



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 for GSA Advantage is www.gsaadvantage.gov.

Company: Harlan Lee & Associates LLC

Schedule Title: Management, Organizational and Business Improvement Services (MOBIS)

Federal Supply Group: 874

Class: R499

Contract No. GS-10F0287R

Contract period: April 20, 2010 through April 19, 2015

Contractor address:

Harlan Lee & Associates LLC

7700 Leesburg Pike, Suite 219

Falls Church, VA 22043

Phone (703) 442-7727, Fax (703) 442-8199

Website: www.hlassociates.com

Email: tbishop@hlassociates.com

Contract Administration: Thomas Bishop, Jr.

Customer Information

1. Special Item Numbers: 874-1, 874-2, 874-7
2. Maximum Order: \$1,000,000.
3. Minimum order: \$300.00
4. Geographic Coverage (delivery area): Domestic and Overseas
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: Accept over \$2,500.
 1. Foreign Items: None.
- 11a. Time of Delivery: Time of delivery is 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(s): Destination.
- 13a. Ordering Address: 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 GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment Addresses: Same as company address.
15. Warranty Provision: Standard Commercial Warranty.
16. Export Packaging Charges: Not Applicable.
17. Terms and Conditions of Government purchase card acceptance: 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
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
24. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
25. Data Universal Number System (DUNS) number: 07-517-6284
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered in CCR.

HLA GSA-MOBIS LABOR RATES - OPTION 1 PRICE SCHEDULE

Following is the hourly labor category pricing for Option 1, years 6-10 under SINs 874-1, 874-1RC, 874-2, 874-2RC, 874-7 and 874-7RC:

Labor Categories	Description	April 2010- April 2011
ADMINISTRATIVE ASSISTANT I	Works closely with the client to ensure that all communications, budgetary and program issues, personnel matters, and other functions assigned by the client are handled in the most appropriate and professional manner.	\$29.07
ADMINISTRATIVE ASSISTANT II	Serves as technician in administration or logistics. Performs routine tasks under the overall supervision of a Project Manager. Handles various office functions, as assigned, with consistency and quality.	\$31.98
ADMINISTRATIVE ASSISTANT III	Is principal task manager, or specialist in administration. Plans and executes medium size projects under the guidance of a Project Manager. Assists in preparing and delivering status reports to the client. For small to medium size projects, can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, prioritization of tasks. May serve as technical lead for the project.	\$34.89
INTELLIGENCE ANALYST I	Processes time-sensitive information requirements and products, develops and maintains information management and requirement procedures that are logical, respond to rapid and effective.	\$61.06
INTELLIGENCE ANALYST II	Is responsible for performing analytical functions involving general intelligence, foreign policy or security issues. Provides draft reports for approval and assists in preparing major analytical reports for use by decision makers. May serve as technical lead or overall editor for reports and projects.	\$69.78
INTELLIGENCE ANALYST III	Is responsible for supervising those performing analytical functions involving general intelligence, foreign policy or security issues. Approves draft reports prepares major analytical reports for use by decision makers. Frequently serves as technical lead or overall editor for major reports and projects.	\$77.94

MANAGEMENT ANALYST I	Plans and executes small to medium size projects under the guidance of a Project Manager or Senior Meeting Planner. Assists in preparing and maintaining the project schedule and budget. Assists in preparing and delivering status reports to the client. For small to medium size projects, can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, prioritization of tasks. May serve as technical lead for the project.	\$64.93
MANAGEMENT ANALYST II	Is responsible for supervising a project. Plans and executes medium size projects, or under the guidance of a Project Manager, a large project. Assists in preparing and maintaining the project schedule and budget. Assists in preparing and delivering status reports to the client. For small to medium size projects, can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, and prioritization of tasks. May serve as technical lead for the project.	\$69.78
MANAGER I	Assists with planning and executing a project, and works closely with other project staff. Attentive to the project schedule and budget. Drafts input to status reports for the client.	\$77.53
MANAGER II	Works with project supervisor/manager in planning and executing a project, and supervises some project staff. Assists in preparing and maintaining the project schedule and budget. Assists in preparing status reports to the client. Anticipates need for and takes corrective action as necessary to ensure project success.	\$96.91
MANAGER III	Responsible for planning and executing a project, and supervises project staff. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the client. Serves as primary point of contact for the client. Oversees all work and takes corrective action as necessary to ensure project success. Prepares end of project reports. Manages staff, budget, and prioritization of tasks.	\$116.30

OFFICE MANAGER I	Assists with overall management support to the office, including handling intra- and inter-office communications, budgetary and program issues, personnel matters, and other functions assigned by the client.	\$41.67
OFFICE MANAGER II	Provides overall management support to the office. Works closely with the client to ensure that all communications, budgetary and program issues, personnel matters, and other functions assigned by the client are handled in the most appropriate and professional manner.	\$49.08
PROJECT MANAGER I	Assists with planning and executing a project, and works closely with other project staff. Attentive to the project schedule and budget.	\$56.23
PROJECT MANAGER II	Works with project supervisor/manager in planning and executing a project, and supervises some project staff. Assists in preparing and maintaining the project schedule and budget. Assists in preparing status reports to the client. Anticipates need for and takes corrective action as necessary to ensure project success.	\$71.72
PROJECT MANAGER III	Is responsible for planning and executing a project, and supervises project staff. Prepares and maintains the project schedule and budget. Prepares and delivers status reports to the client and serves as primary point of contact for the client. Oversees all work and takes corrective action as necessary to ensure project success. Prepares end of project reports. Manages staff, budget, and prioritization of tasks.	\$83.35
PROJECT MANAGER IV	Has overall project responsibility, including planning and executing a project, and supervises project staff. Oversees the project schedule and budget. Prepares and delivers status reports to the client and serves as primary point of contact for the client. Oversees all work and takes corrective action as necessary to ensure project success. Prepares end of project reports. Manages staff, budget, and prioritization of tasks.	\$96.91
SUBJECT MATTER EXPERT I	Provides knowledgeable guidance and direction for issues and areas requiring innovation, research, or for tasks involving policy affecting large organizations or populations. Troubleshooter and problem solver.	\$96.91

<p>SUBJECT MATTER EXPERT III</p>	<p>Provides expert guidance and direction at the highest possible expert and intellectual levels for very difficult areas requiring innovation, research, or for tasks involving policy at a high level affecting large organizations or populations. Develops solutions to complex problems.</p>	<p>\$145.37</p>
<p>TECHNICAL SPECIALIST</p>	<p>Plans and executes small to medium size projects under the guidance of a Project Manager. Assists in preparing and maintaining the project schedule and budget. Assists in preparing and delivering status reports to the client. For small to medium size projects, can serve as primary point of contact for the client. Assists in preparation of end of project reports. Assists in managing staff, budget, prioritization of tasks. May serve as technical lead for the project.</p>	<p>\$63.03</p>

Prices in effect April 20, 2010-April 19, 2011