

# **Abrams Learning & Information Systems, Inc.**

2800 S Shirlington Road, Suite 1100, Arlington, VA 22206

Telephone: 703-379-4340, Fax: 703-379-4534

## **Management & Organizational Business Improvement Services (MOBIS) Schedule GS-10F-0212S**

Award Date April 3, 2006

End Date April 2, 2016

Authorized Federal Supply Service

Management and Organizational Business Improvement Services Pricelist

Special Item Number 874-1 Consultation Services

Special Item Number 874-2 Facilitation Services

Special Item Number 874-3 Survey Services

Special Item Number 874-7 Program Integration and Project Management Services

Products and ordering information in this Authorized FSS MOBIS Pricelist are also available On the GSA Advantage! System. Agencies can access GSA Advantage! by logging onto the Federal Supply Service's Home Page at <http://www.fss.gsa.gov>.

ABRAMS LEARNING & INFORMATION SYSTEMS, INC.  
MOBIS SCHEDULE  
GS-10F-0212S

Schedule for - Management, Organizational and Business Improvement Services  
(MOBIS) Federal Supply Group: 874 Class: R499

**Contract Number: GS-10F-0212S**

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

Contract Period: April 03, 2006 through April 02, 2016

**Abrams Learning & Information Systems, Inc.**  
**2800 S Shirlington Road, Suite 1100 Arlington, VA 22206**

Telephone- (703) 379-4340

FAX Number: (703) 379-4534

Web Site: [www.alisinc.com](http://www.alisinc.com)

E-mail: JoeJefferis@alisinc.com

Contract Administration: Joe Jefferis, Chief Operating Officer

**CUSTOMER INFORMATION:**

1a. Special Item Number(s) offered under this GSA Schedule: 874-1, 874-2, 874-3, and 874-7

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: Government net prices (discounts already deducted). See Attachment.

ABRAMS LEARNING & INFORMATION SYSTEMS, INC.  
MOBIS SCHEDULE  
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7. Quantity discounts: None Offered
8. Prompt payment terms: Net 30 days
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold- Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will Accept Over \$2,500
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11e. 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](http://fss.gsa.gov/schedules) .
14. Payment addresses: 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. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants).
- 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/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: 16-9830200
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

# Labor Categories and Educational/Experience Requirements

## 1. Subject Matter Expert I:

**Experience:** Must have at least 20 years of experience. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, and risk mitigation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

## 2. Subject Matter Expert II:

**Experience:** Must have at least 15 years of experience. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, and risk mitigation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

## 3. Subject Matter Expert II:

**Experience:** Must have at least 10 years of experience. Expert in one of the following areas: strategic planning, cost/benefit analyses, process improvement, and risk mitigation. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Provides expert advice, assistance, or guidance in support of programs and projects. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

## 4. Program Manager:

**Experience:** Must have at least 8 years of experience in general program management.

**Duties:** Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications and quality

assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control and program schedules.

**Education:** Bachelors degree or equivalent experience.

## 5. Project Manager

**Experience:** Must have at least 6 years of experience in general project management.

**Duties:** Directs, coordinates and exercises supervisory authority for planning, organizing, controlling, integrating and completing projects. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines work schedules, sets priorities and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control and program schedules.

**Education:** Bachelors degree or equivalent experience.

## 6. Senior Analyst I:

**Experience:** Must have at least 15 years of experience. Possesses a high-level of specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

## 7. Senior Analyst II

**Experience:** Must have at least 12 years of experience. Possesses a high-level of specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations

**Education:** Masters degree or equivalent experience.

## 8. Senior Analyst III

**Experience:** Must have at least 10 years of experience. Possesses a high-level of specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Masters degree or equivalent experience.

## 9. Analyst I

**Experience:** Must have at least 10 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors degree or equivalent experience

## 10. Analyst II

**Experience:** Must have at least 8 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors degree or equivalent experience

## 11. Analyst III

**Experience:** Must have at least 6 years of experience. Possesses specialized expertise in a technical discipline, sub-discipline, and/or technology involving definition and interpretation of performance requirements and measurements. Experienced in decision making and managing multiple programs/ projects simultaneously. May have authored and published articles or books in field of expertise.

**Duties:** Uses a wide application of principles, theories, concepts, and techniques to develop innovative solutions to problems. Leads concept development, system design, and simulation and modeling functions to support life-cycle-engineering activities. Applies expert knowledge to gather facts, research and analyze the data, and develop conclusions and recommendations.

**Education:** Bachelors degree or equivalent experience

## 12. Senior Systems Analyst

**Experience:** Must have at least 6 years of experience in general systems analysis.

**Duties:** Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of complex systems engineering, systems technology, support systems, program management, management or other related programs.

**Education:** Bachelors degree or equivalent experience.

## 13. Systems Analyst

**Experience:** Must have at least 4 years of experience in general systems analysis.

**Duties:** Applies knowledge of and experience with technological, programmatic, program management or business fields to support the analysis of moderately complex systems engineering, systems technology, support systems, program management, management or other related programs.

**Education:** Bachelors degree or equivalent experience.

## 14. Technical Editor

**Experience:** Must have at least 6 years of experience writing and editing for technical disciplines.

**Duties:** Develops and edits material for reports, manuals, briefs, instruction manuals, catalogs, training material, and other technical publications. Reviews journals, reports and similar material to become familiar with product or process terminology.

**Education:** Bachelors degree or equivalent experience

## 15. Senior Support Specialist

**Experience:** Must have at least 8 years experience with experiences and techniques associated with administrative tasks to include administration; word processing; security; supply and time sheet control; travel; data entry; accounting; document control and clerical functions. Also provides technical administrative support to include logistics, quality control, and configuration control.

**Duties:** Liaison for the staff when they are out of the office, and coordinates getting information/messages to them in a timely manner. Assists in preparing management plans, reports, and deliverables. Coordinates schedules to facilitate completion of tasks, training sessions, deliverables, Work Request reviews, briefings, electronic meetings, and surveys. Performs analysis, development, and review of program administrative operating procedures. May give guidance and direction to other support staff. Must be able to effectively use software packages such as MS Word, Excel, PowerPoint, and electronic mail. Must have demonstrated experience in providing administrative support in areas of office management, briefing and deliverable preparation, scheduling, meeting coordination, and copier and fax equipment use.

## **16. Support Specialist**

**Experience:** Must have at least 4 years experience with experiences and techniques associated with administrative tasks to include administration; word processing; security; supply and time sheet control; travel; data entry; accounting; document control and clerical functions. Also provides technical administrative support to include logistics, quality control, and configuration control.

**Duties:** Must be able to use software packages such as MS Word, Excel, PowerPoint, and electronic mail effectively. Must have demonstrated experience in providing administrative support in areas of office management, briefing and deliverable preparation, scheduling, meeting coordination, and copier and fax equipment use.

**Education:** Associate degree or equivalent experience

## **17. Training Specialist**

**Experience:** Must have at least 5 years experience in course instruction/development. This individual should possess the ability to give training analysis on new training areas.

**Duties:** Must be able to prepare course and training objectives, outlines, instruction and student guides, and perform training with audio-visual aids. Must provide training for other instructors as well as operators and course maintenance personnel.

**Education:** Bachelor's Degree in the training and /or human sciences fields.

## Pricing Tables

| Labor Category                   | Contractor Site / Government Site |                 |
|----------------------------------|-----------------------------------|-----------------|
|                                  | April 3, 2006 – April 2, 2011     |                 |
| <i>Subject Matter Expert I</i>   | <b>\$279.68</b>                   | <b>\$233.52</b> |
| <i>Subject Matter Expert II</i>  | <b>\$191.38</b>                   | <b>\$156.25</b> |
| <i>Subject Matter Expert III</i> | <b>\$157.89</b>                   | <b>\$126.39</b> |
| <i>Program Manager</i>           | <b>\$130.02</b>                   | <b>\$104.09</b> |
| <i>Project Manager</i>           | <b>\$129.47</b>                   | <b>\$96.77</b>  |
| <i>Senior Analyst I</i>          | <b>\$134.65</b>                   | <b>\$110.20</b> |
| <i>Senior Analyst II</i>         | <b>\$142.21</b>                   | <b>\$104.74</b> |
| <i>Senior Analyst III</i>        | <b>\$133.62</b>                   | <b>\$99.87</b>  |
| <i>Analyst I</i>                 | <b>\$120.76</b>                   | <b>\$93.72</b>  |
| <i>Analyst II</i>                | <b>\$111.48</b>                   | <b>\$82.70</b>  |
| <i>Analyst III</i>               | <b>\$106.03</b>                   | <b>\$78.08</b>  |
| <i>Senior Systems Analyst</i>    | <b>\$127.57</b>                   | <b>\$104.40</b> |
| <i>Systems Analyst</i>           | <b>\$116.31</b>                   | <b>\$86.28</b>  |
| <i>Technical Editor</i>          | <b>\$106.31</b>                   | <b>\$78.29</b>  |
| <i>Senior Support Specialist</i> | <b>\$63.75</b>                    | <b>\$52.16</b>  |
| <i>Support Specialist</i>        | <b>\$48.32</b>                    | <b>\$39.54</b>  |
| <i>Training Specialist</i>       | <b>\$126.41</b>                   | <b>\$103.45</b> |
|                                  |                                   |                 |