



U.S. General Services Administration



Kelly, Anderson & Associates, Inc.
dba KAA Federal Solutions
a 100% employee-owned small business

GENERAL SERVICES ADMINISTRATION
Federal Acquisition 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: GSAAdvantage.gov.

Schedule Title:

Mission-Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874

Contract No.: GS-23F-8077H

Contract Period: December 19, 1997 through September 30, 2017

Business Size: Small Business

Kelly, Anderson & Associates, Inc.
Doing business as



424 N. Washington Street
Alexandria, VA 22314
Phone (703) 518-8828
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www.KAAFederal.com

Contract Administrator: Joseph N. Weinman, E-mail: nweinman@kaafederal.com
Government Business POC: Paul W. Henne, E-mail: phenne@kaafederal.com

Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules,
go to gsa.gov/schedules

Updated through
Contract Modification PA-0035, dated October 24, 2014
And Mass Modification CM-A415, dated February 4, 2015

Revised February 19, 2015



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CUSTOMER INFORMATION

1a. Awarded Special Item Number(s):

- 874-1 and 874-1RC, Integrated Consulting Services;
- 874-6 and 874-6RC, Acquisition Management Support; and,
- 874-7 and 874-7RC, Integrated Business Program Support Services.

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

Administrative Support 2, \$51.58/hour.

1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees: See descriptions in subsequent page(s).

2. Maximum Order: \$1,000,000.

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area): Worldwide.

5. Point(s) of production (city, county, and State or foreign country): Alexandria, VA.

6. Discount from list prices or statement of net price: Prices shown herein are net prices.

7. Quantity discounts: None.

8. Prompt payment terms: 0.5%/20 days, Net 30 days.

9a. 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: Yes

10. Foreign items (list items by country of origin): N/A

11a. Time of Delivery: 30 Days ARO from start of services or as negotiated with ordering office.

11b. Expedited Delivery: Contact Contractor for expedited delivery.

11c. Overnight and 2-day delivery: Contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements: Contact the Contractor to effect a faster delivery.

12. F.O.B. Point(s): Destination.

13a. Ordering address: Company's Alexandria, Virginia address (see front page).

13b. Ordering procedures: For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (gsa.gov/schedules).

14. Payment address: Same as company's address (see front page).

15. Warranty provision: N/A.

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: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. Terms and conditions for any other services: N/A.

21. List of service and distribution points: N/A.

22. List of participating dealers: N/A.

23. Preventive maintenance: N/A.

24a. Special attributes: N/A.

24b. Section 508: N/A.

25. Data Universal Number System (DUNS) number: 16-158-4073

26. Notification regarding registration in the System for Award Management (SAM) database. Registered.



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About Kelly, Anderson & Associates, Inc. **dba KAA Federal Solutions**

Our Background

Since the firm's founding in 1984, Kelly, Anderson & Associates, Inc. (dba KAA Federal Solutions), has excelled at forging relationships between the public and private sectors. We bring hands-on knowledge of all major Federal Government agencies to both our private sector and Government clients through a nationwide network of hundreds of consultants, most of whom are former Federal executives, managers, and technical experts in a wide variety of disciplines. KAA Federal Solutions' Washington D.C. area facility is strategically located near all major U.S. Government agency headquarters offices. Our national network of consultants provides our clients with unique insight into Federal agencies and U.S. Government management policies and procedures.

The hallmark of KAA Federal Solutions' corporate philosophy is client satisfaction. We are a relationship-oriented company, continually striving to support its clients with the very best service and consultants available. Counting all our service delivery areas, we have over 400 satisfied clients - we know their needs, cultures, core competencies, history and desires for the future. Through this type of dedication, consistent analysis of the changes taking place in Government, and the relentless pursuit of excellence, integrity and customer satisfaction, KAA Federal Solutions is enthusiastically preparing itself for the opportunities and challenges of the future.

Under our MOBIS contract, KAA Federal Solutions offers U.S. Government agencies a variety of proven consulting (which includes executive/management coaching, facilitation, survey, and privatization support services), and other support services that fall under the definitions of the three Special Item Numbers (SINs) contained in our GSA MOBIS contract:

Integrated Consultation Services (SINs 874-1 and 874-1RC)

We provide a full range of proven and innovative approaches to organizational, management and business improvement in an environment of change, shrinking budgets and growing mission requirements.

Increasingly, agencies are recognizing the value-added services KAA Federal Solutions provides in performing or supporting independent reviews, evaluations and assessments. Our cadre of consultants can draw on years of experience managing programs to provide clear, concise and constructive analysis and feedback on policy, technical/systems issues and organizational and management issues.

Moreover, we help improve existing processes, re-design organizational structures, business systems and management approaches, using techniques that go beyond reengineering to optimize your core competencies. Our truly innovative approach to re-invention has been proven in practice with many of our private and public sector clients.

Included in our consulting services is customized executive/management coaching. We provide a full range of presentations, tailored to the needs and constraints of individual clients. These presentations provide maximum understanding of the management, organizational and business principles critical to sustained performance improvement. Each presentation complements our other consulting services and our facilitation services through reinforcement and practical applications. We focus on high-impact areas.



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Areas in which our executive/management coaching presentations provide insight and skills for the future are:

- *Shaping supervisory roles;*
- *Exploring essential elements of leadership;*
- *Assessing and improving interaction patterns;*
- *Assessing individual management styles;*
- *Understanding the evolution in supervisory leadership;*
- *Developing vision, mission, strategy and business planning;*
- *Offering core competency analysis;*
- *Providing variable budgeting and target costing; and*
- *Offering a broad range of audit evaluation techniques and practices.*

With respect to the facilitation services offered under SIN 874-1, KAA Federal Solutions uses a number of different techniques to provide facilitation support, including group briefings and discussions, and workshops. Our facilitators work with executive level teams, as well as with cross-functional work groups, integrated project teams and employee teams to break down barriers and guide organizational improvements. These facilitation services are state-of-the-art processes in organizational analysis and in the redesign of basic business structures and functions.

Additionally, KAA Federal Solutions provides survey services to assist our clients in improving their business processes. We help our clients, first, identify business practices or areas unresponsive to today's dynamic, evolutionary influences and, then, we provide expert consultation on the optimal means of attaining crucial management insight from reliable and accurate surveying. KAA Federal Solutions recommends, develops and administers surveys using a variety of methods, including: computer-assisted surveying, focus groups, written questionnaires and in-person interviewing. The firm's experience includes national, state, cross-agency and office level surveys.

Acquisition Management Support (SINs 874-6 and 874-6RC)

KAA Federal Solutions utilizes a time-tested and successful approach to intelligence-gathering, analysis, strategic planning, and technical advisory services relating to acquisition management. This approach, when applied to assist any Federal agency in managing its acquisition operations (including outsourcing studies) will provide the agency with the tools, materials and personnel to successfully complete a comprehensive and relevant acquisition project. We offer a team of highly qualified contracting and procurement specialists who are experienced in all types of acquisition services to support any Federal acquisition project.

Integrated Business Program Support Services (SINs 874-7 and 874-7RC)

Our highly qualified program and project specialists have in-depth knowledge, understanding, and countless years of experience in all phases of program integration, project management, and program oversight. KAA Federal Solutions' systematic and disciplined approach to program integration and project management provides our clients with the tools, materials, and personnel necessary to install improved methodologies into their daily operating activities. To accomplish this objective, we establish a strong relationship with each client agency to ensure its operational needs are met.



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GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

SINs 874-1, 874-1RC, 874-6, 874-6RC, 874-7 and 874-7RC

Labor Category Titles	GSA Hourly Rate (effective 10/1/2012)
Senior Executive 3	\$194.48
Executive Associate 3	\$190.68
Senior Associate 1	\$164.23
Senior Associate 3 (formerly "Senior Associate 2")	\$154.42
Principal Associate 1	\$136.73
Principal Associate 2	\$114.65
Associate 1	\$83.18
Administrative Support 1 *	\$64.58
Administrative Support 2 *	\$51.58
* Positions with asterisk are covered by the Service Contract Act. See Matrix below.	

SCA-Eligible Contract Labor Category	SCA Equivalent Code and Title	WD Number
Administrative Support 1	01612, Word Processor 1	05-2103
Administrative Support 2	01613, Word Processor 2	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicted SCA labor categories are based on the U.S. Department of Labor Wage Determination Number identified in the 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.



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DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS

Senior Executive 3

Position Description: Oversees negotiation of delivery/task orders and design phase of MOBIS tasks. Interfaces with top-level government officials and ensures successful completion of work in a timely manner. Serves as Program Manager for large and complex projects involving multiple tasks, timelines, and deliverables. Guides or performs analysis of alternative courses of action for planning, organizing, staffing, directing, and controlling program functions. Provides options for developing strategic direction and operational implementation of identified courses of action related to new programs/functions and processes. Creates strategic and implementation plans and other mission-critical documents and reports using knowledge of specific agency mission, goals, and objectives. Develops new or improved techniques to support interaction with internal and external organizations. Completes independent research on agency requirements, communications, management information systems, and other efforts using strong oral and written communication skills. Evaluates government programs, plans, policies, and organization using knowledge of methodologies and practices that have been applied to other similar endeavors (e.g., business process reengineering, surveys, results of statistical analysis and trends, and best practices). Offers expertise in systems management and business process improvement from government and business perspectives, including requirements associated with planning, budgeting, costing, staffing, executive/management coaching, and justifying new or revised program directions.

Experience: Minimum of 12 years of experience including supervisory or management experience. Specific background areas include requirements definition, work planning and execution, business process improvement related to control of resources, schedule, task execution, and personnel management and supervision associated with the tasks in the customer's order.

Minimum Education: M.S./M.A. with a degree in Business Administration, Public Administration, or related discipline from an accredited college or university or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).

Executive Associate 3

Position Description: Serves as an expert advisor for a MOBIS project in specialized or technological areas. Examples of such areas include, but are not limited to, energy sciences, environmental remediation, other engineering sciences, telecommunications, and information technology. Serves as an expert in resolving and addressing highly complicated or intricate technical issues and problems that are not feasible without this capability. Conceptualizes and designs alternative technical concepts and operational capabilities for consideration. Delineates pros and cons, costs and benefits, and implications of solutions to position executive management to select the optimal course of action. Interacts and provides expert advice and analysis of technical issues for Program Manager and task teams engaged in resolution of challenging technical project matters, quality assurance, and process improvement projects. Ensures liaison with client senior managers on specialized technical matters.

Experience: Minimum of ten (10) years of experience including specialized experience in technical areas.

Minimum Education: M.S./M.A. with studies in environmental science, physics, information technology, other specialized field of study from an accredited college or university or equivalent experience for graduate work. Two (2) years is equivalent to (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).



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Senior Associate 1

Position Description: Serves as a supervisor with responsibility for multiple complex projects and principal liaison responsibilities with customer on technical matters for MOBIS implementation. Serves as Project Manager and provides lead specialty expertise for identified projects, with team members having particular background in the designated areas of expertise. Provides technical support in one or more key areas associated with project execution, interoperability, or integration of tasks related to business process improvement, re-engineering, or realignment of functions for client operations. Performs lead management responsibilities for technical areas of assigned projects. Works directly with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Offers support for task teams engaged in quality assurance and process improvement projects. Ensures liaison with client managers and senior staff.

Experience: Minimum of eight (8) years of experience including supervisory or management experience. Three (3) years must be in project management duties. Specific experience areas include requirements definition, work planning, control of budget, schedule, task execution, and personnel management and supervision related to the technical tasks in the customer's order.

Minimum Education: M.A./M.S. in relevant specialized field from an accredited college or university or equivalent experience for graduate work. Two (2) years is equivalent to (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

**Senior Associate 3
(formerly Senior Associate 2)**

Position Description: Has supervisory responsibility for large and complex projects and principal liaison responsibilities with customer on business matters for MOBIS implementation. Serves as Project Manager for identified projects, with team members having background in the business areas of expertise. Provides business support in one or more key areas associated with project execution, alignment and integration of tasks, and outcomes of analysis related to business process improvement, re-engineering, or redesigning of functions for client operations. Performs lead management responsibilities for business areas of assigned projects. Works directly with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Offers support for task teams engaged in quality assurance and process improvement projects. Ensures liaison with client managers and senior staff.

Experience: Minimum of eight (8) years of experience including supervisory or management experience. Three (3) years must be in project management duties. Specific experience areas include requirements definition, work planning, control of budget, schedule, task execution, and personnel management and supervision related to the technical tasks in the customer's order.

Minimum Education: M.A./M.S. in Business Administration, Public Administration, or related field from an accredited college or university or equivalent experience for graduate work. Two (2) years is equivalent to (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).



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Principal Associate 1

Position Description: Serves as the senior MOBIS analyst responsible for performing high-level analytical/operational MOBIS implementation consulting and executive/management coaching. Operates as a specialist with broad knowledge of multiple aspects of planning and/or program integration related to business process improvement. Possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more key areas. Works alone with little or no supervision or oversight on specific tasks associated with the implementation of specific aspects of improving, re-inventing, or re-engineering activities or functions for a complex project, and is capable of providing limited guidance or supervision of team members in highly complicated projects.

May serve as Deputy Project Manager in fulfilling this role, which includes submission of periodic status reports, updates on team activities, and identification of issues requiring the attention of the Project Manager.

Experience: Minimum of five (5) years of experience related to the tasks in the customer's order. One (1) year must be in management duties.

Minimum Education: B.S./B.A. or equivalent degree. Two (2) years of experience is equivalent to one (1) year of education (i.e., eight (8) years of experience is equal to a Bachelor's degree).

Principal Associate 2

Position Description: Serves as a member of a MOBIS implementation consulting team performing mid-level analytical assignments. Uses knowledge in one or more aspects of plan or project integration related to business process improvement. Possesses a broad knowledge in one or more specific areas and provides specialized knowledge relevant to the assigned project. Works with a minimum of supervision on assigned tasks associated with the implementation of specific aspects of work plan or project implementation.

Experience: Minimum of three (3) years of experience related to the tasks in the customer's order.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years of experience is equivalent to one (1) year of education (i.e., eight (8) years of experience is equal to a Bachelor's degree).

Associate 1

Position Description: Serves as a member of a MOBIS implementation consulting team, performing basic research and analytical assignments, including performing as a fact-finder and program analyst. Applies knowledge to one key aspect of work plan or project integration related to business process improvement. Possesses knowledge of specific area and performs with specialized knowledge related to the assigned project. Works with ongoing supervision on specific assigned task associated with the implementation of different aspects of work plan or project implementation.

Experience: Minimum of six (6) months of experience related to the tasks in the customer's order.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years of experience is the same as one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree).



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Administrative Support 1

Position Description: Provides assistance in carrying out MOBIS operational work serving primarily as a fact-finder and compiler of data and resource information. Works on summarizing data collected from internal or external sources related to the project, and obtains source materials from the customer for other team members that enable them to complete analysis of business improvement issues. Possesses knowledge of different techniques for displaying and representing data and information for the analysis process conducted by team members. Assists with the drafting of reports and deliverables, including editing and graphic representation of data.

Experience: Minimum of two (2) years of experience in associated with the task order.

Minimum Education: A.A./A.S. degree or equivalent. High School diploma, GED, or equivalent experience and two (2) years of experience in collecting and displaying data and information for analytical projects may be substituted for the A.A./A.S. degree requirement.

Administrative Support 2

Position Description: Provides assistance in carrying out all administrative/ADP operational functions relevant to particular MOBIS project assignment. Provides support in the following areas: calendar support and coordination, conference support, general clerical, and assistance with correspondence, graphics for deliverables, and briefing materials. Administrative tasks are performed, not as overhead, but indirect support of client project related to business process improvement or re-engineering efforts.

Experience: Minimum of two (2) years of experience in administrative processes and services, to include use of standard office computer software applications.

Minimum Education: A.A./A.S. degree. High School diploma, GED, or equivalent from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A./A.S. degree requirement.