

**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST
MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

**SIN 874-1: Consulting Services
SIN 874-7: Program and Project Management**

**Macfadden & Associates, Inc.
8403 Colesville Road, Suite, 400
Silver Spring, MD 20910
(301) 588-5900 Tel
(301) 588-0390 Fax**

**Contract No. GS-10F-0185P
Contract Period: February 3, 2004 – February 2, 2019**

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! The INTERNET address GSA Advantage! Is: GSAAdvantage.gov.

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

Business Size: Large

Table of Contents

Customer Information.....	3
MOBIS Service Offerings.....	6
Labor Category Rates.....	8
Labor Category Descriptions	9

CUSTOMER INFORMATION

1. Awarded Special Item Numbers (SIN's)

SIN 874-1 & 874-1RC Consultant Services

SIN 874-7 & 874-7RC Program and Project Management

2. **Maximum order:** Not Applicable

Requirements exceeding the maximum order may be handled. Pursuant to clause IFSS-125 (August 1995). In accordance with FAR 8.404, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a maximum order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.

a. The contractor may:

1. 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);
2. Offer the lowest price available under the contract; or,
3. Decline the order; orders must be returned in accordance with FAR 52.216-19.

b. A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.

c. Sales for orders that exceed the maximum order shall be reported in accordance with GSAR552.238-72.

3. **MINIMUM ORDER:** \$100.

4. **GEOGRAPHIC SCOPE OF CONTRACT:** Domestic & Overseas Delivery

5. **POINT OF PRODUCTION:** Not applicable.

6. **DISCOUNT FROM LIST PRICES:** All prices are net

7. **QUANTITY DISCOUNTS:** Not applicable.

8. **PROMPT PAYMENT TERMS:** Not Applicable

- 9a. **GOVERNMENT PURCHASE CARDS:** Government credit card is accepted for orders below the micro-purchase threshold
- 9b. **ORDERS EXCEEDING MICRO-PURCHASE THRESHOLD:** Contact contractor's representative for credit card acceptance of orders above the micro-purchase threshold
- 10. **FOREIGN ITEMS:** N/A.
- 11. **TIME OF DELIVERY:** As specified in individual Order
- 12. **F.O.B POINTS:** Destination within the 48 contiguous States and the District of Columbia
- 13. **ORDERING ADDRESS:** Same as Contractor's address
- 13.a **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA) are found in FAR 8.405-3.
- 14. **PAYMENT ADDRESS:** Same as Contractor's address
- 15. **WARRANTY PROVISION:** N/A
- 16. **EXPORT PACKING CHARGES:** N/A
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** See paragraph 9 above
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION:** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS:** N/A
- 20.a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A
- 22. **LIST OF PARTICIPATING DEALERS:** N/A
- 23. **PREVENTATIVE MAINTENANCE:** N/A
- 24. **ENVIRONMENTAL ATTRIBUTES:** N/A
- 25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 609321344
GS-10F-0185P

26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Macfadden is registered in CCR database

27. **Uncompensated Overtime. (Indicate if used):** Macfadden's professional employees are expected to work reasonable and fair hours as necessary to complete the job and are not reimbursed for hours in excess of forty. Eligible support staff is paid for overtime hours in excess of forty in a work week in compliance with Department of Labor regulations.

MOBIS SERVICE OFFERINGS

SIN 874-1 & 874-1RC: CONSULTING SERVICES

Provide expert advice, assistance, guidance or counseling in support of agencies' mission-oriented business functions. May also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Services covered by this SIN are:

- Management or strategy consulting
- Executive /management coaching services
- 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
- Customized business training as needed to successfully perform/complete a consulting engagement
- Process and productivity improvement
- Policy and regulation development assistance
- Strategic, business and action planning
- Program planning, audits and evaluations
- Executive/management coaching services
- Advisory and assistance services in accordance with FAR 37.203
- Expert Witness services in support of litigation, claims or other formal cases

SIN 874-1 & 874-1RC: Facilitation Services

Provide facilitation and related decision support services to agencies engaging in coloration efforts, working groups, or teams.

- Defining, refining and resolving disputes, disagreements, and divergent views (excluding EEO disputed)
- 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 874-7 & 874-7RC: PROGRAM AND PROJECT MANAGEMENT SERVICES:

Provide 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
- Stakeholders briefings, participation in required meetings and related project support services
- Program integration services
- Project close-out services

All services must be provided and performed under the supervision/management of the contractor's Project Manager. Services provided under SIN without and accompanying Program/Project Manager labor category are prohibited.

PRICELIST

SPECIAL ITEM NUMBER (SIN): 874-1 & 874-7

LABOR CATEGORY	PRICE/HOUR GOV'T SITE	PRICE/HOUR CONTRACTOR SITE
SIN 874-1:		
Sr. Business Manager	\$131.67	\$151.42
Business Consultant 4	\$99.75	\$114.72
Business Consultant 3	\$84.79	\$97.51
Business Consultant 2	\$74.81	\$86.04
Business Consultant 1	\$64.84	\$74.56
Sr. Project Administrator	\$43.89	\$50.47
Project Admin Assistant	\$31.92	\$36.71
Senior Facilitation Manager	\$71.82	\$82.60
Facilitation Consultant 4	\$63.84	\$73.42
Facilitation Consultant 3	\$51.87	\$59.65
Facilitation Consultant 2	\$35.91	\$41.30
SIN 874-7		
Sr. Program Manager	\$103.74	\$119.3
Sr. Project Manager	\$83.79	\$96.36
Project Manager	\$67.83	\$78.01
Task Manager	\$55.86	\$64.24
Sr. Project Administrator	\$43.89	\$50.47
Project Admin Assistant	\$31.92	\$36.71

LABOR CATEGORY DESCRIPTIONS

SIN # 874-1 & 874-1RC – Consulting Services:

Senior Business Manager:

General Experience: At least 10 years of experience in organizational assessments, strategic and business planning, change management efforts, process and productivity improvements, or business process redesign.

Functional Responsibility: Apply broad management skills and specialized functional and technical expertise to: lead complex projects in delivering client solutions; manage operations of multiple projects. Provide subject matter expertise in organizational, process, or technology areas. Qualified to perform tasks such as:

- Plan and manage the work of consulting project teams
- Review/analyze existing enterprise/organizational structures and processes
- Design and implement new organizational structures and processes
- Coordinate/manage implementation of client's application methodologies, business processes, and configuration assessments
- Perform conceptual design and development of change procedures
- Work with client executives to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Ensure consistency of quality across multiple projects

Minimum Education: Master's Degree in business administration, management, public administration or related discipline (or equivalent combination of education and experience)

Business Consultant 4

General Experience: At least 8 years of experience in organizational assessments, strategic and business planning, change management efforts, process and productivity improvements, or business process redesign.

Functional Responsibility: Apply broad management skills and specialized functional and technical expertise to: participate in the role of a lead consultant in delivering client solutions; manage operations of multiple tasks under a project. Provide subject matter expertise in organizational, process, or technology areas. Qualified to perform tasks such as:

- Plan and manage the work of consulting teams designated to a task
- Develop team work plans and task budgets

- Review/analyze existing enterprise/organizational structures and processes
- Design and implement new organizational structures and processes
- Participate in the role of a lead consultant in the implementation of client's application methodologies, business processes, and configuration assessments
- Participate in quality reviews to ensure work complies with specified standards
- Perform conceptual design and development of change procedures
- Perform workflow analyses
- Work with client staff to facilitate organizational change programs and realize business goals
- Lead clients through streamlining, reengineering and transforming business processes
- Attend to consistency of quality across multiple projects

Minimum Education: Bachelor's Degree preferably in business administration, management or related discipline (or equivalent combination of education and experience).

Business Consultant 3

General Experience: At least 5 years of experience in organizational assessments, strategic and business planning, change management efforts, process and productivity improvements, or business process redesign.

Functional Responsibility: Apply broad supervisory skills and specialized functional and technical expertise to: participate in the role of a senior consultant in delivering client solutions; provide supervisory expertise for operations of multiple tasks under a project. Provide subject matter expertise in organizational, process, or technology areas. Qualified to perform tasks such as:

- Supervise business analysts designated to a task
- Review/analyze existing enterprise/organizational structures and processes
- Design and implement new organizational structures and processes
- Participate in the role of a senior consultant in the implementation of client's application methodologies, business processes, and configuration assessments
- Participate in quality reviews to ensure work complies with specified standards
- Assist with conceptual design and development of change procedures
- Perform workflow analyses
- Work with client staff to facilitate organizational change programs and realize business goals

- Lead clients through streamlining, reengineering and transforming business processes
- Attend to consistency of quality across multiple projects

Minimum Education: Minimum Education: Bachelor's Degree preferably in Business Administration, Accounting or related discipline (or equivalent combination of education and experience).

Business Consultant 2

General Experience: At least 3 years of experience in organizational assessments, strategic and business planning, change management efforts, process and productivity improvements, or business process redesign.

Functional Responsibility: Apply advanced skills and specialized functional and technical expertise to implement business solutions. Participate in the role of a consultant in delivering client solutions and providing subject matter expertise in organizational, process, or technology areas. Qualified to perform tasks such as:

- Provide backup for Business Consultant 3 for supervisory functions
- Lead business process redesign teams in the development of new business process architectures.
- Participate in quality reviews to ensure work complies with specified standards
- Perform workflow analyses
- Review/analyze existing enterprise/organizational structures and processes
- Design new organizational structures and processes
- Participate in the role of a consultant in the implementation of client's application methodologies, business processes, and configuration assessments
- Assist with conceptual design and development of change procedures
- Attend to consistency of quality across multiple projects

Minimum Education: Minimum Education: Minimum Education: Bachelor's Degree preferably in Business Administration, Accounting or related discipline (or equivalent combination of education and experience).

Business Consultant 1

General Experience: At least 2 years of experience in organizational assessments, strategic and business planning, change management efforts, process and productivity improvements, or business process redesign.

Functional Responsibility: Apply advanced skills and specialized functional and technical expertise to implement business solutions. Participate in the role of a consultant in delivering client solutions and providing subject matter expertise in organizational, process, or technology areas. Qualified to perform tasks such as:

- Participate as a member of business process redesign teams in the development of new business process architectures.
- Participate in quality reviews to ensure work complies with specified standards
- Develop team work plans
- Perform workflow analyses
- Review/analyze existing enterprise/organizational structures and processes
- Design new organizational structures and processes
- Participate in the role of a consultant in the implementation of client's application methodologies, business processes, and configuration assessments
- Assist with conceptual design and development of change procedures
- Attend to consistency of quality across multiple projects

Minimum Education: Bachelor's Degree preferably in Business Administration, Accounting or related discipline (or equivalent combination of education and experience).

Sr. Project Administrator

General Experience: At least six or more years of administrative experience.

Functional Responsibility: Provides administrative support to program managers, project managers, team managers, and other staff in supervisory positions on client engagements. Performs tasks such as:

- Manage management correspondence
- Draft correspondence
- Coordinate all aspects of on-site and off-site group meetings
- Create or design presentation formats using advanced graphics
- Analyze data and prepare complex reports

Minimum Education: High School Diploma.

Project Administrative Assistant

General Experience: At least two to five years of administrative experience.

Functional Responsibility: Provides administrative support to program managers, project managers, team managers, and other staff in supervisory positions on client engagements.

Performs tasks such as:

- Manage management correspondence
- Draft correspondence
- Coordinate all aspects of on-site and off-site group meetings
- Maintain liaison with clients
- Create or design presentation formats using advanced graphics
- Analyze data and prepare complex reports
- Transcribe dictation from tape, voicemail, etc.

Minimum Education: High School Diploma

SIN # 874-1 & 874-1RC – Facilitation Services:

Senior Facilitation Manager:

General Experience: At least 10 years of experience in organizational management with emphasis on organizational behavior, decision support, continuous improvement, and dispute resolution/facilitation.

Functional Responsibility: Apply broad management skills and specialized functional and technical expertise to: lead complex projects in delivering client solutions; manage operations of multiple projects. Provide subject matter expertise in organizational behavior, decision support, continuous improvement, and dispute resolution and group facilitation areas. Qualified to perform tasks such as:

- Plan and manage the work of facilitation project teams
- Review/analyze requirements for on-going or planned collaborative efforts and design optimum facilitation processes
- Coordinate teams, based on subject matter expertise, to support various facilitation projects
- Coordinate/manage facilitation teams and develop performance measurement criteria to ensure adequacy of facilitation efforts
- Perform conceptual design and development of change procedures
- Work with client executives to facilitate organizational change programs

and realize business goals

- Lead high-level management teams through collaborative efforts
- Ensure consistency of quality across multiple projects

Minimum Education: Minimum Education: Minimum Education: Bachelor's Degree preferably in Business Administration, Public Relations or related discipline (or equivalent combination of education and experience).

Facilitator 4 (Facilitation Consultant 4)

General Experience: At least 8 years of experience in organizational management with emphasis on organizational behavior, decision support, continuous improvement, and dispute resolution/facilitation.

Functional Responsibility: Apply broad management skills and specialized functional and technical expertise to: lead complex projects in delivering client solutions; manage operations of multiple tasks under projects. Provide subject matter expertise in organizational behavior, decision support, continuous improvement, and dispute resolution and group facilitation areas. Qualified to perform tasks such as:

- Provide support to the Senior Facilitations Manger with planning and managing the work of facilitation project teams
- Review/analyze requirements for on-going or planned collaborative efforts and design optimum facilitation processes
- Provide subject matter expertise with coordinating teams to support various facilitation projects
- Assist with coordination and management of facilitation teams and with developing performance measurement criteria to ensure adequacy of facilitation efforts
- Perform conceptual design and development of change procedures
- Work with client organizations to facilitate organizational change programs and realize business goals
- Lead client staff through collaborative efforts
- Ensure consistency of quality across multiple projects

Minimum Education: Bachelor's Degree preferably in Business Administration, Public Relations or related discipline (or equivalent combination of education and experience).

Facilitator 3 (Facilitation Consultant 3)

General Experience: At least 5 years of experience in organizational management with emphasis on organizational behavior, decision support, continuous improvement, and dispute resolution/facilitation.

Functional Responsibility: Apply broad management skills and specialized functional and technical expertise to assist with leading complex projects in delivering client solutions; assist with management of multiple tasks under projects. Provide subject matter expertise in organizational behavior, decision support, continuous improvement, and dispute resolution and group facilitation areas. Qualified to perform tasks such as:

- Provide support to the senior managers and facilitators with planning and managing the work of facilitation project teams
- Review/analyze requirements for on-going or planned collaborative efforts and assist with the design of optimum facilitation processes
- Provide subject matter expertise with coordinating teams to support various facilitation projects
- Assist with coordination and management of facilitation teams and with developing performance measurement criteria to ensure adequacy of facilitation efforts
- Perform conceptual design and development of change procedures
- Work with client organizations to facilitate organizational change programs and realize business goals
- Lead client staff through collaborative efforts

Minimum Education: Bachelor's Degree preferably in Business Administration, Public Relations or related discipline (or equivalent combination of education and experience).

Facilitator 2 (Facilitation Consultant 2)

General Experience: At least 3 years of experience in organizational management with emphasis on organizational behavior, decision support, continuous improvement, and dispute resolution/facilitation.

Functional Responsibility: Apply broad management skills and specialized functional and technical expertise to assist with complex projects in delivering client solutions. Provide subject matter expertise in organizational behavior, decision support, continuous improvement, and dispute resolution and group facilitation areas. Qualified to perform tasks such as:

- Provide support to the senior managers and facilitators with planning and managing the work of facilitation project teams
- Review/analyze requirements for on-going or planned collaborative efforts and assist with the design of optimum facilitation processes
- Perform conceptual design and development of change procedures

- Work with client organizations to facilitate organizational change programs and realize business goals
- Assist with leading client staff through collaborative efforts

Minimum Education: Associate's Degree preferably in Business or other related discipline (or equivalent combination of education and experience).

SIN # 874-7 & 874-7RC – Program and Project Management Services

Senior Program Manager

General Experience: At least twelve years of experience as a Program Manager with at least five years specific experience in organizational assessment, strategic and business planning, change management efforts, process and productivity improvements, business process reengineering, etc.

Functional Responsibility: Develop and implement performance strategies. Provide guidance to project managers and other supervisory personnel. Assists project managers in developing and maintaining management controls to ensure project completion on time, within budget, and in accordance with client requirements. Qualified to perform tasks such as:

- ③ formulate and enforce work standards
- ③ assign schedules, review work discrepancies and communicate policies, purposes, and goals of the support tasks to subordinates
- ③ Manages contract performance
- ③ Participate in quality reviews to ensure work complies with specified standards
- ③ Supervise development of project work plans
- ③ Ensure consistency of quality across multiple projects

Minimum Education: Bachelor's Degree preferably in Business Administration, Management, Public Relations or is in a business management intensive discipline (or equivalent combination of education and experience).

Senior Project Manager

GS-10F-0185P

General Experience: At least ten years of experience as a Project Manager with at least four years specific experience in organizational assessment, strategic and business planning, change management efforts, process and productivity improvements, business process reengineering, etc.

Functional Responsibility: Develop and implement performance strategies. Provide guidance to project managers and other supervisory personnel. Assists project managers in developing and maintaining management controls to ensure project completion on time, within budget, and in accordance with client requirements. Qualified to perform tasks such as:

- ③ formulate and enforce work standards
- ③ assign schedules, review work discrepancies and communicate policies, purposes, and goals of the support tasks to subordinates
- ③ Manage contract performance
- ③ Participate in quality reviews to ensure work complies with specified standards
- ③ Supervise development of project work plans
- ③ Ensure consistency of quality across multiple projects

Minimum Education: : Bachelor's Degree preferably in Business Administration, Management, Public Relations or is in a business management intensive discipline (or equivalent combination of education and experience).

Project Manager

General Experience: At least eight years of experience as a Project Manager with at least three years specific experience in organizational assessment, strategic and business planning, change management efforts, process and productivity improvements, business process reengineering, etc.

Functional Responsibility: Develop and implement performance strategies. Provide guidance to team managers and other supervisory personnel. Assists team managers in developing and maintaining management controls to ensure task completion on time, within budget, and in accordance with client requirements. Qualified to perform tasks such as:

- ③ formulate and enforce work standards

- ③ assign schedules, review work discrepancies and communicate policies, purposes, and goals of the support tasks to subordinates
- ③ Manage contract performance
- ③ Participate in quality reviews to ensure work complies with specified standards
- ③ Supervise development of project/task work plans
- ③ Ensure consistency of quality across multiple projects/tasks

Minimum Education: Bachelor's Degree preferably in Business Administration, Management, Public Relations or is in a business management intensive discipline (or equivalent combination of education and experience).

Task Manager

General Experience: At least six years of experience as a Team Manager with at least two years specific experience in organizational assessment, strategic and business planning, change management efforts, process and productivity improvements, business process reengineering, etc.

Functional Responsibility: Develop and implement performance strategies at the task level. Provide guidance to team members and assistance to supervisory personnel. With assistance from senior management develop and maintain management controls to ensure task completion on time, within budget, and in accordance with client requirements. Qualified to perform tasks such as:

- ③ formulate and enforce work standards at the task level
- ③ assign schedules, review work discrepancies and communicate policies, purposes, and goals of the support tasks to subordinates
- ③ Manage task performance
- ③ Participate in quality reviews to ensure work complies with specified standards
- ③ Develop and implement task work plans
- ③ Ensure consistency of quality across multiple tasks

Minimum Education: An Associate's degree preferably in Business Administration (or the equivalent combination of education and experience).

Sr. Project Administrator

General Experience: At least six or more years of administrative experience.

Functional Responsibility: Provides administrative support to Program Managers, Project Managers, Team Leaders, and other staff in supervisory positions on client engagements. Performs tasks such as:

- Manage management correspondence
- Draft correspondence
- Coordinate all aspects of on-site and off-site group meetings
- Create or design presentation formats using advanced graphics
- Analyze data and prepare complex reports

Minimum Education: High School Diploma.

Project Administrative Assistant

General Experience: At least two to five years of administrative experience.

Functional Responsibility: Provides administrative support to Program Managers, Project Managers, Team Leaders, and other staff in supervisory positions on client engagements. Performs tasks such as:

- Manage management correspondence
- Draft correspondence
- Coordinate all aspects of on-site and off-site group meetings
- Maintain liaison with clients
- Create or design presentation formats using advanced graphics
- Analyze data and prepare complex reports
- Transcribe dictation from tape, voicemail, etc.

Minimum Education: High School Diploma.