

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 is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

Federal Supply Group: 874 **Class:** R499

Contract Number: GS-10F-0268U

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

Contract Period: 26 June 2008 through 25 June 2013

Contractor: Systems Technology Forum, LTD
150 Riverside Parkway, Suite 309
Fredericksburg, VA 22406 1094

Business Size: Small, Veteran Owned Business

Telephone: (703) 568-7804

Extension:

FAX Number: (703) 435-7954

Web Site: <http://www.stf-ltd.com>

E-mail: aaronc@stfltd.com

Contract Administration: Christine Aaron

Additional Negotiators: Emily Morris
Phone: 540-899-3536
Email: Emily.Morris@stfltd.com

Scott Ayers
Phone: 540-899-2595
Email: Scott.Ayers@stfltd.com

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1, 874-1RC, 874-2, 874-2RC, 874-3, 874-3RC, 874-7, 874-7RC
- 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:** \$300.00
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:** See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** 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 \$3,000
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 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).
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 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. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 13-4157333
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

Attachment #1 AWARDED PRICES STF SINs 874-1, 874-2, 874-3, 874-7	Year 1		Year 2		Year 3		Year 4		Year 5			
	6/26/08 - 6/25/09	6/26/09 - 6/25/10	6/26/10 - 6/25/11	6/26/11 - 6/25/12	6/26/12 - 6/25/13	Vendor Site	Govt Site	Vendor Site	Govt Site	Vendor Site	Govt Site	
	Vendor Site	Govt Site	Vendor Site	Govt Site	Vendor Site	Govt Site	Vendor Site	Govt Site	Vendor Site	Govt Site	Vendor Site	Govt Site
LABOR CATEGORY												
Exec Mgmt Consultant	\$189.91	No Bid	\$197.51	No Bid	\$205.41	No Bid	\$213.62	No Bid	\$222.17	No Bid		
Principal Consultant	\$168.88	\$119.90	\$175.64	\$124.70	\$182.66	\$129.68	\$189.97	\$134.87	\$197.57	\$140.27		
Mgmt Consultant IV	\$107.29	\$72.67	\$111.58	\$75.58	\$116.04	\$78.60	\$120.69	\$81.74	\$125.51	\$85.01		
Mgmt Consultant III	\$99.70	\$49.49	\$103.69	\$51.47	\$107.84	\$53.53	\$112.15	\$55.67	\$116.63	\$57.90		
Mgmt Consultant II	\$63.58	No Bid	\$66.12	No Bid	\$68.77	No Bid	\$71.52	No Bid	\$74.38	No Bid		
Mgmt Consultant I	\$55.40	\$77.02	\$57.62	\$80.10	\$59.92	\$83.30	\$62.32	\$86.64	\$64.81	\$90.10		
Technical Analyst II	\$86.16	\$44.69	\$89.61	\$46.48	\$93.19	\$48.34	\$96.92	\$50.27	\$100.80	\$52.28		
Technical Analyst I	\$52.22	\$53.50	\$54.31	\$55.64	\$56.48	\$57.87	\$58.74	\$60.18	\$61.09	\$62.59		
Admin Specialist II	\$56.29	\$53.50	\$58.54	\$55.64	\$60.88	\$57.87	\$63.32	\$60.18	\$65.85	\$62.59		
Admin Specialist I	\$36.08	\$33.01	\$37.52	\$34.33	\$39.02	\$35.70	\$40.59	\$37.13	\$42.21	\$38.62		

LABOR CATEGORY DESCRIPTIONS

EXECUTIVE MANAGEMENT CONSULTANT (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: This position will act as a cognizant authority over one or more of the top-level leadership issues including leadership assessment, organizational assessment and design, strategic planning, policy planning and development, business and process improvement. Will interface and provide direction, guidance and consulting to the highest levels within an agency up to and including the Secretary. Excellent management, communications, interpersonal, organizational and analytical skills are required. Position may require travel. Position may also require the ability to pass and maintain a security clearance. Provide leadership, assistance and direction across a number of key organizational areas, including: Formulation and implementation of strategic plans. Policy planning and analysis. Business and financial process and reengineering to meet strategic objectives. Developing process modeling and simulation. Executive level facilitation and support. High level, agency cross-functional facilitation and support. Interagency committee facilitation and support. Program integration support. Interfacing with executive level customers on a regular basis. Monitor customer feedback and provide advice on a broad range of issues related to programs/services being delivered. Leadership at the highest programmatic and/or technical levels in order to accomplish customer driven projects. Manages all phases of a program from inception to completion. Serving as a technical expert in areas relevant to a major program, exercise, or initiative.

Minimum Education: Masters degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Fifteen (15) years general experience.

PRINCIPAL CONSULTANT (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations.

In business process reengineering, candidate will provide facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, activity and data modeling.

Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work. Requires excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Minimum Education: Masters degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Twelve (12) years general experience.

MANAGEMENT CONSULTANT IV (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Supervises teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Ten (10) years general experience

MANAGEMENT CONSULTANT III (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. Leads/mentors junior personnel. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to technical problems. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Eight (8) years general experience

MANAGEMENT CONSULTANT II (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. May lead/mentor junior personnel. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Six (6) years general experience

MANAGEMENT CONSULTANT I (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Supports management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. May lead/mentor junior personnel. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors Degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Four (4) years general experience

TECHNICAL ANALYST II (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Performs customer requirements analyses. As part of a technical team, solves complex technical problems. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions. Performs conceptual, developmental and planning functions for major programs. Generates specifications or plans for operational implementation. Prepares detailed technical documentation to support technical findings, opinions or recommendations. Performs customer liaison, makes presentations and attends customer meetings. Tests technical applications to ensure correct management decisions. Acts as a recognized expert in a specific discipline/capability. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detailed oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: Four (4) years general experience

TECHNICAL ANALYST I (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Assists subject matter experts in solving complex technical problems. Gathers and compiles data and maintains databases. Supports analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions. Supports conceptual, developmental and planning functions for major programs. Drafts specifications or plans for operational implementation. Drafts/reviews investigative reports, papers and memoranda. Attends/supports customer meetings. Requires excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

Minimum Education: Bachelors degree

Required/Supplemental Certifications: None

Minimum Experience Requirements: One (1) year of general experience

ADMINISTRATIVE SPECIALIST II (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Maintains the project financials and/or schedule and overseas cost control and cost projections. Supports the project manager or client in use of the project management tools used for cost budgeting and tracking, financial and program analysis, activity assignment, resource planning, or cost control. Ensures problem resolution and customer satisfaction for individual task orders. Collects and analyzes performance data. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Conducts special studies and evaluations. Researches, analyzes problems and determines element(s) requirements with minimum supervision. Collaborates with customer(s) to define, coordinates and tracks the status of multi-disciplinary task(s) and advises on management and business element planning and implementation. May train new staff (internal and external) on concepts, techniques and reporting. Assesses and quantifies cost/schedule/ management/business status and risk. Evaluates trends and projects cost completion estimates.

May provide program control support for strategic, tactical, and operational level planning and management studies to determine the Government's MEO and for comparison of in-house bids to proposed ISSA prices. Prepares, analyses, and updates project schedules and cost spreadsheets related to studies, assessments, administrative appeals, and development of in-house Government cost estimates and PWSs for technical, logistics, or engineering projects. Provides program control support to source selection efforts and private-public partnerships.

May provide documentation support for strategic, tactical, and operational level planning and management studies. Prepares and edits documents related to studies, assessments, administrative appeals, and development of in-house Government cost estimates and PWSs for technical, logistics, or engineering projects. Provides documentation and project library support to source selection efforts and private-public partnerships.

Minimum Education: High School Diploma

Required/Supplemental Certifications: None

Minimum Experience Requirements: Has five (5) years general experience in project control and financials.

ADMINISTRATIVE SPECIALIST I (SINs 874-1, 874-2, 874-3, 874-7)

Functional Duties/Responsibilities: Prepares and maintains word processing, spreadsheets, databases and/or other software files and information. Prepares technical reports, including gathering, analyzing, organizing, and presenting information and data in a logical, persuasive manner. Reads, understands, and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action. Gathers data from various sources and synthesizes the options for action from that data, for the decision making process. In concert with program staff or Division Manager, designs and implements the necessary business processes to cause the effective functioning of the office. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison. Organizes and maintains departmental files in accordance with applicable procedures and may support logistics tasking or financial control on projects. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings to record and/or report on proceedings.

Minimum Education: High School Diploma

Required/Supplemental Certifications: None

Minimum Experience Requirements: Has one (1) year of general experience

SUBSTITUTION CRITERIA:

Education for Experience

An Associate's degree may be substituted for one year of general and specialized experience for those labor categories requiring a high school diploma. A Bachelor's degree may be substituted for two years of general and specialized experience for those labor categories requiring a high school diploma. A Master's degree may be substituted for three years of general and specialized experience for those labor categories requiring a high school diploma. Formal accreditation in an area closely related to the statement of work may be substituted for one year of general and specialized experience for those labor categories requiring a Bachelor's degree. A Master's degree may be substituted for two years of general and specialized experience for those labor categories requiring a Bachelor's degree. Formal accreditation in an area closely related to the statement of work may be substituted for one year of general and specialized experience for those labor categories requiring a Bachelor's degree.

Experience for Education

The labor category description provides the minimal degree required to qualify for each labor category. Experience may be substituted for the minimal degree as follows:

High School Diploma plus 4 years = Bachelor's Degree

High School Diploma plus 6 years = Master's Degree

Bachelor's Degree plus 2 years = Master's Degree