

# WASHINGTON BUSINESS GROUP

## GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Option II, Supplement No: I, Effective July 2013

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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!®](http://GSA Advantage!®), a menu-driven database system. The INTERNET address GSA Advantage!® is [GSAAdvantage.gov](http://GSAAdvantage.gov).

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<b>SCHEDULE TITLE</b>	Mission Oriented Business Integrated Services (MOBIS)
<b>(GSA Advantage!)</b>	<a href="http://www.gsaadvantage.gov">www.gsaadvantage.gov</a>
<b>NAICS</b>	North American Industry Classification System: (541611)
<b>FSC Group:</b>	-
<b>FSC Part:</b>	-
<b>FSC Section:</b>	-
<b>FSC Standard Industrial Group:</b>	874
<b>FSC Class(es):</b>	-
<b>FSC Product Code(s):</b>	-
<b>FSC Service Code(s):</b>	R499
<b>Contract Number:</b>	GS-10F-0511N

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period:** 28 July 2008 through 27 July 2018

**Contractor Information:** Washington Business Group, Inc.  
P.O. BOX 23271, Washington, DC 20026-3271  
Tel: 202-863-9637  
Fax: 202-478-0795  
Website: <http://www.wbgworldwide.com/>  
Email: [dsharma@wbgworldwide.com](mailto:dsharma@wbgworldwide.com)  
Contact: Dinesh Sharma

**DUNS#:** 085-226-178

**Ordering Address:** Washington Business Group, Inc.  
P.O. BOX 23271, Washington, DC 20003-3588  
Tel: 202-863-9637  
Fax: 202-478-0795  
Email: [dsharma@wbgworldwide.com](mailto:dsharma@wbgworldwide.com)

Contact: Dinesh Sharma  
**CCR#:** Contractor Central Registration ( Yes )  
**Minimum:** \$100  
**Maximum:** \$1,000,000.00  
**Contract Administration Source:** -  
**Business Size:** Small Business, Small Disadvantaged Business  
**Customer Information:** CONTRACTOR OVERVIEW

Dinesh Sharma is the CEO/President of the Washington Business Group which was started May, 5, 1999.

**Washington Business Group**, headquartered in Washington, DC is a broad-based, innovative group of technical professionals. We offer a wide array of services including Construction Program Management, Building's Security Through Design and Construction, Architecture and Interior, Engineering Design, Realty Services, IT Consulting and Project Support Services.

Our **Client** list includes federal, state and local governments, privately owned national and international corporations, non-profit organizations, and religious institutions.

Our **Mission** is to produce efficient, cost-effective results with a long-term commitment to high-quality services.

Our **Approach** is to establish a close partnership with our clients to ensure that we understand and fulfill their specific needs and objectives.

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#### **1a. TABLE OF AWARDS**

##### **SIN 874-1, 874-1RC: INTEGRATED CONSULTING SERVICES**

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

##### **SIN 874-7, 874-7RC: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

\*See below #28 and #29 for LABOR CATEGORY PRICE TABLE & LABOR CATEGORY RESPONSIBILITIES AND EXPERIENCE/EDUCATION REQUIREMENTS.

**1b. Identification of the lowest priced model number and 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.

None

**1c. Commercial Job Titles**

See #29 for Commercial Job titles.

**2. Maximum order \$1,000,000.00**

The Contractor will accept the maximum dollar amount value per order for all services related to each offered SIN. The Contractor will accept orders greater than the maximum order amount in the form of a request from the agency.

**3. Minimum order \$100.**

The Contractor will accept a minimum order of \$100.

**4. Geographic coverage (delivery area).**

The Contractor will provide service to 48 contiguous states and the District of Columbia but not Alaska, Hawaii, or the Commonwealth of Puerto Rico.

**5. Point(s) of production**

None

**6. Discount from list prices or statement of net price**

None

**7. Quantity discounts**

None

**8. Prompt payment terms**

Net 30

**9a. Government Purchase Cards(Accepted)**

The contractor will accept at or below the micro-purchase threshold, transactions through the Government purchase card.

**9b. Government Purchase Cards(Accepted)**

The contractor will accept at or above the micro-purchase threshold, transactions through the Government purchase card.

**10. Foreign items**

None

**11a. Time of delivery**

Consulting Services within 60 days or as specified on the task order.

**11b. Expedited Delivery**

Available upon request from the agency. The Contractor has the option to use commercial rates.

**11c. Overnight and 2-day delivery**

Available upon request from the agency. The Contractor has the option to use commercial rates.

**11d. Urgent Requirements**

The Contractor will provide special arrangements for Urgent Requirements under the following conditions:

The Contractor is notified through a written statement that explains the requirements.

The Contractor has at least 48 hours to respond.

The Contractor is not penalized in any way for not accepting the request.

The Contractor has the option to offer commercial rates.

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

Freight on Board Destinations as agreed to by the agency. CONUS but not Alaska, Hawaii, and Puerto Rico.

**13a. Ordering address(es).**

Washington Business Group, INC.  
P.O. BOX 23271, Washington, DC 20026-3271  
Phone: 202-863-9637, Fax: 202-478-0795  
Email: dsharma@wbgworldwide.com  
Contact: Dinesh Sharma

**13b. Ordering procedures:**

For Supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

**14. Payment address(es).**

Washington Business Group, INC.  
P.O BOX 23271, SW, Washington, DC 20026-2371  
Phone: 202-863-9637  
Fax: 202-478-0795  
Email: dsharma@wbgworldwide.com  
Contact: Dinesh Sharma

**15. Warranty provision**

None

**16. Export packing charges**

None

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

The Contractor will accept payments through the Governmentwide commercial purchase card above the micro-purchase threshold and not to exceed the (ordering agency's) established limit for oral or written orders under this contract.

**18. Terms and conditions of rental, maintenance, and repair (none)**

None

**19. Terms and conditions of installation**

None

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

None

**20a. Terms and conditions for any other services**

The Contractor will consider providing additional services as long as the ordering agency:

Notifies in writing via fax or email.  
Allows at least 30 days for a response.

**21. List of service and distribution points**

None

**22. List of participating dealers**

None

**23. Preventive maintenance**

None

**24a. Special attributes**

None

**24b. Section 508**

Certificate of Compliance with Rehabilitation Act Amendments of 1998, Section 508 On August 7, 1998, the president signed into law the Rehabilitation Act Amendments of 1998, significantly expanding and strengthening the technology access requirements in section 508. On April 18, 2001, the Federal Acquisition Regulation (FAR) was revised to implement Section 508 as required by the law.

The FAR now requires all electronic and information technology (EIT) developed, procured, maintained, or used by the federal government be accessible to people with disabilities. The regulation impacts acquisitions of EIT effective June 25, 2001.

The multiple award schedules (MAS) program awards indefinite quantity contracts for use by all federal agencies, and under the revised FAR, must provide accessibility information to federal agencies. This information must indicate which supplies and services the contractors indicate as compliant with the accessibility standards and show where full details of compliance can be found, such as a contractor's website.

When issuing orders against GSA's FSS schedule contracts, agencies must ensure the supplies and services meet applicable accessibility standards unless an exemption applies. The Access Board developed the definition of EIT and the accessibility standards. These standards, requirement exceptions, the FAR rule, and a wealth of other information regarding the federal IT accessibility initiative can be found at <http://www.section508.gov/>. The accessibility

standards also can be found at 36 CFR part 1194.

When purchasing, EIT agencies must conduct market research to determine what level of compliance with section 508 exists in the commercial EIT market place. GSA knows its schedule partners (contractors) are ready to communicate and market these products and services to the federal community.

GSA will provide agencies with all information available regarding compliance with the accessibility standards, partial compliance, or what accessibility features are offered by the Contractor.

The Contractor price list and the products or services listed will be 508 compliant upon delivery. In the event that outside professionals are used they will be notified of our commitment to 508 compliance. Under each task order, relying on our experience, we will ensure that we identify all services or products that are subject to accessibility requirements and then define and deliver services and products accessible to handicapped persons.

**25. Data Universal Number System (DUNS) number.**

085-226-178

**26. Notification regarding registration in Central Contractor Registration (CCR) database.**

The Contractor is registered.

**27. Uncompensated Overtime(unofficial rules)**

The Contractor does not have an official Uncompensated Overtime Policy. However ; the following rules are used to govern:

1. Overtime work is in excess of 8 hours in a day or 40 hours in a week that is ordered in advance by Management and performed in addition to an employee's basic work requirement.
2. Overtime work is in excess of 80 hours in a bi-weekly pay period ordered in advance by Management and performed in addition to an employee's basic work requirement.
3. Overtime assignments will be distributed among employees as fairly and impartially as possible depending on the skills, abilities, and job related knowledge required in the performance of the work. Management will give consideration to an employee's request not to work overtime. If Management determines that the work requirements can be fully met by other employees in the organizational element who are willing to work overtime, the employee's request will be granted.
4. Overtime must be officially ordered or approved by Management officials. Employees required to perform authorized overtime services shall be compensated by overtime pay or compensatory time off in accordance with applicable rules and regulations and the provisions of this Agreement. No employee shall be required to work uncompensated overtime.

5. In the assignment of overtime during the workweek, Management agrees to provide employees with advance notice unless there are emergency conditions beyond the control of Management. Employees who are asked to work on non-workdays (Weekends, Holidays) will be provided advance notice of at least one (1) full workday prior to the requested workday. When work is to be performed on a holiday, normally at least three (3) workdays advance notice will be given.

6. Overtime shall be calculated in half-hour increments.

**NOTE:**

The most common of these approaches involves charging direct labor to projects at a standard hourly rate established annually for each direct labor employee. Actual hours are charged to projects at this standard rate. For uncompensated overtime situations, the variance between labor charged to projects and actual compensation is credited to overhead. Such an approach allows contractors to account for their hours in an accurate, straightforward manner, bill for the hours actually worked, and effect a competitively beneficial decrease in their overhead rates. DCAA has recognized this as an acceptable method of accounting for labor costs, and we think that it generally beats just giving the Government hours of effort for free.

**IDENTIFICATION OF UNCOMPENSATED OVERTIME (52.237-10) (OCT 1997)**

(a) Definitions. As used in this provision--"Uncompensated overtime" means the hours worked without additional compensation in excess of an average of 40 hours per week by direct charge employees who are exempt from the Fair Labor Standards Act. Compensated personal absences such as holidays, vacations, and sick leave shall be included in the normal work week for purposes of computing uncompensated overtime hours.

"Uncompensated overtime rate" is the rate that results from multiplying the hourly rate for a 40-hour work week by 40, and then dividing by the proposed hours per week. For example, 45 hours proposed on a 40-hour work week basis at \$20 per hour would be converted to an uncompensated overtime rate of \$17.78 per hour ( $\$20.00 \div 45 = \$17.78$ ).

(b) For any proposed hours against which an uncompensated overtime rate is applied, the offeror shall identify in its proposal the hours in excess of an average of 40 hours per week, by labor category at the same level of detail as compensated hours, and the uncompensated overtime rate per hour, whether at the prime or subcontract level. This includes uncompensated overtime hours that are in indirect cost pools for personnel whose regular hours are normally charged direct.

(c) The offeror's accounting practices used to estimate uncompensated overtime must be consistent with its accounting practices used to accumulate and report uncompensated overtime hours.

(d) Proposals that include unrealistically low labor rates, or that do not otherwise demonstrate cost realism, will be considered in a risk assessment

and will be evaluated for award in accordance with that assessment.

(e) The offeror shall include a copy of its policy addressing uncompensated overtime with its proposal.

## **28. LABOR CATEGORY PRICE TABLE**

### **SIN 874-1 INTEGRATED CONSULTING SERVICES**

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<b>Labor Categories</b>	<b>Commercial Labor Rates</b>	<b>Government Discount % Offered</b>	<b>Government Labor Rates</b>
Executive Consultant	\$223.02	5 %	\$213.47
Principal Consultant	\$190.08	5 %	\$181.94
Senior Consultant	\$118.63	5 %	\$113.55
Consultant	\$103.42	5 %	\$98.99
Associate Consultant	\$83.66	5 %	\$80.08
Senior Analyst	\$68.44	5 %	\$65.51
Project Analyst	\$53.23	5 %	\$50.95
Senior Staff Consultant	\$57.78	5 %	\$55.31
Staff Consultant	\$45.61	5 %	\$43.66

### **SIN 874-7 INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES**

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<b>Labor Categories</b>	<b>Commercial Labor Rates</b>	<b>Government Discount % Offered</b>	<b>Government Labor Rates</b>
Executive Consultant	\$223.02	5 %	\$213.47
Principal Consultant	\$190.08	5 %	\$181.94
Senior Consultant	\$118.63	5 %	\$113.55
Consultant	\$103.42	5 %	\$98.99
Associate Consultant	\$83.66	5 %	\$80.08
Senior Analyst	\$68.44	5 %	\$65.51
Project Analyst	\$53.23	5 %	\$50.95
Senior Staff Consultant	\$57.78	5 %	\$55.31

Staff Consultant \$45.61

5 %

\$43.66

#### SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Staff Consultant	01111 – General Clerk I	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited 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.

### 29. LABOR CATEGORY RESPONSIBILITIES AND EXPERIENCE/EDUCATION REQUIREMENTS

#### EXECUTIVE CONSULTANT

##### Substitution Criteria

**Bachelors Degree:** High School Diploma plus four (4) years of additional specific, related experience with similar functional responsibilities can be substituted for a Bachelors Degree or An Associates Degree plus two (2) years of additional specific, related experience with similar functional responsibilities can be substituted for a Bachelors Degree.

**Graduate Degree:** A Bachelors Degree plus two (2) years of additional specific, related experience with similar functional responsibility can be substituted for a Masters Degree

**Doctorate Degree:** A Bachelors Degree plus five (5) years of additional specific, related experience with similar functional responsibility can be substituted for a PHD. A Masters Degree plus three (3) years of additional specific, related experience with similar functional responsibility can be substituted for a PHD.

#### EXECUTIVE CONSULTANT

Responsibilities:

- Oversees negotiation of delivery/task orders and design phases of MOBIS tasks. Plans and organizes resources to accomplish analytical tasks.
- Provides senior level management in coordination of analytical efforts with all Federal agency executives and senior level managers.
- Plans, organizes, and oversees work efforts; assigns and manages resources; supervises personnel; ensure quality management; and monitors overall project and contract performance.

Qualifications: Bachelors degree and 20 years of relevant experience.

#### PRINCIPAL CONSULTANT

Responsibilities:

- Plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within the relevant subject matter domain of the project and the Principal Consultant's practice area.

- Fully responsible for providing technical guidance and expertise to project staff and ensuring that the methods, tools, and techniques applied in performance of the work represent the state of the art.
- Responsible for monitoring the technical quality of work products and ensuring that products meet quality standards. Substantially contributes to product content.
- In coordination with contract and task order management, plans work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives, and directs the work efforts of project staff.
- Works with customers in providing consultative advice in areas of expertise.

Qualifications: Bachelors degree and 12 years of relevant experience.

### **SENIOR CONSULTANT**

Responsibilities:

- Plans, organizes, staffs, directs, and manages performance of work associated with one or more subtasks on one or more task orders within the relevant subject matter domain of the project and the consultant's practice area.
- Provides technical guidance and expertise to project staff, ensuring that the methods, tools, and techniques applied in performance of the work reflect the state of the art. Contributes substantially to project work products and activities and monitors the technical quality of work products, ensuring that products meet quality standards.
- Plans work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives, and directs the work efforts of project staff.
- Works with customers in providing consultative advice in areas of expertise.
- Works independently or under the general guidance of the Principal Consultant.

Qualifications: Bachelors degree and 9 years of relevant experience.

### **CONSULTANT**

Responsibilities:

- Participates in the planning, organizing, management, and performance of work associated with one or more subtasks within the relevant subject matter domain of the project and the consultant's practice area.
- Under the technical guidance and expertise of Principal and Senior Consultants, contributes substantially to the performance of project activities and the preparation of work products.
- Ensures that the methods, tools, and techniques applied in performance of the work reflect the state of the art.
- Monitors the quality of work products, ensuring that products meet quality standards. Assists in planning work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives.
- May direct the work efforts of Associate Consultant and administrative staff.
- Some interaction with customers in providing consultative advice in areas of expertise. Works as part of project team, with technical and managerial guidance provided; may be required to work independently.

Qualifications: Bachelors degree and 6 years of relevant experience.

### **ASSOCIATE CONSULTANT**

Responsibilities:

- Participates in the planning, organization, and performance of work associated with one or more subtasks within the relevant subject matter domain of the project and the consultant's practice area.
- Under the technical guidance and expertise of practice area consultants and project management staff, contributes substantially to the performance of project activities and the preparation of work products.
- Provides state-of-the-art methods, tools, and techniques in performance.
- Ensures that products meet quality standards. Assists in planning work efforts, ensuring that schedules and budgets are appropriate for accomplishment of project objectives. Minimal interaction with customers in providing consultative advice in areas of expertise. Works as part of project team, with technical and managerial guidance provided.

Qualifications: Bachelors degree in relevant discipline.

### **SENIOR ANALYST**

Responsibilities:

- Performs high-level analytical/operation analyses for any section of management, organization, and business improvement services.
- Provides special functional or technical expertise in general management, organization, and business improvement services.
- Provides additional forms of knowledge transfer as required.
- Works independently or under the general guidance of the Consultant.
- Provides daily supervision and direction of the Project Analyst and Analyst.

Qualifications: Bachelors degree with 8 years relevant experience.

### **PROJECT ANALYST**

Responsibilities:

- Performs entry and mid-level analytical/operation analyses for any section of management, organization, and business improvement services.
- Provides special functional or technical expertise in general management, organization, and business improvement services.
- Works independently or under the general guidance of Senior Analyst.

Qualifications: Bachelors degree with 6 years relevant experience.

### **SENIOR STAFF CONSULTANT**

Responsibilities:

- Performs specialized administrative support tasks of non-routine and non-repetitive nature to assist principal, administrative or line manager/directors.
- Assigned professional level tasks requiring independent judgment, initiative and tact.
- Determines method of collection and analysis for assigned projects.
- Contacts may include all levels of company and may be confidential in nature.
- Involves a thorough knowledge of company procedures and services. Accountable for assigned projects.

Qualifications: Bachelors degree in relevant discipline.

### **STAFF CONSULTANT**

Responsibilities:

- Performs clerical and word processing functions including typing, word processing, data entry, filing, copying, binding, faxing and telephones.

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Qualifications: High school diploma and basic computer skills.