

**General Services Administration  
Federal Acquisition Service  
Authorized Federal Acquisition 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: <http://www.gsaadvantage.gov>*

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

**FSC Group: 874**

**Contract Number: GS-10F-0233V**

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

**Contract Period: 6/18/2009 - 6/17/2014**



**Whitney, Bradley & Brown, Inc. (d/b/a WBB)  
11790 Sunrise Valley Drive  
Reston, VA 20191  
Telephone: (703) 448-6081  
Fax: (703) 860-1606  
[www.wbbinc.com](http://www.wbbinc.com)**

**Business Size/Status: Large Business**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through Modification #A027 dated August 25, 2009**



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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):  
(Please refer to [Page #4](#) for more detailed descriptions)

- 874-1 / 874-1RC, Consulting Services
- 874-4 / 874-4RC, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
- 874-6 / 874-6RC, Acquisition Management Support

1b. Lowest Priced Model Number and Lowest Price: Please refer to our labor rates on [Page #17](#)

1c. Labor Category Descriptions: Please refer to [Page #9](#)

2. Maximum Order: \$1,000,000.00 per SIN

3. Minimum Order: \$300.00

4. Geographic Coverage: Domestic & Overseas

5. Point of Production: Reston, VA

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.

9b. Government Purchase Card *is* accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Whitney, Bradley & Brown, Inc.  
Attn: GSA Orders  
11790 Sunrise Valley Drive  
Reston, VA 20191

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Whitney, Bradley & Brown, Inc.  
Attn: Accounts Receivable  
5578 Paysphere Circle  
Chicago, IL 60674

15. Warranty Provision: Not Applicable



- |  |  |
|--|--|
| 16. Export Packing Charges:  | Not Applicable                                       |
| 17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):   | Contact Contract Administrator                       |
| 18. Terms and conditions of rental, maintenance, and repair:   | Not Applicable                                       |
| 19. Terms and conditions of installation (if applicable):  | 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 (if applicable):  | Not Applicable                                       |
| 21. List of service and distribution points (if applicable):   | Not Applicable                                       |
| 22. List of participating dealers (if applicable):   | Not Applicable                                       |
| 23. Preventative maintenance (if applicable)   | Not Applicable                                       |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):  | Not Applicable                                       |
| 24b. 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:<br><a href="http://www.Section508.gov/">www.Section508.gov/</a> | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number:  | 131873457  |
| 26. Whitney, Bradley & Brown, Inc. <i>is</i> registered in the Central Contractor Registration (CCR) database.   |  |



## **CONTRACT OVERVIEW**

GSA awarded Whitney, Bradley & Brown, Inc. a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract Number GS-10F-0233V. The current contract period is 6/18/2009 – 6/17/2014. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR, DOMESTIC & OVERSEAS**

Cheryl Stull, Contracts Manager  
Whitney, Bradley & Brown, Inc.  
11790 Sunrise Valley Drive  
Reston, VA 20191  
Telephone: (703) 448-6081 ext. 266  
Fax Number: (703) 860-1606  
Email: cstull@wbbinc.com

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Alvin Sack, Vice President – Corporate Development  
Whitney, Bradley & Brown, Inc.  
11790 Sunrise Valley Drive  
Reston, VA 20191  
Telephone: (703) 448-6081 ext. 156  
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Email: asack@wbbinc.com

## **BRIEF COMPANY OVERVIEW**

Success in today's constrained budgetary environment hinges upon organizational effectiveness. This effectiveness begins with solid strategic planning and culminates in efficient management and execution. Whitney, Bradley & Brown, Inc.'s (WBB) management consulting services have a proven reputation for formulating and integrating strategies and operations to ensure success for both government and industry clients. WBB offers critical technical and management consulting services and products that optimize requirements, acquisition and industry processes to bring our clients effective and timely solutions that exceed expectations.

WBB, through the breadth of our consultants' experience, is uniquely positioned to aid clients in achieving their goals. WBB is staffed with senior leaders and managers with extensive operational experience in all the military services, other federal government agencies and business. Many managed major acquisition programs and requirements offices.

### **WBB consultants bring strong backgrounds in:**

- Concept Development
- Government Acquisition, Procurement Processes and Program Management
- Requirements Management, Development and Documentation
- Operations Analysis and Assessment
- Strategic Planning
- Congressional and Legislative Processes
- Business Wargame Design and Facilitation
- Crisis Response and Risk Assessment
- US and Foreign Defense-related Market Assessments
- Classroom Training



## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Whitney, Bradley & Brown, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 874-1 / 874-1RC, Consulting Services
- 874-4 / 874-4RC, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
- 874-6 / 874-6RC, Acquisition Management Support

A full description of each SIN and examples of the types of work covered by the SIN are provided below.

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### **SIN 874-1: CONSULTING SERVICES**

Contractors shall provide expert advice, assistance, guidance or counseling in support 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

*Financial audits are covered under GSA Schedule 520, Financial and Business Services, and are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.*



#### SIN 874-4: TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference / seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used. Acquisition training will be accomplished under SIN 874-8. Functional training covered under other schedules will not be accomplished under this SIN.

#### SIN 874-6: ACQUISITION MANAGEMENT SUPPORT

Acquisition Management Support: Contractors shall provide 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 to identify potential conflicts of interest and address those, prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/mobis).*



## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Whitney, Bradley & Brown, Inc meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**



## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- 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 (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors 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; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task 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 552.238-74.



## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



## LABOR CATEGORY DESCRIPTIONS

### Experience Substitutions Methodology:

|   |        |                  |
|---|--------|------------------|
| High School Diploma + 4 years additional experience | Equals | Bachelors Degree |
| Bachelors Degree + 2 years additional experience    | Equals | Masters Degree   |
| Masters Degree + 3 years additional experience      | Equals | Ph.D.            |

### Education Substitutions Methodology:

|  |
|--|
| A Ph.D. may be substituted for three (3) years of required experience with a Masters Degree or five (5) years with a Bachelors Degree. |
| A Masters Degree may be substituted for two (2) years of required experience with a Bachelors Degree.                                  |
| A Bachelors Degree may be substituted for four (4) years of required experience with a Diploma.  |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Program Executive</b>   |
| <b>Minimum Education Level:</b>             | Masters Degree   |
| <b>Minimum Experience Requirements:</b>     | 25 years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Provides executive level consultation services to the leadership of the client organization. Serves as the senior manager for all projects involving consulting services, such as business improvement analyses, performance assessments, business process reengineering, program management, acquisition management, programmatic functional support, change management, business process analyses, strategic planning, organizational analyses, and management of business assets. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Program Manager II</b>  |
| <b>Minimum Education Level:</b>             | Masters Degree   |
| <b>Minimum Experience Requirements:</b>     | 20 years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Overall accountability to ensure programs receive the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Contributes to organizational direction through regular involvement with senior level client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for large, complex management projects. |



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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Program Manager I</b>   |
| <b>Minimum Education Level:</b>             | Masters Degree   |
| <b>Minimum Experience Requirements:</b>     | 18 years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Primary accountability to ensure programs receive the appropriate support and resources required to deliver quality results. Provides strategic direction, vision, leadership, and management to the team. Contributes to organizational direction through regular involvement with client leadership and team members. Maintains productive and effective client relationship with the most senior levels of the client organization. Provides guidance and direction on strategic matters for smaller, less complex management projects. |

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|---|---|
| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC   |
| <b>Title:</b>                               | <b>Subject Matter Expert III</b>  |
| <b>Minimum Education Level:</b>             | Masters Degree  |
| <b>Minimum Experience Requirements:</b>     | 20 years of experience  |
| <b>Functional Duties/ Responsibilities:</b> | Provides expert independent services and leadership in specialized technical areas necessary for effective implementation of projects. Provides functional consulting, analysis, and methodological support to large, complex projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to members of the project team. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC   |
| <b>Title:</b>                               | <b>Subject Matter Expert II</b>   |
| <b>Minimum Education Level:</b>             | Masters Degree  |
| <b>Minimum Experience Requirements:</b>     | 18 years of experience  |
| <b>Functional Duties/ Responsibilities:</b> | Provides expert independent services and leadership in specialized technical areas necessary for effective implementation of projects. Provides functional consulting, analysis, and methodological support to mid-level projects. Develops and executes multifaceted technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to junior members of the project team. |



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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Subject Matter Expert I</b>   |
| <b>Minimum Education Level:</b>             | Masters Degree   |
| <b>Minimum Experience Requirements:</b>     | 16 years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Provides expert independent services and leadership in specialized technical areas necessary for effective implementation of projects. Provides functional consulting, analysis, and methodological support to smaller, less complex projects. Develops and executes technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating research and development projects. Provides technical direction to junior members of the project team. |

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|---|---|
| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC   |
| <b>Title:</b>                               | <b>Project Manager</b>  |
| <b>Minimum Education Level:</b>             | Masters Degree  |
| <b>Minimum Experience Requirements:</b>     | 16 years of experience  |
| <b>Functional Duties/ Responsibilities:</b> | Under the supervision of Program Manager, provides financial management, administration, and schedule control over the activities of one or more specific subtasks within projects. Supports Program Manager in project management, configuration management, quality of work, scheduling, and cost control. Extensive knowledge of methods and procedures to minimize costs and maximize efficiency in achieving the requirements of the project. Performs evaluations of procedures, processes, models, and systems related to technical and contractual management and reports problems and recommends / implements solutions. Under the guidance of Program Manager, provides technical and administrative direction for project personnel, including the review of work products for correctness, adherence to concepts and user standards, and progress in accordance with schedules. Coordinates with Program Manager to ensure problem resolution and user satisfaction. Prepares milestone status reports for upper management regarding the status of ongoing projects. |



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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC   |
| <b>Title:</b>                               | <b>Senior Consultant III</b>  |
| <b>Minimum Education Level:</b>             | Masters Degree  |
| <b>Minimum Experience Requirements:</b>     | 18 years of experience  |
| <b>Functional Duties/ Responsibilities:</b> | Responsible for participating in the design, development and technical execution of complex projects in conjunction with the project team. Applies sophisticated technical and management systems analysis methods to define, develop, and implement solutions to complex consultative, training, acquisition, and program management problems and issues. Responsible for selecting and performing or overseeing conceptual and methodological design for project execution. Provides technical expertise and leadership to complete tasks relating to complex problem solving, systems design, cost effectiveness analyses, or simulation development. Demonstrated recent industry experience in the majority of the following areas: program requirements definition; work planning; budget development; fiscal control; scheduling; task control; work progress assessments; contract management; subcontractor / vendor management; client communications; and/or, staff recruiting / development and personnel communications. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC   |
| <b>Title:</b>                               | <b>Senior Consultant II</b>   |
| <b>Minimum Education Level:</b>             | Masters Degree  |
| <b>Minimum Experience Requirements:</b>     | 16 years of experience  |
| <b>Functional Duties/ Responsibilities:</b> | Responsible for participating in the design, development and technical execution of mid-sized projects in conjunction with the project team. Applies technical and management systems analysis methods to define, develop, and implement solutions to moderately complex consultative, training, acquisition, and program management problems and issues. Responsible for selecting and performing or overseeing conceptual and methodological design for project execution. Provides technical expertise and leadership to complete tasks relating to problem solving, systems design, cost effectiveness analyses, or simulation development. Demonstrated recent industry experience in at least four of the following areas: program requirements definition; work planning; budget development; fiscal control; scheduling; task control; work progress assessments; contract management; subcontractor/vendor management; client communications; and/or, staff recruiting/development and personnel communications. |



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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Senior Consultant I</b>   |
| <b>Minimum Education Level:</b>             | Masters Degree   |
| <b>Minimum Experience Requirements:</b>     | 14 years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Participates in the design, development and technical execution of basic projects in conjunction with the project team. Applies technical and management systems analysis methods to define, develop, and recommend solutions to average consultative, training, acquisition, and program management problems and issues. Participates in the selection and performance of the conceptual and methodological design for project execution. Provides technical expertise to complete tasks relating to problem solving, systems design, cost effectiveness analyses, or simulation development. Demonstrated recent industry experience at least two of the following areas: program requirements definition; work planning; budget development; fiscal control; scheduling; task control; work progress assessments; contract management; subcontractor / vendor management; client communications; and/or, staff recruiting / development and personnel communications. |

|   |   |
|---|---|
| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC   |
| <b>Title:</b>                               | <b>Consultant III</b>   |
| <b>Minimum Education Level:</b>             | Bachelors Degree  |
| <b>Minimum Experience Requirements:</b>     | 16 years of experience  |
| <b>Functional Duties/ Responsibilities:</b> | Provides consulting services in a technical area of competence. Plans, implements, and executes project technical tasks working with subject matter experts and other staff. Effectively allocates resources, applies problem solving methodologies, and interfaces with client personnel. Assists in data collection, leadership, and analysis of technical projects, provides research, writing, and logistical support, prepares technical reports, and presents findings to team. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Consultant II</b>   |
| <b>Minimum Education Level:</b>             | Bachelors Degree   |
| <b>Minimum Experience Requirements:</b>     | 14 years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Provides consulting services in a technical area of competence. Plans, implements, and executes project technical tasks while working with subject matter experts and other staff. Effectively allocates resources, applies analytical problem solving methodologies, and interfaces with client personnel. Assists in data collection, leadership, and analysis of technical projects, provides research, writing, and logistical support, prepares technical reports, and presents findings. |



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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Consultant I</b>  |
| <b>Minimum Education Level:</b>             | Bachelors Degree   |
| <b>Minimum Experience Requirements:</b>     | 12 years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Provides consulting services in a technical area of competence. Plans, implements, and performs technical tasks working under the supervision of subject matter experts or other senior staff. Effectively applies problem solving methodologies and interfaces with client personnel. Assists in data collection and analysis of technical projects, provides research, writing, and logistical support, prepares technical reports, and presents findings. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC   |
| <b>Title:</b>                               | <b>Program Leader</b>   |
| <b>Minimum Education Level:</b>             | Masters Degree  |
| <b>Minimum Experience Requirements:</b>     | 14 years of experience, including at least ten years of experience as a program manager   |
| <b>Functional Duties/ Responsibilities:</b> | Budgets, manages and allocates resources during the development and execution of complex program tasks. Has over ten years of experience as a program manager for multiple engineering, analytical and resources teams supporting many sub-tasks. Interfaces with customer personnel as the principal on-site POC for program. Performs management and administrative tasks for long- and short-term projects of moderate size and complexity, including overall coordination and monitoring of on-site project activities. Assists in project start-up, recruitment, and closedown. Provides training to field staff on procedures and systems for long-term projects. Provides management and logistical support in field on long-term assignments. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Project Leader</b>  |
| <b>Minimum Education Level:</b>             | Masters Degree   |
| <b>Minimum Experience Requirements:</b>     | 10 years of experience, including five years of experience as a project manager  |
| <b>Functional Duties/ Responsibilities:</b> | Works with the Program Leader to assist with budgeting, managing, and allocating resources during the development and execution of project tasks. Has at least five years of experience as a project manager supporting many sub-tasks. Assists with management and administrative tasks for long- and short-term projects of smaller size and complexity, including coordination and monitoring of on-site project activities in conjunction with the Program Leader. Assists in project start-up, recruitment, and closedown. Provides training to field staff on procedures and systems for shorter-term projects. Provides management and logistical support in field on short-term assignments. |



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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Senior Analyst II</b>   |
| <b>Minimum Education Level:</b>             | Bachelors Degree   |
| <b>Minimum Experience Requirements:</b>     | 10 years of experience as a senior systems analyst   |
| <b>Functional Duties/ Responsibilities:</b> | Develops, executes and leads complex technical tasks to apply analytical problem solving methodologies. Has at least ten years of experience as a systems analyst including senior leadership positions related to analytical programs and tasks. Effectively allocates resources and provides technical direction to junior support staff, and may interface with Government personnel. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Senior Analyst I</b>  |
| <b>Minimum Education Level:</b>             | Bachelors Degree   |
| <b>Minimum Experience Requirements:</b>     | Eight years of experience as a senior systems analyst  |
| <b>Functional Duties/ Responsibilities:</b> | Develops, executes and leads less complex technical tasks to apply analytical problem solving methodologies. Has at least eight years of experience as a systems analyst including senior leadership positions related to analytical programs and tasks. Effectively allocates resources and provides technical direction to junior support staff, and interfaces with project team. |

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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Analyst II</b>  |
| <b>Minimum Education Level:</b>             | Bachelors Degree   |
| <b>Minimum Experience Requirements:</b>     | Six years of experience  |
| <b>Functional Duties/ Responsibilities:</b> | Executes complex technical tasks, and applies analytical problem solving methodologies as part of a project team. Develops procedures and protocols for conducting analyses. Demonstrates a thorough knowledge of analysis principles, theories and techniques to solve specific problems and formulate solutions. Evaluates complex data and prepares reports of results. Experienced in the development and implementation of criteria for the collection, compilation and recording of data that allows verification and replication of outcomes. |



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| <b>Relevant SIN(s):</b>                     | 874-1 / 874-1RC and 874-6 / 874-6RC  |
| <b>Title:</b>                               | <b>Analyst I</b>   |
| <b>Minimum Education Level:</b>             | Bachelors Degree   |
| <b>Minimum Experience Requirements:</b>     | Four years of experience   |
| <b>Functional Duties/ Responsibilities:</b> | Executes basic technical tasks, and applies analytical problem solving methodologies as part of a project team. Assists in the development of procedures and protocols for conducting analyses. Demonstrates a basic knowledge of analysis principles, theories and techniques to solve general problems and formulate solutions. Evaluates less complex data and assists in preparing reports of results. |



## HOURLY RATES FOR SERVICES

| Special Item Numbers            | Labor Category            | Contractor / Customer Site | Year 1:<br>6/18/09-<br>6/17/10 | Year 2:<br>6/18/10-<br>6/17/11 | Year 3:<br>6/18/11-<br>6/17/12 | Year 4:<br>6/18/12-<br>6/17/13 | Year 5:<br>6/18/13-<br>6/17/14 |
|---------------------------------|---------------------------|----------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| 874-1/874-1RC,<br>874-6/874-6RC | Program Executive         | Contractor                 | \$317.48                       | \$328.59                       | \$340.09                       | \$352.00                       | \$364.32                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Program Executive         | Customer                   | \$252.99                       | \$261.84                       | \$271.01                       | \$280.49                       | \$290.31                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Program Manager II        | Contractor                 | \$308.49                       | \$319.29                       | \$330.46                       | \$342.03                       | \$354.00                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Program Manager I         | Contractor                 | \$295.58                       | \$305.93                       | \$316.63                       | \$327.71                       | \$339.18                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Subject Matter Expert III | Contractor                 | \$279.26                       | \$289.03                       | \$299.15                       | \$309.62                       | \$320.46                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Subject Matter Expert II  | Contractor                 | \$270.18                       | \$279.64                       | \$289.43                       | \$299.56                       | \$310.04                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Subject Matter Expert I   | Contractor                 | \$256.63                       | \$265.61                       | \$274.91                       | \$284.53                       | \$294.49                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Project Manager           | Contractor                 | \$246.11                       | \$254.72                       | \$263.64                       | \$272.87                       | \$282.42                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Senior Consultant III     | Contractor                 | \$239.37                       | \$247.74                       | \$256.42                       | \$265.39                       | \$274.68                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Senior Consultant II      | Contractor                 | \$228.40                       | \$236.39                       | \$244.67                       | \$253.23                       | \$262.09                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Senior Consultant I       | Contractor                 | \$217.78                       | \$225.40                       | \$233.29                       | \$241.46                       | \$249.91                       |
| 874-1/874-1RC,<br>874-6/874-6RC | Consultant III            | Contractor                 | \$210.42                       | \$217.78                       | \$225.41                       | \$233.30                       | \$241.46                       |



| Special Item Numbers         | Labor Category    | Contractor / Customer Site | Year 1: 6/18/09-6/17/10 | Year 2: 6/18/10-6/17/11 | Year 3: 6/18/11-6/17/12 | Year 4: 6/18/12-6/17/13 | Year 5: 6/18/13-6/17/14 |
|------------------------------|-------------------|----------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 874-1/874-1RC, 874-6/874-6RC | Consultant II     | Contractor                 | \$198.11                | \$205.04                | \$212.22                | \$219.65                | \$227.34                |
| 874-1/874-1RC, 874-6/874-6RC | Consultant I      | Contractor                 | \$189.93                | \$196.57                | \$203.46                | \$210.58                | \$217.95                |
| 874-1/874-1RC, 874-6/874-6RC | Program Leader    | Contractor                 | \$185.14                | \$191.62                | \$198.33                | \$205.27                | \$212.45                |
| 874-1/874-1RC, 874-6/874-6RC | Project Leader    | Contractor                 | \$170.48                | \$176.44                | \$182.62                | \$189.01                | \$195.62                |
| 874-1/874-1RC, 874-6/874-6RC | Project Leader    | Customer                   | \$136.14                | \$140.90                | \$145.84                | \$150.94                | \$156.22                |
| 874-1/874-1RC, 874-6/874-6RC | Senior Analyst II | Contractor                 | \$155.53                | \$160.97                | \$166.60                | \$172.43                | \$178.47                |
| 874-1/874-1RC, 874-6/874-6RC | Senior Analyst II | Customer                   | \$132.06                | \$136.68                | \$141.46                | \$146.41                | \$151.54                |
| 874-1/874-1RC, 874-6/874-6RC | Senior Analyst I  | Contractor                 | \$145.39                | \$150.47                | \$155.74                | \$161.19                | \$166.83                |
| 874-1/874-1RC, 874-6/874-6RC | Senior Analyst I  | Customer                   | \$116.38                | \$120.45                | \$124.67                | \$129.03                | \$133.55                |
| 874-1/874-1RC, 874-6/874-6RC | Analyst II        | Contractor                 | \$130.57                | \$135.14                | \$139.87                | \$144.77                | \$149.84                |
| 874-1/874-1RC, 874-6/874-6RC | Analyst I         | Contractor                 | \$123.43                | \$127.75                | \$132.22                | \$136.84                | \$141.63                |
| 874-1/874-1RC, 874-6/874-6RC | Analyst I         | Customer                   | \$97.27                 | \$100.67                | \$104.20                | \$107.84                | \$111.62                |



## TRAINING COURSE DESCRIPTIONS

|                                       |  |                             |    |
|---------------------------------------|--|-----------------------------|----|
| <b>Course Title</b>                   | <b>How Washington Works</b>  |                             |    |
| <b>Length of Course</b>               | Two days (16 hours)  |                             |    |
| <b>Course Location</b>                | Whitney, Bradley & Brown, Inc. (WBB) Reston, VA Facility   |                             |    |
| <b>Minimum Participants</b>           | 15   | <b>Maximum Participants</b> | 30 |
| <b>Course Description and Outline</b> | <p><b>Service Organization</b> – Overview of the Headquarters Staff and key operating forces that generate, articulate and budget Warfare requirements and capability need identification.</p> <p><b>Requirements/JCIDS</b> – Examines the Department of Defense (DoD), Joint Staff, and service organization and respective activities related to the formulation and articulation of the requirements / capabilities generation process. Review the CJCSI 3170 Joint Capabilities Integrated Development System (JCIDS) instruction with emphasis on ICD, CDD, and CPD documentation development and supporting artifacts.</p> <p><b>Planning, Programming, Budgeting and Execution (PPBE)</b> – Each element of the PPBE process is examined in detail, highlighting the process and role of war fighter, service staff, Joint Staff, DoD, and Congress</p> <p><b>Acquisition</b> – Examines the organizations and processes associated with DoD 5000 and acquisition reform initiatives, again contrasting theory and practice..</p> <p><b>Manpower, Personnel and Training</b> – Provides a sound understanding of Manpower as a major cost and ongoing initiatives to reduce Total Ownership Costs (TOC) in program development and operations. (USN focused)</p> <p><b>Networking</b> – Emphasis on who to talk to, how to build consensus and how to brief Flag / GO / SES level and action officers during the PPBE process.</p> <p><b>Service and or Agency</b> – Two day curriculum includes brief description of two other services or agencies (USA, USAF, USN/USMC, Department of Homeland Security DHS and or NASA).</p> <p>Course materials provided by WBB.</p> |                             |    |



|                                       |   |                             |    |
|---------------------------------------|---|-----------------------------|----|
| <b>Course Title</b>                   | <b>Operations Analysis</b>  |                             |    |
| <b>Length of Course</b>               | One day (8 hours)   |                             |    |
| <b>Course Location</b>                | Whitney, Bradley & Brown, Inc. (WBB) Reston, VA Facility  |                             |    |
| <b>Minimum Participants</b>           | 15  | <b>Maximum Participants</b> | 30 |
| <b>Course Description and Outline</b> | <p>This course provides a working-level knowledge of commonly used analytical processes and addresses the types of issues the prospective users can expect. It can be tailored to appropriate levels of the organization – from an overall OA conceptual view to detailed OA skills/applications tutorials. To support the instruction, it integrates common desktop applications, including commonly used Microsoft Office products to demonstrate their use in a wide range of analytical applications.</p> <p>The following modules may be offered individually or combined – from two to all modules – with examples tailored to match the customer’s needs and adaptable to the customer schedule: Modules include Introduction to Analysis, Probability Theory, Basic Statistical Methods, Basic Analytical Tools, Applied Analytical Tools, Practical Methods and Statistical Methods II.</p> <ul style="list-style-type: none"> <li>• <b>Core</b> <ul style="list-style-type: none"> <li>– <i>Introduction to Operations Analysis, Basic Probability, Basic Statistics and Statistical Applications</i></li> </ul> </li> <li>• <b>Analytical Tools</b> <ul style="list-style-type: none"> <li>– <i>Optimization, Stochastic Processes and Reliability Modeling</i></li> </ul> </li> <li>• <b>Practical Methods</b> <ul style="list-style-type: none"> <li>– <i>Cost Analysis, Decision Analysis and Manpower Analysis</i></li> </ul> </li> <li>• <b>Applied Analytical Tools</b> <ul style="list-style-type: none"> <li>– <i>Modeling &amp; Simulation, Wargaming</i></li> </ul> </li> </ul> <p>Course materials provided by WBB.</p> |                             |    |



|                                       |  |                             |    |
|---------------------------------------|--|-----------------------------|----|
| <b>Course Title</b>                   | <b>Operations Analysis</b>   |                             |    |
| <b>Length of Course</b>               | Two days (16 hours)  |                             |    |
| <b>Course Location</b>                | Whitney, Bradley & Brown, Inc. (WBB) Reston, VA Facility   |                             |    |
| <b>Minimum Participants</b>           | 15   | <b>Maximum Participants</b> | 30 |
| <b>Course Description and Outline</b> | <p>This course provides an in-depth working level knowledge of commonly used analytical processes and addresses the types of issues the prospective users can expect. It can be tailored to appropriate levels of the organization – from an overall OA conceptual view to detailed OA skills/applications tutorials. To support the instruction, it integrates common desktop applications, including commonly used Microsoft Office products to demonstrate their use in a wide range of analytical applications as well as interactive case studies to enforce the teaching points.</p> <p>The following modules may be offered individually or combined – from two to all modules – with examples tailored to match the customer’s needs and adaptable to the customer schedule: Modules include Introduction to Analysis, Probability Theory, Basic Statistical Methods, Basic Analytical Tools, Applied Analytical Tools, Practical Methods and Statistical Methods II.</p> <ul style="list-style-type: none"> <li>• <b>Core</b> <ul style="list-style-type: none"> <li>– <i>Introduction to Operations Analysis, Basic Probability, Basic Statistics and Statistical Applications</i></li> </ul> </li> <li>• <b>Analytical Tools</b> <ul style="list-style-type: none"> <li>– <i>Optimization, Stochastic Processes and Reliability Modeling</i></li> </ul> </li> <li>• <b>Practical Methods</b> <ul style="list-style-type: none"> <li>– <i>Cost Analysis, Decision Analysis and Manpower Analysis</i></li> </ul> </li> <li>• <b>Applied Analytical Tools</b> <ul style="list-style-type: none"> <li>– <i>Modeling &amp; Simulation, Wargaming</i></li> </ul> </li> </ul> <p>Course materials provided by WBB.</p> |                             |    |



## TRAINING COURSE PRICING

| <b>SIN</b>        | <b>Course Title</b>         | <b>Course Length</b> | <b>Min. # Students</b> | <b>Max. # Students</b> | <b>Per Course/ Person</b> | <b>GSA Price (w/ IFF)</b> |
|-------------------|-----------------------------|----------------------|------------------------|------------------------|---------------------------|---------------------------|
| 874-4/<br>874-4RC | <i>How Washington Works</i> | 2 days               | 15                     | 30                     | Course                    | \$27,753.15               |
| 874-4/<br>874-4RC | <i>Operations Analysis</i>  | 1 day                | 15                     | 30                     | Course                    | \$14,957.18               |
| 874-4/<br>874-4RC | <i>Operations Analysis</i>  | 2 days               | 15                     | 30                     | Course                    | \$21,481.11               |

