



**MANAGEMENT, ORGANIZATIONAL AND BUSINESS IMPROVEMENT SERVICES  
(MOBIS)**  
FSC Group 874

**Contract Number**  
GS-10F-0260T

**Period Covered by Contract**  
June 1, 2007 through May 31, 2012

**Total Resource Management, Inc.**

510 King Street, Suite 300  
Alexandria, VA 22314-3132  
Phone: 703.548.4285  
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<http://www.trmnet.com>

DUNS Number: 87-714-5391

## AWARDED GSA PRICING

Skill Category (MOBIS) SIN 874-1	GSA Year 1 Labor Rates with IFF	GSA Year 2 Labor Rates with IFF	GSA Year 3 Labor Rates with IFF	GSA Year 4 Labor Rates with IFF	GSA Year 5 Labor Rates with IFF
Senior Executive Consultant II	\$305.72	\$316.66	\$328.00	\$339.74	\$351.91
Senior Executive Consultant I	\$274.31	\$284.13	\$294.30	\$304.84	\$315.75
Executive Consultant	\$236.22	\$244.68	\$253.44	\$262.51	\$271.91
Business Process Analyst	\$180.81	\$187.28	\$193.99	\$200.93	\$208.13
Project Manager II	\$174.97	\$181.23	\$187.72	\$194.44	\$201.40
Documentation Specialist	\$73.51	\$76.14	\$78.87	\$81.69	\$84.62

## LABOR CATEGORY DESCRIPTIONS

### **Category Title:Senior Executive Consultant II**

**Responsibilities:** Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise.

Leads, manages and coordinates the analysis of existing business processes and the development of organizational improvement strategies and plans for enhanced operations and organizational performance.

Conducts strategic assessments, surveys, workshops and executive level briefings.

Builds business cases and develops the ROIs for recommended improvement strategies Provides consulting, advisory, and/or management direction to project manager and other project personnel.

Exercises independent judgment as well as a high level of analytical skill in investigating and solving complex, difficult, and unusual managerial, operations, technical, and administrative problems.

Tasks may include defining quality standards, project oversight, managing client risk and developing risk mitigation strategies.

**Minimum Education:**BA or BS degree. A Master's degree may count for three (3) years of experience. Fifteen (15) years experience in business analysis, process enhancement, or productivity improvement may be substituted for formal education.

**Minimum Experience:** Fifteen (15) years related business/domain experience, including five (5) years of related experience with complex management or organizational challenges. Recognized as an authority or expert on one or more related business improvement subjects.

### **Category Title:Senior Executive Consultant I**

**Responsibilities:** Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise.

Leads, manages and coordinates the analysis of existing business processes and the development of organizational improvement strategies and plans for enhanced operations and organizational performance.

Conducts strategic assessments, surveys, workshops and executive level briefings.

Builds business cases and develops the ROIs for recommended improvement strategies Provides consulting, advisory, and/or management direction to project manager and other project personnel.

Exercises independent judgment as well as a high level of analytical skill in investigating and solving complex, difficult, and unusual managerial, operations, technical, and administrative problems.

Tasks may include defining quality standards, project oversight, managing client risk and developing risk mitigation strategies.

**Minimum Education:** BA or BS degree. A Master's degree may count for three (3) years of experience. Fifteen (10) years experience in business analysis, process enhancement, or productivity improvement may be substituted for formal education.

**Minimum Experience:** Fifteen (10) years related business/domain experience, including five (3) years of related experience with complex management or organizational challenges. Recognized as an authority or expert on one or more related business improvement subjects.

**Category Title: Executive Consultant**

**Responsibilities:** Works with senior managers and executives to provide industry vision and strategic direction with regard to their enterprise.

Leads, manages and coordinates the analysis of existing business processes and the development of organizational improvement strategies and plans for enhanced operations and organizational performance.

Conducts strategic assessments, surveys, workshops and executive level briefings.

Builds business cases and develops the ROIs for recommended improvement strategies Provides consulting, advisory, and/or management direction to project manager and other project personnel.

Exercises independent judgment as well as a high level of analytical skill in investigating and solving complex, difficult, and unusual managerial, operations, technical, and administrative problems.

Tasks may include defining quality standards, project oversight, managing client risk and developing risk mitigation strategies.

**Minimum Education:** BA or BS degree. A Master's degree may count for three (3) years of experience. Fifteen (15) years experience in business analysis, process enhancement, or productivity improvement may be substituted for formal education.

**Minimum Experience:** Ten (10) years related business/domain experience, including three (3) years of related experience with complex management or organizational challenges.

**Category Title: Business Process Analyst**

**Responsibilities:** Manages the analysis of existing business processes, and develops organizational improvement strategies and plans for enhanced operations and performance throughout the organization.

Conducts strategic assessments, surveys, workshops, and executive level briefings.

Builds business cases and develops the ROIs for recommended improvement strategies.

Exercises independent judgment as well as a high level of analytical skill in investigating and solving complex, difficult, and unusual managerial, operations, technical, and administrative problems.

Provides consulting and advisory direction to project or program lead and other project personnel.

**Minimum Education:** BA or BS degree. A Master's degree may count for three (3) years of experience. Ten (10) years experience in business analysis, process enhancement, or productivity improvement may be substituted for formal education.

**Minimum Experience:** Six (6) years related business/domain experience, including two (2) years of related experience with complex management or organizational challenges.

**Category Title: Project Manager II**

**Responsibilities:** Responsible for full life cycle project performance. Manages budget, schedule and performance. Hires, selects, and trains personnel to perform on program team. Maintains communications with client, program staff, and corporate leadership.

Conducts strategic assessments, surveys, workshops, and executive level briefings.

Builds business cases and develops the ROIs for recommended improvement strategies.

Exercises independent judgment as well as a high level of analytical skill in investigating and solving complex, difficult, and unusual managerial, operations, technical, and administrative problems.

**Minimum Education:** BA or BS degree. A Master's degree may count for three (3) years of experience. Six (6) years experience in project management.

**Minimum Experience:** Six (6) years related business/domain experience, including two (2) years of related experience with complex management or organizational challenges.

**Category Title: Documentation Specialist \***

**Responsibilities:** Reviews, proofs, edits and updates documents, reports, and presentations in accordance with Delivery Order standards and specifications. Collects and compiles survey data.

**Minimum Education:** High School diploma.

**Minimum Experience:** Must possess excellent writing, oral, communications, and facilitation skills. Proficient in basic computer skills. Demonstrated knowledge of processes and process improvement strategies related to asset and facilities management.

\*This is a non-professional labor category and shall be used solely to support professional services herein and shall not be purchased separately.

CUSTOMER INFORMATION
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- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).  
**874-1RC Consulting Services**
- 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.  
**Refer to attached awarded GSA Schedule Contract pricelist.**
- 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.  
**Refer to attached awarded GSA Schedule Contract pricelist.**
2. Maximum order.  
**\$1,000,000**
3. Minimum order.  
**\$300**
4. Geographic coverage (delivery area).  
**Total Resource Management, Inc. provides domestic and overseas delivery.**
5. Point(s) of production (city, county, and State or foreign country).  
**Not Applicable**
6. Discount from list prices or statement of net price.  
**Prices shown are net Government awarded discount**

7. Quantity discounts.  
**None**
8. Prompt payment terms.  
**0% Net 30 Days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.  
**Total Resource Management, Inc. will accept Government purchase cards for orders below the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.  
**Total Resource Management, Inc. will accept Government purchase cards for above the micro-purchase threshold.**
10. Foreign items (list items by country of origin).  
**Not Applicable**
- 11a. Time of delivery (Contractor insert number of days.)  
**As Negotiated Between Contractor and Ordering Agency**
- 11b. Expedited Delivery.  
**The contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.**
- 11c. Overnight and 2-day delivery  
**The contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.**
- 11d. Urgent Requirements  
**When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.**
12. F.O.B. point(s).  
**Not Applicable**

- 13a. Ordering address(es).  
**Total Resource Management, Inc.**  
**510 King Street, Suite 300**  
**Alexandria, VA 22314**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es).  
**Total Resource Management, Inc.**  
**510 King Street, Suite 300**  
**Alexandria, VA 22314**
15. Warranty provision.  
**Total Resource Management, Inc. certifies that all labor provided will meet the minimum education and experience requirements set forth in the awarded GSA Schedule Pricelist.**
16. Export packing charges, if applicable.  
**Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).  
**Government purchase cards will be accepted for all orders.**
18. Terms and conditions of rental, maintenance, and repair (if applicable).  
**Not Applicable**
19. Terms and conditions of installation (if applicable).  
**Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).  
**Not Applicable**
- 20a. Terms and conditions for any other services (if applicable).  
**Not Applicable**
21. List of service and distribution points (if applicable).  
**Not Applicable**
22. List of participating dealers (if applicable).  
**Not Applicable**

23. Preventive maintenance (if applicable).  
**Not Applicable**
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).  
**Not Applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).  
**Not Applicable**
25. Data Universal Number System (DUNS) number.  
**87-714-5391**
26. Notification regarding registration in Central Contractor Registration (CCR) database.  
**Contractor is registered with the Central Contractor Registration Database  
Cage Code: 1KYS9**
27. Uncompensated Overtime. (Indicate if used).  
**None**