

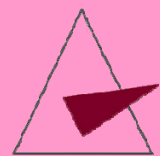
General Services Administration (GSA)  
Federal Supply Service (FSS)

# Management, Organizational and Business Improvement Services (MOBIS)

AUTHORIZED FEDERAL SUPPLY SERVICE  
SCHEDULE PRICE LIST  
Schedule 874



Contract # GS-10F-0347L



**ANDREWS**  
& ASSOCIATES, LLC



Management, Organizational and Business Improvement Services (MOBIS)

Schedule 874

Contract #: GS-10F-0347L

Contract Period: Expires 2011

DUNS # 01-605-7031

Contractor- Andrews and Associates, LLC  
10030 N. 23rd Street  
Phoenix, AZ 85028

Telephone: 602 682-5440  
Fax: 602-682-5442

Web site: [www.andrews-associates.com](http://www.andrews-associates.com)  
Email: [Carolyn@andrews-associates.com](mailto:Carolyn@andrews-associates.com)

Contract Administrator: Carolyn Andrews  
Telephone: 602 368-6013

Business Size: Small, Woman owned



## Customer Information:

Table of awarded special item number(s) with appropriate descriptions of services provided and awarded prices:  
874-1,4

### SIN 874-1 CONSULTING SERVICES

Services may include providing expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits, evaluations, and customized training.

Examples of consultation include but are not limited to:

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

Offerors shall specify the Labor Category(ies) proposed and the hourly and daily rates for each. Total price for consulting services will be established at the time the Task Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency and the labor category(ies) provided will be shown on the resultant Task Order.

If the agency Contracting Officer chooses to purchase from this SIN on a Labor Hour basis, the resultant Task Order shall specify the Not To Exceed price, the Labor Category(ies) proposed (with the hourly and daily rates for each), and any applicable Other Direct Costs (ODCs). Wherever the offeror knows of Other Direct Costs that will regularly be incurred, they should offer them under SIN 874-5, Support Products.

Note: As a part of the Price Proposal provide descriptions of the labor categories offered, descriptions may be provided on a separate sheet. (Include minimum education and experience requirements)

## COSTS

Year 2006-2007	Government Hourly Rate Offered	Government Daily Rate Offered	Commercial Price List Hourly Rate	Commercial Price List Daily Rate	Government Percentage Discount Offered
<i>Senior Strategic Analyst</i>	\$ 250	\$ 2000	\$ 350	\$ 2800	28%
<i>Senior Operational Analyst</i>	\$ 230	\$ 1840	\$ 320	\$ 2560	28%
<i>Strategic Analyst</i>	\$ 215	\$ 1720	\$ 300	\$ 2400	28%
<i>Operational Analyst</i>	\$ 195	\$ 1560	\$ 270	\$ 2160	28%

## *EXPERIENCE & EDUCATIONAL REQUIREMENTS*

### SENIOR STRATEGIC ANALYST

Description: Consultant is capable of defining or analyzing strategic direction and initiatives to enable the achievement of long-term objectives. This includes setting objectives, planning strategy, establishing disaster recovery and continuity of operations, establishing goals, developing philosophy, establishing policies, planning organizational structure, defining personnel activities, establishing procedures and setting standards including performance measures.

Education: Consultant is required to have a minimum of a Masters Degree in Business Administration or similar degree (e.g. Masters in International Management, Masters in Information Systems).

Experience: Consultant is required to have a minimum of ten years experience in progressive leadership roles in either a public or private sector environment.

### STRATEGIC ANALYST

Description: Consultant is capable of analyzing strategic direction and initiatives to enable the achievement of long-term objectives. This includes setting objectives, planning strategy, establishing disaster recovery and continuity of operations, establishing goals, developing philosophy, establishing policies, planning organizational structure, defining personnel activities, establishing procedures and setting standards including performance measures.

Education: Consultant is required to have a minimum of a Bachelors Degree in Business Administration or similar degree (e.g. Bachelors in International Management, Bachelors in Information Systems).

Experience: Consultant is required to have a minimum of five years experience in progressive leadership roles in either a public or private sector environment.

## SENIOR OPERATIONAL ANALYST

Description: Consultant is capable of defining and analyzing policies and procedures to enable the achievement of both short and long-term objectives. This includes business objectives, disaster recovery and continuity of operations, goals, philosophy, organizational structure, personnel activities and performance measures.

Education: Consultant is required to have a minimum of a Masters Degree in Business Administration or similar degree (e.g. Masters in International Management, Masters in Information Systems).

Experience: Consultant is required to have a minimum of ten years experience in progressive leadership roles in either a public or private sector environment.

## *OPERATIONAL ANALYST*

Description: Consultant is capable of analyzing policies and procedures to enable the achievement of both short and long-term objectives. This includes business objectives, disaster recovery and continuity of operations, goals, philosophy, organizational structure, personnel activities and performance measures.

Education: Consultant is required to have a minimum of a Bachelors Degree in Business Administration or similar degree (e.g. Bachelors in International Management, Bachelors in Information Systems).

Experience: Consultant is required to have a minimum of five years experience in progressive leadership roles in either a public or private sector environment.

## ***SIN 874-4: TRAINING SERVICES***

Contractors shall provide off-the-shelf, or customized off-the-shelf training packages under this SIN to meet specific agency needs related to management, organizational and business improvement services, such as, but not limited to:

Customization of off-the-shelf training may include but is not limited to:

- customer service; team building
- performance measurement
- business process reengineering
- strategic planning
- ISO 9000 and ISO 14000
- statistical process control
- quality management
- benchmarking
- process improvement
- performance problem-solving
- change management

Customization of off-the-shelf training may include but is not limited to:

- workbooks
- training manuals
- computer based training
- videotapes
- overhead transparencies
- advanced presentation media

Offerors shall provide a schedule of available training courses offered. Offerors shall indicate the minimum number of participants per course. Courses shall include all costs for the minimum number of participants. **Rates MUST include all materials (i.e. notebooks, training manuals, index tabs, etc.) to be provided for the minimum number of participants.** In cases where less than the minimum number of students participates, and the ordering agency has paid for the minimum indicated, any excess material becomes the property of the agency. Use one sheet per course unless information for different courses is identical. If it is identical, then the applicable courses must be attached to the front of each of the following price data sheets submitted. (i.e. only one sheet as follows is required for each set of identical data, regardless of number of courses offered). Wherever the offeror knows of Other Direct Costs that will regularly be incurred, they should offer them under SIN 874-5, Support Products.

## SCHEDULE OF AVAILABLE TRAINING COURSES (Course Price Data Sheet)

Title of Course:	Continuity of Operations	Length of Course(# of Hrs/Days):	<i>8hrs/day 3 days</i>
Total Price of Course:	<i>\$ 7,800</i>	Minimum Number of Participants:	<i>5</i>
Price Per Participant	\$		
Commercial Price:	<i>\$ 12,000</i>	Maximum Number of Participants:	<i>15</i>
Government Discount from the Commercial Price			<i>% 35</i>
<p>Description of Class</p> <p><i>This seminar supports the Executive Order that requires all agencies to have the capability to maintain continuous operations following any emergency. Planning to meet the demands of a wide spectrum of emergency scenarios is necessary and is accomplished by developing a Continuity of Operations Plan (COOP). Also available as a Classified Course.</i></p> <p>In this interactive seminar, the attendee uses their agency/organization mission statement, successor/delegation plans, and applicable CFRs, Executive Orders, to complete a draft COOP that is tailored to the organization. Upon satisfactory completion of the course, each participant will be able to:</p> <ul style="list-style-type: none"> <li>• <i>Identify major COOP elements and objectives creating an organizational vision</i></li> <li>• <i>Review primary authorities and references to COOP development</i></li> <li>• <i>Assess and list applicable assumptions related to emergencies</i></li> <li>• <i>Analyze and scale vulnerability issues related to the organization's facilities</i></li> <li>• <i>Classify needs including essential operations, functions and personnel and identify responsible COOP personnel</i></li> <li>• <i>Distinguish vital records and systems, and sources for protecting them</i></li> <li>• <i>Address alternate facility factors including location, communications, and personnel</i></li> <li>• <i>Design training and exercise plans to ensure COOP validity</i></li> <li>• <i>Develop and update COOP implementation procedures and strategy</i></li> <li>• <i>Review issues permitting updated COOP and management plan</i></li> </ul>			
<u>Quantity or Other Applicable Discounts (Explain)</u>			

**SIN 874-4: TRAINING SERVICES (continued)**

Title of Course:	<i>Exercise Design and Development</i>	Length of Course(# of Hrs/Days):	<i>8hrs/day 3 days</i>
Total Price of Course:	<i>\$ 7,800</i>	Minimum Number of Participants:	<i>5</i>
Price Per Participant	\$		
Commercial Price:	<i>\$ 12,000</i>	Maximum Number of Participants:	<i>15</i>
Government Discount from the Commercial Price			<i>% 35</i>
<p><u>Description of Class</u>  <i>This seminar supports PDD 67 which requires all agencies to conduct a test and exercise of their Continuity of Operations Plan (COOP) on an annual basis. The principle outcome of the seminar is a series of completed exercises for use by the agency. Seminar attendees are introduced to the concepts of designing, developing, conducting, and evaluating various types of exercises, including tabletop and functional exercises. Participants are given guidance in developing After Action Reports and methods for assuring continuous operational improvements when responding to future events.</i></p> <p><i>The program includes an overview of domestic emergencies and current experience in various man-caused threats and hazards. It also provides practical information on managing crisis communications, using technology, information and tools to create realistic simulations and the preparation of response and emergency personnel for catastrophic events.</i></p> <p><u>Program Objectives</u>  <i>Upon completion of the training, participants will:</i></p> <ul style="list-style-type: none"> <li>• <i>Understand how to develop, conduct, and evaluate an exercise</i></li> <li>• <i>Understand current and emerging threats and hazards, both natural and man-caused</i></li> <li>• <i>Understand and apply various information-based tools that can be used to increase the reality of exercises</i></li> <li>• <i>Understand the importance of media/public information dissemination prior to and during an exercise or event</i></li> <li>• <i>Understand how to develop After Action Reports and implement corrective actions based on lessons learned</i></li> <li>• <i>Understand the stress-related issues faced by emergency responders</i></li> </ul>			
<u>Quantity or Other Applicable Discounts (Explain)</u>			



## *TERMS AND CONDITIONS*

### **BIS Contracting Procedure**

1. Federal Agency identifies MOBIS –related needs.
2. Agency staff prepares statement of work.
3. Agency procurement office reviews vendor price lists and requests price quotes from three MOBIS vendors for the statement of work.
4. Andrews & Associates responds on the basis of its MOBIS contract.
5. Agency procurement office reviews quotes received and prepares justification if placing an order for other than lowest price. MOBIS award is made upon the “best value” to the Government Agency.
6. Agency staff submits to procurement office justification or recommendation for vendor, funding document, and statement of work.
7. Agency procurement office awards a firm-fixed price delivery order or labor task order.
8. Andrews & Associates begins work

### **Terms & Conditions**

Prompt Payment Discount: None

Minimum order: \$300.00

Maximum order: \$ 1,000,000.

FOB Point: Destination

Contract Type: Firm-fixed price, labor hour, time and material

Government Credit Cards: Not accepted at this time

Geographic Coverage: Unrestricted

Time of Delivery: To be negotiated

Expected Delivery: to be negotiated

Urgent Delivery: To be negotiated

### **Contract Information**

Contract Number: GS-10f-0437L

DUNS NUMBER: 01-605-7031

Special Item Numbers Offered:

874-1 Consulting

874-4 Training

Duration: Expires 2011

For Contract Ordering/Billing Information:

Carolyn Andrews  
10030 N. 23rd Street  
Phoenix, AZ 85028

Telephone: 602 682-5440  
Fax: 602-682-5442

[Carolyn@andrews-associates.com](mailto:Carolyn@andrews-associates.com)

Payment Address:

10030 N. 23rd Street  
Phoenix, AZ 85028

**Business Size: Small, Woman owned**