



**GENERAL SERVICES ADMINISTRATION
Federal Supply 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!TM, a menu-driven database system. The Internet address for *GSA ADVANTAGE!* is GSAADVANTAGE.gov.

Mission Oriented Business Integrated Services (MOBIS)

FSC 874

SINS 874-1, 874-1 RC, 874-2, 874-2 RC, 874-6, 874-6 RC, 874-7, 874-7 RC

Contract Number: GS-10F-0135J

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

**Contract period: 6/15/2009 – 6/14/2014
Schedule current though Modification A087**

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Business Size: Large Business

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1a. Awarded Special Item Numbers

SIN 874-1	Consulting Services
SIN 874-1 RC	Consulting Services
SIN 874-2	Facilitation Services
SIN 874-2 RC	Facilitation Services
SIN 874-6	Acquisition Management Services
SIN 874-6 RC	Acquisition Management Services
SIN 874-7	Program Integration and Project Management Services
SIN 874-7 RC	Program Integration and Project Management Services

1b. Labor Category Titles/Functional Responsibilities/Education Requirements

Business and Financial Analyst I

Functional Responsibilities: Support customer financial management processes, identify opportunities for improvement, ensure compliance with regulations, and provide a structured approach. Develops integrated revenue/expense analyses, projections, reports, budgets, and presentations. Performs financial forecasting and reconciliation of internal accounts.

Education: Requires a bachelor's degree and 1 year of experience or 4 years of related experience in lieu of a degree.

Business and Financial Analyst II

Functional Responsibilities: Support customer financial management processes, identify opportunities for improvement, ensure compliance with regulations, and provide a structured approach. Develops integrated revenue/expense analyses, projections, reports, budgets, and presentations. Performs financial forecasting and reconciliation of internal accounts.

Education: Requires a bachelor's degree and 4 years of experience or 8 years of related experience in lieu of a degree.

Business and Financial Analyst III

Functional Responsibilities: Support customer financial management processes, identify opportunities for improvement, ensure compliance with regulations, and provide a structured approach. Develops integrated revenue/expense analyses, projections, reports, budgets, and presentations. Performs financial forecasting and reconciliation of internal accounts.

Education: Requires a bachelor's degree and 7 years of experience or 11 years of related experience in lieu of a degree.

Manager I

Functional Responsibilities: Responsible for managing Government or commercial projects, contracts, funds, and resources necessary to support MOBIS requirements.



Education: BS/BA in computer science, business, management, or equivalent with 15 years experience, of which a minimum of 10 years must be specialized.

Manager II

Functional Responsibilities: Responsible for managing Government or commercial projects, contracts, funds, and resources necessary to support MOBIS requirements.

Education: BS/BA in computer science, business, management, or equivalent with 20 years experience, of which a minimum of 15 years must be specialized.

Management Analyst I

Functional Responsibilities: Responsible for the design, development, implementation, and maintenance of management, information, and business systems.

Education: BS/BA in an associated technical discipline and 3 years experience supporting operations analysis.

Management Analyst II

Functional Responsibilities: Responsible for the design, development, implementation, and maintenance of management, information, and business systems.

Education: BS/BA in an associated technical discipline and 6 years experience supporting operations analysis.

Management Analyst III

Functional Responsibilities: Responsible for the design, development, implementation, and maintenance of management, information, and business systems. Organize and lead post-implementation analyses.

Education: BS/BA in an associated technical discipline and 10 years experience supporting operations analysis.

Organizational Communications Specialist I

Functional Responsibilities: Studies employee interaction in organizations. Assists management in promoting facilitation of organizational goals through employee interaction. Provides guidelines to organizational management concerning the flow of information for meetings with all levels of employees. Makes recommendations regarding organizational culture. Studies perceptual distortions, attributional biases, and learning processes such as the behaviorist, cognitive, and social learning approaches.

Education: Requires a bachelor's degree in area of specialty and 2 years of experience in the field or in a related area.

Organizational Communications Specialist II

Functional Responsibilities: Studies employee interaction in organizations. Assists management in promoting facilitation of organizational goals through employee interaction. Provides guidelines to organizational management concerning the flow of information for meetings with all levels of employees. Makes recommendations regarding organizational culture. Studies perceptual distortions, attributional biases, and learning processes such as the behaviorist, cognitive, and social learning approaches.

Education: Requires a bachelor's degree in area of specialty and 5 years of experience in the field or in a related area.

Consultant I

Functional Responsibilities: Provide executive consultation, facilitation, training, and analysis services on MOBIS-related subjects.

Education: BS/BA in a related discipline and 10 years of relevant management and organizational experience.

Consultant II

Functional Responsibilities: Provide executive consultation, facilitation, training, and analysis services on MOBIS-related subjects. Oversee performance, tracking, and senior level analytical assignments of consulting staff.

Education: BS/BA in a related discipline and 15 years of relevant management and organizational experience.

Consultant III

Functional Responsibilities: Provide executive consultation, facilitation, training, and analysis services on MOBIS-related subjects. Oversee performance, tracking, and senior level analytical assignments of consulting staff.

Education: BS/BA in a related discipline and 18 years of relevant management and organizational experience.

Consultant IV

Functional Responsibilities: Provide executive consultation, facilitation, training, and analysis services on MOBIS-related subjects. Oversee performance, tracking, and senior level analytical assignments of consulting staff.

Education: BS/BA in a related discipline and 22 years of relevant management and organizational experience.



Consultant V

Functional Responsibilities: Provide executive consultation, facilitation, training, and analysis services on MOBIS-related subjects. Oversee performance, tracking, and senior level analytical assignments of consulting staff.

Education: BS/BA in a related discipline and 26 years of relevant management and organizational experience.

Training Developer/Instructor I

Functional Responsibilities: Provide objective assessment of current/future training plans based on examination of the business plan, training needs, and priorities. Direct development and restructuring of training programs.

Education: High School Diploma and 8 years of experience OR BS/BA in a related discipline and 3 years of experience.

Training Developer/Instructor II

Functional Responsibilities: Provide objective assessment of current/future training plans based on examination of the business plan, training needs, and priorities. Direct development and restructuring of training programs.

Education: BS/BA in a related discipline and 15 years of training program management experience.

Internet Systems Architect

Functional Responsibilities: Design, develop, implement, and maintain internet web sites and their associated support functions.

Education: BS/BA in computer science or equivalent with 7 years experience which a minimum of 4 years must be specialized in web page design and implementation

Program Analyst I

Functional Responsibilities: Apply process improvement practices to reengineer management methodologies and organizational systems. Establish standards for information system procedures.

Education: High School Diploma and 5 years of experience OR BS/BA in an associated technical discipline and 3 years of experience.

Program Analyst II

Functional Responsibilities: Apply process improvement practices to reengineer management methodologies and organizational systems. Establish standards for information system procedures.

Education: BS/BA in an associated technical discipline and 5 years of experience.



Program Analyst III Functional Responsibilities: Apply process improvement practices to reengineer management methodologies and organizational systems. Establish standards for information system procedures.

Education: BS/BA in an associated technical discipline and 10 years of experience.

Facilitator I

Functional Responsibilities: Plan, and lead working group and team meetings to solve organizational-level issues, disputes, and disagreements. Provide solutions to management problems.

Education: High School Diploma and 12 years of experience of which 4 years must be facilitation-related OR BS/BA in a relevant technical discipline and 10 years experience of which 4 years must be facilitation-related.

Facilitator II

Functional Responsibilities: Plan and lead working group and team meetings to solve organizational-level issues, disputes, and disagreements. Provide solutions to management problems.

Education: BS/BA in a relevant technical discipline with 15 years experience of which a minimum of 6 years must be facilitation-related.

Technical Writer/Editor

Functional Responsibilities: Support writing, production, and quality control required for preparation of technical documentation. Acts as liaison between customers and technical staff.

Education: High School Diploma and 7 years of experience OR BS/BA and 3 years of experience.

Word Processor

Functional Responsibilities: Perform specialized document production tasks of non-routine nature. Assist in maintaining work schedule and quality standards.

Education: Ability to use word processor or personal computer.

Executive Assistant

Functional Responsibilities: Provides scheduling and facilitation support for organizational improvement tasks. Relieves the executive of administrative type functions in order to increase the time available for executive level responsibilities. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports.

Education: Requires a High School diploma or its equivalent with at least 4 years of experience in the field or in a related area.



Administrative Assistant

Functional Responsibilities: Perform administrative tasks of non-routine and non-repetitive nature. Maintain corporate data bases and file systems.

Education: Business courses or experience and ability to use word processor or personal computer.

1c. Labor Category Pricing

Labor Categories	Option Period 3				
	Year 11	Year 12	Year 13	Year 14	Year 15
	6/15/2009	6/15/2010	6/15/2011	6/15/2012	6/15/2013
	6/14/2010	6/14/2011	6/14/2012	6/14/2013	6/14/2014
Business and Financial Analyst I	\$59.09	\$60.86	\$62.69	\$64.57	\$66.51
Business and Financial Analyst II	\$90.04	\$92.74	\$95.52	\$98.39	\$101.34
Business and Financial Analyst III	\$120.00	\$123.60	\$127.31	\$131.13	\$135.06
Manager I	\$119.03	\$122.60	\$126.28	\$130.07	\$133.97
Manager II	\$138.93	\$143.10	\$147.39	\$151.81	\$156.36
Management Analyst I	\$76.55	\$78.85	\$81.22	\$83.66	\$86.17
Management Analyst II	\$88.36	\$91.01	\$93.74	\$96.55	\$99.45
Management Analyst III	\$109.05	\$112.32	\$115.69	\$119.16	\$122.73
Organizational Communications Specialist I	\$84.41	\$86.94	\$89.55	\$92.24	\$95.01
Organizational Communications Specialist II	\$100.17	\$103.18	\$106.28	\$109.47	\$112.75
Consultant I	\$113.16	\$116.55	\$120.05	\$123.65	\$127.36
Consultant II	\$127.53	\$131.36	\$135.30	\$139.36	\$143.54
Consultant III	\$166.47	\$171.46	\$176.60	\$181.90	\$187.36
Consultant IV	\$211.64	\$217.99	\$224.53	\$231.27	\$238.21
Consultant V	\$266.29	\$274.28	\$282.51	\$290.99	\$299.72
Training Developer/ Instructor I	\$92.89	\$95.68	\$98.55	\$101.51	\$104.56
Training Developer/ Instructor II	\$114.02	\$117.44	\$120.96	\$124.59	\$128.33
Internet Systems Architect	\$97.25	\$100.17	\$103.18	\$106.28	\$109.47
Program Analyst I	\$72.12	\$74.28	\$76.51	\$78.81	\$81.17
Program Analyst II	\$94.05	\$96.87	\$99.78	\$102.77	\$105.85
Program Analyst III	\$112.60	\$115.98	\$119.46	\$123.04	\$126.73
Facilitator I	\$71.57	\$73.72	\$75.93	\$78.21	\$80.56
Facilitator II	\$94.17	\$97.00	\$99.91	\$102.91	\$106.00
Technical Writer/Editor	\$56.83	\$58.53	\$60.29	\$62.10	\$63.96
Word Processor	\$56.05	\$57.73	\$59.46	\$61.24	\$63.08
Executive Assistant	\$52.90	\$54.49	\$56.12	\$57.80	\$59.53
Administrative Assistant	\$34.91	\$35.96	\$37.04	\$38.15	\$39.29

Labor Categories	Option Period 4				
	Year 16	Year 17	Year 18	Year 19	Year 20
	6/15/2014	6/15/2015	6/15/2016	6/15/2017	6/15/2018
	6/14/2015	6/14/2016	6/14/2017	6/14/2018	6/14/2019
Business and Financial Analyst I	\$68.51	\$70.57	\$72.69	\$74.87	\$77.12
Business and Financial Analyst II	\$104.38	\$107.51	\$110.74	\$114.06	\$117.48
Business and Financial Analyst III	\$139.11	\$143.28	\$147.58	\$152.01	\$156.57
Manager I	\$137.99	\$142.13	\$146.39	\$150.78	\$155.30
Manager II	\$161.05	\$165.88	\$170.86	\$175.99	\$181.27
Management Analyst I	\$88.76	\$91.42	\$94.16	\$96.98	\$99.89
Management Analyst II	\$102.43	\$105.50	\$108.67	\$111.93	\$115.29
Management Analyst III	\$126.41	\$130.20	\$134.11	\$138.13	\$142.27
Organizational Communications Specialist I	\$97.86	\$100.80	\$103.82	\$106.93	\$110.14
Organizational Communications Specialist II	\$116.13	\$119.61	\$123.20	\$126.90	\$130.71
Consultant I	\$131.18	\$135.12	\$139.17	\$143.35	\$147.65
Consultant II	\$147.85	\$152.29	\$156.86	\$161.57	\$166.42
Consultant III	\$192.98	\$198.77	\$204.73	\$210.87	\$217.20
Consultant IV	\$245.36	\$252.72	\$260.30	\$268.11	\$276.15
Consultant V	\$308.71	\$317.97	\$327.51	\$337.34	\$347.46
Training Developer/ Instructor I	\$107.70	\$110.93	\$114.26	\$117.69	\$121.22
Training Developer/ Instructor II	\$132.18	\$136.15	\$140.23	\$144.44	\$148.77
Internet Systems Architect	\$112.75	\$116.13	\$119.61	\$123.20	\$126.90
Program Analyst I	\$83.61	\$86.12	\$88.70	\$91.36	\$94.10
Program Analyst II	\$109.03	\$112.30	\$115.67	\$119.14	\$122.71
Program Analyst III	\$130.53	\$134.45	\$138.48	\$142.63	\$146.91
Facilitator I	\$82.98	\$85.47	\$88.03	\$90.67	\$93.39
Facilitator II	\$109.18	\$112.46	\$115.83	\$119.30	\$122.88
Technical Writer/Editor	\$65.88	\$67.86	\$69.90	\$72.00	\$74.16
Word Processor	\$64.97	\$66.92	\$68.93	\$71.00	\$73.13
Executive Assistant	\$61.32	\$63.16	\$65.05	\$67.00	\$69.01
Administrative Assistant	\$40.47	\$41.68	\$42.93	\$44.22	\$45.55



2. Maximum Order: \$1,000,000

This threshold represents the point where it might be advantageous for an ordering activity to seek a price reduction from the contractor, who may:

- Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19, Order Limitations).
- Offer the lowest price available under the contract.
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract. Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-72.

3. Minimum Order: \$300

4. Geographic Coverage (Delivery Area): All geographic areas

5. Points of Production

Headquarters 8260 Greensboro Drive Suite 600 McLean, Virginia 22102 Voice: (703) 903-9777 Fax: (703) 903-9745	Norwich, Connecticut 40 Wisconsin Avenue Suite 2 Norwich, CT 06360 Voice: (860) 823-6900 Fax: (860) 823-6910	Newport, Rhode Island One Corporate Place Middletown, RI 02642 Voice: (401) 841-5470 Fax: (401) 841-8630
San Diego, California 2615 Camino del Rio South Suite 301 San Diego, CA 92108 Voice: (619) 546-0614 Fax: (619) 795-6248	Virginia Beach, Virginia 440 Viking Drive Suite 200 Virginia Beach, VA 23452 Voice: (757) 306-0607 Fax: (757) 306-0621	

6. Discount from List Prices or Statement of Net Price: N/A

7. Quantity Discounts. None

8. Prompt Payment Terms: Net 30

9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.

9b. Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign Items: N/A

11a. Time of Delivery

To be negotiated with ordering agency on each task order.

11b. Expedited Delivery

To be negotiated with ordering agency on each task order.

11c. Overnight and Two Day Delivery

To be negotiated with ordering agency on each task order.

11d. Urgent Requirements

Clause I-FSS-140-B, Urgent Requirements is part of this contract. Agencies can contact the Contractor's representative to effect a faster delivery.

12. F.O.B. Points

To be negotiated with ordering agency on each task order.

13a. Ordering Address

DDL OMNI Engineering LLC
8260 Greensboro Drive, Suite 600
McLean, Virginia 22102
Attn: Nancy L. Doolin
Corporate Contracting Officer
nancy.doolin@ddlomni.com
Phone (703) 918-4335
Fax (703) 903-9745

13b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule Homepage www.gsa.gov.



14. Payment Addresses

DDL Omni Engineering LLC
8260 Greensboro Drive, Suite 600
McLean, Virginia 22102

15. Warranty Provision: N/A

16. Export Packing charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance

Please contact Director of Contracts for Credit Card Acceptance of Orders over the micropurchase threshold.

18. Terms and Conditions of rental, maintenance, and repair: N/A

19. Terms and Conditions of Installations: N/A

20. Terms and Conditions of Repair Parts: N/A

20a. Terms and Conditions for any other services: N/A

21. Service and Distribution Points: N/A

22. Participating Dealers: N/A

23. Preventive Maintenance: N/A

24a. Special Attributes: N/A

24b. Section 508 compliance

Information in this contract is available in Electronic and Information Technology (EIT) services. The EIT standards can be found at www.section508.gov.

25. DUNS Number: 08-1093775

26. Contractor is registered in the CCR database.

Description of SINS

SIN 874-1 RC Consulting Services

DDL OMNI provides expert advice, assistance, guidance or counseling in support of an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with [FAR 37.203](#)

SIN 874-2 RC Facilitation Services

DDL OMNI provides facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams. Services covered by this SIN are:

- Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputes)
- Leading or facilitating group briefings and discussions, enabling focused decision-making
- Recording discussion content and related facilitation support services
- Debriefing stakeholders
- Preparing and providing draft and final reports relating to the facilitated issues

Sin 874-6 RC Acquisition Management Support

DDL OMNI provides professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including



assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

Inherently Governmental services as identified in [FAR 7.503](#) or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors identify potential conflicts of interest and address those, prior to task order award. For more information, see www.gsa.gov/mobis.

SIN 874-7 RC Program Integration and Project Management Services

DDL OMNI provides services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of DDL OMNI's Program Manager. Orders for services under this SIN without an accompanying Program Manager category are prohibited.

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