



A VA Verified Service Disabled Veteran Owned Small Business



**AUTHORIZED FEDERAL SUPPLY SERVICE
MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)
SCHEDULE PRICELIST**

Contract Number: GS-10F-0485N

*Period Covered by Contract: July 7, 2008 through July 6, 2013
Updated through Modification A027, August 27, 2009*

Standard Communications Inc.

**5402 Leeds Manor Road
Hume, Virginia 22639
(540) 364-3688
(703) 426-1956 (fax)**

www.stdcomm.com

AVA Verified Service Connected Disabled Veteran Owned Small Business



GENERAL SERVICES ADMINISTRATION

FEDERAL ACQUISITION SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: GSAAdvantage.gov.

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

FSC GROUP: 874

North American Industry Classification System (NAICS) Code: 541611

Special Item Number (SIN) services provided under this Contract

SIN 874-1 Consultation Services

SIN 874-3 Survey Services

SIN 874-7 Program Integration and Project Management Services

Contract Number: GS-10F-0485N

For more information on ordering from Federal Supply Schedules visit www.gsa.gov

Period Covered by Contract: July 7, 2008 through July 6, 2013

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General Services Administration Federal Supply Service

Administrative Summary

- *Modifications FX-03 through FX-38 included in Contract Renewal 7/7/2008*
- *Modification FX-47 to incorporate Recovery Purchasing dated February 12, 2007*
- *Modification FX-51 to reaffirm Small Business Size Status dated December 17, 2007*
- *Modification P0003 dated July 7, 2008 extends Period of Performance from 07/07/08 thru 07/08/2013*
- *FX-54, Refresh 12 & 13, dated June 16, 2008*
- *Modification FX-75 dated June 22, 2009 – American Recovery & Reinvestment Act*
- *Pricelist current through Refresh # 14 and Modification A027, dated August 27, 2009*

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STANDARD COMMUNICATIONS INC. is a Service Connected Disabled Veteran Owned Small Business, specializing in Professional Business Management and Mission Oriented Business Integrated Services. STANDARD COMMUNICATIONS INC. believes in its stakehold in its customers' success by working to its credo: "Setting the Standard for Excellence".

Small Business Participation. SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs or pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsa.gov). The catalogs/pricelists, GSA Advantage!™ and the GSA Home Page (www.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business

INFORMATION FOR ORDERING OFFICES

concerns when two or more items at the same delivered price will satisfy their requirement.

1a. SPECIAL ITEM NUMBER (SIN) services provided under this Contract

SIN 874-1 Consultation Services

SIN 874-3 Survey Services

SIN 874-7 Program Integration and Project Management Services

1b. Reserved. (Not applicable)

1c. Labor Category Descriptions can be found on Page 31

Hourly Rates by Labor Category can be found on Page 41.

2. MAXIMUM ORDER

For Special Items 874-1, 874-3 and 874-7 MISSION, ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS), the maximum dollar value per order for all MOBIS Services will be \$1,000,000.

3. MINIMUM ORDER

For Special Items 874-1, 874-3 and 874-7 MISSION, ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS), the minimum dollar value per order for all MOBIS Services will be \$300.

4. GEOGRAPHIC SCOPE OF CONTRACT

The geographic scope of this contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and the Commonwealth of Puerto Rico.

5. POINT(S) OF PRODUCTION

STANDARD COMMUNICATIONS INC.
5402 Leeds Manor Road
Hume, Fauquier County Virginia 22639
(540) 364-3688 (phone) or (540) 454-0881 (cell)
(703) 426-1956 (fax) orders@stdcomm.com

6. DISCOUNT POLICY

Hourly rates have been discounted between 6.6% and 8.5% off Commercial Rates. In addition STANDARD COMMUNICATIONS INC. offers Dollar Volume, Duration and Spot Discounts.

- 1. Dollar Volume Discount threshold. Any Delivery Order in excess of \$1,000,000.
- 2. Duration Discount threshold. Any Delivery Order with a period of performance term greater than eleven (11) months.
- 3. Spot Discounts are on a case-by-case basis and the amount is subject to conditions existing at the time of award including, but not limited to location, dollar volume and duration.

In addition, STANDARD COMMUNICATIONS INC. offers these discounts according to class of customer according to the table below.

Customer Class	Dollar Volume Discount	Duration Discount	Spot Discount
Federal Government	5%	3%	TBD
State/Local Government	4.50%	2.50%	TBD
Commercial	3%	2%	TBD

7. QUANTITY DISCOUNTS

Included in Item 6 above as Dollar Volume Discount and Duration Discount.

8. PROMPT PAYMENT.

STANDARD COMMUNICATIONS INC. offers no Prompt Pay Discount.

9. GOVERNMENT CREDIT CARDS.

- a. STANDARD COMMUNICATIONS INC. accepts payment by Government Credit Card at or below the micro-purchase threshold.
- b. STANDARD COMMUNICATIONS INC. accepts payment by Government Credit Card at or above the micro-purchase threshold.

10. FOREIGN ITEMS.

STANDARD COMMUNICATIONS INC. does not deal in foreign items.

11. DELIVERY SCHEDULE

- a. **Time of Delivery:** The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below.

SINs or Groups of SINs	Delivery Time (Days ARO)
874-1	As negotiated between ordering agency
874-3	and contractor
874-7	

- b. **Expedited Delivery.** Items for expedited delivery are noted in this price list.
- c. **Overnight and 2-day delivery.** Overnight and 2-day delivery are available. The customer may contact STANDARD COMMUNICATIONS INC. for overnight and 2-day delivery rates.
- d. **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. FOB DESTINATION

When deliveries are made to destinations outside the 48 contiguous States, i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, and are not covered the following conditions will apply:

- (1) Delivery will be f.o.b. inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from the point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office. The Contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service; and must be supported by paid freight or express receipt or by a statement of parcel post charges including weight of shipment.
- (2) The right is reserved to ordering agencies to furnish Government bills of lading.

Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.

13. a. Ordering Address

Standard Communications, Inc.
5402 Leeds Manor Road
Hume, VA 22639
(540) 364-3688 (phone) or (540) 454-0881 (cell)
(703) 426-1956 (fax) orders@stdcomm.com

b. Ordering Procedures (Use Of Federal Supply Service MOBIS Schedule Contracts)

In accordance with FAR 8.404: Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government’s needs.

- (1). **Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.
- (2). **Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the supply or service representing the best value, the ordering office may consider—
 - (i) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
 - (ii) Trade-in considerations;
 - (iii) Probable life of the item selected as compared with that of a comparable item;
 - (iv) Warranty considerations;
 - (v) Maintenance availability;
 - (vi) Past performance; and
 - (vii) Environmental and energy efficiency considerations.
- (3). **Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph 13b, and before placing an order that exceeds this order threshold, ordering offices shall--
 - (i) Review additional Schedule Contractors’ catalogs/pricelists or use the “GSA Advantage!” on-line shopping service;
 - (ii) Based upon the initial evaluation, generally seek price reductions from the Schedule Contract(s) appearing to provide the best value (considering price and other factors); and
 - (iii) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (i) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

- (ii) Offer the lowest price available under the contract; or
 - (iii) Decline the order (orders must be returned in accordance with FAR 52.216-19).
4. **Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.
5. **Price reductions.** In addition to the circumstances outlined in paragraph b(3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.
6. **Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.
7. **Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

14. **PAYMENT ADDRESS**

Standard Communications, Inc.
5402 Leeds Manor Road
Hume, VA 22639
(540) 364-3688 (phone)
(540) 454-0881 (cell)

STANDARD COMMUNICATIONS INC. will accept purchase card for payments less than, equal to or greater than the micro-purchase threshold for oral or written delivery orders. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) and e-mail address can be used by ordering agencies to obtain payment, technical and/or ordering assistance: (540) 364-3688 or (540) 454-0881
orders@stdcomm.com

15. **CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

- a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:
 - (1) Time of delivery/installation quotations for individual orders;
 - (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the contractor.
- b. The above is not intended to encompass items not currently covered by the GSA Schedule Contract.

16. EXPORT PACKING

Export packing is available at extra cost outside the scope of this contract.

17. PURCHASE CARD ACCEPTANCE

STANDARD COMMUNICATIONS INC. accepts orders that are placed at, below or above the micro-purchase threshold with any Federal Supply Schedule Contractor.

18. **Reserved. (not applicable)**

19. **Reserved. (not applicable)**

20. **Reserved. (not applicable)**

21. **Reserved. (not applicable)**

22. **Reserved. (not applicable)**

23. **Reserved. (not applicable)**

24. **Reserved. (not applicable)**

25. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279

Block 9: *G - Order/Modification Under Federal Schedule*

Block 16: Data Universal Numbering System (DUNS): **009977963**

Block 30: Type of Contractor: *Other Small Business*

Block 31: Woman-Owned Small Business: *No*

Block 36: Contractor's Taxpayer Identification Number (TIN): **54-2022158**

Block 40: *A - Service Disabled Veteran Owned Business*

26. CENTRAL CONTRACTOR REGISTRATION

Standard Communications Inc. is registered with the Central Contractor Registration Database.
(Cage Code: ISZ84)

26. UNCOMPENSATED OVERTIME

STANDARD COMMUNICATIONS INC. provides compensatory time off with pay to its exempt employees for overtime hours worked in excess of 45 hours in a normal work-week. Straight time for sea-duty and travel is paid to exempt personnel while on Temporary Duty during normal business hours.

Non-exempt personnel get paid time and one-half in accordance with prevailing state laws.

27. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule Blanket Purchase Agreement (BPA) or an individual order, provided that the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non-contract) items.

MOBIS LABOR CATEGORY DESCRIPTIONS

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		CONTRACTS SPECIALIST- <u>Functional Responsibility</u>: Monitors performance for conformance to original proposal, maintains continual reviews to ensure that all terms and conditions are met and that the contract is in accordance with legal requirements, customer specifications and government regulations. Provides general contractual and legal expertise in support of technology tasks. Responsibilities include but are not limited to: reviewing and providing comment to binding contractual documentation, researching federal, state, and local regulations, and monitoring tasks as they are executed to ensure compliance with all pertinent governing documentation. Prepares special report and analyses as required. May provide work leadership for lower level personnel. Issues contract and financial program documents. Prepare bids, process specifications, test and progress reports, and other exhibits that may be required. Senior levels may provides supervision, guidance and leadership to assigned staff.
Level 1	S011	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and five years of experience or an equivalent combination of education and experience.
Level 2	S012	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and ten years of experience or an equivalent combination of education and experience.
Level 3	S013	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and twelve years of experience or an equivalent combination of education and experience.
Level 4	S014	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and fourteen years of experience or an equivalent combination of education and experience.
Level 5	S015	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and sixteen years of experience or an equivalent combination of education and experience.
Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		FINANCIAL SPECIALIST - <u>Functional Requirements</u>: Conducts financial studies to review project cost against budgeted funds, evaluates controls on labor, overhead, and general and administrative expenditures, identifies trends and develops measures to ensure budgets are not exceeded. Performs costing for projects, creates forecasting models and analyzes financial data. Maintains program budgets using cost and scheduling tools including the development of budgets based on cost drivers and keeps track of cost records and comparison of standard costs vs. actual costs. Creates and maintains statistical data to inform management of current events and complex problems throughout the organization. Identifies trends and develops measures to ensure budget milestones are not exceeded. Senior level specialists are responsible for the direct supervision of the financial staff engaged in various financial functions such as budgeting, auditing, forecasting, and analysis. Is the primary liaison between the company and various Government agencies during audits, ensuring understanding of financial data, methodology, and applicability under appropriate government regulations.
Level 1	S021	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and four years of relevant experience or an equivalent combination of education and experience.
Level 2	S022	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and six years of relevant experience or an equivalent combination of education and experience.
Level 3	S023	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and eight years of relevant experience or an equivalent combination of education and experience.
Level 4	S024	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and ten years of relevant experience or an equivalent combination of education and experience.
Level 5	S025	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and twelve years of relevant experience or an equivalent combination of education and experience.

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		LOGISTICS/CONFIGURATION SPECIALIST - Functional Responsibility: Reviews applicable COTS tools. Develops and maintains logistics and configuration databases for physical assets, equipment, engineering drawings, documentation, systems and subsystems. Reviews impact of system and equipment changes and ensures compliance with established criteria. Develops and maintains databases for physical assets, equipment, engineering drawings, documentation, systems and subsystems. Uses computer-based tools to maintain inventory of assets, enables trace ability by recording upgrades and maintaining asset history and location. Identifies requirements and coordinates the development and implementation of logistics and configuration management systems. Provides planning support in the areas of logistics and configuration documentation and control and status accounting. Coordinates and evaluates the logistics and configuration management requirements and efforts. Selects and uses appropriate computer-based tools for physical asset, engineering drawings, or other client corporate assets to be managed. Establishes criteria for configuration management databases. Develops appropriate physical disaster backup capability and ensures trace ability. Recommends changes and improvements to logistics and configuration management systems. Senior levels are responsible for the direct supervision of the logistics and configuration management staff.
Level 1	S031	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and two years relevant experience or an equivalent combination of education and experience.
Level 2	S032	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and four years relevant experience or an equivalent combination of education and experience.
Level 3	S033	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and six years relevant experience or an equivalent combination of education and experience.
Level 4	S034	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and eight years relevant experience or an equivalent combination of education and experience.
Level 5	S035	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and ten years relevant experience or an equivalent combination of education and experience.

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		MANAGEMENT SPECIALIST - Functional Responsibility: Provides leadership and liaison between separate discipline teams, senior management or senior level client personnel. Plans, develops and administers policies covering several broad functional areas, engineering disciplines, or key contracts. Conducts logical analyses of management problems and plans, develops and administers policies covering several broad functional areas, engineering disciplines, or key contracts. Oversees the work of staff, which includes management and senior level professionals. Possesses demonstrated experience and guides staff in multiple or emerging engineering or technology disciplines. Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analyses. Conducts interviews to retrieve essential information. Ensures deliverable products are compliant with appropriate standards and/or specifications. Collects, compiles, and assembles data for financial and analytical documents and reports.
Level 1	S041	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and six years of experience or an equivalent combination of education and experience.
Level 2	S042	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and eight years of experience or an equivalent combination of education and experience.
Level 3	S043	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and ten years of experience or an equivalent combination of education and experience.
Level 4	S044	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and twelve years of experience or an equivalent combination of education and experience.
Level 5	S045	<u>Minimum Education - Minimum/General Experience:</u> Master's degree and twelve years of experience or an equivalent combination of education and experience.

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		ORGANIZATIONAL SPECIALIST - Functional Responsibility: Responsible for assisting agencies in organizing and managing their systems development and other related services in a multi-vendor environment. Duties include directing tasks related to organization analysis, task analysis, training needs assessment, and the development of training curriculums. Responsible for technical, administrative, and operational leadership or review of organizational requirements. Defines, generates and reviews project requirements documentation. Performs technical studies to refine multi-project metrics against organizational requirements. Reviews organizational metrics to ensure work scope, schedule and budget are well defined and maintained in accordance with organizational strategy. Provides the coordination between resource managers and supervisors and ensures necessary reviews and approvals are received. May conduct performance/project analyses during phase down to benefit future/other projects. Oversees the work of or coordinates with a staff which may include management and senior level professionals.
Level 1	S051	<u>Minimum Education - Minimum/General Experience:</u> A Bachelor's degree and six years experience with specific experience in organization development or an equivalent combination of education and experience.
Level 2	S052	<u>Minimum Education - Minimum/General Experience:</u> A Bachelor's degree and eight years experience with specific experience in organization development or an equivalent combination of education and experience.
Level 3	S053	<u>Minimum Education - Minimum/General Experience:</u> A Bachelor's degree and ten years experience with specific experience in organization development or an equivalent combination of education and experience.
Level 4	S054	<u>Minimum Education - Minimum/General Experience:</u> A Bachelor's degree and twelve years experience with specific experience in organization development or an equivalent combination of education and experience.
Level 5	S055	<u>Minimum Education - Minimum/General Experience:</u> A Bachelor's degree and fourteen years experience with specific experience in organization development or an equivalent combination of education and experience.
Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		BUSINESS SPECIALIST - Functional Responsibility: Assists in planning, developing and administering policies and documentation covering functional areas or key contracts. Analyzes areas of concern and presents feasible alternatives and recommendations based on thorough research and analyses. Conducts interviews to retrieve essential information. Collects, compiles, and assembles data for technical, financial and analytical documents and reports. Senior level specialists provide leadership and guidance to the Program Specialists assigned staff. Responsible for technical/administrative/operational leadership of project within the programmatic guidelines set by the Program Manager and client. Defines, generates and reviews project requirements documentation. Performs technical studies to refine project requirements. Monitors project to ensure work scope, schedule and budget are well defined and maintained. Provides the coordination between resource manager/supervisors and ensures all necessary reviews and approvals are received. May conduct performance/project analyses during phase down to benefit future/other projects. Oversees the work of or coordinates with a staff which may include management and senior level professionals.
Level 1	S061	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and one year of relevant experience or an equivalent combination of education and experience.
Level 2	S062	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and three years of relevant experience or an equivalent combination of education and experience.
Level 3	S063	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and five years of relevant experience or an equivalent combination of education and experience.
Level 4	S064	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and seven years of relevant experience or an equivalent combination of education and experience.
Level 5	S065	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and nine years of relevant experience or an equivalent combination of education and experience.

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		TECHNICAL SPECIALIST - <u>Functional Responsibility</u>: Assists in planning, developing, implementing and administering technical policies and program documentation covering functional areas or key contracts. Oversees the work of or coordinates with a staff which may include management and professionals. Analyzes areas of concern and presents or implements feasible alternatives and recommendations based on technical research and analyses. Conducts interviews to retrieve essential information. Collects, compiles, and assembles data for technical, financial and analytical documents and reports.
Level 1	S071	<u>Minimum Education - Minimum/General Experience:</u> Associate's degree and four years of relevant experience or an equivalent combination of education and experience.
Level 2	S072	<u>Minimum Education - Minimum/General Experience:</u> Associate's degree and six years of relevant experience or an equivalent combination of education and experience.
Level 3	S073	<u>Minimum Education - Minimum/General Experience:</u> Associate's degree and eight years of relevant experience or an equivalent combination of education and experience.
Level 4	S074	<u>Minimum Education - Minimum/General Experience:</u> Associate's degree and ten years of relevant experience or an equivalent combination of education and experience.
Level 5	S075	<u>Minimum Education - Minimum/General Experience:</u> Associate's degree and twelve years of relevant experience or an equivalent combination of education and experience.

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		PROJECT SPECIALIST - <u>Functional Responsibility</u>: Provides day-to-day management of task orders for a particular project. Organizes, directs, and coordinate planning and production of assigned orders. Manages orders in accordance with estimated time frames and budget constraints. Schedules and assigns duties to subordinates. Formulates and reviews order plans and deliverable items. Assigns, schedule, and review work of subordinates. Consults with applicable client personnel to minimize costs and maximize efficiency in achieving the stated requirements. Responsible for technical work, quality of work, standards compliance, schedule, and costs associated with various orders issued and reports these aspects to the Project Director.
Level 1	S081	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and five years of relevant experience or an equivalent combination of education and experience.
Level 2	S082	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and seven years of relevant experience or an equivalent combination of education and experience.
Level 3	S083	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and nine years of relevant experience or an equivalent combination of education and experience.
Level 4	S084	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and eleven years of relevant experience or an equivalent combination of education and experience.
Level 5	S085	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and thirteen years of relevant experience or an equivalent combination of education and experience.

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		QUALITY SPECIALIST - Functional Responsibility: Provides leadership and guidance to the quality assurance and quality control staff. Plans, develops and administers standards compliant quality policies covering organization-wide areas, multi-disciplined engineering programs or key contracts. Assigns work to and oversee the work of staff, which includes management and senior level professionals. Reviews project development documentation to ensure specifications are designed to meet inspection and testing standards. Initiates corrective action for procedural, product, or process deficiencies. Analyzes organizational procedures work instructions and develops test suites and identifies feasible alternatives based on thorough research and analyses. Conducts interviews and audits to retrieve essential quality information. Collects, compiles and assembles quality records for analytical documents and reports.
Level 1	S091	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and three years of experience or an equivalent combination of education and experience.
Level 2	S092	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and five years of experience or an equivalent combination of education and experience.
Level 3	S093	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and seven years of experience or an equivalent combination of education and experience.
Level 4	S094	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and nine years of experience or an equivalent combination of education and experience.
Level 5	S095	<u>Minimum Education - Minimum/General Experience:</u> Bachelor's degree and eleven years of experience or an equivalent combination of education and experience.

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		ADMINISTRATIVE SUPPORT SPECIALIST - Functional Responsibility: Prepares draft and final-form executive management and/or technical documents, which may be deliverable items or executive presentations. Is expected to be familiar with discipline specific terminology. Is expected to be capable of typing technical narrative and data. Provides clerical, compilation, library and administrative assistance in the development and production of documentation in support of technology tasks. Responsibilities include but are not limited to: data entry; research, data and word processing, publication development and review; general clerical and filing activities; office administration; data processing. Will be responsible for spelling, grammar, and proper format, and for proofreading finished documents. Proficient in the use of computers and standard word processing, spreadsheet, and presentation software. May work with technical staff to prepare manuals, user guides, and other technical documentation. Proficiency in the following areas are required: producing line art, illustrations, mechanical drawings, CAD, training materials; processing film and producing special effect slides and view graphs; designing report covers and other required graphics; and serving as a consultant to program manager, team leaders, and project managers on project planning and state-of-the-art graphic techniques.
Level 1	S101	<u>Minimum Education - Minimum/General Experience:</u> Must be a High School graduate and have two years of administrative experience.
Level 2	S102	<u>Minimum Education - Minimum/General Experience:</u> Must be a High School graduate and have five years of administrative experience.
Level 3	S103	<u>Minimum Education - Minimum/General Experience:</u> Must be a High School graduate and have eight years of administrative experience.
Level 4	S104	<u>Minimum Education - Minimum/General Experience:</u> Must be a High School graduate and have eleven years of administrative experience.
Level 5	S104	<u>Minimum Education - Minimum/General Experience:</u> Must be a High School graduate and have fourteen years of administrative experience.

MOBIS HOURLY RATES BY LABOR CATEGORY

Labor Grade	CLIN	MOBIS LABOR CATEGORY DESCRIPTIONS
		SUBJECT MATTER EXPERT - <u>Functional Responsibility</u> : For any profession or discipline specific or multi-disciplined program, consults with applicable client management and professional (medical, scientific, engineering, etc.) personnel to minimize costs and maximize efficiency in achieving the stated requirements. Advises program leadership on all pertinent activities of a large-scale program, series of projects, technologies, or clients. Can be responsible for audit or investigative aspects of fact finding, with regard to project management, technical work, quality of work, standards compliance, schedule, and costs associated with various issued orders. Ensures that all activities conform to terms and conditions of a contract and ordering procedures. Acts as liaison between the applicable client representatives and corporate management. Recommends performance metrics, methodologies to be used, and any and all program/task related activities, draws upon senior support staff, engineering and technical experts to resolve contractual and technical problems.
Level 1	S111	<u>Minimum Education - Minimum/General Experience</u> : Bachelor's degree and ten years of experience or an equivalent combination of education and experience.
Level 2	S112	<u>Minimum Education - Minimum/General Experience</u> : Bachelor's degree and twelve years of experience or an equivalent combination of education and experience.
Level 3	S113	<u>Minimum Education - Minimum/General Experience</u> : Bachelor's degree and fourteen years of experience or an equivalent combination of education and experience.
Level 4	S114	<u>Minimum Education - Minimum/General Experience</u> : Master's degree and fourteen years of experience or an equivalent combination of education and experience.
Level 5	S115	<u>Minimum Education - Minimum/General Experience</u> : Master's degree and sixteen years of experience or an equivalent combination of education and experience.

Standard Communications, Inc.

Hourly Rates by Labor Category

All Rates are for Government Site and Contractor Site and include the 0.75% IFF

CLIN	Labor Category	Level	Rate
S011	CONTRACTS SPECIALIST	1	97.76
S012	CONTRACTS SPECIALIST	2	107.73
S013	CONTRACTS SPECIALIST	3	118.71
S014	CONTRACTS SPECIALIST	4	130.68
S015	CONTRACTS SPECIALIST	5	143.64
FINANCIAL SPECIALIST			
S021	FINANCIAL SPECIALIST	1	66.83
S022	FINANCIAL SPECIALIST	2	73.82
S023	FINANCIAL SPECIALIST	3	80.80
S024	FINANCIAL SPECIALIST	4	88.78
S025	FINANCIAL SPECIALIST	5	97.76
LOGISTICS/CONFIGURATION SPECIALIST			
S031	LOGISTICS/CONFIGURATION SPECIALIST	1	49.88
S032	LOGISTICS/CONFIGURATION SPECIALIST	2	53.87
S033	LOGISTICS/CONFIGURATION SPECIALIST	3	59.85
S034	LOGISTICS/CONFIGURATION SPECIALIST	4	65.84
S035	LOGISTICS/CONFIGURATION SPECIALIST	5	72.82
MANAGEMENT SPECIALIST			
S041	MANAGEMENT SPECIALIST	1	112.72
S042	MANAGEMENT SPECIALIST	2	123.69
S043	MANAGEMENT SPECIALIST	3	135.66
S044	MANAGEMENT SPECIALIST	4	149.63
S045	MANAGEMENT SPECIALIST	5	164.59
ORGANIZATIONAL SPECIALIST			
S051	ORGANIZATIONAL SPECIALIST	1	100.75
S052	ORGANIZATIONAL SPECIALIST	2	110.73
S053	ORGANIZATIONAL SPECIALIST	3	121.70
S054	ORGANIZATIONAL SPECIALIST	4	133.67
S055	ORGANIZATIONAL SPECIALIST	5	146.64

Standard Communications, Inc.

Hourly Rates by Labor Category

(Continued)

CLIN	Labor Category	Level	Rate
S061	BUSINESS SPECIALIST	1	61.85
S062	BUSINESS SPECIALIST	2	67.83
S063	BUSINESS SPECIALIST	3	74.81
S064	BUSINESS SPECIALIST	4	82.79
S065	BUSINESS SPECIALIST	5	90.77
S071	TECHNICAL SPECIALIST	1	62.84
S072	TECHNICAL SPECIALIST	2	69.83
S073	TECHNICAL SPECIALIST	3	76.81
S074	TECHNICAL SPECIALIST	4	83.79
S075	TECHNICAL SPECIALIST	5	92.77
S081	PROJECT SPECIALIST	1	80.80
S082	PROJECT SPECIALIST	2	89.78
S083	PROJECT SPECIALIST	3	98.75
S084	PROJECT SPECIALIST	4	107.73
S085	PROJECT SPECIALIST	5	118.71
S091	QUALITY SPECIALIST	1	44.89
S092	QUALITY SPECIALIST	2	48.88
S093	QUALITY SPECIALIST	3	53.87
S094	QUALITY SPECIALIST	4	59.85
S095	QUALITY SPECIALIST	5	64.84
S101	ADMINISTRATIVE SUPPORT SPECIALIST	1	33.92
S102	ADMINISTRATIVE SUPPORT SPECIALIST	2	37.91
S103	ADMINISTRATIVE SUPPORT SPECIALIST	3	41.90
S104	ADMINISTRATIVE SUPPORT SPECIALIST	4	45.89
S105	ADMINISTRATIVE SUPPORT SPECIALIST	5	49.88
S111	SUBJECT MATTER EXPERT	1	139.65
S112	SUBJECT MATTER EXPERT	2	167.58
S113	SUBJECT MATTER EXPERT	3	200.50
S114	SUBJECT MATTER EXPERT	4	240.40
S115	SUBJECT MATTER EXPERT	5	289.28

MISSION, ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

SIN 874-1: CONSULTING SERVICES

Contractor shall provide 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.

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

SIN 874-3: SURVEY SERVICES

Contractors shall provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Contractors shall assist with, and/or perform all phases of the survey process to include, but not limited to:

- planning survey design
- defining and refining the agenda
- determining proper survey data collection methodology
- sampling; survey development
- survey database administration
- administering surveys using various types of data collection methods
- pretest/pilot surveying
- assessing reliability and validity of data
- analyses of quantitative and qualitative survey data

Production of reports to include, but not limited to: description and summary of results with associated graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions

SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Contractors shall provide management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

- program management
- program integration of a limited duration
- program oversight
- project management