

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Supply Service**

### *Authorized Federal Supply 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

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

**Federal Supply Group:** 874      **Class:** R499

**Contract Number:** GS-10F-0182N

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

**Contract Period:** January 06, 2003 through January 05, 2013

**Contractor:** Valador VA, Inc.

560 Herndon Parkway, Suite 300  
Herndon, VA 20170

**Business Size:**

Small, Service-Disabled, Veteran-Owned Small  
Business

**Telephone:** (703) 435.9155

**Extension:**

**FAX Number:** (703) 435.9655

**Web Site:** [www.valador.com](http://www.valador.com)

**E-mail:** Kevin.mabie@valador.com

**Contract Administration:** Kevin Mabie

## **CUSTOMER INFORMATION:**

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1, 874-2, 874-6 and 874-7
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (delivery Area):** Domestic only

5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** 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:** will Accept Over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as company address
- 13b. **Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSAJFSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).**
14. **Payment address(es):**
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. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):
- 24b. If applicable, indicate that 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: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: 03-2042827
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

	1/6/03 -1/05/04	1/06/04 - 1/05/05	1/06/05 -1/05/06	1/06/06 -1/05/07	1/06/07 -1/06/08
	Year 1	Year 2	Year 3	Year 4	Year 5
Administrative Assistant I	\$38.00	\$39.42	\$41.00	\$42.63	\$44.34
Administrative Assistant II	\$42.75	\$44.35	\$46.12	\$47.97	\$49.88
Management Consultant I	\$123.75	\$128.38	\$133.52	\$138.85	\$144.41
Management Consultant II	\$168.75	\$175.06	\$182.06	\$189.35	\$196.92
Sr. Management Consultant	\$206.25	\$213.96	\$222.52	\$231.42	\$240.68
Executive Management Consultant I	\$236.00	\$244.83	\$254.62	\$264.81	\$275.40
Executive Management Consultant II	\$264.00	\$273.87	\$284.83	\$296.22	\$308.07
Sr. Executive Management Consultant	\$300.00	\$311.22	\$323.67	\$336.62	\$350.08
Technical Matter Specialist I	\$104.50	\$108.41	\$112.75	\$117.26	\$121.94
Technical Matter Specialist II	\$187.50	\$194.51	\$202.29	\$210.38	\$218.80
Subject Matter Expert I	\$157.50	\$163.39	\$169.92	\$176.73	\$183.79
Subject Matter Expert II	\$191.25	\$198.40	\$206.34	\$214.59	\$223.18
Functional Analyst I	\$92.00	\$95.44	\$99.26	\$103.23	\$107.36
Functional Analyst II	\$142.50	\$147.83	\$153.74	\$159.89	\$166.28
Functional Analyst III	\$168.75	\$175.06	\$182.06	\$189.35	\$196.92
Principal Analyst	\$168.75	\$175.06	\$182.06	\$189.35	\$196.92
Senior Analyst	\$142.50	\$147.83	\$153.74	\$159.89	\$166.28
Senior Program Analyst	\$191.75	\$198.92	\$206.88	\$215.15	\$223.76
Technical Writer	\$92.00	\$95.44	\$99.26	\$103.23	\$107.36
Business Specialist	\$99.75	\$103.48	\$107.62	\$111.93	\$116.40

<b>Option Period Price List</b>	1/6/08 - 1/5/09	1/6/09-1/05/10	1/06/10-1/05/11	1/6/11-1/5/12	1/06/12-1/05/13
	Opt Year 1	Opt Year 2	Opt Year 3	Opt Year 4	Opt Year 5
Administrative Assistant I	\$46.11	\$47.95	\$49.87	\$51.86	\$53.93
Administrative Assistant II	\$51.88	\$53.96	\$56.12	\$58.36	\$60.69
Management Consultant I	\$150.19	\$156.20	\$162.45	\$168.95	\$175.71
Management Consultant II	\$204.80	\$212.99	\$221.51	\$230.37	\$239.58
Sr. Management Consultant	\$250.31	\$260.32	\$270.73	\$281.56	\$292.82
Executive Management Consultant I	\$286.42	\$297.88	\$309.80	\$322.19	\$335.08
Executive Management Consultant II	\$320.39	\$333.21	\$346.54	\$360.40	\$374.82
Sr. Executive Management Consultant	\$364.08	\$378.64	\$393.79	\$409.54	\$425.92
Technical Matter Specialist I	\$126.82	\$131.89	\$137.17	\$142.66	\$148.37
Technical Matter Specialist II	\$227.55	\$236.65	\$246.12	\$255.96	\$266.20
Subject Matter Expert I	\$191.14	\$198.79	\$206.74	\$215.01	\$223.61
Subject Matter Expert II	\$232.11	\$241.39	\$251.05	\$261.09	\$271.53
Functional Analyst I	\$111.65	\$116.12	\$120.76	\$125.59	\$130.61
Functional Analyst II	\$172.93	\$179.85	\$187.04	\$194.52	\$202.30
Functional Analyst III	\$204.80	\$212.99	\$221.51	\$230.37	\$239.58
Principal Analyst	\$204.80	\$212.99	\$221.51	\$230.37	\$239.58
Senior Analyst	\$172.93	\$179.85	\$187.04	\$194.52	\$202.30
Senior Program Analyst	\$232.71	\$242.02	\$251.70	\$261.77	\$272.24
Technical Writer	\$111.65	\$116.12	\$120.76	\$125.59	\$130.61
Business Specialist	\$121.06	\$125.90	\$130.94	\$136.18	\$141.63

## **ADMINISTRATIVE ASSISTANT I**

Experience – At least one (1) year administrative experience within the industry.

Functional Responsibility – The Administrative Assistant I works under close supervision in performing various administrative duties/tasks of a moderately complex nature, and assists in selected tasks of a more complex nature. He or she performs administrative functions related to management policies and general project operations.

Education – High School.

## **ADMINISTRATIVE ASSISTANT II**

Experience – Generally two (2) years administrative experience within the industry.

Functional Responsibility – The Administrative Assistant II works under general supervision in performing moderately complex administrative duties and assists in specific tasks of a more complex nature. He or she performs administrative functions related to management policies and general project operations.

Education – High School.

## **MANAGEMENT CONSULTANT I**

Experience – Four to seven (4-7) years of experience within the industry with at least three (3) years in the specified functional area.

Functional Responsibility –Subject matter specialist who analyzes user needs to determine functional requirements as they apply to IT systems or solutions. He or she works as a member of a team and demonstrates superior oral and written communications skills.

Education – Bachelor Degree

## **MANAGEMENT CONSULTANT II**

Experience – Eight to ten (8-10) years of experience within the industry with at least three (3) years in the specified functional area.

Functional Responsibility –Subject matter specialist who analyzes user needs to determine functional requirements as they apply to IT systems or solutions. He or she works as a member of a team and demonstrates superior oral and written communications skills.

Education – Bachelor Degree

## **SENIOR MANAGEMENT CONSULTANT**

Experience – Fifteen (15) or more years of experience within the industry.

Functional Responsibility –The Consultant II serves as the senior technical architect or advisor for strategies for designing and implementing large-scale, highly complex systems involving information processing, communications, and networking. He or she is knowledgeable of state-of-the-art or emerging technologies and methodologies.

Education – M.S. degree in an associated technical discipline or the equivalent years in experience.

## **EXECUTIVE MANAGEMENT CONSULTANT I**

Experience – Ten (10) or more years experience in business management consulting, of which eight (8) or more include business process reengineering; a minimum of six (6) years of demonstrated specialized experience in consulting with executive management and in managing projects for organizational transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign.

Functional Responsibility – This Executive Consultant II defines, plans, and leads complex, enterprise-wide Business Reengineering engagements. He or she oversees Business Reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. He or she manages

teams of client and reengineering specialists on projects and applies Business Reengineering approaches and techniques including strategic planning, business information planning, enterprise information requirements analysis, activity based costing, economic analysis, information technology architecture design, and change management to effect organizational change and improve organizational performance. The Expert provides solution options and creates and manages plans for reengineering implementation as required.

Education – M.S./M.A. in an associated discipline.

## **EXECUTIVE MANAGEMENT CONSULTANT II**

Experience – Fifteen (15) or more years experience in business management consulting, of which ten (10) or more include business process reengineering; a minimum of six (6) years of demonstrated specialized experience in consulting with executive management and in managing projects for organizational transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign.

Functional Responsibility – This Executive Consultant II defines, plans, and leads complex, enterprise-wide Business Reengineering engagements. He or she oversees Business Reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. He or she manages teams of client and reengineering specialists on projects and applies Business Reengineering approaches and techniques including strategic planning, business information planning, enterprise information requirements analysis, activity based costing, economic analysis, information technology architecture design, and change management to effect organizational change and improve organizational performance. The Expert provides solution options and creates and manages plans for reengineering implementation as required.

Education – M.S./M.A. in an associated discipline.

## **SENIOR EXECUTIVE MANAGEMENT CONSULTANT I**

Experience – Fifteen (15) or more years of functional experience within the industry.

Functional Responsibility – The Senior Executive Consultant I is a subject matter specialist who analyzes user needs to determine functional requirements as they apply to IT systems or solutions. He or she works with technical analysts and engineers to incorporate the functional requirements into new or existing systems and may remain involved through the design and final implementation of the resulting systems. The Functional Expert demonstrates exceptional oral and written communications skills.

Education – Bachelor Degree

## **TECHNICAL MATTER SPECIALIST I**

Experience - Two years (2) of experience in a area of technology such as: Client/Server, data warehousing/data mining, Internet, Intranets/Extranets, communications network computing, object oriented development, or workflow/document management. Exposure to, or familiarity with, Government or industry processes, procedures, standards, methodologies, or tools as relative to the assignment.

Functional Responsibility - Provides supervised assistance for assignments in specialized technology areas that can include, but is not limited to, elements such as: research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, development, integration, testing, installation, performance tuning, deployment, or maintenance. Interfaces with users during the support process. May assist with strategic or tactical planning to justify, market, or manage the technology needed for successful business operations. May support user training. Contributes to technical documentation. Assists with technical presentations. Uses basic elements of applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases to perform assigned tasks. Complies with the standards and organization requirements relative to specific assignments.

Education - Bachelor Degree

## **TECHNICAL MATTER SPECIALIST II**

Experience - Ten years (10) of experience in a specialized area of technology such as: Client/Server, data warehousing/data mining, Internet, Intranets/Extranets, communications network computing, object oriented development, or workflow/document management. Experience with Government or industry processes, procedures, standards, methodologies, or tools relative to the assignment.

Functional Responsibility - Provides expert-level support in specialized technology areas that can include, but is not limited to, elements such as: research, studies, requirements/specifications definition, analysis, assessments, planning, acquisition, design, development, integration, testing, installation, performance tuning, deployment, or maintenance. Interfaces with users at all levels during the support process. Supports strategic or tactical planning to justify, market, or manage the technology needed for successful business operations. Provides user or subordinate training, as required. Authors technical documentation. Provides technical presentations. Works with other disciplines as required to achieve the best solution. Uses applicable methodologies, modeling/estimating techniques, tools, applications, systems, software, or databases at advanced levels to perform assigned tasks. Ensures compliance with the standards and organization requirements relative to specific assignments. May lead or manage a technical project.

Education – Bachelor Degree

## **SUBJECT MATTER EXPERT I**

Experience – Eight years (8) experience with intensive and progressive experience that includes six years (6) in a specialized area. Specialized experience includes: knowledge in support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and

implementation plan development and programming using manual and automated tools and methods, such as I-CASE tools.

**Functional Responsibility** - Provides high level functional and systems analysis, design integration, documentation, and implementation advice on exceptionally complex studies, which require an expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Applies higher level mathematical principles and methods to engineering and other physical sciences to arrive at automated solutions.

Education - Bachelor Degree

## **SUBJECT MATTER EXPERT II**

**Experience** - Ten years (10) of experience with intensive and progressive experience that includes eight years (8) in a specialized area. Specialized experience includes: support analysis, systems analysis, design, data, rule and process modeling, data dictionary development and implementation plan development and programming using manual and automated tools and methods, such as I-CASE tools.

**Functional Responsibility** - Provides high level functional and systems analysis, design, integration, documentation, and implementation advice on exceptionally complex studies which require expert knowledge of the subject matter for effective problem solution. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Oversees the design and preparation of technical reports and related documentation.

Education - Bachelor Degree

## **FUNCTIONAL ANALYST I**

**Experience** – Four years (4) experience that includes Two years (2) in a specialized area. Specialized experience includes: performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

**Functional Responsibility** - Responsible for identifying and documenting all specific functional requirements associated with implementing the application. Develops a comprehensive functional description of current and future system and process requirements through structured interviews, focus groups, documentation review and other data gathering techniques. Interfaces with technical personnel to identify specific system requirements and risks. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.

Education - Bachelor degree

## **FUNCTIONAL ANALYST II**

Experience – Six years (6) experience that includes three years (3) in a specialized area. Specialized experience includes: performing functional allocation to identify required tasks and their interrelationships. Provides technical assistance on complex projects. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time and form of desired results. Identifies resources required for each task. Demonstrates exceptional oral and written communication skills.

Functional Responsibility - Responsible for identifying and documenting all specific functional requirements associated with implementing the application. Develops a comprehensive functional description of current and future system and process requirements through structured interviews, focus groups, documentation review and other data gathering techniques. Interfaces with technical personnel to identify specific system requirements and risks. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.

Education - Bachelor degree

## **FUNCTIONAL ANALYST III**

Experience – Ten years (10) experience that includes Five years (5) in a specialized area. Specialized experience includes: systems requirements and/or developing functional requirements for complex integrated information systems business processes and/or programs. Responsible for feasibility studies, time and cost estimates, and the establishment and implementation of new or revised applications systems and programs. Assists in projecting software and hardware requirements. Demonstrates the ability to work independently. Shows leadership skills and has led a team on three successful projects. Has current knowledge of functions being developed or automated.

Functional Responsibility - Analyzes user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required to complete each task. Works directly with agency/organization functional staff members to identify specific application views and data requirements to ensure that the final system incorporates required functionality.

Education - Bachelor Degree

## **PRINCIPAL ANALYST**

Experience – Eight to ten years (8-10) of experience within the industry with at least three years (3) in the specified functional area.

Functional Responsibility - Through self-directed activities, influences the strategic direction of the customer. Applies knowledge of the entire customer organization to recommend and coordinate the development, enhancement, and maintenance of a customer's business systems, processes, and products. Develops innovative business solutions using information technology and knowledge of customer business and industry trends. Leads teams on large projects, studies, and implementations. Leverages industry knowledge and customer relationships to identify new business opportunities that make the customer successful. Presents the results of business studies to customer senior management. Promotes and directs process improvement activities and training of peers and customers.

Education – Bachelor's degree

## **SENIOR ANALYST**

Experience – Four to seven years (4-7) of experience within the industry with at least three years (3) in the specified functional area.

Functional Responsibility - Under general direction, supports the development, enhancement, and maintenance of business solutions using information technology based on customer needs. Acts as a liaison between customers and other support groups to identify business processes, systems, and product requirements. Documents customer specifications and interacts with other support groups to apply understanding of customer's business. Supports aspects of the business cycle including proposals, feasibility studies, implementations, and new business development. Plans and leads customer projects with some guidance. Anticipates, researches, identifies, and develops solutions to customer problems. Participates in training activities for peers and customers. Initiates measures to eliminate non-value added activities through process improvement.

Education – Bachelor's degree

## **SENIOR PROGRAM ANALYST**

Experience - Eight years (8) of technical experience in applications software development, three years (3) of which are in systems analysis and one year which is acting as technical lead to a team of programmers/analysts. Has a good understanding of the business or function for which the application is designed.

Functional Responsibility - Plans, directs and monitors the work of team members. Sets priorities to meet the needs of users. Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Designs, codes, tests,

debugs, and documents those programs. May be involved in related areas such as database design/management, evaluation of commercial off-the-shelf (COTS) products, and analysis of network hardware/software issues. May direct the work of other systems analysts and programmers. This skill is qualified to operate in advanced technical environments that include C++, Client/Server, Oracle, Power Builder, Visual Basic, JAVA, and other source code requirements.

Education – Bachelor's degree

## **TECHNICAL WRITER**

Experience - Five years (5) experience in writing, designing, editing, and preparing business or technical documentation, to include independent and creative writing. Experience with and thorough knowledge of Department of Defense (DoD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment. Experience with processing new or special project material. Experience in material verification through consultation with subject matter specialists/experts or independent research. Experience in managing copy preparation through production.

Functional Responsibility - Responsible for supervising and/or performing documentation design, development, and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Works with all levels of management, technical personnel, authors, and subject matter experts to define documentation content, guidelines, specifications, and development schedules. May establish, staff, and supervise documentation project teams. Can estimate, negotiate, and acquire required inventory for production cycles. Prepares required documentation in an appropriate format. Supports configuration management or quality assurance standards and may determine compliance levels. Reviews and analyzes the data and user requirements to ensure that documentation is clear, concise, and valid. Performs substantive editing that ensures document organization and quality. Confirms the adequacy of material submitted for publication or final product quality. Ensures that documents follow the appropriate style guide and may develop project-specific style guide supplements. Can manage or supervise production cycle activities, including resource coordination, through document delivery and maintenance.

Education – Bachelor's degree

## **BUSINESS SPECIALIST**

Experience - Four to seven years (4-7) of experience within the industry with at least three years (3) in the specified functional area.

Functional Responsibility - Includes all work efforts supporting programs/projects that is identified as business and financial management in nature, including but not limited to program/project control, finance and accounting, program/project planning and scheduling, cost estimating and budget development. Performs complex evaluations of existing procedures,

processes, techniques, models, and/or systems related to management problems or contractual issues that generally require a written report including recommended solutions. Principal duties may include, but are not limited to: developing work breakdown structures; preparing program/project cost estimates and budgets; establishing program/project resource allocations and activity schedules; preparing charts, tables, graphs, and diagrams to assist in analyzing problems; collecting and analyzing program/project cost/schedule/technical performance metrics, etc. Provides daily supervision and direction to administrative/management support staff. May perform other business/financial management duties as assigned.

Education: Associates degree