

HLA GSA-MOBIS SCHEDULE



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 opinion 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: DYoung@hlassociates.com
Contract Administration: David Young

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.

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Following is the hourly labor category pricing for SINs 874-1, 874-2, and 874-7

	April 20, 2010 April 19, 2011	April 20, 2011 April 19, 2012	April 20, 2012 April 19, 2013	April 20, 2013 April 19, 2014	April 20, 2014 April 19, 2015
Administrative Assistant I *	\$29.07	\$29.97	\$30.90	\$31.85	\$32.84
Administrative Assistant II *	\$31.98	\$32.97	\$33.99	\$35.05	\$36.13
Administrative Assistant III	\$34.89	\$35.97	\$37.09	\$38.24	\$39.42
Intelligence Analyst I	\$61.06	\$62.96	\$64.91	\$66.92	\$69.00
Intelligence Analyst II	\$69.78	\$71.94	\$74.17	\$76.47	\$78.84
Intelligence Analyst III	\$77.94	\$80.36	\$82.85	\$85.42	\$88.06
Management Analyst I	\$64.93	\$66.95	\$69.02	\$71.16	\$73.37
Management Analyst II	\$69.78	\$71.94	\$74.17	\$76.47	\$78.84
Manager I	\$77.53	\$79.93	\$82.41	\$84.96	\$87.60
Manager II	\$96.91	\$99.92	\$103.01	\$106.21	\$109.50
Manager III	\$116.30	\$119.90	\$123.62	\$127.45	\$131.40
Office Manager I	\$41.67	\$42.96	\$44.29	\$45.67	\$47.08
Office Manager II	\$49.08	\$50.60	\$52.17	\$53.78	\$55.45
Project Manager I	\$56.23	\$57.97	\$59.77	\$61.62	\$63.53
Project Manager II	\$71.72	\$73.95	\$76.24	\$78.60	\$81.04
Project Manager III	\$83.35	\$85.93	\$88.60	\$91.34	\$94.18
Project Manager IV	\$96.91	\$99.92	\$103.01	\$106.21	\$109.50
Subject Matter Expert I	\$96.91	\$99.92	\$103.01	\$106.21	\$109.50
Subject Matter Expert II	\$112.45	\$115.93	\$119.53	\$123.23	\$127.05
Subject Matter Expert III	\$145.37	\$149.88	\$154.52	\$159.32	\$164.25
Technical Specialist	\$63.03	\$64.98	\$67.00	\$69.07	\$71.22

*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

SCA Matrix

The Administrative Assistant I and II are covered by the Service Contract Act. All other labor categories are exempt from the Service Contract Act based on meeting the criteria of executive, administrative, or professional employees as set forth in 29 CFR Part 541.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Administrative Assistant I	01113 - General Clerk III	05-2103 Revision No.: 10
Administrative Assistant II	01312 - Secretary II	05-2103 Revision No.: 10

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.” The above Wage Determination is for the District of Columbia and certain surrounding counties.

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Labor Categories	Description/Education Requirements
ADMINISTRATIVE ASSISTANT I	<p>Description: 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.</p> <p>Minimum Education: High School diploma or equivalent with one year of related work experience.</p>
ADMINISTRATIVE ASSISTANT II	<p>Description: 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.</p> <p>Minimum Education: High School diploma or equivalent with three years of related work experience.</p>
ADMINISTRATIVE ASSISTANT III	<p>Description: 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, and prioritization of tasks. May serve as technical lead for the project. Minimum Education: High School diploma or equivalent with five years of related work experience.</p>
INTELLIGENCE ANALYST I	<p>Description: Processes time-sensitive information requirements and products, develops and maintains information management and requirement procedures that are logical, respond to rapid and effective.</p> <p>Minimum Education: Bachelor's degree or equivalent in relevant field and three years of related work experience.</p>
INTELLIGENCE ANALYST II	<p>Description: 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.</p> <p>Minimum Education: Bachelor's degree or equivalent in relevant field and seven years of related work experience.</p>
INTELLIGENCE ANALYST III	<p>Description: 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.</p> <p>Minimum Education: Master's degree or equivalent in relevant field and ten years of related work experience.</p>

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<p>MANAGEMENT ANALYST I</p>	<p>Description: 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. Minimum Education: Bachelor's degree or equivalent in relevant field and five years of related work experience.</p>
<p>MANAGEMENT ANALYST II</p>	<p>Description: 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. Minimum Education: Bachelor's degree or equivalent or Master's Degree in relevant field and seven years of related work experience.</p>
<p>MANAGER I</p>	<p>Description: 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. Minimum Education: Bachelor's degree or equivalent in relevant field and five years of related work experience.</p>
<p>MANAGER II</p>	<p>Description: 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. Minimum Education: Bachelor's degree or equivalent in relevant field and ten years of managerial experience, including three years of related managerial experience.</p>
<p>MANAGER III</p>	<p>Description: 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. Minimum Education: Bachelor's degree or equivalent or Master's Degree in relevant field and seven years of related work experience.</p>

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OFFICE MANAGER I	Description: 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. Minimum Education: Bachelor's degree or equivalent and five years of related work experience.
OFFICE MANAGER II	Description: 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. Minimum Education: Bachelor's degree or equivalent and seven years of related work experience.
PROJECT MANAGER I	Description: Assists with planning and executing a project, and works closely with other project staff. Attentive to the project schedule and budget. Minimum Education: Bachelor's degree or equivalent in relevant field and five years of managerial experience, including one year of related managerial experience.
PROJECT MANAGER II	Description: 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. Minimum Education: Bachelor's degree or equivalent in relevant field and seven years of managerial experience, including two years of related managerial experience.
PROJECT MANAGER III	Description: 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. Minimum Education: Bachelor's degree or equivalent in relevant field and ten years of managerial experience, including three years of related managerial experience.
PROJECT MANAGER IV	Description: 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. Minimum Education: Master's degree, doctoral degree, professional certification or equivalent in relevant field and more than ten years of managerial experience, including five years of related managerial experience.

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SUBJECT MATTER EXPERT I	Description: 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. Minimum Education: Bachelor's Degree or equivalent in relevant field and six years of related experience.
SUBJECT MATTER EXPERT II	Description: 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. Minimum Education: Bachelor's Degree or equivalent in relevant field and ten years of related experience.
SUBJECT MATTER EXPERT III	Description: 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. Minimum Education: Master's Degree or equivalent in relevant field and fifteen years of related experience.
TECHNICAL SPECIALIST	Description: 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. Minimum Education: Bachelor's degree or equivalent in relevant field and one year of related work experience.

* For all labor categories:

Four (4) years of relevant work experience are equivalent to a Bachelor's Degree.

Four (4) years of work experience with a Bachelor's Degree is equivalent to a Master's Degree. Additional experience beyond a Master's Degree may be equivalent to a Doctor's Degree.