



MOBIS

(Management, Organizational and Business Improvement Services)

"The Right Approach. The Right Solution."

**Contract Number: GS-10F-0344P
MOD PO-0010**

**Period Covered:
01 June 2004 – 31 May 2019**

Ordering Office

10640 Page Avenue, Suite 120
Fairfax, VA 22030
Tel: 703-624-3822
Fax: 703-373-0774
Email: edgarcaburian@jacer.com

Website: www.jacer.com

**AUTHORIZED ADP SCHEDULE PRICELIST
FSC GROUP 874, Class: R499**

**Schedule for – Management, Organizational and Business Improvement Services
(MOBIS)**

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

Contract Number: GS-10F-0344P

Contract Period: 01 June 2004 through 31 May 2019

Contractor: JACER Corporation

10640 Page Avenue, Suite 120

Fairfax, VA, 22030

Telephone: 703-624-3822

Fax: 703-373-0774

Business Size: Small Business

E-mail: edgarcaburian@jacer.com

Contract Administration: Edgar C. Caburian

This page intentionally left blank.

Table of Contents

JACER CORPORATION.....1 - 2

HOW TO ORDER.....3 - 4

MOBIS PRICE LIST/LABOR CATEGORY DESCRIPTION 5 - 8

This page intentionally left blank.

JACER CORPORATION

JACER Corporation is a professional consulting service company that specializes in providing complete solutions to our clients. We focus on providing our clients with the right people and approach in order to ensure they effectively achieve their mission.

Incorporated in April 1999, JACER quickly distinguished itself as a quality provider of IM/IT Solutions and has since expanded its service offerings to include comprehensive support in Program/Project Management, Financial & Business Management, Logistics & Resource Management, as well as many other areas. JACER's quality support brings together exceptional personnel with our proven management approach and guarantees desired results.

We believe that every Customer, Employee and Business Partner should be a Winner in every transaction they have with JACER and this Four-Win approach is first and foremost in the way we do business. We work diligently to provide our clients with solutions that work right the first time.

Our Core Competencies. Our Core Competencies have expanded as we have grown and we now excel in providing support in all of the following areas:

- **Total IM/IT Solutions**
- **Program/Project Management**
- **Financial & Business Management**
- **Logistics & Resource Management**
- **Professional Engineering Services**

JACER's MOBIS Contract:

MOBIS is designed to provide customer agencies with expert advice in all areas of management and management improvement. Under MOBIS, JACER has been awarded the following Special Item Number (SIN):

SIN 874-6, 874-6RC Acquisition Management Support

JACER provides management, integration, programs and projects contract support services.

These services include, but are not limited to:

Program management

Program oversight

Project management

Program integration (JACER as the team leader)

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.

Specific services include providing expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts. This may also include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: strategic, business and action planning; high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time; performance measures and indicators; program audits and evaluations.

How to order from this MOBIS Schedule

1. Geographic Scope of Contract. This contract covers the 48 contiguous states and the District of Columbia, Alaska, Hawaii, the Commonwealth of Puerto Rico, and authorized GSA Schedule users located outside the Continental U.S. (overseas via APO/FPO).

2. Contractor's Ordering Address and Payment Information.

(a) EDI Orders: edgarcaburian@jacer.com

(b) Facsimile Orders: Edgar Caburian, 703-373-0774

(c) Mail Orders:

Edgar Caburian
JACER CORPORATION
10640 Page Avenue, Suite 120
Fairfax, VA 22030
Tel: 703-624-3822
Fax: 703-373-0774
E-mail: edgarcaburian@jacer.com

(d) Dealer Offers: Not Applicable

Government Commercial Credit Cards will be acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Payment by Electronic Funds Transfer:
Financial Institution: Bank of America
P.O. Box 27025
Richmond, Virginia 23261-7025

Telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance: (703) 352-1964 or (703) 624-3822

3. Maximum Order: \$1,000,000.00

4. Minimum Order: \$100.00

5. Point(s) of Production. Same as company address

6. Prompt Payment Terms: Net 30 days

7. Purchase Credit Cards are accepted at or below the micro-purchase threshold. Will accept over \$2,500

8. Time of delivery. Specified on the Task Order

9. F.O. B Point(s). Destination

10. Ordering Procedures. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules)

11. Payment Address. Same as company address

12. Warranty Provision. Contractor's standard commercial warranty

13. Data Universal Numbering System (DUNS) Number: 06-1775347

14. CAGE Code: 1LCG7

SIN 874-6, 874-6RC: ACQUISITION MANAGEMENT SUPPORT

Labor Category Description

Labor Category

Program Manager

Capabilities: Serves as the contract manager and administrator over the entire contract effort. Acts as the primary interface and point of contact with Government project authorities and representatives on technical and contract administration issues. Supervises project operations by developing management procedures, planning and directing project execution, monitoring and reporting progress. Manages and controls financial and administrative aspects of the project with respect to contract requirements, enforces work standards, and assigns schedules.

Required Experience: Two years experience in managing large complex projects including at least 25 persons in subordinate groups in diverse locations with demonstrated capability in the overall management of contracts of similar type or complexity. Plus an additional eight years of progressively responsible experience in a Government contracting environment.

Required Education: Graduate Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional two years of relevant experience may be substituted for the Graduate Degree. An additional four years of relevant experience (a total of six years of experience) may be substituted for the Bachelors Degree.

Project Manager

Capabilities: Serves as the central point of contact for delivery orders and interfaces with the Contracting Officer's Technical Representatives. Establishes and enforces procedures to assure that all tasks are performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Six years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Task Manager

Capabilities: Serves as the central point of contact for a particular delivery/task order and interfaces with the Government's Technical Representative. Establishes and enforces procedures to assure that the task is performed in accordance with applicable standards, quality requirements, estimated costs, and schedules. Coordinates development, quality assurance, configuration management, documentation support, software maintenance, and daily supervision of subordinates. Prepares reports and delivers briefings on the status of task assignments to contract management personnel and technical points of contact. Reviews work of subordinates, resolves discrepancies, prioritizes work, and accommodates changes.

Required Experience: Four years experience including complete project development from inception to deployment with a demonstrated ability to provide guidance and direction in tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. Four (4) years of documented relevant experience or an Associates Degree together with two (2) years of documented relevant experience may be substituted for the Bachelors Degree.

Subject Matter Expert I

Capabilities: Demonstrated experience and ability to define problems, and analyze and develop plans and requirements in the subject matter area for simple to moderately complex to complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in areas such as Information Technology; healthcare; financial management; logistics; personnel and human resources; administration; risk management; life-cycle management; policy development; and methodologies, modeling, and simulation in the functional area being addressed. Demonstrated experience and ability to effectively communicate, both orally and in writing.

Required Experience: Five years applied experience in specific area of expertise including functional experience with relevant processes and systems.

Required Education: Bachelor's Degree in the discipline related to the area of expertise. An additional 4 years of experience may be substituted for the Bachelor's Degree.

Subject Matter Expert II

Capabilities: Demonstrated experience and ability to define problems, and analyze and develop plans and requirements in the subject matter area for moderately complex systems in the subject matter area. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in areas such as Information Technology; healthcare; inventory management; financial management; logistics; personnel and

human resources; administration; risk management; life-cycle management; policy development; and methodologies, modeling, and simulation in the functional area being addressed. Demonstrated experience and ability to effectively communicate, both orally and in writing.

Required Experience: Seven years applied experience in specific area of expertise including functional experience with relevant processes and systems.

Required Education: Bachelor's Degree in the discipline related to the area of expertise. An additional 4 years of experience may be substituted for the Bachelor's Degree.

Subject Matter Expert III

Capabilities: Demonstrated experience and ability to provide managerial and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed. Introduces innovative approaches and methodologies for processes and systems. May provide leadership to large teams of functional or technical personnel. Demonstrated experience and ability to effectively communicate, both orally and in writing.

Required Experience: 10 years applied experience in specific area of expertise including functional experience with relevant processes and systems.

Required Education: Master's Degree in the discipline related to the area of expertise. An additional 4 years of experience and a Bachelor's Degree may be substituted for the Master's Degree.

Subject Matter Expert IV

Capabilities: Demonstrated experience and ability to confer with senior management using industry expertise to define the client's strategic information technology business goals, and advises in the reengineering of business processes to meet these goals. Demonstrated experience and ability to analyze client requirements and recommend development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategies and concepts. Demonstrated experience and ability to advise client on the impact of new legislation or new technologies that are relevant to their activity. Demonstrated experience and ability to effectively communicate, both orally and in writing.

Required Experience: 12 years applied experience in specific area of expertise including functional experience with relevant processes and systems.

Required Education: Master's Degree in the discipline related to the area of expertise. An additional 4 years of experience and a Bachelor's Degree may be substituted for the Master's Degree.

Subject Matter Expert V

Capabilities: Demonstrated experience and ability to confer with client executive management using industry expertise to define the client's strategic enterprise information technology business goals, and advises in the reengineering of high level business processes to meet these goals. Demonstrated experience and ability to analyze extremely complex client requirements and recommend sophisticated development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategic plans and concepts. Demonstrated experience and ability to advise client on the impact of new legislation and emerging technologies that are relevant to their activity. Demonstrated experience and ability to effectively communicate, both orally and in writing.

Required Experience: 15 years applied experience in specific area of expertise including functional experience with relevant processes and systems.

Required Education: Doctoral Degree in the discipline related to the area of expertise. An additional 4 years of experience and a Master's Degree may be substituted for the Doctoral Degree.

Subject Matter Expert VI

Capabilities: Demonstrated experience and ability to confer with client executive management using industry expertise to define the client's strategic enterprise information technology business goals, and advises in the reengineering of high level business processes to meet these goals. Considered to be an Industry Leader in the subject matter discipline. Demonstrated experience and ability to analyze extremely complex client requirements and recommend sophisticated development or acquisition strategies. Demonstrated experience and ability to assist client in developing strategic plans and concepts. Demonstrated experience and ability to advise client on the impact of new legislation and emerging technologies that are relevant to their activity. Exceptional speaking capability and ability to motivate and facilitate large groups of diverse individuals.

Required Experience: 20 years applied experience in specific area of expertise including functional experience with relevant processes and systems.

Required Education: Doctoral Degree in the discipline related to the area of expertise. An additional 4 years of experience and a Master's Degree may be substituted for the Doctoral Degree.

Quality Assurance Analyst

Capabilities: Serves as the focal point for maintaining the quality of contract deliverables. Develops plans and guidelines for quality assurance, instructs project staff in the principles of quality management and the specifics of quality programs for projects and tasks, and works with project leadership to implement quality assurance procedures. Leads independent quality review teams for project and task deliverables and prepares reports and delivers briefings on the quality status of deliverables.

Required Experience: Four years experience including the development and implementation of quality assurance programs for projects and tasks of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four years of relevant experience may be substituted for the Bachelors Degree.

Junior Quality Assurance Analyst

Capabilities: Supports project management team in controlling project cost and schedule. Uses state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to develop project plans, status reports, and data updates for Government and contractor project management personnel to use in the management and control of project activities.

Required Experience: Two years experience in the development and implementation of project management tools. Experience in the use state-of-the-art tools and methods (e.g. Microsoft Project, Project Scheduler) to control cost, schedule, and technical conduct of projects of similar scope and complexity.

Required Education: Bachelors Degree in a recognized technical, engineering, scientific, managerial, business, or other related discipline. An additional four (4) years of relevant experience may be substituted for the Bachelors Degree.

Administrative Assistant

Capabilities: Provides clerical and administrative services and applies appropriate technology to support office operations. Provides graphics and editorial support plus desktop publishing services.

Required Experience: Two years experience in the support of office operations including the use of appropriate desktop technology.

Required Education: High school diploma or equivalency certificate, Associates of Arts degree desirable.

Data Entry Clerk

Capabilities: Uses computer terminals or PCs to convert hard copy data into electronic format. Applies knowledge of common data capture software packages (e.g. Microsoft Excel) and various keyboards and keypads.

Required Experience: Two years experience in data entry and the use of common software packages.

Required Education: High School diploma or equivalency certificate.

Pricing for all Services.

Labor Categories under SINS 874-6 and 874-6RC	Option Period 2				
	Year 11 6/1/14 – 5/31/15	Year 12 6/1/15 – 5/31/16	Year 13 6/1/16 – 5/31/17	Year 14 6/1/17 – 5/31/18	Year 15 6/1/18 – 5/31/19
Program Manager	\$94.22	\$95.82	\$97.45	\$99.11	\$100.79
Project Manager	\$74.63	\$75.90	\$77.19	\$78.50	\$79.83
Task Manager	\$66.46	\$67.59	\$68.74	\$69.91	\$71.10
Subject Matter Expert I	\$110.00	\$111.87	\$113.77	\$115.70	\$117.67
Subject Matter Expert II	\$124.36	\$126.47	\$128.62	\$130.81	\$133.03
Subject Matter Expert III	\$138.70	\$141.06	\$143.45	\$145.89	\$148.37
Subject Matter Expert IV	\$162.70	\$165.47	\$168.28	\$171.14	\$174.05
Subject Matter Expert V	\$178.00	\$181.03	\$184.10	\$187.23	\$190.42
Subject Matter Expert VI	\$207.00	\$210.52	\$214.10	\$217.74	\$221.44
Quality Assurance Analyst	\$43.04	\$43.77	\$44.52	\$45.27	\$46.04
Junior Quality Assurance Analyst	\$39.04	\$39.70	\$40.38	\$41.06	\$41.76
Administrative Assistant	\$28.14	\$28.62	\$29.10	\$29.60	\$30.10
Data Entry Clerk	\$22.51	\$22.89	\$23.28	\$23.68	\$24.08

Service Contract Act (SCA)

Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant	01020 – Administrative Assistant	2005-2103
Data Entry Clerk	01151 – Data Entry Operator I	2005-2103