

GENERAL SERVICE ADMINISTRATION

FEDERAL SUPPLY SERVICE

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**MANAGEMENT, ORGANIZATIONAL AND
BUSINESS IMPROVEMENT SERVICES (MOBIS)**

FSC GROUP 874 Class 8742

CONTRACT NUMBER: GS-10F-0364K

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

**PERIOD COVERED BY CONTRACT:
August 1, 2000 – August 31, 2015**

DATA NETWORKS CORPORATION

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A Woman Owned Business

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Introduction

Data Networks Corporation (DNC) provides data focused systems engineering to meet our clients' needs for business process improvement and information engineering. This data focused approach treats data as a corporate resource in a shared data environment to ensure that quality information is available to users throughout the enterprise wherever and whenever it is needed. Our expertise with this data focused approach has yielded solutions that:

- Promote the integration of activities within business processes that enable faster, cheaper, and more precise product delivery to customers
- Support the seamless flow of information throughout the enterprise to enable effective decisions in response to ever changing requirements
- Facilitate information exchanges across organizational boundaries to enable coordinated management control of operations

Our focus on data early in the system development process allows the development of data sharing strategies leading to the management of data as a corporate resource. Shared data enables rapid response to competitive challenges.

Establishing data as a corporate resource greatly enhances the enterprise's ability to support business process changes and provide rapid automated support for those changed business processes.

Contractor Information

1. Geographic Scope of Contract: The geographic scope of this contract is Domestic.
2. Contractor's Ordering Address and Payment Information

ORDERING ADDRESS:

For EDI Orders

Data Networks Corporation
Attn: Mr. Charles F. Olsick, Jr.
1821 Michael Faraday Drive, Suite 401
Reston, VA 20190
Tel: (703) 478-2650 x137
E-mail: MOBIS@dnex.com

For Mailed Orders

Data Networks Corporation
Attn: Mr. Charles F. Olsick, Jr.
1821 Michael Faraday Drive, Suite 401
Reston, VA 20190
Tel: (703) 478-2650 x137
E-mail: MOBIS@dnex.com

For Facsimile Orders

Attn: Mr. Charles F. Olsick, Jr.
Facsimile: (703) 478-2655

Payment Address

Data Networks Corporation
Attn: Mr. Charles F. Olsick, Jr.
1821 Michael Faraday Drive, Suite 401
Reston, VA 20190
Tel: (703) 478-2650 x137
E-mail: MOBIS@dnex.com
FAX: 703 478-2655



Ordering agencies to obtain technical and/or ordering assistance can use the following telephone number: (703) 478-2650 x 137

Customer Information

- la. Awarded Special Item Number(s):
SIN 874-1 and SIN 874-1 (RC) Consultation Services
SIN 874-7 and SIN 874-7 (RC) Program Integration and Project Management Services.
- lb. See Price list on page attached
- 2. Maximum order: \$1,000,000.00
- 3. Minimum order: \$500.00
- 4. Geographic coverage (delivery area): Domestic
- 5. Points of production: Same as Contractor.
- 6. Discount from list prices or statement of net price: Prices are net discounted. (See attached)
- 7. Quantity Discount: None.
- 8. Prompt Payment Terms: Net 30.
- 9a. Annotate if Government commercial credit card accepted: YES [] NO
- 9b. Discount for payment by Government commercial credit card: None
- 10. Foreign items (list items by country of origin). None
- 11a. Time of Delivery: As negotiated with ordering Agency.
- 11b. Expedited Delivery: As negotiated with ordering Agency.
- 11c. Overnight Delivery: As negotiated with ordering Agency.
- 11d. Urgent Requirements Delivery: As negotiated with ordering Agency.
- 12. F.O.B. Point(s): Destination.
- 13. Ordering address: Same as contractor.
- 14. Payment Address: Same as contractor.
- 15. Warranty provision: Standard Commercial Warranty.
- 16. Export Packaging Charges: N/A.
- 17. Terms and conditions of Government commercial credit card acceptance: None.
- 18. Terms and conditions of rental, maintenance, and repair: 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: None.
- 21. List of service and distribution points: N/A.
- 22. List of participating dealers: N/A.
- 23. Preventive maintenance: N/A.
- 24. Year 2000 (Y2K) Compliant: Yes.
- 25. Environmental attributes: None.
- 26. Data Universal Number System (DUNS) number: 199748674
- 27. Notification regarding registration in Central Contractor Registration (CCR) database: Registered.

TERMS AND CONDITIONS

APPLICABLE TO MOBIS PROFESSIONAL SERVICES ALL SPECIAL ITEM NUMBERS

Scope

- a. Prices, terms and conditions that apply to Special Item Numbers 874-1, 874-1 (RC), 874-7 and 874-7 (RC) apply exclusively to MOBIS Services within the scope of this MOBIS Schedule.
- b. DNC shall provide services at the DNC's facility and/or at the Government location, as agreed to by the DNC and the ordering office.

Procedures for services priced on GSA schedules at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for MOBIS professional services awarded to **DNC** applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall -----

1. Prepare a Request for Quotes:
 - A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period performance, deliverable schedule, applicable standards, acceptable criteria and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

- B** A request for quotes should be prepared which includes the performance-based statement of work and requests DNC to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursements of travel costs at the rates provided in the Federal Travel of Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour orders.
- C.** The request for quotes may request DNC, if necessary or appropriate, to submit a project plan for performing the task and information on DNC's experience and/or past performance performing similar tasks.
- D.** The request for quotes shall notify DNC what basis will be used for selecting DNC to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

2. Transmit the Request for Quotes to DNC

- A.** Based upon an initial evaluation of catalogs and price lists, the ordering office should identify DNC that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as DNC's locations, as appropriate).
- B.** The request for quotes should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offers services that will meet the agency's needs. Ordering offices should strive to minimize DNC's costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

3. Evaluate quotes and select DNC to receive an order

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

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 service 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 DNC 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 DNC to be awarded the BPAs.

- A. 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 services 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.
- B. 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 follow the procedures in 2.B above and then place the order with DNC that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
 - a) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

4. The ordering office should give preference to small business concerns when two or more contractors can provide the service at the same firm-fixed price or ceiling price.

5. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

6. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor hour order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

SIN 874-1 and 874-1 (RC): Consulting Services

Data Networks Corporation will offer consulting services in support of agencies' management and business improvement efforts under the Management Organization and Business Improvement Services contract. In the discussion below, we have outlined the comprehensive and coherent consulting services offerings for this SIN.

The overarching and unifying principle for our management and business improvement consulting services offering is enterprise alignment, sometimes referred to as systems alignment. Enterprise alignment links and balances the four key elements of an organization – people (both followers and leaders), process, customers, and business strategies such that the organization can obtain the desired results. The key desired results are sustained and increasing responsiveness to customers and a high performing workforce. Our belief is that enterprise alignment is a practical and suitable response to the current government reality in which:

- laws are changing or being reinterpreted,
- competing political and social environmental forces are turbulent, and
- budget reductions threaten existing ways of doing business while technology advancements offer new opportunities.

Enterprise alignment is a natural extension of our enterprise integration experience that was targeted at systems and processes. Enterprise integration improves the performance of the processes that create what the customer most values. The performance is improved, for example, when the process:

- requires less time, money, and other resources because of better use of resources and fewer mistakes;
- responds easily and quickly to changes in demand or opportunities;
- produces products of better quality; and
- customizes the product for customers without loss of efficiency, thereby increasing customer satisfaction.

We have come to view enterprise integration as the horizontal dimension of enterprise alignment. The vertical dimension of enterprise alignment is then established by considering organizational strategy and the people that are relied upon to transform strategy into meaningful work and substantive accomplishment. We then operate on the premise that both these dimensions must be effectively synchronized. Performance measures and performance-based management are then employed to maintain and continuously fine-tune the systems alignment.

Critical to enterprise alignment is determination of the agency or department's ultimate objective, accompanied by carefully crafting and articulating the essence of their mission. In the language of the Government Performance and Results Act, this ultimate objective would be the desired outcome(s) from the activities of the department or agency. This ultimate objective becomes the common and unifying concept to which every organizational unit within the department or agency should contribute. Strategic, business and action planning is then performed targeted at achieving the desired outcome(s). At various levels of granularity and differing perspectives, these plans define what, how, when and in what sequence specific activities will be undertaken. But at every level, they are aligned toward the mission and objectives of the organization.

The central method we use in understanding the enterprise, its people, organization and business processes and for identifying any required changes is to document the business' architecture. In our enterprise integration work, we have documented existing business architectures using the guidance in the defacto industry standard Zachman Framework as well as the DOD-defined C4ISR Architecture Framework. The documented business model or operational architecture in conjunction with the strategy provides the context for a full complement of management consulting services including:

- reengineering business processes to accelerate the successful completion of value added activities and eliminate non value added activities
- optimizing the organization's cycle time in responding to changes in legislation, as well as economic, social and political trends, changing customer demands, or even new executive management
- developing outcome oriented performance measures that demonstrate material contributions to the goals of the agency or department, show the efficacy of the strategies adopted and indicate the quality of the output from the agency's staff
- conducting organizational assessments to give organizations a visual and quantitative measure of their alignment with respect to strategy, customers, people and processes
- evaluating existing programs or new initiatives to determine applicability for changing the business architecture or improving performance relative to the agency or organization's goal
- simulating organizational, staffing and business process changes and predicting their impact on the architecture

The systematic application of the systems alignment principles using the mechanism of a business or operational architecture ensure that a legitimate business basis is established for the implementation of such management prescriptions as the Quality Improvement Process, Total Quality Management, Supply Chain Integration, Balanced Scorecard Management, Systems Thinking, Corporate Information Management, Enterprise Resource Planning and Learning Organizations. All of these prescriptions with their supporting strategies and tools are seen as means to the end of achieving enterprise alignment and are applied accordingly. None are designated as "silver bullets" or viewed as universally applicable. Instead, any may be considered and selections of strategies and tools are made in the context of the enterprise' goal, organization, people and customers.

Data Networks' consulting services offering is uniformly guided by the organization's goals and strategies, uses tools and methods that bring together industry and academe's best ideas and employs engineering methods we have used in our enterprise integration practice. We are convinced that we can effectively support agencies' management and business improvement efforts and maximize the possibilities for their unqualified success.

SIN 874-7 and 874-7(RC): Program Integration and Project Management Services

Data Networks Corporation will offer program integration and project management services under the Management Organization and Business Improvement Services contract. In addition to the specific services listed, we also provide program and project evaluations, assessments and audits, risk analysis and management, contingency planning, as well as reengineering of the Department or Agency's program/project management processes.

The services offered rely on a platform of fundamental project management, augmented with a judicious and simplified application of the earned value concept. The earned value concept calls for the continuous measurement of actual achievements against a detailed performance plan that enables the prediction of the final costs and final schedule results for the project or operation. The earned value concept is more than a hundred years old and has been used extensively in construction and manufacturing. In 1967, the Department of Defense (DOD) incorporated the earned value concept in its Cost/Schedule Control Systems Criteria for managing programs, primarily building weapon systems. Lessons learned from the successes and shortcomings in the DOD's formal implementation of the earned value concept based on studies by the DOD and the Project Management Institute are applied in our simplified implementation of the earned value concept.

Data Networks uses five simple and basic steps in applying the earned value concept to our project and program management practice. These steps and associated summary descriptions are provided below:

1. Define or scope the project with a Work Breakdown Structure. In general, we have found that some method must be used to define all project work in order to both understand the requirements and to set the boundaries for the project –draw the line in the sand, as it were. We have found the Work Breakdown Structure to be the best vehicle to define the effort, and to integrate the work scope, the schedule and the estimated costs. At each of the lowest defined Work Breakdown Structure elements, a Cost Account Plan is established which represents the management control cell where the actual performance measurement will take place. All Cost Account Plans are then controlled for the duration of the project and contain a discrete statement of the work, a schedule, and an authorized budget. We note that the level of granularity to which the WBS is brought is a very pragmatic decision that is at the discretion of the program/project manager and the principal proponent of the program.
2. Plan and schedule the project scope. All work defined in the WBS is then planned and logically sequenced into a specific time frame of performance. A master schedule that sets the time boundaries for the major tasks is set up. For larger and more complex projects, the decision is often made to establish a hierarchy of schedules, with vertical traceability of milestones from the project master schedule down to each detailed Cost Account Plan schedule. On occasion, notably in the larger and more complex projects, we have found that we need to develop and use a CPM (Critical Path Method) chart to define the critical relationships and constraints between one project task and another.

3. Form cost account plans and budget them to specific functions. At this point, resources are estimated and budgeted within the Cost Account Plans for all the work defined in the WBS. After appropriate review by the program/project manager, the CAP is assigned to the executing organization or team. Of particular importance at this stage is that the assignment of performance responsibility is formally assigned and the assignment recognized by cognizant executive management in the Department or Agency.

4. Establish and maintain a performance baseline. We establish the performance baseline at this point using the sum of the cost account plans along with any management and contingency reserves that may be available. This baseline becomes the basis for the continuous measurement of project performance for the duration of the effort. Once established, the performance baseline is controlled for the duration of the project. Each new proposed change is carefully reviewed, controlled, and either authorized or rejected by the project manager. All authorized scope changes are incorporated into the project baseline in a timely and controlled manner, with traceability back to the original baseline. Likewise, the movement of the management or contingency reserve into the performance baseline must be managed with traceability for all authorized transactions.

5. Monitor performance and forecast final results on a regular basis. Monitoring the performance against the baseline for the duration of the project focuses management's attention on any exceptions to the baseline plan that might take place beyond acceptable thresholds. Performance thresholds are tailored to the needs of the specific project and constituent task and may vary over the product lifecycle. Our experience is that thresholds should be as stringent as possible early in the project but may be relaxed as the project nears completion. Cost and schedule performance indices are established, monitored and displayed/reported for program/project oversight and often, the optimum course of action is to focus particularly on the "cost/time to complete performance indices". As required, earned value performance data may also be compared to other Project management tools such as the CPM analysis, technical performance metrics, risk mitigation plans, etc. Periodically, usually on a monthly basis, the project management and team may forecast a final schedule and costs estimate and compare the results with the goals set for the project. In this way, actions can be taken to keep the project or programs' final cost and schedule position within the goals of management's expectations.

Our program and project management approach that incorporates the earned value concept is comprehensive and disciplined but also pragmatic. Our belief is that every Department, Agency and program/project team should make its own assessment of the utility of earned value and within reason, reengineer the process to best fit its own unique needs. However, we must emphasize that it is important to move away from the planned versus actual costs approach to monitor project performance. Such comparisons are useful only to forecast project funding requirements. A key management, organization and business improvement that can be accomplished with our earned value enhanced project management approach is that the project and the program, agency, or Department to which it is subordinate will understand what one is getting for the money being spent. In the age of the National Performance Review and the full-scale implementation/enforcement of the Government Performance and Results Act, no other approach would be appropriate.

MOBIS Services Skill Category Descriptions

Consulting Business Process Engineer (BP01)

Responsible for the most complex business process analysis, design, and simulation. Has the highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones, and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.

Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline, as well as 12 years combined experience in line, project, or general management; functional expertise in the business area; business process, or systems and financial analysis.

In addition, has 5 years experience in general or executive level management, project management, or technical leadership in information systems strategic planning, enterprise architecture planning, and implementation projects.

Principal Business Process Engineer (BP02)

Identifies the mission of the business. Possesses the necessary skills to develop or lead the development of a stable activity model for the business. Can document or lead the documentation of the core processes currently in use within the business. Analyzes the activities within processes for added value, redundancy and consistency. With process objective one defines performance measures that are outcome based and develops appropriate metrics, as well as measurement methodologies. Identifies opportunities for automation and/or integration that support the business' mission and goals.

Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline. Also has at least 10 years combined experience in line, project, or general management; functional expertise in the business area; business process, or systems and financial analysis.

In addition, has 4 years experience in general or executive level management, project management, or technical leadership in information systems strategic planning, enterprise architecture planning, and implementation projects.

Senior Business Process Engineer (BP03)

Has expertise in specific business processes. Is responsible for formulating scope and objectives relative to the organization's business plan and industry requirements. Acts independently or as a member of a project team responsible for providing technical guidance concerning the business implications of the application of various systems. Provides technical consulting on complex projects. Devises and/or modifies procedures to solve the most complex technical problems related to computer equipment capacity and limitations, operating time, and form of desired results. May have quality assurance responsibilities.

Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline. Also has at least 7 years combined experience in line, project, or general management; functional expertise in the business area; business process, or systems and financial analysis.

In addition, has 2 years experience in general or executive level management, project management, or technical leadership in information systems strategic planning, enterprise architecture planning, and implementation projects.

Business Process Engineer I (BP04)

With limited direction, formulates and defines the business process scope and objectives based on both user needs and a good understanding of applicable business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Guides and advises less experienced Business Process Engineers. Competent to work at the highest technical level of most phases of systems analysis while considering the business implications of the application of technology to the current and future business environment.

Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline. Also has at least 4 years combined experience in the specific business area, business process, or systems and financial analysis.

Business Process Engineer II (BP05)

Under general supervision, formulates and defines systems scope and objectives through research and fact-finding, combined with an understanding of applicable business processes and industry requirements. With this knowledge, develops or modifies moderately complex information systems. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary. Guides and advises less experienced Business Systems Analysts. Competent to work in some phases of systems analysis and considers the business implications of the application of technology to the current business environment.

Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline. Also has at least 2 years experience in the specific business area, business process, or systems and financial analysis.

Associate Business Process Engineer (BP06)

Under direct supervision, assists in formulating and defining systems scope and objectives through research and fact-finding combined with a basic understanding of business systems and industry requirements. Includes analysis of business and user needs, documenting requirements, and revising existing system logic difficulties as necessary under direction of experienced Business Process Engineer. Possesses the ability to understand the implications of applying technology to the current business environment.

Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline.

Consulting Engineer (E01)

A highly specialized individual who is responsible for the most complex engineering analysis, design, and simulation. Has the highest-level understanding of complex systems and engineering problems, and possesses a thorough knowledge of higher mathematics, scientific, and technical skills. Prepares and delivers executive level presentations and briefings, as may be required by the Task Order. Responsible for ensuring the quality and services delivered for particular task(s) and projects. Recommends and facilitates quality improvement efforts. May lead the engineering team and act as project manager in some cases.

Possesses a Master's degree in related scientific or technical discipline.

Twelve (12) years of intensive and progressive experience in the areas of a specified discipline.



Four (4) of the 12 years must reflect current technologies and have occurred within the last 5 calendar years.

Four (4) years within the last 8 calendar years of intensive and progressive experience in independent or supervisory performance on substantive scientific/engineering projects.

Principal Engineer (E02)

Plans and performs high-level engineering analysis, evaluation, design, integration, documentation, and implementation of very complex solutions that require a thorough knowledge of higher mathematics, scientific, and technical skills. Designs and prepares engineering reports and related documentation, and devises charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task Order. Responsible for ensuring the quality and services delivered for particular task(s) and projects, as well as developing and implementing engineering training specific to the customer. May be required to serve as Task Leader.

Possesses a Bachelor's degree in related scientific or technical discipline.

Ten (10) years of intensive and progressive experience in the areas of a specified discipline.

Three (3) of the 10 years must reflect current technologies and have occurred within the last 5 calendar years.

Four (4) years within the last 8 calendar years of intensive and progressive experience in independent or supervisory performance on substantive scientific/engineering projects.

Senior Engineer (E03)

Performs assigned portions of engineering/scientific projects such as analysis, design, integration, and applications, which require a thorough knowledge of higher mathematics and related engineering/scientific skills and knowledge. Participates in all phases of scientific and engineering projects such as design, development, testing, training, and documentation. May have responsibility for assisting in planning and have individual responsibility for portions of an engineering/scientific project. This may require supervision of Engineers and Associate Engineers. Responsibilities may include developing and implementing engineering training specific to the customer.

Possesses a Bachelor's degree in related scientific or technical discipline.

Seven (7) years experience in scientific/engineering projects, and 1 year within the last 3 calendar years of experience in the specific area noted in the Task Order.

Engineer I (E04)

Under the limited supervision of a Senior Engineer or Principal Engineer, performs assigned portions of work that involves solving engineering problems. This requires a thorough knowledge of higher mathematics and related engineering/scientific skills and knowledge. Additional assignments include design implementation and analysis, technical writing and presentations, customer interface, application of engineering mathematics, and the use of a variety of engineering/manufacturing computer systems. May assist in developing and implementing engineering training specific to the customer.

Possesses a Bachelor's degree in related scientific or technical discipline.

Four (4) years experience in scientific/engineering projects.

Engineer II (E05)

Under the supervision of a Senior Engineer, performs assigned portions of work that involves solving engineering problems. This requires a thorough knowledge of higher mathematics and related engineering/scientific skills and knowledge. Additional assignments include design implementation and analysis, technical writing and presentations, application of engineering mathematics, and the use of a variety of engineering/manufacturing computer systems.

Possesses a Bachelor's degree in related scientific or technical discipline.

Two (2) years experience in scientific/engineering projects.

Associate Engineer (E06)

Under the supervision of a Senior Engineer, an associate engineer performs assigned portions of engineering/scientific projects such as analysis, design, integration, and applications. This requires knowledge of higher mathematics and related engineering/scientific skills. Participates in limited phases of engineering/scientific projects such as technical documentation, testing, and analysis.

Possesses a Bachelor's degree in related scientific or technical discipline.

Consulting Systems Analyst (SA01)

Provides expert service and leadership in specialized areas related to the analysis, study, and development of complex system requirements. Provides expert advice and assistance in state-of-the-art hardware and software. Coordinates with program/task management and customer personnel to ensure the requirements have been properly defined and the solution will be satisfactory. May lead the systems team and act as project manager in some cases.

Possesses a Master's degree in a scientific or technical discipline.

Twelve (12) years of intensive and progressive experience.

Four (4) of the 12 years must reflect current technologies and have occurred within the last 5 calendar years.

Four (4) years within the last 8 calendar years of intensive and progressive experience in independent or supervisory performance on substantive projects.

Principal Systems Analyst (SA02)

Analyzes and develops systems processing a wide range of capabilities, including numerous engineering, business, and information management duties. Develops plans for systems from project inception to conclusion. Analyzes and defines the problem and the information to be processed, defines the problem, and develops system requirements and program specifications. Coordinates with program/task management and customer personnel to ensure the requirements have been properly defined and the solution will be satisfactory. Also coordinates the implementation of program and system specifications. Provides technical direction for personnel performing system wide analysis, including the review of work products for correctness, adherence to the design concept and customer standards, and for progress in accordance with schedules. May be required to serve as Task Leader.

Possesses a Bachelor's degree in a scientific or technical discipline.



Ten (10) years of intensive and progressive experience.

Three (3) of the 10 years must reflect current technologies and have occurred within the last 5 calendar years.

Four (4) years within the last 8 calendar years of intensive and progressive experience in independent or supervisory performance on substantive projects.

Senior Systems Analyst (SA03)

Performs system wide analysis, primarily with respect to computer functions, software development, hardware development, and reliability, maintainability, and availability. Experienced in computer aided software engineering (CASE) tools. May provide technical direction for personnel performing system wide analysis, including the review of work products for correctness, adherence to the design concepts and customer standards, and for progress in accordance with schedules

Possesses a Bachelor's degree in a scientific or technical discipline, and 7 years experience in scientific/engineering projects.

Systems Analyst I (SA04)

Under the limited supervision of a Senior Systems Analyst or Principal Systems Analyst, performs system wide analysis, primarily with respect to computer functions, software development, hardware development, and reliability, maintainability, and availability. Experienced in computer aided software engineering (CASE) tools.

Possesses a Bachelor's degree in a scientific or technical discipline, and 2 years experience.

Systems Analyst II (SA05)

Under the supervision of a Senior Systems Analyst or Principal Systems Analyst, performs analysis, primarily with respect to computer functions, software development, hardware development, and reliability, maintainability, and availability. Experienced in computer aided software engineering (CASE) tools.

Possesses a Bachelor's degree in a scientific or technical discipline, and 2 years experience.

Associate Systems Analyst (SA06)

Working under direct supervision, analyzes the functions of integrated hardware/software systems, develops requirements for simple to moderately complex systems, and assists in preparing input and test data.

Possesses a Bachelor's degree in a scientific or technical discipline.

Program/Business Area Manager (PM01)

Senior-level executive with experience in delivery of state-of-the-art business, financial, and information technology solutions. Serves as interface with the executive level government management personnel and customer agency representatives. Provides overall strategic direction for multiple complex programs and projects. Manages several Program or Project Managers. Responsible for impacting company policy and providing strategic direction to multiple programs and projects, formulating and reviewing project feasibility studies, monitoring costs, developing subcontractors, and enforcing quality standards. Possesses proven expertise in the management and control of funds and resources. Has demonstrated capability in managing multiple complex multi-task contracts.

Has 15 years experience. Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific, or technical discipline.

In addition, has 7 years experience in program/project, general, or executive management.

Program Manager (PM02)

Senior-level executive with experience in the delivery of state-of-the-art business, financial, and information technology solutions. Serves as interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Provides overall managerial direction for multiple complex programs and projects utilizing advanced management tools. Manages one or more Project Managers. Responsible for formulating and enforcing work standards, formulating and reviewing project feasibility studies, determining costs, scheduling of subcontractors, and ensuring conformance with quality standards. Possesses proven expertise in the management and control of funds and resources, demonstrated capability in managing complex multi-task contracts.

Has 12 years experience. Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, or other related business, scientific or technical discipline.

In addition, has 5 years experience in program/project, general, or executive management.

Project Manager (PM03)

Performs planning, direction, and monitoring of sizable projects consisting of one or more tasks from inception to deployment. May serve as interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Has had increasing responsibilities in management, business reengineering, information and/or network systems design, and management. Skilled in using project management tools for planning and monitoring projects. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, and supervising personnel.

Has 10 years experience. Possesses a Bachelor's degree in Business Administration, Finance, Information Systems, Engineering, or other related business, scientific, or technical discipline.

Senior Task Manager (PM04)

A senior individual who independently performs, or leads a work team in performing complex analysis and development tasks in the following representative areas: business reengineering, requirements analysis, planning, financial analysis, information and/or network systems. In support of the Project Manager, may be required to serve as interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Skilled in using project management tools for planning and monitoring projects. Responsible for formulating task plans, reviewing work discrepancies, supervising task personnel, and ensuring conformance with standards.

Has 7 years experience. Possesses a Bachelor's degree in Business, Finance, Economics, Information Systems, Engineering, or other related business, scientific, or technical discipline.

Task Manager (PM05)

Independently performs, or leads a work team in performing, analysis, planning, assessment, measurement, and development tasks. In support of the Project Manager, may be required to serve as interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Skilled in using analysis, design, and project management tools for planning, monitoring, and executing tasks. Responsible for formulating task plans, reviewing work discrepancies, supervising task personnel, and ensuring conformance with standards.

Has 4 years experience, and a Bachelor's degree in Business, Information Systems, Engineering, or other related business, or technical discipline

Administrative Support Area Expert (AD01)

Responsible for assisting Program and Business Area Managers by planning, directing, and coordinating the administrative support for multiple complex programs and projects. Acts as the focal point for monitoring daily operations to ensure customer and internal support groups are properly equipped and provided with necessary administrative resources. Interacts with outside organizations to resolve problems and issues. Coordinates special projects in direct support of the Program and Business Area Manager(s) and establishes administrative policies, procedures, systems, work schedules, and priorities. Directly coordinates the work of several other administrative personnel.

Has 12 years experience. Possesses a Bachelor's degree in a business or technical discipline.

Principal Administrative Support Staff (AD02)

Under general guidance, is responsible for providing analytical and specialized administrative support functions. Interacts with outside organizations to resolve problems and issues. Coordinates special projects through project analysis, compiling and analyzing data, developing an approach, and preparing reports and/or recommendations utilizing PC skills, knowledge of administrative systems, and an understanding of policies and procedures. Establishes administrative procedures, methods, and work priorities. May direct and coordinate the work of other administrative personnel.

Has 10 years experience. Possesses a Bachelor's degree in any field.

Senior Administrative Support Staff (AD03)

Under minimal direction, is responsible for providing analytical and specialized administrative support functions. Interacts with outside organizations to resolve problems and issues. Coordinates special projects through project analysis, compiling and analyzing data, developing an approach, and preparing reports and/or recommendations utilizing PC skills, knowledge of administrative systems, and an understanding of policies and procedures.

Has 7 years experience. Possesses a Bachelor's degree in any field.

Administrative Support Staff I (AD04)

Prepares management plans, reports, studies, and project/task financial statements and schedules. Experienced in general accounting, contract administration, and business management activities. Coordinates schedules to facilitate completion of proposals, contract deliverables, project/task order reviews, briefings, presentations, and IPR preparation. Performs analysis, development, and review of program administrative operating procedures. Demonstrates ability to work independently or under limited direction.

Has 4 years experience. Possesses a Bachelor's degree in any field.

Administrative Support Staff II (AD05)

Assists in the preparation of management plans, reports, studies, and project/task financial statements and schedules. Experienced in general accounting and business management activities. Coordinates schedules to facilitate completion of proposals, contract deliverables, project/task order reviews, briefings, presentations, and IPR preparation. Demonstrates ability to work under limited direction.

Has 2 years experience. Possesses a Bachelor's degree in any field.

Associate Administrative Support (AD06)

Produces management plans, reports, studies, and schedules. Has completed classes in general accounting and business activities. Coordinates and schedules facilities, meetings, and other functions. Works under direct supervision.

Has a High School diploma

NOTE: A masters or doctorate degree from an accredited college or university with a major in a field of study that is closely related to the work to be performed may be substituted. The basis for substitution is one (1) year experience for a Masters Degree and two (2) years experience for a Doctorate Degree.

MOBIS Services Skill Rates CY11

LC Code	MOBIS Labor Category	9/1/2010 to 8/31/2011	
		Contractor Site	Government Site
BP01	Consulting Business Process Engineer	\$258.92	\$224.88
BP02	Principal Business Process Engineer	\$176.27	\$153.11
BP03	Senior Business Process Engineer	\$126.70	\$110.06
BP04	Business Process Engineer I	\$101.67	\$88.30
BP05	Business Process Engineer II	\$85.39	\$74.17
BP06	Associate Business Process Engineer	\$65.26	\$56.70
SA01	Consulting Systems Analyst	\$174.93	\$151.90
SA02	Principal Systems Analyst	\$150.11	\$130.40
SA03	Senior Systems Analyst	\$126.70	\$110.06
SA04	Systems Analyst I	\$96.41	\$83.75
SA05	Systems Analyst II	\$79.89	\$69.39
SA06	Associate Systems Analyst	\$57.83	\$50.24
PM01	Program/Business Area Manager	\$172.13	\$149.52
PM02	Program Manager	\$140.50	\$122.03
PM03	Project Manager	\$134.28	\$116.62
PM04	Senior Task Manager	\$104.68	\$90.93
PM05	Task Manager	\$93.67	\$81.34
E01	Consulting Engineer	\$165.29	\$143.55
E02	Principal Engineer	\$154.26	\$133.97
E03	Senior Engineer	\$136.90	\$118.90
E04	Engineer I	\$121.22	\$105.27
E05	Engineer II	\$94.75	\$82.30
E06	Associate Engineer	\$72.31	\$62.82
AD01	Administrative Support Area Expert	\$106.06	\$92.09
AD02	Principal Administrative Support Staff	\$90.89	\$78.95
AD03	Senior Administrative Support Staff	\$67.49	\$58.61
AD04	Administrative Support Staff 1	\$55.10	\$47.86
AD05	Administrative Support Staff II	\$45.45	\$39.47
AD06	Associate Administrative Support	\$34.41	\$29.89

MOBIS Services Skill Rates CY12

LC Code	MOBIS Labor Category	9/1/2011 to 8/31/2012	
		Contractor Site	Government Site
BP01	Consulting Business Process Engineer	\$266.43	\$231.41
BP02	Principal Business Process Engineer	\$181.39	\$157.55
BP03	Senior Business Process Engineer	\$130.37	\$113.25
BP04	Business Process Engineer I	\$104.62	\$90.86
BP05	Business Process Engineer II	\$87.86	\$76.33
BP06	Associate Business Process Engineer	\$67.16	\$58.34
SA01	Consulting Systems Analyst	\$180.00	\$156.31
SA02	Principal Systems Analyst	\$154.47	\$134.18
SA03	Senior Systems Analyst	\$130.37	\$113.25
SA04	Systems Analyst I	\$99.21	\$86.18
SA05	Systems Analyst II	\$82.20	\$71.40
SA06	Associate Systems Analyst	\$59.51	\$51.70
PM01	Program/Business Area Manager	\$177.13	\$153.85
PM02	Program Manager	\$144.57	\$125.57
PM03	Project Manager	\$138.18	\$120.00
PM04	Senior Task Manager	\$107.71	\$93.57
PM05	Task Manager	\$96.38	\$83.70
E01	Consulting Engineer	\$170.08	\$147.72
E02	Principal Engineer	\$158.74	\$137.86
E03	Senior Engineer	\$140.87	\$122.34
E04	Engineer I	\$124.74	\$108.33
E05	Engineer II	\$97.50	\$84.68
E06	Associate Engineer	\$74.41	\$64.64
AD01	Administrative Support Area Expert	\$109.14	\$94.76
AD02	Principal Administrative Support Staff	\$93.52	\$81.24
AD03	Senior Administrative Support Staff	\$69.45	\$60.31
AD04	Administrative Support Staff 1	\$56.70	\$49.25
AD05	Administrative Support Staff II	\$46.77	\$40.62
AD06	Associate Administrative Support	\$35.41	\$30.76



MOBIS Services Skill Rates CY13

LC Code	MOBIS Labor Category	9/1/2012 to 8/31/2013	
		Contractor Site	Government Site
BP01	Consulting Business Process Engineer	\$274.15	\$238.12
BP02	Principal Business Process Engineer	\$186.65	\$162.12
BP03	Senior Business Process Engineer	\$134.15	\$116.53
BP04	Business Process Engineer I	\$107.65	\$93.49
BP05	Business Process Engineer II	\$90.41	\$78.54
BP06	Associate Business Process Engineer	\$69.10	\$60.03
SA01	Consulting Systems Analyst	\$185.22	\$160.84
SA02	Principal Systems Analyst	\$158.95	\$138.07
SA03	Senior Systems Analyst	\$134.15	\$116.53
SA04	Systems Analyst I	\$102.08	\$88.68
SA05	Systems Analyst II	\$84.59	\$73.47
SA06	Associate Systems Analyst	\$61.23	\$53.20
PM01	Program/Business Area Manager	\$182.26	\$158.31
PM02	Program Manager	\$148.77	\$129.21
PM03	Project Manager	\$142.19	\$123.48
PM04	Senior Task Manager	\$110.84	\$96.28
PM05	Task Manager	\$99.18	\$86.13
E01	Consulting Engineer	\$175.01	\$152.00
E02	Principal Engineer	\$163.34	\$141.86
E03	Senior Engineer	\$144.95	\$125.89
E04	Engineer I	\$128.35	\$111.47
E05	Engineer II	\$100.33	\$87.14
E06	Associate Engineer	\$76.57	\$66.51
AD01	Administrative Support Area Expert	\$112.30	\$97.51
AD02	Principal Administrative Support Staff	\$96.23	\$83.59
AD03	Senior Administrative Support Staff	\$71.47	\$62.06
AD04	Administrative Support Staff 1	\$58.34	\$50.67
AD05	Administrative Support Staff II	\$48.12	\$41.80
AD06	Associate Administrative Support	\$36.44	\$31.65

MOBIS Services Skill Rates CY14

		9/1/2013 to 8/31/2014	
		Contractor Site	Government Site
BP01	Consulting Business Process Engineer	\$282.10	\$245.02
BP02	Principal Business Process Engineer	\$192.06	\$166.82
BP03	Senior Business Process Engineer	\$138.04	\$119.91
BP04	Business Process Engineer I	\$110.77	\$96.20
BP05	Business Process Engineer II	\$93.03	\$80.82
BP06	Associate Business Process Engineer	\$71.11	\$61.78
SA01	Consulting Systems Analyst	\$190.59	\$165.51
SA02	Principal Systems Analyst	\$163.56	\$142.07
SA03	Senior Systems Analyst	\$138.04	\$119.91
SA04	Systems Analyst I	\$105.04	\$91.25
SA05	Systems Analyst II	\$87.04	\$75.60
SA06	Associate Systems Analyst	\$63.01	\$54.74
PM01	Program/Business Area Manager	\$187.55	\$162.91
PM02	Program Manager	\$153.08	\$132.96
PM03	Project Manager	\$146.31	\$127.06
PM04	Senior Task Manager	\$114.05	\$99.08
PM05	Task Manager	\$102.05	\$88.63
E01	Consulting Engineer	\$180.09	\$156.41
E02	Principal Engineer	\$168.08	\$145.97
E03	Senior Engineer	\$149.16	\$129.54
E04	Engineer I	\$132.08	\$114.70
E05	Engineer II	\$103.24	\$89.67
E06	Associate Engineer	\$78.79	\$68.44
AD01	Administrative Support Area Expert	\$115.56	\$100.34
AD02	Principal Administrative Support Staff	\$99.03	\$86.02
AD03	Senior Administrative Support Staff	\$73.54	\$63.85
AD04	Administrative Support Staff 1	\$60.03	\$52.14
AD05	Administrative Support Staff II	\$49.52	\$43.01
AD06	Associate Administrative Support	\$37.50	\$32.57

MOBIS Services Skill Rates CY15

		9/1/2014 to 8/31/2015	
		Contractor Site	Government Site
BP01	Consulting Business Process Engineer	\$290.28	\$252.13
BP02	Principal Business Process Engineer	\$197.63	\$171.66
BP03	Senior Business Process Engineer	\$142.05	\$123.39
BP04	Business Process Engineer I	\$113.99	\$98.99
BP05	Business Process Engineer II	\$95.73	\$83.16
BP06	Associate Business Process Engineer	\$73.17	\$63.57
SA01	Consulting Systems Analyst	\$196.12	\$170.31
SA02	Principal Systems Analyst	\$168.30	\$146.19
SA03	Senior Systems Analyst	\$142.05	\$123.39
SA04	Systems Analyst I	\$108.09	\$93.90
SA05	Systems Analyst II	\$89.57	\$77.80
SA06	Associate Systems Analyst	\$64.84	\$56.33
PM01	Program/Business Area Manager	\$192.99	\$167.63
PM02	Program Manager	\$157.52	\$136.82
PM03	Project Manager	\$150.55	\$130.74
PM04	Senior Task Manager	\$117.36	\$101.95
PM05	Task Manager	\$105.01	\$91.20
E01	Consulting Engineer	\$185.31	\$160.94
E02	Principal Engineer	\$172.95	\$150.20
E03	Senior Engineer	\$153.48	\$133.30
E04	Engineer I	\$135.91	\$118.03
E05	Engineer II	\$106.23	\$92.27
E06	Associate Engineer	\$81.07	\$70.43
AD01	Administrative Support Area Expert	\$118.91	\$103.25
AD02	Principal Administrative Support Staff	\$101.90	\$88.51
AD03	Senior Administrative Support Staff	\$75.67	\$65.71
AD04	Administrative Support Staff 1	\$61.77	\$53.66
AD05	Administrative Support Staff II	\$50.96	\$44.25
AD06	Associate Administrative Support	\$38.58	\$33.52