

**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 are available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**SCHEDULE 874: MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

Federal Supply Class: 874

SIN: 874-1/874-1 RC  
874-2/874-2 RC  
874-7/874-7 RC

Contract Number: GS-10F-0040V  
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Contract Period: December 9, 2008 - December 8, 2013

Contractor: ATCS, P.L.C.

Point of Contact: William A. Caruthers, P.E., President  
E-MAIL: [bcaruthers@atcsplc.com](mailto:bcaruthers@atcsplc.com)  
TEL: 703-430-7500  
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WEB: [www.atcsplc.com](http://www.atcsplc.com)

Business Size: Large

ATCS, PLC is a professional consulting, facilitation, and program management firm providing nationwide strategic planning, performance budgeting, organizational assessments, emergency management an preparedness, acquisition planning, business modeling, quality assurance, infrastructure technical support, customized training, alternative dispute resolution, meeting/agenda planning, and decision process development, as well as other non-management consulting services such as site/infrastructure development, surveying, water resources, from its four offices in Virginia and Maryland. ATCS' commitment to personalized services, prompt and reliable response, and a cost effective approach has earned ATCS a solid reputation and many repeat clients during its 17 years in operation.

## INFORMATION FOR ORDERING ACTIVITIES

- 1a. **Awarded SIN:** 874-1/874-1 RC – MOBIS Consulting Services  
874-2/874-2 RC – MOBIS Facilitation Services  
874-7/874-7 RC – MOBIS Program/Project Management Services
- 1b. **Lowest Priced Item:** SIN 874-1 Administrative Specialist at \$54.73 per hour  
SIN 874-2 Administrative Specialist at \$54.73 per hour  
SIN 874-7 Administrative Specialist at \$54.73 per hour
2. **Maximum Order Limitation:** All SINs - \$1,000,000
3. **Minimum Order:** \$300
4. **Scope of Delivery:** CONUS, plus Alaska, Hawaii and Puerto Rico
5. **Point of Production:** Herndon, VA (Fairfax County)
6. **Discounts:** Prices Shown are Net
7. **Volume Discounts:** 2% discount on orders over \$250,000
8. **Prompt Payment:** 0.5% - 10 Days
- 9a. **Credit Cards are accepted for all orders.**
10. **Foreign Items:** None
11. **Delivery Time:**
  - a. Normal – As Agreed upon with ordering activity
  - b. Expedited – Contact Contractor for availability
  - c. Overnight and 2-day delivery - Contact Contractor for availability
  - d. Urgent Requirements – Contact Contractor for availability
12. **FOB:** Destination
13. **Ordering Address:** 2553 Dulles View Drive  
Suite 300  
Herndon, VA 20171  
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 GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules))
14. **Payment Address:** 2553 Dulles View Drive  
Suite 300  
Herndon, VA 20171
15. **Warranty:** Standard Commercial Warranty
16. **Export packing charges, if applicable:** Not Applicable

- 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):** Not Applicable
- 19. **Terms and conditions of installation (if applicable):** Not Applicable
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
- 21. **List of service and distribution points (if applicable):** Not Applicable
- 22. **List of participating dealers (if applicable):** Not Applicable
- 23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 25. **DUNS:** 861012433
- 26. **CCR Registration:** Yes (Cage: 3Y9V5)
- 27. **Uncompensated Overtime** - overtime will not be charged to Federal Agencies.

## Management Services Rate Sheet

<b>Labor Category</b>	<b>Negotiated GSA Prices (Including IFF)</b>
Program Manager	\$257.04
Project Manager II	\$224.79
Project Manager I	\$201.90
Senior Consultant II	\$191.56
Senior Consultant I	\$182.76
Consultant	\$172.01
Senior Facilitator	\$155.40
Facilitator	\$141.71
Technician	\$134.87
Technical Writer	\$83.07
Administrative Specialist	\$54.73

**JOB TITLE: Program Manager**

**Minimum/General Experience:** 15 years.

**Functional Responsibility:** Provides comprehensive team management of large complex multidisciplinary, multitask, integrated services for a single project or multiple projects. Interfaces with client management personnel, managers, and customer agency representatives relating to engagement management and scope. Responsible for formulating and enforcing work standards, assigning staff schedules, reviewing work quality, communicating policies, purposes and goals of the organization to subordinates. The Program Manager shall have demonstrated capability in the overall management of complex tasks, and strong team building skills. Responsible for the administration and complete performance of all phases of a project within the specifications of the contract and in a manner that satisfies the client and fulfills the performance standards of the company. Plans, directs and supervises all technical, fiscal and administrative functions of a project, including coordinating the responsibilities and task assignments of key project personnel. Develops budgets, schedules and plans for the various. Oversees all work and takes corrective action as necessary to ensure project success. May also serve as the technical lead.

**Minimum Education:** Advanced educational Masters Degree, and licensed as an engineer, master planner, urban planner, or architect.

**JOB TITLE: Project Manager II**

**Minimum/General Experience:** 10 years.

**Functional Responsibility:** Point of contact for the daily management and leadership of business, technical and personnel for individual projects. The Project Manager will work with and lead the members of the client team and is responsible for specific project deliverables. They make a significant contribution to the generation of client solutions in their respective fields. Directs or provides expertise in senior client presentations. Develops, maintains, and extends relationships with clients at top executive levels. Proficiently applies consulting approaches and remains current on emerging consulting theories and technology trends. Possesses ability to provide clients with both strategic and tactical advice relating to management processes and business functions. Responsible for planning and executing a project. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the customer. Primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staffing, budget, prioritization, and other personnel matters.

**Minimum Education:** Bachelor's Degree or higher in a technical field of engineering, planning, or architecture and licensed as an engineer, master planner, urban planner, or architect.

**JOB TITLE: Project Manager I**

**Minimum/General Experience:** 7 years.

**Functional Responsibility:** Point of contact for the daily management and leadership of business, technical and personnel for individual projects. Possesses ability to provide clients with both strategic and tactical advice relating to management processes and business functions. Is responsible for specific project deliverables and making a significant contribution to the generation of client solutions. Manages staffing, budget, prioritization, and other personnel matters.

**Minimum Education:** Bachelor's Degree or higher in a technical field of engineering, planning, or architecture and licensed as an engineer, master planner, urban planner, or architect.

**JOB TITLE: Senior Consultant II**

**Minimum/General Experience:** 8 years.

**Functional Responsibility:** Provides managerial advice to the business and technical teams. Furnishes leadership in the quality control and quality assurance of procedures, processes, and tasks within the program.

**Minimum Education:** Bachelor's Degree or higher in a technical field of engineering, planning, or architecture and licensed in a technical or business management field.

**JOB TITLE: Senior Consultant I**

**Minimum/General Experience:** 5 years.

**Functional Responsibility:** Provides managerial advice to the business and technical teams. Furnishes leadership in the quality control and quality assurance of procedures, processes, and tasks within the program.

**Minimum Education:** Bachelor's Degree or higher in a technical field of engineering, planning, or architecture and licensed in a technical or business management field.

**JOB TITLE: Consultant**

**Minimum/General Experience:** 5 years.

**Functional Responsibility:** Provides managerial advice to the business and technical teams. Furnishes technical support in the quality control and quality assurance of procedures, processes, and tasks within the program.

**Minimum Education:** Bachelor's Degree or higher in a technical field of engineering, planning, or architecture.

**JOB TITLE: Senior Facilitator**

**Minimum/General Experience:** 10 years.

**Functional Responsibility:** Conducts agency and/or client interviews in support of the determination of goals and objectives. Facilitates multidisciplinary groups through complex program issues, procedures, and processes, and provides innovative solutions to the group.

**Minimum Education:** Advanced Degree or higher in a technical field of engineering, planning, or architecture.

**JOB TITLE: Facilitator**

**Minimum/General Experience:** 6 years.

**Functional Responsibility:** Conducts agency and/or client interviews in the determination of goals and objectives. Facilitates multidisciplinary groups through program issues, procedures, and processes. Furnishes continuous liaison and communication with participants throughout the sessions and on post-session evaluations.

**Minimum Education:** Bachelor's Degree or higher in a technical field of engineering, planning, or architecture.

**JOB TITLE: Technician**

**Minimum/General Experience:** 5 years.

**Functional Responsibility:** Responsible for the collection, storage, and development of technical databases to support the management team. Skills include the ability to read, analyze, and interpret technical, planning, and business documents using specific discipline computer software applications.

**Minimum Education:** Bachelor's Degree

**JOB TITLE: Technical Writer**

**Minimum/General Experience:** 5 years.

**Functional Responsibility:** Responsible for professional writing of technical documents in an interactive team environment. Skills include proficiency in Microsoft Word, Excel, and other associated document software to compose, edit, and write technical papers in a collaborative field setting with team and agency/client members.

**Minimum Education:** Bachelor's Degree

**JOB TITLE: Administrative Specialist**

**Minimum/General Experience:** 1 year

**Functional Responsibility:** Ability to perform general office administrative procedures and organization and functions sufficient to distribute mail, answer telephones, file and prepare routine correspondence; must have outstanding customer service skills; must have the ability to read and interpret specific procedural guidelines pertaining to administrative functions, including locally developed equipment operating and document processing instructions and to learn filing systems and procedures and other functions which are directly related to the work; greet visitors and direct visitors to appropriate offices; ability to learn document scanning procedures; able to multi-task and prioritize workload. Works on consulting Services, program integration and project management services projects.

**Minimum Education:** High school graduate or higher.