

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
MOBIS SCHEDULE LABOR CATAGORIES, POSITION
DESCRIPTIONS, AND PRICELIST**

SIN 874-1: Consulting Services

**SIN 874-1RC: Consulting Services – Disaster Recovery Purchase
Program**

SIN 874-7: Program Integration and Project Management Services

**SIN 874-7RC: Program Integration and Project Management Services
– Disaster Recovery Purchase Program**

CORPORATE ADDRESS:

**PRO-telligent, LLC
1225 South Clark Street, Suite 1475
Arlington, VA 22202
Phone: (703) 414-5520
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Contract Officer: Olivia Fines
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CONTRACT NUMBER AND AWARD DATE:

**Contract Number: GS-10F-0417M
Contract Period: August 26, 2002 – August 25, 2017**

**DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER:
08-4915540**

CUSTOMER INFORMATION

- 1a. **Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s): 874-1, 874-7**
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item: Please see price list below**
2. **Maximum order: \$1,000,000**
3. **Minimum order: \$100**
4. **Geographic coverage (delivery area): CONUS & OCONUS**
5. **Point(s) of production (city, county, and State or foreign country): Same as company address**
6. **Discount from list prices or statement of net price. Please see government net price list below (which include discount).**
7. **Quantity discounts: 1% discount on task orders greater than or equal to \$250,000.00 and having a period of performance of at least 12 months.**
8. **Prompt payment terms. 2% 15 Days / Net 30 Days**
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Government purchase cards**

are accepted above the micro-purchase threshold. Maximum \$25,000.00 per transaction.

10. Foreign items (list items by country of origin): None
- 11a. Time of delivery: N/A
- 11b. Expedited Delivery: N/A
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: Please contact PRO-telligent's Contracts Administrator to request expedited service delivery.
12. F.O.B. point(s). N/A
- 13a. Ordering address(es). Same as company address.
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es). Same as company address
15. Warranty provision. N/A
16. Export packing charges, if applicable. N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Maximum \$25,000.00 per transaction.
18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A
19. Terms and conditions of installation (if applicable). N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
- 20a. Terms and conditions for any other services (if applicable). N/A
21. List of service and distribution points (if applicable). N/A

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- 22. List of participating dealers (if applicable). N/A**
 - 23. Preventive maintenance (if applicable). N/A**
 - 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A**
 - 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/. N/A**
 - 25. Data Universal Number System (DUNS) number: 084915540**
 - 26. Notification regarding registration in Central Contractor Registration (CCR) database: PRO-telligent is registered with CCR and all company information is current and accurate.**

GSA MOBIS SCHEDULE POSITION DESCRIPTIONS

CLIN: 001

Labor Category: Management/Director

Minimum/General Experience:

Twelve (12) years of experience

Functional Responsibility:

Oversees program development, contracts, funds, and resources. Provides management and direction to programs and program/project personnel. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual managerial and administrative issues. Provides overall direction of program activities. Operates within client guidance, contractual limitations, and company business and policy directives. Supervisory responsibilities include hiring, firing, salary, and performance management.

Minimum Education:

Master's Degree in a Related Field

CLIN: 002

Labor Category: Program Manager

Minimum/General Experience:

Ten (10) years of experience

Functional Responsibility:

Under limited supervision oversees program development, contracts, funds, and resources. Provides management and direction to programs and program/project personnel. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual managerial and administrative issues. Provides overall direction of program activities. Operates within client guidance, contractual limitations, and company business and policy directives. Supervisory responsibilities include hiring, firing, salary, and performance management.

Minimum Education:

Master's Degree in a Related Field

CLIN: 003

Labor Category: Project Manager

Minimum/General Experience:

Eight (8) years of experience

Functional Responsibility:

Under limited supervision oversees program development, contracts, funds, and resources. Provides management and direction to programs and program/project personnel. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual managerial and administrative issues. Provides overall direction of program activities. Operates within client guidance, contractual limitations, and company business and policy directives. Supervisory responsibilities include hiring, firing, and performance management.

Minimum Education:

Bachelor's Degree in a Related Field

CLIN: 004

Labor Category: Principal Management Consultant

Minimum/General Experience:

Twelve (12) years of experience

Functional Responsibility:

Sets up consultations that include strategic, business, and action planning, measuring performance and results, policy and planning assistance, making best use of resources, and managing change. Provides expert advice, assistance, guidance, and 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. Operates within client guidance, contractual limitations, and company business and policy directives.

Minimum Education:

Master's Degree in a Related Field

CLIN: 005

Labor Category: Senior Management Consultant

Minimum/General Experience:
Ten (10) years of experience

Functional Responsibility:

Under limited supervision sets up consultations that include strategic, business, and action planning, measuring performance and results, policy and planning assistance, making best use of resources, and managing change. Provides expert advice, assistance, guidance, and 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. Operates within client guidance, contractual limitations, and company business and policy directives.

Minimum Education:
Bachelor's Degree in a Related Field

CLIN: 006
Labor Category: Mid Level Consultant

Minimum/General Experience:
Eight (8) years of experience

Functional Responsibility:

Under limited supervision sets up consultations that include strategic, business, and action planning, measuring performance and results, policy and planning assistance, making best use of resources, and managing change. Provides expert advice, assistance, guidance, and 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. Operates within client guidance, contractual limitations, and company business and policy directives.

Minimum Education:
Bachelor's Degree in a Related Field

CLIN: 007
Labor Category: Junior Level Consultant

Minimum/General Experience:
Six (6) years of experience

Functional Responsibility:

Under limited supervision sets up consultations that include strategic, business, and action planning, measuring performance and results, policy and planning assistance, making best use of resources, and managing change. Provides expert advice, assistance, guidance, and 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. Operates within client guidance, contractual limitations, and company business and policy directives.

Minimum Education:

Bachelor's Degree in a Related Field

CLIN: 008

Labor Category: Principal Analyst

Minimum/General Experience:

Eight (8) years of experience

Functional Responsibility:

Advises, administers, supervises or performs research or other professional work in the formulation and direction of policy issues. Prepares workbooks, training manuals, computer based training, videotapes, overhead transparencies, and advanced presentation media. May provide oversight of the distribution and formulation of off-the-shelf training packages to meet specific agency needs related to management, organization, and business improvement services, such as, but not limited to customer service and team building, business process reengineering, strategic planning, process improvement, and change management. Operates within client guidance, contractual limitations, and company business and policy directives.

Minimum Education:

Bachelor's Degree in a Related Field

CLIN: 009

Labor Category: Senior Analyst

Minimum/General Experience:

Six (6) years of experience

Functional Responsibility:

Under limited supervision prepares workbooks, training manuals, computer based training, videotapes, overhead transparencies, and advanced presentation media. Operates within client guidance, contractual limitations, and company business and policy directives. Produces off-the-shelf training packages to meet specific agency needs related to management, organization, and business improvement services, such as, but not limited to customer service and team building, business process reengineering, strategic planning, process improvement, and change management.

Minimum Education:
Bachelor's Degree in a Related Field

CLIN: 010
Labor Category: Mid Level Analyst

Minimum/General Experience:
Five (5) years of experience

Functional Responsibility:
Under limited supervision prepares workbooks, training manuals, computer based training, videotapes, overhead transparencies, and advanced presentation media. Operates within client guidance, contractual limitations, and company business and policy directives. Provides off-the-shelf training packages to meet specific agency needs related to management, organization, and business improvement services, such as, but not limited to customer service and team building, business process reengineering, strategic planning, process improvement, and change management.

Minimum Education:
Bachelor's Degree in a Related Field

CLIN: 011
Labor Category: Junior Level Analyst

Minimum/General Experience:
Four (4) years of experience

Functional Responsibility:
Under limited supervision prepares workbooks, training manuals, computer based training, videotapes, overhead transparencies, and advanced presentation media. Operates within client guidance, contractual limitations, and company business and

policy directives. Provides off-the-shelf training packages to meet specific agency needs related to management, organization, and business improvement services, such as, but not limited to customer service and team building, business process reengineering, strategic planning, process improvement, and change management.

Minimum Education:
Bachelor's Degree in a Related Field

CLIN: 012
Labor Category: Senior Writer

Minimum/General Experience:
Five (5) years of experience

Functional Responsibility:
Provides reports, studies, memos, and presentation materials. Develops those mechanisms that will track progress and develop appropriate presentation formats. Conducts those studies that will determine the effectiveness of the various forms of presentation media and/or materials. Evaluates existing and new presentation tools, techniques, and technologies in order to improve the effectiveness of communications. Develops those quantitative measures that assist in decision-making processes.

Minimum Education:
Bachelor's Degree in a Related Field

CLIN: 013
Labor Category: Junior Writer

Minimum/General Experience:
Three (3) years of experience

Functional Responsibility:
Under limited supervision provides reports, studies, memos, and presentation materials. Develops those mechanisms that will track progress and develop appropriate presentation formats. Conducts those studies that will determine the effectiveness of the various forms of presentation media and/or materials. Evaluates existing and new presentation tools, techniques, and technologies in order to

improve the effectiveness of communications. Develops those quantitative measures that assist in decision-making processes.

Minimum Education:
Bachelor's Degree in a Related Field

CLIN: 014
Labor Category: Principal Technical Consultant

Minimum/General Experience:
Twelve (12) years of experience

Functional Responsibility:
Most experienced and senior technical staff member or technical consultant. Exhibits exceptional ingenuity, creativity, and resourcefulness and applies and/or develops highly advanced technologies, engineering principles, theories, and concepts. Works on unusually complex problems and provides solutions which are highly innovative and ingenious. At the management level, plans, directs, and controls all activities of large programs or organizations. Plans, directs and /or coordinates the work of other technical staff members. Work is performed independently, restricted only by very broad company policy and objective oriented guidance. Work impacts organizational success. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual technical issues.

Minimum Education:
Master's Degree in a Related Field

CLIN: 015
Labor Category: Senior Technical Consultant

Minimum/General Experience:
Eight (8) years of experience

Functional Responsibility:
Considered an expert in one or more disciplines or systems. An emerging technical authority that applies extensive expertise as a specialist with a working knowledge of other related disciplines. Performs technical projects that may involve direction of other technical personnel. Develops solutions to complex problems that require the regular use of ingenuity and creativity. Work is performed with limited

direction. Must be knowledgeable of the principles of exercising independent judgment, as well as have a high level of analytical skill in solving complex and unusual technical issues.

Minimum Education:
Master's Degree in a Related Field

CLIN: 016

Labor Category: Principal Specialist

Minimum/General Experience:
Five (5) years of experience

Functional Responsibility:
Provides high-level document support to managers and staff. May lead one or more specialists to provide complete document support to a very large department or field location. Coordinates complex and important projects and logistical details to ensure smooth operation of the unit. Advises managers and staff on proper procedures and policies. Responsible for preparing weekly and monthly reports involving research and data collection. Is delegated numerous complex and often confidential responsibilities. Drafts correspondence and prepares presentations. Works under limited supervision on complex tasks within established procedures. Work impacts contract performance.

Minimum Education:
Bachelor's Degree

CLIN: 017

Labor Category: Senior Specialist

Minimum/General Experience:
Three (3) years of experience

Functional Responsibility:
Provides document support to managers and staff. Provides complete document support to a very large department or field location. Coordinates complex and important projects and logistical details to ensure smooth operation of the unit. Advises managers and staff on proper procedures and policies. Responsible for preparing weekly and monthly reports involving research and data collection. Is delegated numerous complex and often confidential responsibilities. Drafts

correspondence and prepares presentations. Works under limited supervision on complex tasks within established procedures. Work impacts contract performance.

Minimum Education:
Bachelor's Degree

CLIN: 018

Labor Category: Mid-Level Specialist

Minimum/General Experience:
Three (3) years of experience

Functional Responsibility:

Under limited supervision provides general office/logistical support to managers and staff in either a more complex role or larger office. General office support and /or logistical support include, but are not limited to the following duties : making copies, basic clerical duties, data entry, assists with projects and special assignments, sorts mail, greets visitors, answers phones, orders supplies, maintains filing system, sets up meetings and travel arrangements, packing equipment, and pulling inventory. Works under close supervision on routine tasks with established procedures. Impact of work is limited to the task being performed.

Minimum Education:
High School diploma.

CLIN: 019

Labor Category: Junior Specialist

Minimum/General Experience:
One (1) year of experience

Functional Responsibility:

Under close supervision provides general office and/or logistical support to managers and staff. General office support and /or logistical support include, but are not limited to the following duties : making copies, basic clerical duties, data entry, assists with projects and special assignments, sorts mail, greets visitors, answers phones, orders supplies, maintains filing system, sets up meetings and travel arrangements, packing equipment, and pulling inventory. Works under close supervision on routine tasks with established procedures. Impact of work is limited to the task being performed.

**Minimum Education:
High School diploma.**

Education/Experience Substitution Chart:

Additional education over the minimum required in any labor category may be substituted for required experience as follows:

Required Education	Actual Education	Credit for Additional Experience (Yrs)
HS Diploma	Associate's Degree	2
HS Diploma	Bachelor's Degree	4
Bachelor's Degree	Advanced Degree	2
Bachelor's Degree	Ph.D.	6
Advanced Degree	Ph.D.	4

Additional experience over the minimum required in any labor category may be substituted for required education as follows:

Actual Education	Required Education	Additional Experience Above Minimum Required (Yrs)
HS Diploma	Bachelor's Degree	10
HS Diploma	Advanced Degree	15
Associate's Degree	Bachelor's Degree	5
Associate's Degree	Advanced Degree	10
Bachelor's Degree	Advanced Degree	3
Bachelor's Degree	Ph.D.	7
Advanced Degree	Ph.D.	5

PRO-TELLIGENT, LLC LABOR RATES

LABOR CATEGORY	YEAR	YEAR	YEAR	YEAR	YEAR
	11	12	13	14	15
	February 22, 2013 to August 25, 2013	August 26, 2013 to August 25, 2014	August 26, 2014 to August 25, 2015	August 26, 2015 to August 25, 2016	August 26, 2016 to August 25, 2017
Junior Analyst	63.27	64.54	65.83	67.14	68.49
Junior Consultant	84.54	86.23	87.96	89.71	91.51
Junior Specialist	43.55	44.42	45.31	46.22	47.14
Junior Writer	58.16	59.32	60.51	61.72	62.95
Mid Level Analyst	80.13	81.73	83.37	85.03	86.74
Mid Level Consultant	99.77	101.77	103.80	105.88	107.99
Mid Level Specialist	51.95	52.99	54.05	55.13	56.23
Principal Analyst	93.65	95.52	97.43	99.38	101.37
Principal Management Consultant	126.22	128.74	131.32	133.95	136.62
Principal Specialist	64.62	65.91	67.23	68.58	69.95
Program Manager	119.69	122.08	124.53	127.02	129.56
Project Manager	113.34	115.61	117.92	120.28	122.68
Senior Analyst	82.98	84.64	86.33	88.06	89.82
Senior Management Consultant	125.03	127.53	130.08	132.68	135.34
Senior Specialist	59.87	61.07	62.29	63.53	64.81
Senior Technical Consultant	126.56	129.09	131.67	134.31	136.99
Senior Writer	75.54	77.05	78.59	80.16	81.77
Principal Technical Consultant	225.22	229.72	234.32	239.00	243.78
Management/Director	156.18	159.31	162.49	165.74	169.06

Note:

All non-professional labor categories must be incidental to and used solely to support hardware, software, and/or professional services and cannot be purchased separately.

PRO-telligent is prepared to offer GSA a prompt payment discount of 2% 15, Net 30.

Service Contract Act (SCA) Applicability Statement:

The Service Contract Act (SCA) is applicable to the entire 874, MOBIS schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), the resultant contract will still maintain the provisions and protections for later determined or added SCA labor categories. The Contractor claims that all proposed labor categories are exempt from SCA; however, should the Department of Labor later determine that a claimed exempt position is subject to the SCA, the Contractor will be responsible for paying the wages identified in the applicable SCA wage determination (WD) currently contained in the resultant contract without requesting an equitable price adjustment from the government. Additionally, if the Contractor should add SCA labor categories / employees to the resultant contract through the modification process, the Contractor must establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number.