



(i) **GENERAL SERVICES ADMINISTRATION**

Federal Supply Service

Authorized Federal Supply Schedule Price List

Online 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 address for GSA Advantage! is www.gsa.gov/advantage.

Schedule Title: **Schedule 874 (MOBIS)**

FSC Group, Part, and Section or Standard Industrial Group (as applicable): FSC Class(es) /Product code(s) and/or Service Codes (as applicable): **874**

Contract Number: **GS-10F-0010T**

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

Contract period: **October 10, 2006 – October 9, 2011**

Contractor's name, address, and phone number: **Growth Transitions, Inc. (GTI) d/b/a/ Maher & Maher, Parkway 100 Corporate Park, 3535 Route 66, Building 4, Neptune, NJ 07753, (732) 918-8000 ext 236, fax (732) 918-9059**

Contractor's internet address/web site where schedule information can be found (where applicable): www.mahernet.com

Contract Administration Source: **Bob Jacques, Operations Manager, Growth Transitions, Inc. (GTI) d/b/a/ Maher & Maher, 100 Parkway Corporate, 3535 Route 66, Bldg 4, Neptune, NJ 07753, (732) 918-8000 ext 236, fax (732) 918-9059**

Business size: **Small Business**



(ii.) CUSTOMER INFORMATION

- 1a. Table of awarded special interest item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN(s) 874-1 Consulting Services

SIN(s) 874-2 Facilitation 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. 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 lowest price, and cite the areas to which the prices apply. See below in I and II.
- 1c. See below in I and II.
- 2. Maximum Order: \$1,000,000
- 3. Minimum order: \$300
- 4. Delivery Area: 48 contiguous states
- 5. Point(s) of production: Parkway 100 Corporate Park, 3535 Route 66, Building #4, Neptune, New Jersey 07753
- 6. Discount from list prices or statement of net price: See below
- 7. Quantity discounts: 1% off total invoice for over \$100,000
- 8. Prompt Payment terms: 1% ten 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: No
- 10. Foreign items: N/A
- 11a. Time of Delivery. 30 days after receipt of order (ARO) or depending on the task order
- 11b. Expedited Delivery. Contact Contractor.
- 11c. Overnight and 2-day delivery. Contact Contractor.
- 11d. Urgent Requirement. Contact Contractor.



12. F.O.B. point(s). Destination

- 13a. Ordering address (es). Maher & Maher, Parkway 100, 3535 Route 66, Building #4, Neptune, New Jersey 07753
- 13b. Ordering procedures. Orders will be accepted by fax, email or hard copy.
14. Payment address (es). Same as 13a.
15. Warranty provision. N/A
16. Export packing charges, if applicable. N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None
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). N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EOIT) 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/.
25. Data Universal Number System (DUNS) number. 036796498
26. Notification regarding registration in Central Contractor Registration (CCR) database. Active in CCR
27. Uncompensated Overtime. In accordance with clause 52.237-10, Maher & Maher will never prepare and submit a proposal that projects unrealistically low labor rates and that do not demonstrate cost realism. Additionally, the company will not plan nor prepare its work schedules or practices to mandate or provide for uncompensated overtime for its employees.



I. Subject: MOBIS GSA Schedule Negotiated Labor Hour Category Net Pricing for SINs 874-1 and 874-2 for Contract Years 1-5

Labor Hour Category	Year 1	Year 2	Year 3	Year 4	Year 5
Director/Principal	\$211.91	\$218.27	\$224.82	\$231.56	\$238.51
Program Manager	\$152.00	\$156.56	\$161.26	\$166.10	\$171.08
Consultant/Sr. Program Analyst	\$151.35	\$155.89	\$160.57	\$165.39	\$170.35
Analyst	\$94.70	\$97.54	\$100.47	\$103.48	\$106.58
Instructional Designer	\$88.81	\$91.47	\$94.21	\$97.04	\$99.95
Facilitator I	\$126.45	\$130.24	\$134.15	\$138.17	\$142.32
Facilitator II	\$62.55	\$64.43	\$66.36	\$68.35	\$70.41
Project Manager	\$94.95	\$97.80	\$100.73	\$103.75	\$106.86
Web Programmer	\$81.46	\$83.90	\$86.42	\$89.01	\$91.68
Knowledge Manager	\$53.79	\$55.40	\$57.06	\$58.77	\$60.53
Editor/QA	\$62.66	\$64.54	\$66.48	\$68.47	\$70.52
Documentation Specialist	\$54.98	\$56.63	\$58.32	\$60.07	\$61.87
Admin Support	\$39.12	\$40.29	\$41.50	\$42.74	\$44.02

Notes:

1. Pricing includes .75% IFF
2. Escalation for years 2-5 is based on a negotiated fixed rate of 3% in accordance with clause I-FSS-969

II. Subject: Labor Hour Category Descriptions

Director/Principal

Education: Bachelor’s Degree, Master’s Degree preferred



Specialized Experience: 12-15 years of experience in the field. Demonstrates expertise in a variety of the field’s concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Plans and directs all aspects of an organization’s policies, objectives and initiatives. Responsible for the short- and – long term profitability and growth of the company. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. May preside over board of directors.

Manager (Program)

Education: Bachelor’s degree minimum, Master’s degree preferred.

Specialized Experience: At least 7-10 years of experience in the field directly related to the required area of expertise.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensures responsiveness and achieve successful performance; this may include subject matter and unique technical knowledge. Assists in analysis, evaluation, and implementation of systems. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project.

Consultant/Senior Program Analyst

Education: Bachelor’s degree, Master’s degree preferred.

Specialized Experience: At least 5-7 years of experience in the field directly related to the required area of expertise.

Duties: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications.

Analyst

Education: Bachelor’s degree.



Specialized Experience: Requires a minimum of 2 to 3 years experience in the appropriate area.

Duties: Provides task unique functional expertise necessary to interpret requirements, ensures responsiveness and achieve successful performance; this may include subject matter and unique technical knowledge. Assists in analysis, evaluation, and implementation of systems.

Facilitator I

Education: Bachelor’s degree

Specialized Experience. 5 Years related experience. Experience in planning, Designing and conducting focus groups, forums and meetings to include developing agendas, use problem solving techniques, design and development of forum process and materials, including agendas. Experiences in recording meetings, analyzing data and preparing final reports.

Duties: Oversees and manages facilitation efforts, including the planning, design and conduct of collaborative efforts, working groups, or integrated product, process and self directed teams. Oversees the development of agendas, recordation of meetings, analysis of data and preparation of final reports and meeting materials. Facilitates and leads groups and provides meeting leadership and problem solving techniques. Oversees facilitators

Facilitator II

Education: Bachelor’s degree.

Specialized Experience: 2 years related experience. Experience in planning, designing and conducting focus groups, forums and meetings to include developing agendas, use of problem solving techniques, design and development of forum process and materials, including agendas.

Duties: Plans, designs and conducts collaborative efforts, working groups, or integrated product, process or self- directed teams. Develops agendas, records meetings, analyzes data and prepare final reports and meeting materials. Facilitates and leads groups and provides meeting leadership and problem solving techniques. Provides logistical meeting/conference support.



Project Manager

Education: Bachelor’s degree.

Specialized Experience: At least 3 years of experience. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities and monitors and summarizes progress of project. Prepares reports for upper level management regarding status of project. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Instructional Designer

Education: Bachelor’s degree.

Specialized Experience: 2 to 5 years of experience. Familiar with a variety of the field’s concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Designs and conducts company training programs. Monitors and reports the effectiveness of training on employees during the orientation period and for career development. May be involved in initial plan design and existing plan enhancements. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to an executive or head of a unit /department. A wide variety of creativity and latitude is expected.

Web Programmer

Education: Associate’s degree. Bachelor’s degree preferred.

Specialized Experience: At least 2 years of experience in the field or in related area. Familiar with standard concepts, practices and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals.

Duties: Produces graphic sketches, designs, and copy layouts for online content. Determines size and arrangement of illustrative material and copy, selects style and size of type, arranges layout based upon space available, knowledge of layout principles, and



aesthetic design concepts. Performs a variety of tasks. Works under general supervision; typically reports to a manager. A certain degree of creativity and latitude is required.

Knowledge Manager

Education: Bachelor's degree.

Specialized Experience: 2 to 4 years of experience in the field or related area. Familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Manages intellectual property content and/or contents/projects related to the Web Sites/portals. Follows processes to ensure that all documents meet established content standards and works with necessary staff to assess any technical challenges in posting or archiving the content. Performs a variety of tasks. May sometimes lead and direct the work of others. Typically reports to management. Strong organizational skills and an adherence to established standards are expected.

Editor/QA

Education: Bachelor's degree.

Specialized Experience: 2 to 4 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices and procedures. Relies on extensive experience and judgment to plan and accomplish goals.

Duties: Writes, edits, proofreads, and copyedits a variety of documents. Plans and prepares content for dissemination. Ensures that all documents meet established content standards. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Documentation Specialist

Education: Associate's degree, Bachelor's degree preferred.

Specialized Experience: 1 to 2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.



Duties: Prepares and/or maintains documentation pertaining to programming, systems operation and user documentation. Translates business specifications into user documentation. Plans, writes and maintains systems and user support documentation efforts, including online help screen. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Admin Support

Education: Requires a high school diploma. Associate’s degree preferred.

Specialized Experience: 0 to 2 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Duties: Performs a variety of administrative functions. Schedules appointments, gives information to callers, and takes dictation. Composes memos, transcribes notes and researches and creates presentations. Generates reports, handles multiple projects and prepares and monitors invoices and expense reports. May assist with compiling and developing the annual budget. Works under immediate supervision. Typically reports to a supervisor or manager.