



**Authorized Federal Supply Schedule Price List No.: GS-10F-0350M**

*Federal Supply Group: 874*

*Class: R499*

**MISSION, ORIENTED BUSINESS INTEGRATED SERVICES  
(MOBIS)**

Special Item No. 874-1 Consulting Services  
Special Item No. 874-1RC Recovery Purchasing  
Special Item No. 874-2 Facilitation Services  
Special Item No. 874-2RC Recovery Purchasing  
Special Item No. 874-3 Survey Services  
Special Item No. 874-3RC Recovery Purchasing  
Special Item No. 874-7 Program Integration and Project Management Services  
Special Item No. 874-7RC Recovery Purchasing

**SYSTEM PLANNING CORPORATION**  
1000 Wilson Boulevard  
Arlington, Virginia 22209  
703 351-8200 – Main Number  
703 351-8254 – Contract Management  
703 351-8410 – Fax  
Internet: [www.sysplan.com](http://www.sysplan.com)

**Business Size: Large under NAICS 541611**

**Base Contract Period**  
**July 1, 2002 through June 30, 2007**  
**Plus Three 5-Year Options**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>*

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.GSAAdvantage.gov>*

**PRICES SHOWN HEREIN ARE NET (DISCOUNT DEDUCTED)**

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**CUSTOMER INFORMATION****1a. Awarded Special Item Numbers (SINs)**

874-1 Consulting Services

874-1RC Recovery Purchasing

874-2 Facilitation Services

874-2RC Recovery Purchasing

874-3 Survey Services

874-3RC Recovery Purchasing

874-7 Program Integration and Project Management Services

874-7RC Recovery Purchasing

**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. N/A**

**1c. If the Contractor is proposing hourly rates a description of all corresponding job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform service shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. All descriptions can be found on pages 9-10.**

**2. Maximum Order:** \$1,000,000.00 – *Further discussion in Section 7.0*

**3. Minimum order:** \$300.00– *Further discussion in Section 7.0*

**4. Geographic coverage (delivery area):** Domestic Only

**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:** Government net prices (discounts already deducted).

**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

- 9.b **Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold:** 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 indicated whether overnight and 2-day delivery are available. Also, the Contractor will indicated 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. 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 Shedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address(es):** Same as company address.
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 micropurchase 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. Special attributes such as 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: 06-201-9765
26. Notification regarding registration in Central Contractor Registration (CCR) database:  
Registered

**Contractor will accept LH and FFP**

Government Awarded Prices (Net Prices)

**CONTRACT OVERVIEW**

SPC has been awarded a GSA Federal Supply Schedule contract for **Mission, Oriented Business Integrated Services (MOBIS)**, Contract No. **GS-10F-0350M**. The contract period is from July 1, 2002 through June 30, 2007. Three five-year option periods may be exercised by GSA. Firm-fixed price, time and material, labor hour and level-of-effort task orders are acceptable under this contract.

**CONTRACT USE**

This contract is available for use by all federal government agencies as a source for MOBIS Services for domestic delivery only. The organizations listed below may place orders under this contract. Questions regarding organizations authorized to use this schedule should be directed to the Contracting Officer.

- (1) Executive agencies.
- (2) Other Federal Agencies.
- (3) Mixed-ownership Government corporations.
- (4) The District of Columbia.
- (5) Government Contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1.
- (6) Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

**SPECIAL ITEM NUMBERS (SINs) – CONTRACT SCOPE**

SPC was awarded four (4) of the nine (9) available SINs that comprise Mission, Oriented Business Integrated Services. When any of the below services are ordered, Other Direct Costs (ODCs) that are applicable should be included in the resultant Task Order. Descriptions of the below labor categories are provided in Section 5.0.

**SIN 874-1: CONSULTING SERVICES**

Services include but are not limited to:

- strategic, business and action planning
- systems alignment
- cycle time
- high performance work
- leadership systems
- performance measures and indicators
- process and productivity improvement
- organizational assessments
- program audits, and evaluations

**SIN 874-2RC: RECOVERY PURCHASING**

This GSA Schedule SIN provides for state and local governments to use GSA Schedules for disaster recovery as provided for in Section 833 of the National Defense Authorization Act for Fiscal Year 2007, commonly known as the John Warner National Defense Authorization Act (P.L. 109-364). Specifically, it authorizes the use of Federal Supply Schedules by state and local governments to facilitate recovery from major disasters, terrorism, nuclear, biological, chemical, or radiological attacks. The disaster must be declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et. seq.).

**SIN 874-2: FACILITATION SERVICES**

Services include but are not limited to:

- the use of problem solving techniques
- resolving disputes, disagreements, and divergent views
- providing a draft for the permanent record
- defining and refining the agenda
- logistical meeting/conference support when performing technical facilitation
- recording discussion content and focusing decision-making
- debriefing and overall meeting planning
- convening and leading large and small group briefings and discussions
- preparing draft and final reports for dissemination

**SIN 874-2RC: RECOVERY PURCHASING**

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**SIN 874-3: SURVEY SERVICES**

Services include but are not limited to:

- planning survey design
- defining and refining the agenda
- sampling; survey development
- survey database administration
- pretest/pilot surveying
- assessing reliability and validity of data

- determining proper survey data collection methodology
- administering surveys using various types of data collection methods
- analyses of quantitative and qualitative survey data

Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions

**SIN 874-3RC: RECOVERY PURCHASING**

This GSA Schedule SIN provides for state and local governments to use GSA Schedules for disaster recovery as provided for in Section 833 of the National Defense Authorization Act for Fiscal Year 2007, commonly known as the John Warner National Defense Authorization Act (P.L. 109-364). Specifically, it authorizes the use of Federal Supply Schedules by state and local governments to facilitate recovery from major disasters, terrorism, nuclear, biological, chemical, or radiological attacks. The disaster must be declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et. seq.).

**SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES**

Services include but are not limited to:

- program management
- program oversight
- project management
- program integration (team leader)

**SIN 874-7RC: RECOVERY PURCHASING**

This GSA Schedule SIN provides for state and local governments to use GSA Schedules for disaster recovery as provided for in Section 833 of the National Defense Authorization Act for Fiscal Year 2007, commonly known as the John Warner National Defense Authorization Act (P.L. 109-364). Specifically, it authorizes the use of Federal Supply Schedules by state and local governments to facilitate recovery from major disasters, terrorism, nuclear, biological, chemical, or radiological attacks. The disaster must be declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et. seq.).

**4.0 DEGREE AND EXPERIENCE SUBSTITUTION TERMS**

SPC recognizes that successful performance depends on having personnel with the right skills and experience. These skills and experience are acquired through a proper mix of education and professional experience. We have found that skills required to support advanced technology efforts, today's problems and tomorrow's challenges, are not always supported by the traditional combination of formal education and work experience. Therefore, we have incorporated substitution allowances between equivalent education and experience in order to provide the quality of services required by the customer at the most reasonable price. The following tables present substitution equivalencies for education and experience requirements.

- **Substitutions for Educational Requirements**

Additional years of related experience may be substituted for degree requirements.

Degree Requirement	Equivalent Experience Substitution
High School	GED
Associate	High School plus two years additional related experience
Bachelor's	High school plus four years additional related experience or Associate's degree plus two years additional related experience
Master's	Bachelor's degree plus two years additional related experience or six years additional related experience
Doctorate	Bachelor's degree plus four years or Master's degree plus two years or eight years additional related experience

- **Substitutions for Work Experience Requirements.**

A related degree may be substituted for years of related work experience.

Degree	Equivalent Years of Experience
Bachelor's	Two
Master's	Four
Doctorate	Six

**LABOR CATEGORY DESCRIPTIONS AND QUALIFICATIONS**

The following SPC labor categories are offered under the MOBIS contract:

1. Executive Manager
2. Principal Analyst/Consultant
3. Analyst/Consultant
4. Sr Support Specialist
5. Support Specialist

**1. Executive Manager**

**Duties:**

Provides executive level management and oversees business operations, program planning, and marketing activities at a company-wide level. Examples of this category are corporate officers and administrators.

**Education and Experience Requirements:**

Bachelor's Degree or Masters Degree with usually twenty (20) or more years of experience.

**2. Principal Analyst/Consultant**

**Duties:**

Acts as principal lead on analytical, consulting, or assessment processes in support of technical, business & administrative goals of the program. Often performs analysis requiring advanced training and degrees. Types of personnel that are included in this category are senior managers that lead operation or support departments or programs and very senior level technical and operations staff.

**Education and Experience Requirements:**

Bachelor's Degree and/or Master's Degree or Equivalent with usually fifteen (15) or more years of experience.

**3. Analyst/Consultant**

**Duties:**

Provides analysis, assessment, technical or business area expertise. May provide supervisory direction. Examples of this category are senior analysts, engineers and scientists; department and program managers.

**Education and Experience Requirements:**

Bachelor's Degree or Equivalent with usually ten (10) years or more of experience.

**4. Senior Support Specialist**

**Duties:**

Provides lead or senior level support for technical, business & administrative aspects of the program. Examples of this category are contract administrators, financial analysts, senior program assistants and senior technicians.

**Education and Experience Requirements:**

Bachelor's Degree or Equivalent with usually (5) years or more of experience

**5. Support Specialist**

**Duties:**

Supports technical, business & administrative aspects of the program. Examples of this category are junior program assistants, technicians, and entry-level analysts or administrators.

**Education and Experience Requirements:**

GED with zero (0) to usually no more than five (5) years of experience

**SUMMARY OF PRICES**

A summarization of labor category prices for all awarded SINs under this GSA MOBIS Schedule Contract is listed below:

Effective July 1, 2007, the following GSA hourly/daily rates are hereby incorporated into contract # GS-10F-0350M. These rates are applicable to SINs 874-1, 1RC, 2, 2RC, 3, 3RC, and 7, 7RC:

**Years 6-10**

<b>MOBIS Category</b>	<b>7/1/07 - 12/31/07 Year 6</b>	<b>1/1/08 - 12/31/08 Year 7</b>	<b>1/1/09 - 12/31/09 Year 8</b>	<b>1/1/10 - 12/31/10 Year 9</b>	<b>1/1/11 - 12/31/11 Year 10</b>
Executive Manager	\$357.77	\$372.08	\$386.96	\$402.44	\$418.54
Principal					
Analyst/Consultant	\$264.74	\$275.33	\$286.35	\$297.80	\$309.71
Analyst/Consultant	\$188.08	\$195.61	\$203.43	\$211.57	\$220.03
Sr Support Specialist	\$120.45	\$125.27	\$130.28	\$135.49	\$140.91
Support Specialist	\$86.48	\$89.94	\$93.54	\$97.28	\$101.17

  

<b>MOBIS Category</b>	<b>7/1/07 - 12/31/07 Year 6</b>	<b>1/1/08 - 12/31/08 Year 7</b>	<b>1/1/09 - 12/31/09 Year 8</b>	<b>1/1/10 - 12/31/10 Year 9</b>	<b>1/1/11 - 12/31/11 Year 10</b>
Executive Manager	\$2,862.13	\$2,976.61	\$3,095.68	\$3,219.50	\$3,348.28
Principal					
Analyst/Consultant	\$2,117.94	\$2,202.66	\$2,290.76	\$2,382.40	\$2,477.69
Analyst/Consultant	\$1,504.68	\$1,564.86	\$1,627.46	\$1,692.56	\$1,760.26
Sr Support Specialist	\$963.63	\$1,002.17	\$1,042.26	\$1,083.95	\$1,127.31
Support Specialist	\$691.85	\$719.52	\$748.30	\$778.23	\$809.36

The contractor must update their GSA Advantage file to reflect the changes incorporated in this modification.

All other terms and conditions remain unchanged.

**7.0 ORDERING METHODS AND LIMITATIONS**

In accordance with the Placement of Orders clause of this solicitation, SPC will receive orders placed by GSA Federal Supply Service (FSS) by facsimile transmission. All paper form orders should be mailed to:

System Planning Corporation (SPC)  
 1000 Wilson Blvd., Suite 30  
 Arlington, VA 22209-2211

Minimum Orders – When the customer requires services covered by this contract in an amount below \$300, the customer is not obligated to purchase, nor is SPC obligated to furnish those services. However, SPC may accept smaller orders by specifying a smaller amount in proposal offers and subsequently revise the minimum order limitation to the applicable amount. In all cases, SPC can decline such orders by returning the order to the procuring office within five (5) workdays after receipt.

Maximum Orders – SPC will honor any order exceeding the \$1,000,000 maximum amount unless the order is returned to the procuring office within five (5) workdays after receipt, with a written notice stating the reasons for not supplying the service requested.

**8.0 BLANKET PURCHASE AGREEMENTS**

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services, is permitted when the procedures outlined herein are followed. All BPAs for

services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must provide the request to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For orders exceeding the maximum order threshold, the request should be provided to any additional contractors that offer services that will meet customer needs. Ordering offices should strive to minimize the contractor's costs associated with responding to requests for quotes for specific services. The order should also be placed with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.