



**WORLDWIDE
GENERAL SERVICES ADMINISTRATION (GSA)
Federal Supply Service (FSS)
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

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

**FSC Group: 874
Contract Number: GS-10F-0295R**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov
Mod 1 Effective: September 30, 2005
Contract Period: 27 April 2005 – 26 April 2010
NAICS Code: 541611 Business Size: Large Business
Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1. SCOPE OF CONTRACT
 - 1.a Special Item Numbers (SIN)
 - 1.b Lowest Priced Model Number
 - 1.c Hourly Rates
2. MAXIMUM ORDER
3. MINIMUM ORDER
4. DELIVERY AREA
5. POINTS OF PRODUCTION
6. DISCOUNTS
7. QUANTITY DISCOUNTS
8. PROMPT PAYMENT TERMS
9. GOVERNMENT PURCHASE CARDS
 - 9.a Orders placed at or below the micro-purchase threshold
 - 9.b Orders exceeding the micro-purchase threshold
10. FOREIGN ITEMS
11. DELIVERY SCHEDULE
 - 11.a Time of Delivery
 - 11.b Expedited Delivery
 - 11.c Overnight and 2-day Delivery
 - 11.d Urgent Requirements
12. F.O.B. POINT(S)
13. ORDERING
 - 13.a Ordering Address
 - 13.b Ordering Procedures
14. PAYMENT ADDRESS
15. WARRANTY PROVISION
16. EXPORT PACKING CHARGES
17. TERMS AND CONDITIONS of Government purchase card acceptance
18. TERMS AND CONDITIONS of rental, maintenance, and repair
19. TERMS AND CONDITIONS of installation
20. TERMS AND CONDITIONS of repair parts
 - 20.a Other services
21. LIST OF SERVICE AND DISTRIBUTION POINTS
22. LIST OF PARTICIPATING DEALERS
23. PREVENTIVE MAINTENANCE
24. SPECIAL ATTRIBUTES
 - 24.a Environmental Attributes
 - 24.b Section 508 Compliance
25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER
26. CENTRAL CONTRACTOR REGISTRATION (CCR)

ATTACHMENT 1: LABOR CATEGORIES AND HOURLY RATES

- 1. MOBIS LABOR CATEGORY DESCRIPTIONS
- 2. MOBIS LABOR CATEGORY HOURLY RATES

CUSTOMER INFORMATION

1. SCOPE OF CONTRACT

The GSA schedules are competitively awarded schedule contracts each with fixed labor rates and are available to all federal agencies and their approved contractors. Under this MOBIS schedule, Paradigm Technologies, Inc. may provide management services including consulting, facilitation, survey, privatization (A-76) support and documentation, program integration and project management, and alternate dispute resolution (ADR). The respective Special Item Numbers (SIN) for these services are 874-1, 2, 3, 6, and 7. Services under this contract can be provided at Government or contractor sites. The prices, terms and conditions apply exclusively to services within the scope of this schedule.

1a. Special Item Numbers (SIN)

The SINs listed below are covered under this price list. Labor category descriptions and hourly rates are presented in Attachment 1 and are effective for all services offered under these SINs.

SIN 874-1: CONSULTING SERVICES

Contractors shall provide expert advice, assistance, guidance or counseling in support of agencies’ management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include, but are not limited to:

<ul style="list-style-type: none">• strategic, business and action planning	<ul style="list-style-type: none">• high performance work	<ul style="list-style-type: none">• process and productivity improvement
<ul style="list-style-type: none">• systems alignment	<ul style="list-style-type: none">• leadership systems	<ul style="list-style-type: none">• organizational assessments
<ul style="list-style-type: none">• cycle time	<ul style="list-style-type: none">• performance measures and indicators	<ul style="list-style-type: none">• program audits, and evaluations

SIN 874-2: FACILITATION SERVICES

Contractors shall provide facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in:

<ul style="list-style-type: none"> the use of problem solving techniques 	<ul style="list-style-type: none"> defining and refining the agenda 	<ul style="list-style-type: none"> debriefing and overall meeting planning
<ul style="list-style-type: none"> resolving disputes, disagreements, and divergent views 	<ul style="list-style-type: none"> logistical meeting/ conference support when performing technical facilitation 	<ul style="list-style-type: none"> convening and leading large and small group briefings and discussions
<ul style="list-style-type: none"> providing a draft for the permanent record 	<ul style="list-style-type: none"> recording discussion content and focusing decision-making 	<ul style="list-style-type: none"> preparing draft and final reports for dissemination

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:

<ul style="list-style-type: none"> planning survey design 	<ul style="list-style-type: none"> sampling; survey development 	<ul style="list-style-type: none"> pretest/pilot surveying
<ul style="list-style-type: none"> defining and refining the agenda 	<ul style="list-style-type: none"> survey database administration 	<ul style="list-style-type: none"> assessing reliability and validity of data
<ul style="list-style-type: none"> determining proper survey data collection methodology 	<ul style="list-style-type: none"> administering surveys using various types of data collection methods 	<ul style="list-style-type: none"> analyses of quantitative and qualitative survey data
<ul style="list-style-type: none"> 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 874-6: PRIVATIZATION SUPPORT SERVICES AND DOCUMENTATION (A-76)

Contractors shall provide expert advice, consultation, assistance, and documentation in support of studies conducted under OMB Circular A-76 or other privatization or commercial activities studies, projects, or efforts. These services may include, but are not limited to:

<ul style="list-style-type: none"> • strategic, tactical, and operational level planning support 	<ul style="list-style-type: none"> • development of Quality Assurance Surveillance Plans (QASP); 	<ul style="list-style-type: none"> • development of in-house Government cost estimates
<ul style="list-style-type: none"> • comparison of in-house bids to proposed Interservice Support Agreement (ISSA) prices; 	<ul style="list-style-type: none"> • performance of management studies to determine the Government's Most Efficient Organization (MEO) 	<ul style="list-style-type: none"> • development of Performance Work Statements (PWS)
<ul style="list-style-type: none"> • initial study planning 	<ul style="list-style-type: none"> • administrative appeal process support 	<ul style="list-style-type: none"> • public-private partnership support
<ul style="list-style-type: none"> • assessments and/or studies of potential privatization initiatives 		

SIN 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Contractors shall provide services in the management, integration, and programs and projects. These services may include, but are not limited to:

<ul style="list-style-type: none"> • program management 	<ul style="list-style-type: none"> • program oversight 	<ul style="list-style-type: none"> • project management
<ul style="list-style-type: none"> • program integration (team leader) 		

1b. Lowest Priced Model Number

Not applicable

1c. Hourly Rates

Refer to Attachment 1

2. MAXIMUM ORDER

The maximum dollar value of any SIN orders to be issued is \$1,000,000.00 (All dollar amounts are exclusive of any discount for prompt payment.)

3. MINIMUM ORDER

The minimum dollar value of any SIN orders to be issued is \$300.00.

4. DELIVERY AREA

The geographic coverage of this contract (delivery area) is domestic only.

5. POINTS OF PRODUCTION

Services under this contract can be provided at Government or contractor sites.

6. DISCOUNTS

Prices shown herein are net; basic discounts have been deducted.

7. QUANTITY DISCOUNTS

Additional discounts may be negotiated for individual Task Orders and for Blanket Purchase Agreements (BPAs). These discounts will be addressed on a case-by-case basis.

8. PROMPT PAYMENT TERMS

Net 30 days from receipt of invoice or date of acceptance, whichever is later.

9. GOVERNMENT PURCHASE CARDS

9a. Orders placed at or below the micro-purchase threshold

Government Purchase Cards are accepted for any dollar value at or below the micro-purchase threshold.

9b. Orders exceeding the micro-purchase threshold

Government Purchase Cards are accepted for any dollar value above \$2,500.

10. FOREIGN ITEMS

Not applicable

11. DELIVERY SCHEDULE

11a. Time of Delivery

Per Individual Task Order

11b. Expedited Delivery

Items available for expedited delivery are available by contacting contractor.

11c. Overnight and 2-day Delivery

Overnight and 2-day deliveries are available by contacting the Contractor for specific rates.

11d. Urgent Requirements

When the FSS 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 working days after receipt (Telephone 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)

Destination

13. ORDERING

13a. Ordering Address

All orders under this contract may be placed by telephone, fax, or e-mail and should be directed to:

Paradigm Technologies, Inc.

Attention: John Magee, GSA Program Manager/Director of Contracts

3 Crystal Park

2231 Crystal Drive, Suite 807

Arlington, Virginia 22202

Telephone: 703.414.0955

Fax: 703.414.0959

Email: johnmagee@paradigm.net

13b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://www.fss.gsa.gov/schedules> .

14. PAYMENT ADDRESS

Remittance by check should be addressed to:

Paradigm Technologies, Inc.
Crystal Park 3
2231 Crystal Drive, Suite 807
Arlington, VA 22202
Attention: Accounting

For wire transfers or payment by Government Purchase Card:

Please contact Mr. John Magee at (703) 414-0955

15. WARRANTY PROVISION

For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:

- a. Time of delivery/installation quotations for individual orders;
- b. 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.
- c. Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

The above is not intended to encompass items not currently covered by the GSA Schedule contract.

16. EXPORT PACKING CHARGES

Not applicable

17. TERMS AND CONDITIONS of Government purchase card acceptance

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for any dollar value above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone numbers can be used by ordering agencies to obtain technical and/or ordering assistance:

Technical information: Mr. John Magee, 703.414.0955, johnmagee@paradigm.net

Payment information: Ms. Nichole McMenamin, 703.414.0955, nicholemcmenamin@paradigm.net

18. TERMS AND CONDITIONS of rental, maintenance, and repair

Not applicable

19. TERMS AND CONDITIONS of installation

Not applicable

20. TERMS AND CONDITIONS of repair parts

Not applicable

20a. Other services

Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Locations

22. LIST OF PARTICIPATING DEALERS

Not applicable

23. PREVENTIVE MAINTENANCE

Not applicable

24. SPECIAL ATTRIBUTES

24a. Environmental Attributes

Not applicable

24b. Section 508 Compliance

Not applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

831661582

26. CENTRAL CONTRACTOR REGISTRATION (CCR)

Paradigm Technologies, Inc. is registered in the CCR database.

ATTACHMENT 1: LABOR CATEGORIES AND HOURLY RATES

1. MOBIS LABOR CATEGORY DESCRIPTIONS

Program Manager

Provides broad program oversight to include directing, planning, organizing, and managing programs/projects to ensure that all contractual obligations are completed in a timely and efficient manner. Must be able to manage multiple concurrent tasks. Interfaces with Government personnel (contracts and technical points of contact) to ensure that all contractual and technical obligations are met. Provides high level of analytical skill as necessary to solve technical, administrative, and management problems.

Requires Bachelor Degree (Masters preferred); 12 years experience.

Project Manager

Provides project oversight and responsibility for the success of the effort. Must have specific programmatic and/or technical experience in specific areas covered in the contractual effort. Solves technical, administrative, and management problems and is responsible for interfacing with the customer's technical point of contact to ensure that the task is completed on time and within budget.

Requires Bachelor Degree in related discipline (Masters preferred); 12 years experience. Four years of additional experience may be substituted for all degree requirements. Masters degree will substitute for two years of experience.

Management/Technical Analyst (Levels I, II, III, IV, V)

Requires specific technical and/or programmatic experience in one or more of the following areas: strategic and business planning, performance measurement, process improvement, process re-engineering, program audits and evaluations, facilitation, problem solving, meeting coordination, survey/data collection and analysis, A-76/outsourcing studies, program/project management, earned value analysis, scheduling, cost analysis, risk analysis.

Level V: Bachelor Degree in business, engineering, science or related field;

10 years experience

Level IV: Bachelor Degree in business, engineering, science or related field;

8 years experience

Level III: Bachelor Degree in business, engineering, science or related field;

5 years experience

Level II: Bachelor Degree in business, engineering, science or related field;

2 years experience

Level I: Bachelor Degree in business, engineering, science or related field;

0 years experience

Four years of additional experience may be substituted for all degree requirements. Masters degree will substitute for two years of experience.

Cost/Financial Analyst

Requires cost/financial management experience as well as management experience in planning, problem solving, and data collection and analysis. Must be able to develop cost estimates according to prescribed work breakdown structures, develop cost estimating relationships, identify cost drivers, and develop cost charts in prescribed formats.

Sr. Cost/Financial Analyst:	Bachelor Degree in business, engineering, science or related field; 10 years experience
Cost/Financial Analyst II:	Bachelor Degree in business, engineering, science or related field; 5 years experience
Cost/Financial Analyst I:	Bachelor Degree in business, engineering, science or related field; 3 years experience
Jr. Financial/Mgt Analyst:	Bachelor Degree in business, engineering, science or related field; 0 years experience

Four years of additional experience may be substituted for all degree requirements. Masters degree will substitute for two years of experience.

Administrative Specialist

Provides administrative support as required for task completion.

Requires High School Diploma (Bachelor preferred) and 2 years experience.

Subject Matter Expert

Highly specialized experience with extensive knowledge in the given field. Education and years experience may vary depending on the subject area.

Prefer Bachelor Degree (Masters desirable).

2. MOBIS LABOR CATEGORY HOURLY RATES

The following table contains approved labor categories and on-site (i.e., customer site) and off-site hourly annual labor rates for all SINS.

MOBIS RATE SCHEDULE

Labor Category	FY05		FY06		FY07		FY08		FY09	
	On-Site Rate	Off-Site Rate	On-Site Rate	Off-Site Rate	On-Site Rate	Off-Site Rate	On-Site Rate	Off-Site Rate	On-Site Rate	Off-Site Rate
Program Manager	148.46	166.28	154.40	172.93	160.58	179.85	167.00	187.04	173.68	194.52
Project Manager	109.82	122.99	114.21	127.91	118.78	133.03	123.53	138.35	128.47	143.88
Subject Matter Expert	150.17	168.19	156.18	174.92	162.42	181.91	168.92	189.19	175.68	196.76
Mgt/Tech Analyst V	95.94	107.45	99.78	111.75	103.77	116.22	107.92	120.87	112.23	125.70
Mgt/Tech Analyst IV	81.16	90.89	84.40	94.53	87.78	98.31	91.29	102.24	94.94	106.33
Mgt/Tech Analyst III	70.01	78.41	72.81	81.54	75.72	84.81	78.75	88.20	81.90	91.73
Mgt/Tech Analyst II	59.25	66.36	61.62	69.01	64.08	71.77	66.65	74.64	69.31	77.63
Mgt/Tech Analyst I	48.95	54.82	50.90	57.01	52.94	59.29	55.06	61.66	57.26	64.13
Sr Cost/Financial Analyst	85.57	95.84	88.99	99.67	92.55	103.66	96.25	107.80	100.10	112.12
Cost/Financial Analyst II	68.06	76.23	70.78	79.27	73.61	82.45	76.56	85.74	79.62	89.17
Cost/Financial Analyst I	46.42	51.99	48.27	54.07	50.20	56.23	52.21	58.48	54.30	60.82
Jr Financial/Mgt Analyst	33.26	37.25	34.59	38.74	35.97	40.29	37.41	41.90	38.90	43.57
Administrative Specialist	31.99	35.83	33.27	37.26	34.60	38.75	35.99	40.30	37.42	41.92