GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICES
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG & PRICE LIST

Multiple Award Schedule (MAS), Federal Supply Schedule
Professional Services, Business Administrative Services

Size: Small Business (SB)
Classifications: SBA certified 8(a) and SBA Certified Small Disadvantaged Business (SDB)
   Economically Disadvantaged Women-Owned Small Business (EDWOSB)
   Women Owned Small Business (WOSB) PSC: R408

Contracts Numbers and Period of Performance:
Contract Number: GS-10F-054BA
Start Date: 12/16/2018 End Date: 12/15/2023
Price list current as of Modification #PA-0024 effective 01/26/2021

Primary contact: Urvashi Malhotra
1530 Wilson Boulevard, Suite 700, Rosslyn, Virginia 22209
703.348.9669 x104 | urvashi.malhotra@changeis.com | www.changeis.com

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. For more information on ordering from Federal Supply Schedules
click on the FAS Schedules button at http://www.gsa.gov.
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# 1.0 Information for Ordering Activities

| 1.a. Table of Awarded Special Item Number(s) (SIN)-SIN: 541611: Description: Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services  
SIN: OLM: Order Level Materials (OLMs) | 1.b. Identification of the lowest priced model number and lowest unit price for that model for each SIN; and See attached Pricelist  
1.c. Hourly rates: See Pricelist | 2. Maximum Order $1,000,000  
3. Minimum Order $100.00 | 4. Geographic Area 50 States, DC, Territories  
5. Point(s) of production (city, county, and State or foreign country) Not Applicable | 6. Discount from list prices or statement of net price Government net prices (discounts already deducted). See attached pricelist.  
7. Quantity discounts 2% for orders between $150,000 and $500,000; 3% for orders over $500,001 | 8. Prompt payment terms 1%, 10 days, NET 30 days  
Information to Ordering Officer: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions | 9. Foreign items (list items by country of origin) None | 10.a. Time of Delivery (Contractor insert number of days) Specified at the Task Order Level  
10.b. Expedited Delivery Contact Contractor  
10.c. Overnight and 2-day delivery Contact Contractor  
10.d. Urgent Requirements Contact Contractor | 11. F.O.B Points(s) Destination | 12.a. Ordering Address(es) Same as company address |
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>12.b. Ordering procedures</strong></td>
<td>For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA’s), and a sample BPA, can be found in Federal Acquisition Regulation (FAR) 8.405-3.</td>
</tr>
<tr>
<td><strong>13. Payment addresses</strong></td>
<td>Same as company address</td>
</tr>
<tr>
<td><strong>14. Warranty provision</strong></td>
<td>Contractor’s standard commercial warranty</td>
</tr>
<tr>
<td><strong>15. Export Packing Charges (if applicable)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>16. Terms and conditions of rental, maintenance, and repair</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>17. Terms and conditions of installation (if applicable)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>18.a. Terms and conditions of repair parts</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>18.b. Terms and conditions for any other services (if applicable)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>19. List of service and distribution points (if applicable)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>20. List of participating dealers (if applicable)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>21. Preventive maintenance (if applicable)</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>22.a. Special attributes such as environmental attributes</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>22.b. Section 508 Compliance</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>23. Data Universal Numbering System (DUNS) number</strong></td>
<td>831851113</td>
</tr>
<tr>
<td><strong>24. Notification regarding registration in System for Award Management (SAM) database</strong></td>
<td>Active registration; CAGE Code SSC30</td>
</tr>
</tbody>
</table>

*(END OF TABLE)*
2.0 About Changeis, Inc.
Changeis, Inc. delivers an Expertise > Integrity > Collaboration business model to provide mission-centric support to public- and private-sector customers. A Small Business Administration 8(a) Certified and woman-owned small business, Changeis provides cost-effective, accessible solutions for complete service delivery. Focused on service delivery in four multi-component, key areas of capabilities – Strategy and Transformation Management, Investment & Acquisition Management, Governance and Innovation and R&D Management, Changeis provides experienced personnel capable of fulfilling the tasks and services necessary to support client organizations make and execute effective decisions.

Through our industry-relevant experience in providing financial, administrative, logistical and technical support to Federal customers, we have developed an expertise and streamlined system to successfully manage a variety of projects and personnel needs for our clients. Our consultants offer skills in program/project management, investment management, strategy development, acquisition management, as well as organizational analysis and design.

**STRATEGY & TRANSFORMATION MANAGEMENT**
At Changeis, we help our clients develop and execute strategies that maximize their chances of success. Utilizing our in-depth industry knowledge and expertise in analytics and strategic planning, we design and execute solutions that are uniquely suited to their needs. Our team of experts brings deep experience in the following areas:
- Strategic Planning
- Organizational Diagnostics
- Organizational Design
- Vision & Mission
- Balanced Scorecard
- SWOT Analysis
- Talent Management
- Performance Measurement, Management & Improvement
- Workflow Processes Design
- Branding and Messaging
- Change Management Center

**INVESTMENT & ACQUISITION MANAGEMENT**
We help organizations obtain resources to implement their strategic plans and initiatives. Rigorous data management, analytical tools, and compelling writing form the bedrock of our deliverables, which include:
- Cost, Benefit, Risk, Economic, and Affordability Analyses
- Exhibit 300
- JRC Checklist and artifacts for all AMS phases – CRD, IARD, IID, FID, and ISM
- Acquisition Strategy Review Board (ASRB) Package
- Support Contracts Review Board (SCRB) Package
- Market Survey Analysis
- Industry Day Planning and Implementation
- Small Business Office Coordination Package
- Support for Contracting Officer’s Checklist
- Acquisition Strategy, Statement of Work, and Evaluation Factors

**GOVERNANCE**
An organization must ensure that project deliverables move it closer to its strategic and tactical goals. In short, governance is effective implementation of the organization’s strategy. Four key areas of management here include:
- Resource management
- Risk management
- Performance management
- Portfolio Development and Management
- Program and Project Management

**INNOVATION & R&D MANAGEMENT**
There are tremendous optimization opportunities within every organization. We help our clients identify and capitalize on them. Our comprehensive tool kit here includes:
- Technology Strategy
- Innovation Roadmap
- R&D Optimization and Roadmap
- Visual Analytics & Storytelling
- Supply Chain Management
- Business Intelligence
- Big Data Analytics
- Innovation Measurement
- Business Process Redesign
3.0 Labor Categories

Program Manager

Functional Responsibility
The Program Manager serves as senior corporate representative responsible for overall contract performance. Directly supervises a number of managers depending on scope/size of contract; directs all technical, financial management, and administrative activities; manages the schedule budget and quality of all deliverables; and provides technical, organizational and business leadership as needed. May have additional subject matter expertise in strategic planning, business process re-engineering, financial analysis, data analysis, systems engineering, change management, and overall management consulting.

Minimum Experience
Minimum of 10 years of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

Minimum Education, Certifications, and Training
BS/BA. Certifications as required by the Task Order.

Project Manager

Functional Responsibility
The Project Manager serves as management representative responsible for overall management and completion of assigned tasks from the Program Manager. Allocates resources, monitors progress for assigned tasks, and provides technical and management expertise as necessary to resolve issues and ensure timely completion of assigned tasks. May have additional subject matter expertise in strategic planning, business process re-engineering, financial analysis, data analysis, systems engineering, and overall management consulting.

Minimum Experience
Minimum of 7 years of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

Minimum Education, Certifications, and Training
BS/BA. Certifications as required by the Task Order.

Technical Writer

Functional Responsibility
Under limited supervision, the Technical Writer researches, writes, and edits materials for related reports, manuals, briefs, proposals, instructional material, catalogs, technical publications, acquisition documents, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, and/or software and hardware documentation. Obtains
technical data from independent observation, reviews with staff members, and/or studies of published materials and existing documentation. Ensures accuracy of content and data. Organizes material and completes writing assignments with regard to order, clarity, conciseness, style, and terminology. Potentially manages the efforts of technical writers.

**Minimum Experience**
Minimum of 2 years of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

**Minimum Education, Certifications, and Training**
BS/BA. Certifications as required by the Task Order.

**Consultant II**

**Functional Responsibility**
Expert in the business area or field of endeavor being addressed. Provides expert, independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. Has specialized experience in facilitation, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, quality surveillance plan development, or information system development methods and practices. May have subject matter expertise in the Government acquisition process, strategic planning, business process reengineering, financial analysis, data analysis, systems engineering, and overall management consulting. Prepares papers and documentation in support of client requirements. May serve as a senior advisor/analyst to client’s management team in a variety of capacities. May serve as the project lead and the primary client point of contact for either a contract or task.

**Minimum Experience**
Minimum of 10 years of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

**Minimum Education, Certifications, and Training**
BS/BA. Certifications as required by the Task Order.

**Consultant I**

**Functional Responsibility**
Requires in-depth knowledge in the business area or field of endeavor being addressed. Provides independent services and leadership in specialized functional or technical areas. Provides expertise on an as-needed basis. Has experience in facilitation, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, or information system development methods and practices. Duties may include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. May be responsible for managing and/or providing contract administrative support.

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services, market research, quality assurance surveillance plans, acquisition document development, and capable of investigating contract discrepancies. Provides group facilitation and interviewing, and provides additional forms of knowledge transfer. Prepares papers and documentation in support of client requirements.

**Minimum Experience**
Minimum of 8 years of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

**Minimum Education, Certifications, and Training**
BS/BA. Certifications as required by the Task Order.

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**Analyst III**

**Functional Responsibility**
Serves as an expert in content, processes, and procedures. Helps define detailed requirements, analyzes business needs, and validates solutions with the client. Assists in project tasks including, but not limited to, requirements analysis, project scope and objective development, data collection and stakeholder interviews, documentation development, data analytics, performance metric development, and project management support as needed. Possesses knowledge of applying methodologies and principles to complete project tasks. Conducts activities in support of project team’s objectives. Assists in the formulation and definition of scope and objectives based on both user needs and a good understanding of applicable business requirements and industry requirements. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Guides and advises less-experienced analysts.

**Minimum Experience**
Minimum of 5 years of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

**Minimum Education, Certifications, and Training**
BS/BA. Certifications as required by the Task Order.

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**Analyst II**

**Functional Responsibility**
Under limited supervision, serves as an expert in content, processes, and procedures. Assists in project tasks including, but not limited to, requirements analysis, project scope and objective development, data collection and stakeholder interviews, documentation development, data analytics, performance metric development, and project management support as needed. Possesses knowledge of applying methodologies and principles to complete project tasks. Conducts activities in support of project team’s objectives. Assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Guides and advises less-experienced analysts.

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Minimum Experience
Minimum of 3 years of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

Minimum Education, Certifications, and Training
Associate’s Degree. Certifications as required by the Task Order.

Analyst I
Functional Responsibility
Under direct supervision, assists with development of project documentation, including budgets, project schedules and various planning and implementation documents. Assists in project tasks including, but not limited to, requirements analysis, project scope and objective development, data collection and stakeholder interviews, documentation development, data analytics, performance metric development, and project management support as needed. Possesses knowledge of applying methodologies and principles to complete project tasks. Conducts activities in support of project team’s objectives.

Minimum Experience
Minimum of 1 year of relevant experience. Each post-graduate degree equivalent to up to 3 years’ experience (post-graduate study may be substituted for experience at the rate of three credit hours of study for 3 months of experience, up to 36 credit hours). Certifications having bearing on the specific position are equivalent to 2 years’ experience. Security clearance as required by the Task Order.

Minimum Education, Certifications, and Training
Associate’s Degree. Certifications as required by the Task Order.
## 4.0 Pricing

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Experience</th>
<th>GSA Awarded Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Program Manager</td>
<td>Bachelors</td>
<td>10 Years</td>
<td>$151.32</td>
</tr>
<tr>
<td>541611</td>
<td>Project Manager</td>
<td>Bachelors</td>
<td>7 Years</td>
<td>$105.19</td>
</tr>
<tr>
<td>541611</td>
<td>Technical Writer**</td>
<td>Associates</td>
<td>2 Years</td>
<td>$83.99</td>
</tr>
<tr>
<td>541611</td>
<td>Consultant II</td>
<td>Bachelors</td>
<td>10 Years</td>
<td>$143.53</td>
</tr>
<tr>
<td></td>
<td>Consultant I</td>
<td>Bachelors</td>
<td>8 Years</td>
<td>$138.40</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst III</td>
<td>Bachelors</td>
<td>5 Years</td>
<td>$112.89</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst II</td>
<td>Associates</td>
<td>3 Years</td>
<td>$97.32</td>
</tr>
<tr>
<td>541611</td>
<td>Analyst I</td>
<td>Associates</td>
<td>1 Year</td>
<td>$77.86</td>
</tr>
</tbody>
</table>

** Indicates SCLS eligible category – See the SCLS Matrix following the price list for additional information regarding this labor category.

### SCLS Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
</table>

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**)) in this Pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide) Per the Multiple Award Schedule solicitation.

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