

# MERCURY

**General Services Administration  
Federal Supply Service  
Authorized Schedule Price List**

**Multiple Award Schedule (MAS)**

**Contract Number**

**GS-33F-0022U**

**SIN: 541614SVC**

**Supply and Value Chain Management**

**Contract Period**

**June 20, 2018 through June 29, 2023**

**Mercury Associates, Inc.**



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## CONTACT INFORMATION

<b>Contractor</b>	Mercury Associates, Inc. 7361 Calhoun Place, Suite 640 Rockville, MD 20855
<b>Business Size</b>	Large Business
<b>Subcontracting Plan</b>	Exempt
<b>Phone</b>	(301) 519-0535
<b>Fax</b>	(240) 238-8816
<b>Web Site</b>	<a href="http://www.mercury-assoc.com">www.mercury-assoc.com</a>
<b>Contract Administrator</b>	Diane Thomas, Business Manager
<b>Authorized Negotiators</b>	Paul T Lauria, President, <a href="mailto:plauria@mercury-assoc.com">plauria@mercury-assoc.com</a> Diane M Thomas, Business Manager, <a href="mailto:dthomas@mercury-assoc.com">dthomas@mercury-assoc.com</a>

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## CONTRACT SERVICES

### Experience and Capabilities

Mercury Associates, Inc. is a dedicated fleet management consulting firm that assists organizations in improving the management and operation of their vehicle and equipment fleets. Mercury also offers specialized services related to human resource mobility, transportation, and relocation.

Mercury's consulting services touch on virtually every facet of fleet management and operation, ranging from broad-based assessments of fleet management organizational structures, staffing levels, facilities and equipment, and business practices, to tightly focused analyses of a single issue or opportunity such as "Can we reduce the size of our fleet?" "Should we replace our fleet management information system?" "How can we reduce our maintenance and repair expenditures?" or "Should we lease or buy vehicles?" We also provide many different types of implementation and management support services to fleet owners such as information system requirements definition, selection, and implementation; development of RFPs for vehicles and equipment, maintenance and repair parts, fuel, and third-party services ranging from fuel management to parts management to fleet maintenance and repair; business process redesign; cost charge-back rate development; policy and procedure development; and management training.

Mercury's consultants have worked with a wide array of governmental jurisdictions, with fleets ranging in size from fewer than 10 to more than 200,000 vehicles and pieces of equipment. For the US federal government, we have provided services to the Army, Navy, Air Force, and Marine Corps; 13 of 16 executive branch departments (Defense, Energy, Homeland Security, Interior, Transportation, State, etc.); and the General Services Administration, NASA, the US Postal Service, and the Smithsonian Institution. In particular, we specialize in providing Vehicle Allocation Methodology and Fleet Management Plan services to federal agencies. In addition, our professionals have worked with one or more agencies in 34 state governments; with more than 40 colleges and universities; and with more than 40 investor-owned and municipally owned utilities.

Mercury consultants have extensive experience managing large and complex projects with short turn-around times. We have the proven ability to coordinate a team of experts in applying tested management tools and techniques, including project plans, responsibility matrices, process/people flowcharts, and work-flow diagrams. We have developed an array of analytical software tools that put information into the hands of decision-makers. Our consultants apply facilitation skills and quality-management processes and techniques (e.g., brainstorming and affinity grouping, force-field analysis, flowcharting and process analysis, meeting management, leading discussion groups), as needed, in conducting their projects. Mercury employs a formal quality control program to ensure that our services provide maximum value to our clients.

Overall, government organizations can tap Mercury's logistics and fleet research and consulting services and systems to achieve new levels of efficiency, cost-reduction, and regulatory compliance. As organizational-change consultants, we assist clients with preparation of policies suitable to organizational goals, objectives, culture, and constantly shifting external forces. Strategic planning and policy projects invariably include a due diligence cost study (as-is vs. to-be), best practice(s) assessment, benchmarking (cost, typical policies among organizations), and development of tiered programs and approaches for personnel categories and/or diverse organizational missions.

## Services

### Fleet Management Consulting

- ✓ Analysis and Development of Per Diem, Allowance, and Reimbursement Programs
- ✓ Charge-Back System Review, Program Creation, and Rate Development
- ✓ Conduct Field Problem Analysis and Recommend Corrective Action
- ✓ Cost Analysis, Reduction, and Containment Studies
- ✓ Dashboard Design and Implementation of Programmed Display of Performance Measures
- ✓ Determination of Optimal Vehicle Replacement Cycles and Life Cycle Management
- ✓ Development of Fleet Replacement Plans
- ✓ Development of Requests for Proposals for Contractual Services
- ✓ Development of Strategic Business Plans
- ✓ Development of Specifications or Performance-based Work Statements and Task Estimates
- ✓ Develop, Document and Support Maintenance Procedures and Technical Manuals
- ✓ Driver, Traveler, Assignee and/or Transferee Survey Research

- ✓ Evaluation of Lease versus Buy and other Capital Financing Strategies
- ✓ Expansion and Consolidation Studies
- ✓ Fit-gap Analysis of Enterprise Systems for Logistics and Fleet Management
- ✓ Fleet Planning, Operation, and Maintenance
- ✓ Internal Service Fund Audits and Replacement Funding Needs Assessment
- ✓ Inventory/Asset Management and Operation
- ✓ Logistics Business Process Re-engineering
- ✓ Contractor Selection, Contract Negotiation, and Contractor Performance Reviews
- ✓ Maintenance Facility Assessment, Network Consolidation Analysis, Facility Master Planning
- ✓ Maintenance, Repair and Overhaul (MRO process management)
- ✓ Market Research and Acquisition Planning
- ✓ Operating-Unit Surveys
- ✓ Outsourcing Feasibility Studies
- ✓ Performance Reviews and Competitiveness Assessments
- ✓ Policy and Standard Operating Procedure Development and Web-enabled Communication
- ✓ POV Mileage Tracking, Breakeven Analyses, and Reimbursement Management
- ✓ Process Reengineering & Implementation
- ✓ Program and Management Consolidation and Organizational Restructuring Studies
- ✓ Program and Project Management
- ✓ Property Disposal Management
- ✓ Rightsizing and Right-Typing (Having the correct number and types of fleet assets)
- ✓ Selection, Implementation and Hosting of Logistics and Fleet Management Information Systems (FMIS)
- ✓ Supply Chain Management/Integration Planning
- ✓ Vehicle Allocation Methodology (VAM) Studies and Program Development
- ✓ Vehicle Utilization Studies
- ✓ Vendor/acquisition Management

### **Specialized Relocation Consulting and Support**

- ✓ Assessment of Preferred Supplier Programs
- ✓ Assessments of Tariff/Tender Programs for Overall Best Value
- ✓ Market Research
- ✓ Operating-Unit, Customer, Driver, Traveler, Assignee and/or Transferee Survey Research
- ✓ Relocation Processes Reengineering
- ✓ Strategic Planning and Change Management
- ✓ Training, Meeting Management and Facilitation

### **Project Management**

#### **Project Plan and Budget**

A requirement for every task order is to develop a plan of work and budget. At a kick-off meeting, the Mercury project director presents a Gantt that illustrates the plan of work, allocated resources by task, and a timeline specifying milestones and deliverables. The purpose of this step is to ensure clarity of goals and objectives and to secure plan concurrence (generally with the Contracting Officer's Technical Representative). Mercury then uses its scheduling, time

management, and time and expense reporting procedures for delivering services in accordance with the plan and budget. Our experience has demonstrated that our project planning and procedures keep the plan of work on track and ensure client satisfaction.

### **Time Management and Cost Control**

Reports from our Project Management System (PSA) enable project directors to manage labor and cost relative to plan. In our experience, active oversight of time and cost is critical to assuring service quality (a budget overrun can lead to cutting corners and deterioration of service quality).

### **Progress Monitoring and Reporting**

We communicate regularly with our clients throughout the course of each engagement to ensure that they are aware of our progress and to give them a “preview” of our findings, conclusions, and recommendations as they emerge from our field work and data analysis. Depending on the size, complexity, and duration of the engagement, our progress reporting may be relatively informal, occurring through conversations when we are on site and through periodic telephone calls with the client’s project director, or it may be highly structured, encompassing the use of written reports and formally scheduled and conducted meetings with a steering committee. The key objective is to avoid surprises by encouraging the frequent and

## **PRICES**

Government awarded prices (Net):

<b>Labor Category</b>	<b>GSA Rates (Per Hour)</b>
Client Service Executive	\$ 172.87
Project Director	\$ 162.07
Project Manager	\$ 124.25
Senior Analyst	\$ 108.05
Analyst	\$ 95.08
Data Collection Technician	\$ 64.83

Mercury will accept Labor Hour (LH) and Firm Fixed Price (FFP) contracts.

### **Labor Category Descriptions**

#### **Client Service Executive (CSE)**

- Serves as a liaison between Mercury’s project team and client project manager (Contracting Officer’s Representative).
- Provides technical oversight of and guidance to project directors on matters relating to project plans, milestones, deliverables, methods, and technical issues and challenges encountered during an engagement.
- Leads quality assurance review of key deliverables and participates in key project meetings and presentations.

**Qualifications include one of the following:**

- Master's Degree and a minimum of 15 years of experience in management consulting and/or professional mobility management
- Bachelor's Degree and a minimum of 20 years of experience in management consulting and/or professional mobility
- High School Diploma and a minimum of 30 years of experience in management consulting and/or professional mobility

*Certifications held may include Certified Automotive Fleet Manager, Certified Equipment Manager, Certified Management Consultant, but are not a substitute for educational requirements.*

**Project Director (PD)**

- Directs Mercury's project team and serves as principal point of contact.
- Provides technical direction for an engagement, including development of project plans, definition of milestones, production of deliverables, establishment of methods, and presentation of findings, conclusions and recommendations.
- Manages administrative requirements of an engagement, including progress reporting and client invoicing.
- Undertakes quality assurance review of key deliverables and participates in key project meetings and presentations.

**Qualifications include one of the following:**

- Master's Degree and a minimum of 10 years of experience in management consulting and/or professional mobility management
- Bachelor's Degree and a minimum of 15 years of experience in management consulting and/or professional mobility
- High School Diploma and a minimum of 20 years of experience in management consulting and/or professional mobility

*Certifications held may include Certified Automotive Fleet Manager, Certified Equipment Manager, Certified Management Consultant, but are not a substitute for educational requirements.*

**Project Manager (PM)**

- Provides day-to-day direction to Mercury's project team members in the execution of project plans and the production of deliverables.
- Plays a substantive technical role in the performance of project tasks, the preparation of deliverables, and the conduct of key meetings and/or presentations.
- Serves as a point of contact in addition to the project director and CSE (if latter is involved in a project).
- Assists project director, as appropriate, in performing administrative tasks.

**Qualifications include one of the following:**

- Master's Degree and a minimum of 7 years of experience in management consulting and/or professional mobility management
- Bachelor's Degree and a minimum of 10 years of experience in management consulting and/or professional mobility
- High School Diploma and a minimum of 15 years of experience in management consulting and/or professional mobility

*Certifications held may include Certified Automotive Fleet Manager, Certified Equipment Manager, Certified Management Consultant, but are not a substitute for educational requirements.*

**Senior Analyst**

- Performs project tasks in accordance with plans and methods defined by the PM or PD.
- Applies structured data-gathering and analysis methods to a) the evaluation of client business practices, b) the identification of opportunities for improvement, and c) the performance of tasks associated with the implementation of recommended process improvements.

***Qualifications include one of the following:***

- Master's Degree and a minimum of 4 years of experience in management consulting and/or professional mobility management
- Bachelor's Degree and a minimum of 7 years of experience in management consulting and/or professional mobility
- High School Diploma and a minimum of 10 years of experience in management consulting and/or professional mobility

**Analyst**

- Performs project task in accordance with plans and methods defined by PM or PD.
- Applies structured data-gathering and analysis methods to a) the evaluation of client business practices, b) the identification of opportunities for improvement, and c) the performance of tasks associated with the implementation of recommended process improvements.

***Qualifications include one of the following:***

- Master's Degree and a minimum of 2 years of experience in management consulting and/or professional mobility management
- Bachelor's Degree and a minimum of 4 years of experience in management consulting and/or professional mobility
- High School Diploma and a minimum of 7 years of experience in management consulting and/or professional mobility

**Data Collection Technician**

- Assists in collection of quantitative data and documentary material required by project team members to perform project tasks, including preparation and submission of structured information requests and data collection templates.
- Assists in the design of web-based and paper-based questionnaires and survey forms.
- Reviews client-furnished documentation and data for accuracy and completeness.
- Assists project team members in performing data analyses using software tools (such as Microsoft Excel and Access).

***Qualifications include one of the following:***

- Master's Degree, no minimum experience requirement
  - Bachelor's Degree and a minimum of 2 years of experience in management consulting and/or professional mobility
  - High School Diploma and a minimum of 4 years of experience in management consulting and/or professional mobility
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**CUSTOMER INFORMATION**

- 1a. Table of awarded special item number(s) with appropriate cross-references to item descriptions and awarded price(s).

**SIN 541614SVC – Supply and Value Chain Management**

Category 541614: Deployment, Distribution and Transportation Logistics Services: Services include the following: Deployment Logistics such as contingency planning, identifying/utilizing regional or global resources, integrating public/private sector resources, inventory/property planning, movement, storage, end-to-end industrial relocation/expansion services, and deploying communications and logistics systems to permit rapid deployment and management of supplies and equipment; Distribution and Transportation Logistics Services such as Planning and designing, implementing, or operating systems or facilities for the movement of supplies, equipment or people by road, air, water, rail, or pipeline.

- 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. [See Prices, above](#)
- 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. [See Prices, above](#)
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100**
4. Geographic coverage (delivery area): **Domestic and Overseas**
5. Point(s) of production (city, county, and State or foreign country): **Same as company address**
6. Discount from list prices or statement of net price: **List is under Prices, above**
7. Quantity discounts: **None offered**
8. Prompt payment terms: **Net 30 days**
- 9a. Notification that Government purchase cards are accepted at or below 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 lists that have expedited delivery.

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- 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 Mercury](#)
- 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 affect a faster delivery. [Contact Mercury](#)
12. F.O.B. point(s). [Destination](#)
- 13a. Ordering address(es). [Same as company address](#)
- 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](https://fss.gsa.gov/schedules)).
14. Payment address(es). [Same as company address](#)
15. Warranty provision. [Mercury’s standard commercial warranty](#)
16. Export packing charges, if applicable. [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 (if applicable). [Not applicable](#)
19. Terms and conditions of installation (if applicable). [Not applicable](#)
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). [Not applicable](#)
- 20a. Terms and conditions for any other services (if applicable). [Not applicable](#)
21. List of service and distribution points (if applicable). [Not applicable](#)
22. List of participating dealers (if applicable). [Not applicable](#)
23. Preventive maintenance (if applicable). [Not applicable](#)
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). [Not applicable](#)
- 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/). [Not applicable](#)
25. Data Universal Number System (DUNS) number. [11-4800001](#)
26. Notification regarding registration in sam.gov. [Registered in sam.gov through 6/14/2021](#)