



## MOBIS

GSA Federal Schedule GS-10F-154BA  
May 12, 2014- May 11, 2019

### ME&A (Mendez England and Associates)

Business size: Small Business  
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ME&A provides innovative solutions for economic development and social progress to U.S. Federal, State and Local Governments, international organizations and the private sector. Founded in 1985, ME&A is a SBA qualified small business that specializes in Public Administration and Governance; Economic Growth through Regional, Local, and Community Economic Development Strategies, and through Business Development, Competitiveness and Entrepreneurship; Water and Natural Resource Management; Evaluations and Assessments; Human and Institutional Capacity Development; Communications and Knowledge Management.

#### Contract Information:

1a. Contract Number: GS-10F-154BA

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services
<p>Under SIN 874-1 ME&amp;A will provide expert advice and assistance in support of an Agency’s mission-oriented business functions. Services covered by this SIN include:</p> <ul style="list-style-type: none"> <li>• Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.</li> <li>• Facilitation and related decision support services.</li> <li>• Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.</li> <li>• Advisory and assistance services in accordance with FAR 37.203.</li> </ul>		

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**
- 2. Maximum Order: \$1,000,000.00**
- 3. Minimum Order: \$100.00**
- 4. Geographic Coverage (delivery Area): Domestic and Overseas**
- 5. Point(s) of production (city, county, and state or foreign country):**
- 6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Attachment.**
- 7. Quantity discounts: None**
- 8. Prompt payment terms: 1% - 15 days; Net 30 days**
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500**
- 10. Foreign items (list items by country of origin): None**
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor**
- 12. F.O.B Points(s): Destination**
- 13a. Ordering Address (es): Same as Contractor**

- 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](http://fss.gsa.gov/schedules)).**
- 14. Payment address (es):** Same as Contractor
- 15. Warranty provision:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 184033744
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**Labor Categories:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

<b>Labor Category</b>	<b>Education Level</b>	<b>Min Exp.</b>	<b>FOB Destination</b>	<b>Hourly Rate</b>
<b>Junior Analyst</b>	<b>Bachelors</b>	<b>1</b>	<b>Both</b>	<b>\$62.03</b>
<b>Mid-Level Analyst</b>	<b>Bachelors</b>	<b>5</b>	<b>Both</b>	<b>\$104.01</b>
<b>Senior Analyst</b>	<b>Bachelors</b>	<b>10</b>	<b>Both</b>	<b>\$167.91</b>
<b>Junior Technical Specialist</b>	<b>Bachelors</b>	<b>5</b>	<b>Both</b>	<b>\$83.87</b>
<b>Mid-Level Technical Specialist</b>	<b>Masters</b>	<b>8</b>	<b>Both</b>	<b>\$145.90</b>
<b>Senior Technical Specialist</b>	<b>Masters</b>	<b>12</b>	<b>Both</b>	<b>\$160.60</b>
<b>Management Consultant</b>	<b>Bachelors</b>	<b>2</b>	<b>Both</b>	<b>\$70.61</b>
<b>Mid-Level Management Consultant</b>	<b>Masters</b>	<b>5</b>	<b>Both</b>	<b>\$85.51</b>
<b>Senior Management Consultant</b>	<b>Masters</b>	<b>9</b>	<b>Both</b>	<b>\$102.77</b>
<b>Program Director</b>	<b>Masters</b>	<b>14</b>	<b>Both</b>	<b>\$214.93</b>
<b>Program Manager</b>	<b>Masters</b>	<b>14</b>	<b>Both</b>	<b>\$200.43</b>
<b>Project Manager</b>	<b>Masters</b>	<b>12</b>	<b>Both</b>	<b>\$212.96</b>
<b>Support Staff*</b>	<b>Bachelors</b>	<b>2</b>	<b>Both</b>	<b>\$61.77</b>

**Labor Categories Description:**

Labor Category	Description
<b>Junior Analyst</b>	Knowledge of applying analytic methodologies and principles to address client's needs. Main responsibilities include support analyst's functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. The Junior Analyst provide support of project team's objectives and works closely with mid-level and senior analysts and team leaders.
<b>Mid-Level Analyst</b>	Demonstrated knowledge and experience applying analytical methodologies and principles to address client needs. Applies analytical techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. The Mid-Level Analyst performs analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives and works closely with senior analysts, team leaders, or project manager. The Mid-Level Analyst provides direction to the activities of junior staff as necessary.
<b>Senior Analyst</b>	Senior Analyst with extensive knowledge and experience developing and applying analytic methodologies and principles, and is recognized as a leader within MOBIS functions. The Senior Analyst has demonstrated managerial and supervisory skills. Leads the application of analytic techniques and helps define project objectives and strategic direction. Responsible for providing leadership and vision to client and project teams and works closely with the client in the design and development of project methodology and implementation. The Senior Analyst resolves complex problems, which require an in-depth knowledge of analytic methodologies and principles. Provides leadership and directs the activities of more junior analysts or other staff as necessary on activities related to the application of analytical techniques and methodologies.
<b>Junior Technical Specialist</b>	Knowledge in designated field or discipline. Supports the implementation and the assessments of organization's challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. The Junior Technical Specialist conducts activities in support of the project team's objectives. Works closely with Senior Specialists or Task Leaders
<b>Mid-Level Technical Specialist</b>	Demonstrated knowledge in designated field or discipline as well as significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. The Mid-Level Technical Specialist participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategies introduces modern industry trends, policies, and/or standard methodologies. Provides guidance to other technical specialists and project as necessary on activities related to the specific field or discipline.

<p><b>Senior Technical Specialist</b></p>	<p>Senior expert with extensive knowledge and experience in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes and plays an important role in the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require in-depth knowledge of subject matter related to the designated field or discipline. Generally possesses demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but are not limited to, training, monitoring and evaluation, individual and organizational assessment and evaluation, knowledge management, strategic and business planning, change management, organizational development, and the development of leadership/management skills. The Senior Technical Specialist provides guidance to the technical specialists or other staff as necessary on activities related to specific field or discipline.</p>
<p><b>Management Consultant</b></p>	<p>Possesses knowledge, experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. The Management Consultant supports the development of solutions to address organization's challenges. Supports project objectives using modern management approaches and industry trends, policy, or standard methodologies. Conducts activities in support of project team's objectives and works closely with senior management consultants or task leaders.</p>
<p><b>Mid-Level Management Consultant</b></p>	<p>Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. The Mid-Level Consultant uses business skills and expertise to provide objective advice regarding strategy, structure, management and operations of an organization. Identifies and recommends options for organizational change and management of resources to implement solutions. Evaluates options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Provides direction to the activities of management consultants or other staff as necessary.</p>
<p><b>Senior Management Consultant</b></p>	<p>Senior Consultant who possesses demonstrated knowledge and extensive experience in the development of solutions, recommendations and outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction and is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. The Senior Consultant offers expertise, knowledge, and guidance on operations, human resources, strategic and business plans. Provides leadership and guidance to project management teams in the planning, implementation, monitoring and evaluation of project's objectives and activities. The Senior Management Consultant directs the activities of more junior Management Consultants or other staff as necessary.</p>
<p><b>Program Director</b></p>	<p>Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. The Program Director contributes to organizational direction through regular involvement with senior level client leadership and team members. The Program Director maintains productive and effective client relationships at the most senior levels of the client organization. In addition, provides leadership in the conceptualization, design, implementation, and performance monitoring and evaluation of complex programs.</p>

<b>Program Manager</b>	Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Program Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision; this may include subject matter and unique technical knowledge. Responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance.
<b>Project Manager</b>	Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. The Project Manager is responsible for staffing, project planning, project financials, and provides staff direction and oversight. Maintains and manages the client interface at the Contracting's Officer's Representative (COR) level of the client organization. Provides day to day leadership to the project team and is responsible for the achievement of projects objectives through the implementation of project activities and tasks in accordance to contractual requirements and specifications. Assists the program manager as required in managing contract performance.
<b>Support Staff*</b>	Provides advanced administrative functions in support of management consultants, analysts and project managers and is able to work independently with minimal supervision. In addition to excellent verbal and written communication skills, possesses time management skills and is able to perform tasks of a complex nature.

* SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Support Staff	Administrative Assistant	2005-2103

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 Wage Determination 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