

General Services Administration

**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

**Mission Oriented Business Integrated Services
(MOBIS)**

**Federal Supply Schedule Industrial Group 874
Industrial Class 8742**



**Knowledge Consulting Group, Inc.
11710 Plaza America Drive
Suite 520
Reston, VA 20190
Phone: (703)467-2000
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**Contract Number: GS-10F-0034R
Contract Period: October 20, 2004 thru October 19, 2009**



(Revision PO-0002, March 2006)

**For more information on ordering from Federal Supply Schedules click on the FSS Schedules
button at <http://www.fss.gsa.gov>**

**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: <http://www.GSAAdvantage.gov>**

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CUSTOMER INFORMATION:

1a. Table of awarded special item number:

**874-1 Consulting Services
Contract Period: October 20, 2004 thru October 19, 2009**

Item #	Title	GSA Rate Hourly	GSA Rate Daily	Year 2 Hourly	Year Daily	Year 3 Hourly	Year Daily	Year 4 Hourly	Year Daily	Year 5 Hourly	Year Daily
1	Executive Strategic Business Consultant	\$308.55	\$2,468.38	\$320.89	\$2,567.11	\$333.72	\$2,669.79	\$347.07	\$2,776.59	\$360.96	\$2,887.65
2	Strategic Business Consultant IV	\$185.13	\$1,481.03	\$192.53	\$1,540.27	\$200.23	\$1,601.88	\$208.24	\$1,665.95	\$216.57	\$1,732.59
3	Strategic Business Consultant III	\$172.79	\$1,382.29	\$179.70	\$1,437.58	\$186.89	\$1,495.08	\$194.36	\$1,554.89	\$202.14	\$1,617.08
4	Strategic Business Consultant II	\$154.27	\$1,234.19	\$160.44	\$1,283.56	\$166.86	\$1,334.90	\$173.54	\$1,388.29	\$180.48	\$1,443.82
5	Consultant I Business	\$132.30	\$1,058.44	\$137.60	\$1,100.78	\$143.10	\$1,144.81	\$148.83	\$1,190.60	\$154.78	\$1,238.22
6	Analyst	Not Available	Not Available	\$78.86	\$630.88	\$82.01	\$656.11	\$85.29	\$682.36	\$88.71	\$709.65

CUSTOMER INFORMATION:

- 1b. Not Applicable
- 2. Maximum order: **\$1,000,000**
- 3. Minimum order: **\$100**
- 4. Geographic coverage: **Domestic**
- 5. Point(s) of production: **Same as contractor's address**
- 6. Discount from list prices or statement of net price: **Prices shown are net**
- 7. Quantity discounts: **Not Applicable**
- 8. Prompt payment terms: **Net 30 Days**
- 9a. Government purchase cards that are accepted for all purchases up to the micro-purchase level
- 9b. Government purchase cards that are accepted for all purchases
- 10. Foreign items: **Not Applicable**
- 11a. Time of delivery: **To be negotiated with the ordering agency on each task order**
- 11b. Expedited Delivery: **To be negotiated with the ordering agency on each task order**
- 11c. Overnight and 2-day Delivery: **To be negotiated with the ordering agency on each task order**
- 12. F.O.B. point: **Destination, Location to be negotiated with the ordering agency on each task order**

13. Ordering address:
**Knowledge Consulting Group
11710 Plaza America Drive
Suite 520
Reston, VA 20190**
14. Payment address:
**Knowledge Consulting Group
11710 Plaza America Drive
Suite 520
Reston, VA 20190**
15. Warranty provision: **Not Applicable**
16. Export packing charges: **Not Applicable**
17. Terms and conditions of Government purchase card acceptance: Government purchase cards that are accepted for all purchases
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 indicating date of parts price lists and any discounts from list prices: **Not Applicable**
- 20a. Terms and conditions for any other services: **Not Applicable**
21. List of service and distribution points: **Not Applicable**
22. List of participating dealers: **Not Applicable**
23. Preventive maintenance: **Not Applicable**
24. Environmental attributes: **Not Applicable**
25. Data Universal Number System (DUNS) number: **00-723-2429**
26. Contractor **is registered** in Central Contractor Register (CCR) database.

EXECUTIVE OVERVIEW

Knowledge Consulting Group (KCG) is a firm focusing on improving business performance through the use of technology and information analysis. We have developed the company to work in one of two areas: enabling success and/or stabilizing activities. The KCG team consists of experienced consultants in the areas of emerging technologies, integration/operations, telecommunications, ERP, information assurance, business process improvement, strategy development and e-government. Our experience and capabilities span both the public and private domains.

Specifically for our MOBIS offering, KCG specializes in strategy and tactics designed to help organizations improve their business processes and expand capabilities. Our value proposition—broad and comprehensive expertise that allows us to provide effective solutions to our customers, sincere collaboration with our clients, and the delivery of measurable results—has enabled us to become a highly valued, trusted advisor to leading government agencies. Our MOBIS-based services include:

- ❖ Business Transformation
- ❖ Strategic Advisory Services
- ❖ Business Performance Enhancement

Business Transformation Services.

We work with our clients to address major challenges in the primary management practices of strategy, execution, culture, and structure to help cope with changing market environments. Our focus is on helping you transform your organization for sustainable performance enhancements.

Business transformation is as much process, organization, and strategy change as it is an *attitude* toward change. The fundamentals of business can often be forgotten, and implementing the latest IT solution is not always the answer to the challenges you are facing. Changing policies, national priorities, and constraining budgets are just a few examples of drivers that may require a significant change for your agency or organization.

KCG's Business Transformation Services are a bottom-up approach to helping you maximize organizational effectiveness and gain/grow a competitive edge. We will perform a baseline analysis of your organization, which will drive a custom transformation plan. KCG leverages the Harvard Business Review approach to transformation, applying their Eight (8) Steps to Transforming Your Organization. Based on the organizational need, the plan may include the following elements:

Strategic Planning.

In today's highly demanding government environment, budget-oriented planning or forecast-based planning methods are insufficient for a government organization to be effective. Agencies need to engage in strategic planning that clearly defines objectives and assesses both the internal and external situation to formulate strategy, implement the strategy, evaluate the progress, and make adjustments as necessary to stay on track.

Strategic planning is a creative process built on an understanding of the drivers of competitive advantage and an unbiased evaluation of an organization's resources. KCG will work with your

organization to create (or assess if already existent) a mission statement, organization vision and goals, which will formulate a strategic plan with clear objectives and measures to assess progress and results.

Change Management.

Change management is the process, tools, and techniques to effectively manage people and the associated human resources issues that emerge when implementing business changes. It occurs on two levels, both the organizational level and individual level.

Change management as a discipline emerged when organizations were focused on business process reengineering efforts. Business improvement efforts were focused on tangible elements (such as processes, systems, or job roles) where the impact of the change could be measured, but there was little planning and consideration for how *humans would react* to the changing environment. Today's organizational culture is different than the past. Hierarchical structures are less predominant, and the shift is towards empowered, self-disciplined, accountable teams. The impact that process changes will have on your organization's resources is a crucial element of any change/improvement effort.

Performance Measurement.

Performance measurement is a way of tracking progress on set goals and objectives in a quantifiable manner. Performance measures support your strategic goals and can enhance decision-making and strengthen accountability. Performance measurement can also be used to improve customer service by focusing on how you define success as an organization. It views accomplishments in terms of outcomes, and it requires managers to examine how operational processes are linked to goals.

Organization Design.

Creating high performance organizations requires an integrated approach to design; no single organizational structure fits all businesses. KCG will work with you to create and implement a design that maximizes organizational effectiveness.

Communication Planning.

Communication is a key element to organizational effectiveness, and a critical component of organizational transformation. Communication plans are formulated early on in the transformation effort and updated along the way. Internal and external stakeholders need to be communicated with on a regular basis throughout any significant change effort. A communication plan will be established upfront that details all of the formal communication activities that will occur throughout the project. Aside from the documented plan, KCG will help you identify when information communications are needed.

Business Process Improvements.

Business processes are increasingly recognized as a key to competitive success and business survival. Organizations have spent the past decade focused on reengineering efforts that remove waste, delays, and inefficient resources to increase customer satisfaction and profits. Through years of process analysis, organizations have proven time and time again that improvements can be made in the basics of their business operations.

KCG will work with your organization to identify operational improvements and implement process changes. We will analyze your 'as-is' process to ensure we have a comprehensive understanding of the process, its dependencies, and the impact the process has on other elements of your business

(resources, downstream processes, logistics, etc). We will assist you in developing and implementing a 'to-be' process design with measurable improvements and enhanced performance.

Facilities Redesign.

Facilities planning involves determining how best to support achieving an activity's objectives given the tangible fixed assets. It is an iterative process that focuses on interrelationships among activities and space. Facilities redesign has been an area of focus for increasing productivity rates for the past decade, and effective facilities planning and redesign has reduced total operating expenses.

Strategic Advisory Services

We help our clients make the strategic decisions that determine the future of their agency. KCG's experience as a strategy consulting firm often involves the development of solutions for the most difficult, fundamental problems facing top-level executives in the government community. We combine our deep understanding of the government IT market with detailed analysis to provide strategic advisory services to the leading government agencies.

Business Performance Enhancement

Reengineering focuses on radical change aimed at the resuscitation of organizations experiencing eroding budgets, unacceptable productivity, and significant overstaffing. KCG recognizes that not all agencies need a major overhaul; sometimes you just need processes, structure strategy, or culture fine-tuning.

KCG works with the government to enhance organizational performance. With our vast experience in all of the areas of business transformation, we will work with the agency to determine where we can best add immediate impact to organizational results.

Business performance enhancement can be conducted in any of the following areas:

- Organizational Design
- Business Process Improvements
- Human Resource Management
- Logistics
- Requirements Analysis
- Strategic Planning
- Program Management
- Outsourcing
- Facilities Layout/Redesign
- Change Management

DESCRIPTION OF PROFESSIONAL LABOR CATEGORIES

SIN 874-1: CONSULTING SERVICES

1. Executive Strategic Business Consultant

Minimum/General Experience: Typically is a senior executive in the company with a Bachelor's degree in Business Finance, Information Systems, Management, and/or Administration; also possesses 20 years of experience in program management dealing with the highest levels of the client executive leadership team.

Functional Responsibility: Senior executive responsible for overall direction, coordination, and evaluation of major business units and provides high-level expert guidance to single or multiple programs/projects. Integrates technical solutions into the business process reengineering requirements and translates concepts into operational improvements. Able to take virtually any action on behalf of the company appropriate to achieve the program/project objects.

Minimum Education: B.A. or B.S. in related field. An advanced degree equals two years of experience.

2. Strategic Business Consultant IV

Minimum/General Experience: Typically a senior consultant possessing 12 years of experience relevant to strategy consulting.

Functional Responsibility: Strategic Business Consultants are experts in the areas of strategy development, business performance analysis, process architecture, market analysis, competitive analysis, change management, and organizational behavior. Strategic Business Consultant (IV)s oversee all aspects of large, complex enterprise integration projects, lead a client executive team to create a compelling vision statement, link business objectives to information technology strategies, and design, develop, and implement frameworks for jobs, teams, functions, and groups of functions.

Minimum Education: B.A. or B.S. in related field. An advanced degree equals two years of experience.

3. Strategic Business Consultant III

Minimum/General Experience: Typically a senior consultant possessing 10 years of experience relevant to strategy consulting.

Functional Responsibility: Strategic Business Consultants are experts in the areas of strategy development, business performance analysis, process architecture, market analysis, competitive analysis, change management, and organizational behavior. Strategic Business Consultant (III)s oversee all aspects of midsize to large, complex enterprise integration projects, lead a client executive team to create a compelling vision statement, link business objectives to information technology strategies, and design, develop, and implement frameworks for jobs, teams, functions, and groups of functions.

Minimum Education: B.A. or B.S. in related field. An advanced degree equals two years of experience.

4. Strategic Business Consultant II

Minimum/General Experience: Typically a mid-level consultant possessing 8 years of experience relevant to strategy consulting.

Functional Responsibility: Strategic Business Consultants are experts in the areas of strategy development, business performance analysis, process architecture, market analysis, competitive analysis, change management, and organizational behavior. Strategic Business Consultant (II)s oversee all aspects of midsize to large, complex enterprise integration projects, engage teams in formulating strategy, predict issues and challenges, and develop solutions for client problem areas.

Minimum Education: B.A. or B.S. in related field. An advanced degree equals two years of experience.

5. Strategic Business Consultant I

Minimum/General Experience: Typically a mid-level consultant possessing 5 years of experience relevant to strategy consulting.

Functional Responsibility: Strategic Business Consultants are experts in the areas of strategy development, business performance analysis, process architecture, market analysis, competitive analysis, change management, and organizational behavior. Strategic Business Consultant (I)s oversee all aspects of small to midsize, complex enterprise integration projects, engage teams in formulating strategy, predict issues and challenges, and develop solutions for client problem areas.

Minimum Education: B.A. or B.S. in related field. An advanced degree equals two years of experience.

6. Business Analyst

Minimum/General Experience: Typically a junior-level consultant possessing 3 years of experience in a business management consulting environment, providing support to multiple projects in a variety of disciplines.

Functional Responsibility: The role has a broad range of responsibilities including tracking, analyzing, and reporting on program performance indicators such as financials (actual costs vs. budgeted), customer satisfaction, availability, and timeliness; forecasting resource requirements; reporting; responding to data calls; and, implementing service improvements. The applicant will also analyze customer data to identify service enhancement opportunities (e.g., program enhancements, training, error analysis, and prevention, etc.). Lastly, the role requires the applicant to interface with application users and provide customer service responses as required and maintain a knowledge base using detailed problem-solving and procedures.

Minimum Education: B.A. or B.S. in related field. An advanced degree equals two years of experience.

TEAM ARRANGEMENTS

CONTRACTOR TEAM ARRANGEMENTS AND FEDERAL SUPPLY SCHEDULES

In the spirit of the Federal Acquisition Streamlining Act, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve --

- ❖ Satisfy the customer (cost, quality and timeliness of delivery)
- ❖ Maximize use of commercial products and services
- ❖ Consider contractor's past performance
- ❖ Promoting competition
- ❖ Minimize administrative costs
- ❖ Conduct business with integrity, fairness and openness
- ❖ Fulfill public policy objectives

The Federal Supply Schedule program is a source that customers may use to achieve what the System has outlined for Acquisition Teams to follow.

Each member of the "Acquisition Team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers' needs. FAR 1.102-4 further empowers Government Team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the applications of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award. Team Arrangements combined with the Federal Supply Schedule Program provide Federal customers a powerful commercial acquisition strategy.

BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

- ❖ Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.
- ❖ These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPA's are permitted under all Federal Supply Schedule contracts.
- ❖ Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule contract.
- ❖ Participation in a Team Arrangement is limited to Federal Supply Schedule contractors.
- ❖ Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- ❖ The customer identifies their requirements.
- ❖ Federal Supply Schedule contractors may individually meet the customers needs, or -

- ❖ Federal Supply Schedule contracts may submit a Schedules “Team Solution” to meet the customer’s requirement.
- ❖ Customers make a best value selection.

BEST VALUE BLANKET PURCHASE AGREEMENT

FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

(Agency)___ and ___(Contractor)___ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminates contracting and open market costs such as: search for sources, the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

_____	_____	_____	_____
AGENCY	DATE	CONTRACTOR	DATE

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is (are) hereby authorized to place orders under this BPA

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.