



**GENERAL SERVICES ADMINISTRATION**

**Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)  
FSC GROUP 874 CLASS R499**

**CONTRACT NUMBER:  
GS-10F-0338N**

**Note: Contractor has been awarded all SINs under the Disaster Recovery Program**

**Period Covered by Contract:  
April 11, 2003 through April 10, 2013**

**Systems Planning and Analysis, Inc.**  
2001 N. Beauregard Street, Suite 100  
Alexandria, VA 22311  
Phone: (703) 931-3500 Fax: (703) 931-9254  
www.spa.com  
Contract Administration: R. Michael Beattie  
mbeattie@spa.com

General Services Administration  
Management Services Center Acquisition Division  
Business Size: Large

DUNS Number: 07-481-4948

Pricelist current through Modification #**PO-0003**, dated **March 28, 2008**.

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.gsadvantage.gov>.



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## CUSTOMER INFORMATION

- 1a. Table of awarded special item numbers:  
**874-1/874-1RC Consulting Services**  
**874-2/874-2RC Facilitation Services**  
**874-6/874-6RC Privatization Support Services and Documentation (A-76)**  
**874-7/874-7RC Program Integration and Project Management Services**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. **Please see attached pricing.**
- 1c. Description of all commercial job titles, experience, functional responsibility, and education for those types of employees of subcontractors who will perform services. **Please see attached labor category descriptions.**
2. Maximum order: **\$1,000,000**
3. Minimum order: **\$300.00**
4. Geographic coverage (delivery area). **Domestic Only**
5. Point of production: **Systems Planning and Analysis, Inc.**  
**2001 N. Beauregard Street, Suite 100**  
**Alexandria, VA 22311**
6. Discount from list prices or statement of net price: **GSA net pricing (discounts already deducted) as shown in attached pricing.**
7. Quantity discounts: **None Offered**
8. Prompt payment terms: **None; Net 30 Days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Yes**
10. Foreign items (list items by country of origin): **None**
- 11a. Time of delivery: **As specified on the task order.**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day delivery: **Contact Contractor**
- 11d. Urgent Requirements: **Contact Contractor**
12. F.O.B. point: **Destination**

- 13a. Ordering address: **Systems Planning and Analysis, Inc.  
2001 N. Beauregard Street, Suite 100  
Alexandria, VA 22311**
- 13b. Ordering Procedures: **For supplies and services, the ordering procedures, information on Blanket Purchasing Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).**
14. Payment address: **Systems Planning and Analysis, Inc.  
2001 N. Beauregard Street, Suite 100  
Alexandria, VA 22311**
15. Warranty provision: **Contractor's standard commercial warranty**
16. Export packing charges, if applicable: **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **N/A**
19. Terms and conditions of installation (if applicable): **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **N/A**
- 20a. Terms and conditions for any other services (if applicable): **N/A**
21. List of service and distribution points (if applicable): **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive maintenance (if applicable): **N/A**
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: **N/A**
- 24b. Section 508 Compliance Information: **N/A**  
The EIT standards may be found at [www.Section508.gov](http://www.Section508.gov).
25. Data Universal Number System (DUNS) number: **07-481-4948**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registered**

**SYSTEMS PLANNING AND ANALYSIS, INC.  
MOBIS LABOR CATEGORY DESCRIPTIONS**

**GROUP LEADER**

*Overview*

Provides overall technical, business, and financial management of operating group, and relevant programs and projects. Defines program objectives and policies. Monitors daily group and program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel. Note: Group Leaders regularly function as the Program Manager for a major contract.

*Duties and Responsibilities*

- Responsible for all management activities related to a group. Performs administrative and supervisory duties required for operation of the group. Maintains an appropriate skills mix for the group and program staffs.
- Interfaces with subcontractors and consultants on technical and schedule requirements. Ensures adequacy, accuracy, and technical quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan.
- Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings.
- Performs other duties as assigned.

*Education and Experience*

Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

Category Level	Required Education and Experience
Group Leader V	PhD plus 11 years; Masters plus 18 years; Bachelors plus 25 years
Group Leader IV	PhD plus 10 years; Masters plus 16 years; Bachelors plus 21 years
Group Leader III	PhD plus 7 years; Masters plus 14 years; Bachelors plus 19 years
Group Leader II	PhD plus 5 years; Masters plus 12 years; Bachelors plus 17 years
Group Leader I	Masters plus 10 years; Bachelors plus 15 years

## **PROGRAM MANAGER**

### *Overview*

Provides overall technical, business, and financial management of programs and projects. Defines program objectives and policies. Monitors daily program operations. Reviews program effectiveness and achievements. Responsible for resource planning and staffing, and for interfacing with key client and corporate personnel.

### *Duties and Responsibilities*

- Responsible for all management activities related to a program. Performs administrative and supervisory duties required for operation of the program. Maintains an appropriate skills mix for the program staff.
- Interfaces with subcontractors and consultants on performance and schedule requirements. Ensures adequacy, accuracy, and quality of all contract deliverables. Ensures that contractual delivery orders and authorized funds are expended according to the projected spending plan.
- Identifies business opportunities with current and potential clients. Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the program, and conducts these sessions.
- Performs other duties as assigned.

### *Education and Experience*

Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural, or applied sciences.

Experienced in leading, managing, and administering contract efforts, as well as serving as the primary interface and point of contact with client managers and representatives on technical and program issues. Possesses experience in all aspects of project planning, directing, monitoring, and reporting. Has specialized experience relating to specific Government, military, or commercial systems and processes, and in interacting, communicating, and advising at the highest Government and corporate levels.

Category Level	Minimum Required Education and Experience
Program Manager V	PhD plus 10 years; or Masters plus 17 years; or Bachelors plus 24 years
Program Manager IV	PhD plus 9 years; or Masters plus 15 years; or Bachelors plus 20 years
Program Manager III	PhD plus 6 years; or Masters plus 10 years; or Bachelors plus 14 years
Program Manager II	PhD plus 2 years; or Masters plus 8 years; or Bachelors plus 10 years
Program Manager I	Masters plus 5 years; or Bachelors plus 8 years

## **BUSINESS CONSULTANT**

### *Overview*

Provides specialized policy, technical, or business analysis and advice. Applies significant educational and professional experience in the development and presentation of potential solutions and recommendations for clients. Participates as a member of study and analysis teams.

### *Duties and Responsibilities*

- Performs analytic, evaluation, and assessment duties required for successful completion of the program.
- Interfaces with client and program management on analytic and technical requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables.
- Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the program.
- Performs other duties as assigned.

### *Education and Experience*

Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, design, economics, engineering, international relations, liberal arts, math, national security, operations research, physics, planning, political science, or other social, natural or applied sciences.

Requires significant experience in consulting and providing advice to top-level decision-makers. Recognized as a Subject Matter Expert in a required policy or technical field. Experienced in analyzing and evaluating policies, systems, operations, and management problems. Possesses experience in conducting, preparing, and reviewing policy, engineering, and technical reports and other documentation. Experienced in program and contract planning and management.

Category Level	Minimum Required Education and Experience
Business Consultant II	PhD plus 18 years; or Masters plus 20 years; or Bachelors plus 25 years
Business Consultant I	PhD plus 15 years; or Masters plus 18 years; or Bachelors plus 20 years

## ANALYST

### *Overview*

Gathers, organizes, and analyzes data and information in order to present potential solutions and recommendations for clients. Develops and implements necessary tests, assessments, and analytical procedures and processes. Participates individually or as a team member on study and analysis efforts.

### *Duties and Responsibilities*

- Performs analytic and assessment duties required for successful completion of the program.
- Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables.
- Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the program.
- Performs other duties as assigned.

### *Education and Experience*

Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including accounting, business or management, decision sciences, economics, international relations, liberal arts, math, national security, planning, political science, or other social sciences.

Experienced in analyzing policies, systems, operations, and management problems. Requires knowledge of analysis techniques and tools such as policy analysis, standard accounting and financial practices, modeling and simulation, and business process reengineering. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Category Level	Minimum Required Education and Experience
Analyst VI	PhD plus 6 years; or Masters plus 12 years; or Bachelors plus 15 years
Analyst V	PhD plus 2 years; or Masters plus 10 years; or Bachelors plus 12 years
Analyst IV	Masters plus 8 years; or Bachelors plus 10 years
Analyst III	Masters plus 4 years; or Bachelors plus 6 years; or No Degree plus 10 years
Analyst II	Masters plus 1 year; or Bachelors plus 3 years; or No Degree plus 7 years
Analyst I	Bachelors plus 0 years; or No Degree plus 4 years

## **BUSINESS ENGINEER**

### *Overview*

Designs and applies advanced methods, theories, and research techniques in the investigation and solution of complex organizational systems design requirements and problems. Performs functions such as quality assurance testing, configuration management, and system integration. Participates individually or as a team member on test and evaluation efforts.

### *Duties and Responsibilities*

- Performs analytic, test, evaluation, and assessment duties required for successful completion of the program.
- Interfaces with client and program management on analytic requirements. Ensures adequacy, accuracy, and quality of relevant contract deliverables.
- Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the program.
- Performs other duties as assigned.

### *Education and Experience*

Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including design, engineering, operations research, physics, or other natural and applied sciences.

Experienced in conducting, preparing, and reviewing analyses, reports, and other documentation. Requires knowledge of conceptualizing and developing solutions, applying analytical methods, and developing test and evaluation methods. Experienced in applying engineering, scientific, or operational research principles to investigate, analyze, plan, design, develop, implement, test, or evaluate systems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Category Level	Minimum Required Education and Experience
Business Engineer VI	PhD plus 6 years; or Masters plus 12 years; or Bachelors plus 15 years
Business Engineer V	PhD plus 2 years; or Masters plus 10 years; or Bachelors plus 12 years
Business Engineer IV	Masters plus 8 years; or Bachelors plus 10 years
Business Engineer III	Masters plus 4 years; or Bachelors plus 6 years; or No Degree plus 10 years
Business Engineer II	Masters plus 1 year; or Bachelors plus 3 years; or No Degree plus 7 years
Business Engineer I	Bachelors plus 0 years; or No Degree plus 4 years

## **TRAINER**

### *Overview*

Develops, produces, and presents management, organizational and business improvement training packages and courses. Gathers, organizes, and analyzes data and information in order to tailor packages and courses to meet client requirements. Participates individually or as a team member on training efforts.

### *Duties and Responsibilities*

- Responsible for all aspects of creating and supplying off-the-shelf and customized off-the-shelf training packages and courses for clients.
- Interfaces with client and program management on training and course requirements. Ensures adequacy, accuracy, and technical quality of relevant training and course deliverables.
- Represents company at meetings, seminars, and other professional gatherings.
- Prepares material for presentations or discussions relative to progress of the program.
- Performs other duties as assigned.

### *Education and Experience*

Possesses academic degrees, professional, and/or equivalent experience in relevant work areas, including business management, course development, decision sciences, economics, liberal arts, planning, public speaking, teaching, or training.

Experienced in course and training development, design, production, and presentation. Requires knowledge of analysis techniques and tools such as management practices, modeling and simulation, and business process reengineering. Experienced in analyzing policies, systems, operations, and management problems. More senior levels require specialized experience relating to specific Government, military, or commercial systems and processes, and experience in managing projects, funds, and resources.

Category Level	Minimum Required Education and Experience
Trainer IV	PhD plus 2 years; or Masters plus 6 years; or Bachelors plus 8 years
Trainer III	Masters plus 4 years; or Bachelors plus 6 years; or No Degree plus 10 years
Trainer II	Masters plus 2 years; or Bachelors plus 4 years; or No Degree plus 7 years
Trainer I	Bachelors plus 1 year; or No Degree plus 4 years

## **SUPPORT PERSONNEL (ADMINISTRATIVE, EDITING, AND GRAPHICS)**

### *Overview*

Provides administrative and secretarial assistance for analytic and management staffs. Provides editorial, graphic design, and publication assistance for program materials, presentations, and other documents.

### *Duties and Responsibilities*

- Coordinates and participates in clerical/administrative support for an organizational segment of the company.
- Writes, edits, proofreads, and produces data for use in a wide variety of complex technical publications.
- Designs, develops and publishes graphics and illustrations for use in technical materials, manuals, and other publications, and for inclusion in software and applications development.
- Performs other duties as assigned.

### *Education and Experience*

For all positions – Possesses academic degrees, professional training, and/or equivalent experience in relevant work areas, including communications, English, journalism, liberal arts, graphic design, art, or other related fields.

For Administrative positions – Experienced in all aspects of providing technical and administrative support to the analytic and management staffs. Experienced in such areas as preparation of briefings and computer presentations, library research, administrative procedures, and document preparation. Must have knowledge of and experience with appropriate software tools.

For Editor and Graphics positions – Experienced in documentation disciplines, including technical writing, editing, layout, document development and production, and desktop publishing. Experienced in visual art and multimedia disciplines, including graphic design, illustration, photography, and video. Has knowledge and experience with equipment and software for the design and production of documents, graphics, videotape, and web documents.

Category Level	Minimum Required Education and Experience
Support Personnel IV (Admin)	Masters plus 3 years; Bachelors plus 8 years
Support Personnel III (Admin)	Bachelors plus 5 years; or Associates plus 8 years; or No Degree plus 10 years
Support Personnel III (Graphics)	Bachelors plus 4 years; or Associates plus 7 years; or No Degree plus 9 years
Support Personnel III (Editor)	Masters plus 1 year; or Bachelors plus 2 years; or Associates plus 5 years
Support Personnel II (Admin)	Bachelors plus 2 years; or Associates plus 4 years; or No Degree plus 5 years
Support Personnel II (Graphics)	Bachelors plus 0 years; or Associates plus 3 years; or No Degree plus 4 years
Support Personnel I (Admin)	Associates plus 1 year; or No Degree plus 2 years
Support Personnel I (Graphics)	No Degree plus 2 years

**SYSTEMS PLANNING AND ANALYSIS, INC.  
FAS AUTHORIZED SCHEDULE PRICELIST**

**GSA Pricing for SINs 874-1, 874-2, 874-6, and 874-7**

<b>Labor Category</b>	<b>4/11/08 - 4/10/2009 GSA Rate</b>	<b>4/11/09 - 4/10/2010 GSA Rate</b>	<b>4/11/10 - 4/10/2011 GSA Rate</b>	<b>4/11/11 - 4/10/2012 GSA Rate</b>	<b>4/11/12 - 4/10/2013 GSA Rate</b>
Group Leader V	\$216.10	\$225.82	\$235.99	\$246.61	\$257.70
Group Leader IV	\$203.47	\$212.63	\$222.19	\$232.19	\$242.64
Group Leader III	\$197.86	\$206.76	\$216.07	\$225.79	\$235.95
Group Leader II	\$183.12	\$191.36	\$199.98	\$208.97	\$218.38
Group Leader I	\$176.14	\$184.06	\$192.34	\$201.00	\$210.04
Program Manager V	\$163.98	\$171.36	\$179.07	\$187.13	\$195.55
Program Manager IV	\$155.17	\$162.15	\$169.45	\$177.08	\$185.04
Program Manager III	\$144.14	\$150.63	\$157.41	\$164.49	\$171.89
Program Manager II	\$132.49	\$138.46	\$144.69	\$151.20	\$158.00
Program Manager I	\$122.36	\$127.87	\$133.62	\$139.64	\$145.92
Business Consultant II	\$163.98	\$171.36	\$179.07	\$187.13	\$195.55
Business Consultant I	\$144.14	\$150.63	\$157.41	\$164.49	\$171.89
Analyst VI	\$132.49	\$138.46	\$144.69	\$151.20	\$158.00
Analyst V	\$122.36	\$127.87	\$133.62	\$139.64	\$145.92
Analyst IV	\$112.48	\$117.55	\$122.84	\$128.36	\$134.14
Analyst III	\$101.62	\$106.20	\$110.97	\$115.97	\$121.19
Analyst II	\$90.17	\$94.23	\$98.47	\$102.90	\$107.53
Analyst I	\$79.42	\$83.00	\$86.73	\$90.64	\$94.71
Business Engineer VI	\$132.49	\$138.46	\$144.69	\$151.20	\$158.00
Business Engineer V	\$122.36	\$127.87	\$133.62	\$139.64	\$145.92
Business Engineer IV	\$112.48	\$117.55	\$122.84	\$128.36	\$134.14
Business Engineer III	\$101.62	\$106.20	\$110.97	\$115.97	\$121.19
Business Engineer II	\$90.17	\$94.23	\$98.47	\$102.90	\$107.53
Business Engineer I	\$79.42	\$83.00	\$86.73	\$90.64	\$94.71
Trainer IV	\$114.50	\$119.66	\$125.04	\$130.67	\$136.55
Trainer III	\$90.17	\$94.23	\$98.47	\$102.90	\$107.53
Trainer II	\$78.58	\$82.12	\$85.81	\$89.67	\$93.71
Trainer I	\$67.36	\$70.39	\$73.55	\$76.86	\$80.32
Support Personnel IV-Admin	\$68.67	\$71.77	\$74.99	\$78.37	\$81.90
Support Personnel III-Admin	\$63.09	\$65.93	\$68.90	\$72.00	\$75.24
Support Personnel III-Graphics	\$58.52	\$61.15	\$63.90	\$66.78	\$69.78
Support Personnel III-Editor	\$101.62	\$106.20	\$110.97	\$115.97	\$121.19

**GSA Pricing for SINs 874-1, 874-2, 874-6, and 874-7**

<b>Labor Category</b>	<b>4/11/08 - 4/10/2009 GSA Rate</b>	<b>4/11/09 - 4/10/2010 GSA Rate</b>	<b>4/11/10 - 4/10/2011 GSA Rate</b>	<b>4/11/11 - 4/10/2012 GSA Rate</b>	<b>4/11/12 - 4/10/2013 GSA Rate</b>
Support Personnel II-Admin	\$52.71	\$55.08	\$57.56	\$60.15	\$62.85
Support Personnel II-Graphics	\$55.43	\$57.92	\$60.53	\$63.25	\$66.10
Support Personnel I-Admin	\$35.78	\$37.39	\$39.08	\$40.83	\$42.67
Support Personnel I-Graphics	\$42.10	\$43.99	\$45.97	\$48.04	\$50.20