must have occurred within the past (3) years.

Specialized Experience: Two (2) years in supervision of substantial projects. One (1) year of this experience must have been in supervising large service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

Functional Responsibility: Provides technical and administrative direction for tasks, including review of work products for correctness, compliance with industry accepted standards, FTS standards, and user standards specified in specific tasks.

Minimum Education: Bachelor's degree recommended

Journeyman Analyst

General Experience: Seven (7) years of progressive experience. At least one project must have occurred within the past three (3) years.

Specialized Experience: One (1) year in management of substantial projects. One (1) year of this experience must have been in managing large service contracts, including people of various job categories and skills and must have occurred in the last five (5) years.

Functional Responsibility: Supports a senior analyst with both technical and administrative tasks related to the project with direct responsibility for assuring the correctness of a product.

Minimum Education: Bachelor's degree recommended

Apprentice Analyst

General Experience: Five (5) years of progressive experience. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Works under general supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

Minimum Education: Bachelor's degree recommended

Junior Analyst

General Experience: Three (3) years of progressive experience. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Works under close supervision, developing the requirements of a product from inception to conclusion. Develops required specifications for simple to moderately complex problems.

Minimum Education: Bachelor's degree recommended

Senior Subject Matter Expert

General Experience: Ten (10) years of progressive experience. At least one project must have occurred within the past three (3) years.

Specialized Experience: Five (5) years of this experience must have been in performing large projects related to the individual's subject matter expertise and must have occurred in the last eight (8) years.

Functional Responsibility: Serves as a senior subject matter technical expert in areas relevant to the project. Produces/reviews substantive and/or complex technical documentation. Documentation subjects shall include but are not limited to, systems design, system architecture, feasibility studies, and system specifications. Interfaces with Government management personnel. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.

Minimum Education: Bachelor's degree recommended

Subject Matter Expert

General Experience: Seven (7) years of progressive functional experience. Most recent functional project experience must have occurred within the past three (3) years.

Specialized Experience: Three (3) years of this functional experience must have included management responsibility for large projects related to the individual's subject matter expertise and must have occurred in the last five (5) years.

Functional Responsibility: Serves as a subject matter technical expert in areas relevant to the project. Provide guidance to the technical staff on the functional procedures/processes/policies reflecting detailed knowledge of functional areas included in Section C. Interfaces with Government management personnel and functional proponents. Reports in writing and orally to Contractor management and Government representatives, including the Government CO and COR.

Minimum Education: Bachelor's degree recommended

Senior Technician

General Experience: Seven (7) years of progressive experience. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Performs technical consulting on projects. Leads team in on-site management of installations. Works independently to plan, organize and analyze IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

Minimum Education: Associate's Degree or Formal Accreditation (e.g. CNE, MSCE)

Journeyman Technician

General Experience: Five (5) years of progressive experience. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Performs technical consulting on projects. Performs a variety of analyses and prepares appropriate documentation. Prepares and makes briefings and presentations. Assists in on-site management of installations. Works independently to plan, organize and analyze IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans. Assists in the development and management of project plans. This includes the review of task performance and work products for correctness, for adherence to design concepts and user requirements, and for progress in accordance with schedules. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

Minimum Education: High School Diploma

Technician

General Experience: One (1) year of progressive experience. At least one project must have occurred within the past three (3) years.

Functional Responsibility: Performs technical consulting on projects. Works under general supervision and coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

Minimum Education: High School Diploma

Junior Technician

General Experience: Completed corporate or on-the-job training in the technical skills expected to be performed.

Functional Responsibility: Performs technical consulting on projects. Works under close supervision to plan, organize and analyze IT systems devices, circuits, cables, components, software, and end-user devices, components, software and connectivity. Assists in the development and management of project plans. Coordinates with the Contractor's project manager, GSA COR, and Government user representatives to ensure accurate solutions and user satisfaction on technical matters.

Minimum Education: High School Diploma

Emerging Technology Expert

General Experience: One (1) year progressive experience. Experience may have been gained in academic/commercial/government environment.

Specialized Experience: Requires demonstrated hands-on experience and/or training in the emerging technology area(s). Experience may have been gained in academic/commercial/government environment. Coordinates with the program manager to ensure a sound functional solution is being selected based on the availability of technology.

Minimum Education: Bachelor's Degree recommended

Clerical

General Experience: None

Specialized Experience: None

Functional Responsibility: Performs a variety of office related duties to include filing, copying, delivery, mailing, etc.

Minimum Education: High School Diploma

General Experience: Five (5) years experience developing, editing, and producing technical and graphic documentation for IT systems.

Specialized Experience: Two (2) years experience producing documentation for Government IT systems.

Functional Responsibility: Reviews and edits highly complex written and graphic technical materials, including system configuration, documentation, studies, reports and other presentation graphics. Ensures compliance with standards of style and format, good usage of English, and overall structure and organization of material.

Minimum Education: Bachelor's Degree recommended

Management Analyst

General Experience: Eight (8) years of specialized professional experience in the field applicable to specific task performance. These fields include, but are not limited to, financial, logistics, military personnel, readiness, manpower, training, human resources data and systems. Experience must show a progression of increasing management, planning and analysis responsibility.

Specialized Experience: Three (3) years experience in managing and determining functional and cross-functional requirements

Functional Responsibility: Performs functional allocation to identify required tasks and their relationships. Identifies resources required for each task. May serve as task team leader directing the activities of technical staff in task accomplishment. Will serve as the functional expert in task participation, coordinating with the customer and assisting to resolve functional issues encountered in task accomplishment.

Minimum Education: Bachelor's Degree recommended

SECTION IV RATES

**ASM Research, Inc - Fully Loaded Hourly Rates
August 24, 2007 - August 23, 2008**

Labor Categories	On-Site Rates	Off-Site Rates
Master Analyst	\$ 178.61	\$ 191.42
Senior Analyst	\$ 106.28	\$ 113.91
Journeyman Analyst	\$ 101.60	\$ 108.89
Apprentice Analyst	\$ 88.55	\$ 94.91
Junior Analyst	\$ 52.85	\$ 56.65
Senior Subject Matter Expert	\$ 94.83	\$ 101.64
Subject Matter Expert	\$ 89.22	\$ 95.62
Senior Technician	\$ 88.55	\$ 94.91
Journeyman Technician	\$ 60.49	\$ 64.83
Technician	\$ 52.85	\$ 56.65
Junior Technician	\$ 36.33	\$ 38.94
Emerging Technology Expert	\$ 52.85	\$ 56.65
Clerical	\$ 26.29	\$ 28.18
Technical Writer	\$ 51.31	\$ 55.01
Management Analyst	\$ 89.00	\$ 95.40