

Authorized Federal Supply Service Price List Management, Organizational and Business Improvement Services (MOBIS)



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FCS Group: 874; FCS Class 8742
Contract Number: GS-10F-0339K

Period Covered by Contract:
August 1, 2000 through July 31, 2015

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and option to create an electronic delivery order are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

<http://www.gsa.gov>



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Contract Information

Awarded Special Item Numbers (SINs)	<u>Description</u> Page No.	<u>Prices</u> Page No.
874-1 Consulting Services	3	15
874-2 Facilitation Services	5	15
874-7 Program Integration and Management Services	7	15

Description of Services:

Delex Systems, Inc., is a well-established professional services firm that has served Government and Commercial customers with a wide range of consulting, facilitation, survey, privatization, program integration and management, and services and products for more than three decades. Our commitment to customer service and quality performance is reflected in long-standing relationships. We benchmark our success by that of our customers.

Maximum Order: \$1,000,000

Minimum Order: \$300

Geographic Coverage: Worldwide

Point of Production: Vienna, Virginia

Discount/Prices: Prices shown herein are net

Quantity Discounts: Discounts may be offered on a case by case basis

Prompt Payment Terms: Net 30 days

Government Purchase Card(s) Accepted: Yes

Foreign Items: None

Time of Delivery: Specified in the Task Order

Expedited, Overnight and 2-day Delivery: Negotiated

F.O.B. Point: Destination

Ordering Address:

Delex Systems, Inc.
1953 Gallows Road, Suite 700
Vienna, VA 22182
(703) 734-8300
(703) 893-5338 (Fax)

Web site: <http://www.delex.com>

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Contract Administration:

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Payment Address:

Delex Systems, Inc.
1953 Gallows Road
Suite 700
Vienna, VA 22182

Warranty Provision: None

Export Packing Charge: N/A

Statistical Data for Government Ordering Office Completion of Standard Form 279:

Block 9: G Order/Modification under Federal Schedule
Block 16: Data Universal Numbering System (DUNS) Number: 049543549
Block 30: Type of Contractor – Large
Block 31: Woman-Owned Small Business – NO
Block 36: Contractor's Taxpayer Identification Number (TIN) 54-0836954

Cage Code: 4D400

Delex's Services

Consulting Services (SIN 874-1)

General Overview

Delex Systems, Inc. offers a full array of consulting services to support agencies' management, organizational, and business improvement goals, objectives, and efforts. We are very experienced in working with an agency to assess their current requirements, identifying what needs to be done, taking action to develop the right solution and products, and then assisting in their implementation. Our approach to consulting is based on the belief that the best results occur when we work as an integrated team with an agency. We have found this is the best method to ensure acceptance of the solution because it fosters an environment for the agency staff to develop "buy-in". An accepted solution is one that can be implemented on time and produces the desired results. When an agency fails to fully "buy-in" into the solution, the implementation process is usually difficult and takes longer than scheduled, and often produces results that are less than desired. The specific consulting services we offer are presented below.

Specific Consulting Services

- **Strategic, Business and Action Planning:** We help agencies plan the organizational structures, systems, and processes which allow full resource utilization to achieve their mission and goals. By helping agencies comply with the Government Performance and Results Act (GPRA) of 1993, the Government Management Reform Act (GMRA) of 1994, and other similar acts, we assist them in performing their mission in an effective manner. We develop strategic, operational, and other business plans that address current needs and provide "to-be" solutions along with a road map which identifies all the actions for a successful transition. We assist agencies in reviewing and aligning policies and operating procedures to fully support their mission and goals. Finally, we assist agencies in incorporating business technologies into their operations.
- **Systems Alignment:** We assist an agency in determining if the systems which comprise a structure or process interact and interrelate in the optimal manner. We apply different techniques such as workflow modeling, simulation, and throughput analysis to assess the system's capability, choke points, and potential. If the systems are adequate, but optimum performance has not yet been achieved, we can identify and develop the required training systems and material. Based on our findings, we develop alternative courses of action, and recommend the best solution based on factors such as time criticality, importance, and resources.
- **Cycle Time:** We assist agencies in evaluating and improving their process cycle times. We measure a process' cycle time using the applicable engineering or business methodology and then compare it against the agency goal and industry standard. We then provide specific recommendations on improving cycle times by re-engineering the process and or technology insertions. Also, we

recommend appropriate agency cycle time goals based upon our assessment results and our knowledge of industry standards.

- **Leadership Systems:** We assist agency executives and senior-level managers in the creation of an organization with the work environment which can meet today's business challenges. By identifying leadership, organizational, and cultural issues, we can develop strategies and plans. These may include comprehensive training programs which will produce the desired results.

We assist agencies in the definition of Integrated Product Teams (IPT). We develop a list of program elements, define their contribution to the mission, develop a responsibility matrix for the function, then define the IPT roles down to the sub-IPT level.

- **Performance Measures and Indicators:** We help agencies benchmark their performance against the best industry and government practices and recommend ways for improvement. We define the appropriate performance measures for an agency's process or activity and then collect the internal data necessary for computations. Next, we gather similar information from the private sector and/or other government agencies and develop a range of competitive performance. We then assess the agency's performance against the competitive range, draw conclusions, and make recommendations.
- **Process and Productivity Improvement:** We assist agencies in the evaluation of their processes to ensure they support their mission and goals. We provide in-depth process analyses by documenting the workflow and assessing the value added at each node. We recommend ways to improve productivity through consolidation, improved training, and the appropriate insertion of technologies. Where appropriate, we employ modeling techniques to evaluate the process by simulating different "what-if" scenarios. The International Standards Organization standards and criteria such as those found in the Malcolm Baldrige National Quality Award provide the basis for our analysis.

We assess the available Information Technology (IT) applications to determine if a process will benefit from employment of a unique or Commercial Off the Shelf (COTS) tool. We have successfully applied both to improving a process either by providing a single data source or embedded decision aids for routine activities.

- **Organizational Assessments:** To perform assessments of an organization's well-being, structure, and work force, we use decision support tools, group-decision making sessions, workload modeling, and other techniques such as benchmarking to perform assessments of an agency's organization well-being, structure, and work force. Based upon our analysis, we draw conclusions, and make recommendations.
- **Program Audits and Evaluations:** Working with the agency leadership, we define the goals, objectives, sensitivity, and scope of the audit or evaluation. We then prepare an audit/evaluation plan and conduct the audit. The results are documented with the necessary supporting evidence for management's use.

Facilitation Services (SIN 874-2)

General Overview

Delex Systems, Inc. offers a complete menu of facilitation services to support agencies' management, organizational, and business improvement goals, objectives, and efforts. Our experience ranges from facilitating a consensus position for a large group, whose members contain divergent opinions, to establishing the agenda for a small but critical meeting. We view our facilitation role in the simplest form, as ensuring that the communication modes between all parties are open and working, and that listening and understanding occurs. Properly performed, facilitation improves group cohesion and effectiveness, ensures that all group members have a voice, and strengthens the decision-making process. We employ a wide variety of techniques and practices to achieve consensus on a spectrum of issues from routine business decisions to complex technical issues. The specific facilitation services we offer are presented below.

Specific Consulting Services

- ***Use of Problem Solving Techniques:*** Our facilitators make use of a wide range of problem solving techniques during a facilitation session, depending upon the specific needs at the time. Some techniques such as brainstorming and problem solving exercises are designed to build team cohesion and working relationships necessary to tackle the task at hand. Other techniques like Expert Choice, a decision-support software package, are used to help facilitate group consensus on a complex and controversial issue. Based on the facilitation requirements, our facilitators are adept at applying the right technique.
- ***Resolving Disputes, Disagreements, and Divergent Views:*** Our facilitators understand that disputes, disagreements, and divergent views often arise during meetings or in project teams and are not inherently bad. If addressed properly with the assistance of a skilled facilitator who uses tools such as an agenda, a problem solving technique, or a permanent record either in draft or final form, attendees or team members can fully understand the issue from different vantage points and develop innovative and creative solutions to address them.
- ***Providing a Draft for the Permanent Record:*** We are skilled at documenting results from a meeting or conference such as decisions, planned actions, or study conclusions into a draft permanent record. Depending upon the circumstance, we use different methods such as note-taking or electronic recording to collect the appropriate information and then transcribe it into the proper draft record format. When the law, regulations, or precedence do not prescribe a format, we develop one that presents the information in a way that is easily understood by the intended audience. When the draft permanent record is complete, we distribute it to the appropriate parties for their review and comments. We then collect all the comments and revise the draft record.
- ***Defining and Refining the Agenda:*** A properly prepared agenda is an invaluable tool to ensure that a meeting produces desired results. We work closely with agencies to establish the reason for the meeting, the desired outcomes, the participants, and timeframe. Using this information, we then

define an agenda which breaks the meeting into a series of discussion areas each with a specified time limit. The agenda documents the date and time, purpose, discussion areas, and duration, and is furnished to all attendees. Prior to the actual meeting, we review and refine the agenda with the appropriate agency personnel based on significant events which have occurred since it was first produced.

- ***Logistical Meeting/Conference Support When Performing Technical Facilitation:*** The actual site—location, building, and room—where a meeting occurs plays a critical role in the overall outcome by providing the proper work environment. We provide full logistical meeting/conference support which includes site selection, and arrangements with the site management and attendees. During the technical facilitation, we continually monitor the status of the meeting or conference support and take prompt action to address any issue.
- ***Recording Discussion Content and Focusing Decision-Making:*** We are adept at focusing the decision-making process by recording and summarizing vital information in a useable format. We document the decision-making process to include the participants, decision flow, schedule, and desired outcomes. We then develop plans to collect discussion content in the proper format to support the process. Information is collected, formatted, and inserted in the decision-making process at the appropriate points, and distributed to the necessary participants.
- ***Debriefing and Overall Meeting Planning:*** To achieve the maximum results from a meeting, planning is crucial. We work closely with an agency to define the meeting's purpose, desired outcomes, necessary participants, and the time sensitivity. Using this information, we develop and produce a meeting plan to include the location, logistical support required, agenda, applicable problem solving techniques, and permanent record requirements. After the meeting, we debrief the appropriate agency members using collected information.
- ***Convening and Leading Large and Small Group Briefings and Discussions:*** Our facilitators are skilled at giving briefings or leading discussions for groups of various sizes. To ensure maximum effectiveness, we devote the necessary time to upfront planning and use various techniques to conduct the meeting to achieve the desired outcome.
- ***Preparing Draft and Final Reports for Dissemination:*** We are skilled at preparing draft and final reports in various formats for dissemination to users. We develop formats that are easily understood by the reader unless the law, regulations, or precedence dictate a specific format. Depending on the intended audience, we distribute reports in hardcopy, electronically, via the web, or use some combination of these forms.

Program Integration and Project Management Services (SIN 874-7)

General Overview

Delex Systems, Inc. provides all levels of program integration and project management services. We are skilled practitioners who assist agencies in successfully managing programs which produce the desired results on schedule and within budget. Our understanding of the “ins and outs” of program management allows us to assist in program definition and schedule and budget preparation that leverage the available resources in the most efficient and effective manner. We develop monitoring systems for program execution and manage program changes as required. We prepare and distribute management information internally and externally in the forms of reports, studies, point-papers, and briefings. We are also keenly aware that program management and integration is about relationships. We possess the skills and experience to bring together different organizations to achieve a common set of goals and objectives while keeping them functioning as a single team throughout the life of the program. The special services we offer are presented below.

Specific Consulting Services

- **Program Management:** We provide comprehensive program management services which help agency program managers achieve their goals and objectives on schedule and within budget through the efficient and effective utilization of their allocated resources. We help define the program’s goals and objectives and then assist in developing the policies and plans to achieve them. We help develop the master schedule and budget, and allocate work responsibilities and resources to the different organizations. We review their proposed schedules, budgets, and outputs to ensure they support the program. Where conflicts arise, we work with the different organizations to develop solutions. We develop program management information systems to track the financial and schedule execution and provide automated reports with detail down to the lowest management level. We monitor program execution and revise schedules and budgets as circumstances dictate. We prepare technical, management, and other type reports, studies, point-papers, and briefings for dissemination to internal and external parties.
- **Program Integration (team leader):** We are seasoned program integration team leaders skilled at helping agency managers bring together different organizations to achieve a common set of goals and objectives by integrating the various program areas together. We assist in the review of program requirements and plans for their execution by assigning specific work responsibilities with the necessary resources. We match different organization’s skills, expertise, and capabilities with the requirement. We then monitor program execution and interface with the different organizations to ensure the assignments are completed on schedule and within budget. Because integrating the activities of diverse organizations is a difficult and challenging undertaking, we use an assortment of strategies and practices. As to the personnel aspect of program integration, our integration team leaders employ their consulting and facilitation skills to build program unity and cohesion. In particular, facilitation techniques are a required necessity to help a diverse group of organizations with different

motives and agendas adopt a single set of goals and objectives. To manage the technical and execution aspects of the program, we develop management information systems.

- **Program Oversight:** We perform program oversight support to agency managers which provides them with real-time information on overall status as well as that individual program areas. We closely monitor the schedule and budget of all organizations to ensure that they are providing their output—form of support or products— according to plan. When deviations are detected, we take corrective action or help the agency revise the plans and schedule. To perform this complex and detailed work, we develop and implement an management information system. Using this system, we prepare the necessary management reports and information needed to conduct program oversight. We also continually scan the environment to identify any potential issues such as a budget reduction or a new technology which may impact the program. We then assess how this issue would impact the program and develop reports, point-papers, and briefing to disseminate this information to the agency manager and other parties.
- **Project Management:** We provide “cradle-to-grave” project management services in the following areas: program definition, program planning, policy, acquisition management, financial management, systems integration, test and evaluation, configuration management, program execution, information technology, product acceptance, logistics, security assistance, and training. For each area, we perform project management by planning, scheduling, and executing the assigned work responsibilities within the assigned resource level. We prepare project management reports which show the current status.

Assisting in the management of complex acquisition programs with multiple customers, we have developed automated tools for routine functions. We provide expertise from the policy level to the day-to-day program execution. Our baseline is the available resources defined by the appropriated funds and assigned government staff and the required program schedule. We support the agency in developing detailed action plans to execute the schedule within the available resources. These action plans are used to monitor the actions and success of multiple agencies in achieving the common objective. When a change occurs either in resources or requirements we provide the Program Manager with a timely assessment and proposed work around.

Extensive documentation is required to support an acquisition program decision for a major system. We have developed, or assisted the agency in developing or revising, all of the required documents, such as: operational requirements, test and evaluation plans, budgetary analysis, environmental impact assessments, risk analysis, and detailed program acquisition plans. In addition to developing the draft documentation we have staffed the material through affected outside departmental elements and provided audit trails of comments and revisions. We provide the Program Manager with an assessment on the impact to related programs.

Labor Category Descriptions

Labor Category: Senior Management

Position/Function Description: Manages Delex Systems, Inc.'s overall MOBIS efforts for a business sector. Strategically plans for the acquisition and allocation of resources, and manages their organization and use to provide high-level MOBIS service to the government. Interacts with government executives and senior level managers to ensure the highest quality services are being provided. Oversees MOBIS negotiation efforts with the government. Participates in the design phase of MOBIS tasks and ensures their successful execution with final responsibility for the delivery of quality products and services in a timely manner. Provides senior-level consulting services to the government to address complex management, business, and organizational issues. Provides leadership in government and business meetings and forums to encourage full and open discussions.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 25 years of relevant experience; or a Master's degree in business, engineering, or science and more than 20 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Director

Position/Function Description: Manages a segment of Delex Systems, Inc.'s overall MOBIS efforts for a business sector. Works with senior management to plan for the acquisition and allocation of resources. Manages their organization and use to provide high-level MOBIS service to the government. Interacts with government executives and senior level managers to ensure the highest quality services are being provided. Oversees MOBIS negotiation efforts with the government. Participates in the design phase of MOBIS tasks and ensures their successful execution with final responsibility for the delivery of quality products and services in a timely manner. Provides senior-level consulting services to the government to address complex management, business, and organizational issues. Provides leadership in government and business meetings and forums to encourage full and open discussions.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 20 years of relevant experience; or a Master's degree in business, engineering, or science and more than 15 years of relevant experience; or equivalent combination of education and experience.

Labor Category: National Asset II

Position/Function Description: Participates as a MOBIS team member in the role of senior advisor. Possesses expert knowledge of the policy and other related issues associated with two or more MOBIS areas accrued during a distinguished career of service. Serves as a senior advisor to the MOBIS team management and government, providing expert advice and counsel. Works with MOBIS team management and government personnel to understand all the issues associated with the task. Performs high-level research, and authors briefings, papers, and reports on policy and related issues. Provides expert recommendations to the MOBIS team management and government personnel. Leads government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 30 years of relevant experience; Master's degree in business, engineering, or science and more than 25 years of relevant experience; PhD in business, engineering, or science and more than 20 years of relevant experience; or equivalent combination of education and experience. These individuals have served or are serving in the highest levels of government, private sector, or academia and are recognized as national experts in many areas.

Labor Category: National Asset I

Position/Function Description: Participates as a MOBIS team member in the role of advisor. Possesses expert knowledge of the policy and other related issues associated with one or more MOBIS areas accrued during a distinguish career of service. Serves as a senior advisor to the MOBIS team management and government, providing expert advice and counsel. Works with MOBIS team management and government personnel to understand all the issues associated with a MOBIS area. Performs high-level research, and authors briefings, papers, and reports on policy and related issues. Provides expert recommendations to the MOBIS team management and government personnel. Leads government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 25 years of relevant experience; Master's degree in business, engineering, or science and more than 20 years of relevant experience; PhD in business, engineering, or science and more than 15 years of relevant experience; or equivalent combination of education and experience. These individuals have served or are serving in high-level government, private sector, or academia posts and are recognized as national experts in their particular area of expertise.

Labor Category: Senior Program Analyst

Position/Function Description: Participates as a senior MOBIS team member providing in-depth knowledge and expertise in two or more MOBIS areas. Possesses substantial experience in these MOBIS areas gained from participating on more than 20 MOBIS tasks specifically in those areas. Serves as an advisor to the MOBIS team management and government. Works with MOBIS team management and government personnel to establish task objectives and performance measures specifically related to these areas. Develops data collection methodologies and strategies to collect the data needed for analyses. Performs large and complex analyses that require specialized training and experience. Conducts quality review of results produced by other team members and other entities. Prepares final papers, reports, and briefings that present the results to MOBIS team management and the government. Leads and participates in government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering or science and more than 20 years of relevant experience; Master's degree in business, engineering, or science and more than 15 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Program Analyst

Position/Function Description: Participates as a senior MOBIS team member providing in-depth knowledge of a specific MOBIS area and high-level consulting services. Possesses substantial experience in a MOBIS area gained from participating on more than 10 MOBIS tasks specifically in that area. Works with MOBIS team management and government personnel to establish task objectives and performance measures specifically related to that area. Develops data collection methodologies and strategies to collect the data needed for analyses. Performs large and complex analyses that require specialized training and experience. Conducts quality review of results produced by other team members and other entities. Prepares final papers, reports, and briefings that present the results to MOBIS team management and the government. Leads and participates in government and industry forums and briefings. Serves as advisor to the MOBIS team management and government.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering or science and more than 15 years of relevant experience; Master's degree in business, engineering, or science and more than 10 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Senior Consultant

Position/Function Description: Participates as a senior MOBIS team member providing high-level consulting services. Possesses substantial experience in two or more MOBIS areas and has worked on more than 6 MOBIS tasks. Works with MOBIS team management and government personnel to establish the final task objectives, performance measures, and schedule. Establishes data collection methodologies and strategies, and oversees the data collection process. Develops analytical approaches to include the selection of techniques to analyze data and prepare findings. Prepares final papers, reports, and briefings that present findings, conclusions, and recommendations to the other team members, government, and industry. Leads and participates in government and industry forums and briefings. Performs quality review on all work to ensure that it meets the highest professional standards.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering or science and more than 10 years of relevant experience; or a Master's degree in business, engineering, or science and more than 5 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Consultant

Position/Function Description: Participates as a mid-level MOBIS team member providing a wide range of consulting services. Possesses experience in one or more MOBIS areas and has worked on more than 3 MOBIS tasks. Helps MOBIS team management to develop task objectives, performance measures, and schedule. Develops data collection methodologies and strategies, and oversees the data collection process. Performs complex data analyses using the latest analytical techniques. Prepares papers, reports, and briefings in both draft and final form that present findings, conclusions, and recommendations to the other team members, government, and industry. Participates in government and industry forums and briefings. Performs quality review on selected work to ensure that it meets the highest professional standards.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering or science and more than 5 years of relevant experience; or a Master's degree in business, engineering, or science and more than 2 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Senior Researcher

Position/Function Description: Participates as a MOBIS team member by performing basic consulting services. Researches and analyzes data via the latest analytical techniques for use in management, organizational, and privatization studies. Drafts papers, reports, and briefings that present findings, conclusions, and recommendations to the other team members, government, and industry. Participates in government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering or science and more than 2 years of relevant experience; or a Master's degree in business, engineering, or science; or equivalent combination of education and experience.

Labor Category: Researcher

Position/Function Description: Participates as a MOBIS team member by providing entry-level support to the other members. Performs reference and Web searches as well as prepares survey forms to collect data. Uses database and spreadsheet software to organize and analyze data, and develop statistical reports. Prepares data and information for use in papers, reports, and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering or science; or equivalent combination of education and experience.

Labor Category: Research Analyst

Position/Function Description: Supports on going MOBIS tasks. Performs data collection via prescribed collection methodologies. Loads data into existing databases, spreadsheets, and other analytical software packages for analysis, and compiles the results for use by MOBIS team members. Assists in the preparation of papers, reports, and briefings.

Minimum Education – Minimum General Experience: Associate's degree and 1 year relevant experience; or an equivalent combination of education and experience.

Labor Category: Program Manager

Position/Function Description: Serves as the senior management member for two large and complex MOBIS tasks and multiple small and simple MOBIS tasks. Possesses significant task leadership experience and high-level MOBIS analytical experience. Interfaces with government personnel to establish final task objectives, performance measures, and schedule. Oversees the development of the task plan that allocates the necessary resources by subtask to provide the required deliverables to the government on time. Secures all the resources necessary to complete the task and allocates them among the various subtasks. Manages all task resources and ensures that the task progresses as planned. Ensures that all deliverables meet the highest levels of quality. Serves as the principal liaison between the MOBIS team and the government and provides timely status reports. Leads and participates in government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 15 years of relevant experience; or a Master's degree in business, engineering, or science and more than 10 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Project Leader

Position/Function Description: Serves as the senior management member for a single large and complex MOBIS task or multiple small and simple MOBIS tasks. Possesses substantial task leadership experience and high-level MOBIS analytical experience. Interfaces with government personnel to establish final task objectives, performance measures, and schedule. Oversees the development of the task plan that allocates the necessary resources by subtask to provide the required deliverables to the government on time. Secures all the resources necessary to complete the task and allocates them among the various subtasks. Manages all task resources and ensures that the task progresses as planned. Ensure that all deliverables meet the highest level of quality. Serves as the principal liaison between the MOBIS team and the government and provides timely status reports. Leads and participates in government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 10 years of relevant experience; or a Master's degree in business, engineering, or science and more than 5 years of relevant experience; or equivalent combination of education and experience.

Labor Category: Senior Task Leader

Position/Function Description: Serves as the senior management member for a small and simple MOBIS task or manages two or more components of large and complex MOBIS tasks. Possesses task leadership experience and mid-level MOBIS analytical experience. Interfaces with government personnel to establish final task objectives, performance measures, and schedule. Oversees the development of the task plan that allocates the necessary resources by subtask to provide the required deliverables to the government on time. Secures all the resources necessary to complete the task and allocates them among the various subtasks. Manages all task resources and ensures that the task progresses as planned. Serves as the principal liaison between the MOBIS team and the government, and provides timely status

reports. Ensures that all deliverables meet the highest level of quality. Leads and participates in government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 6 years of relevant experience; or a Master's degree in business, engineering, or science and more than 3 years of relevant experience; or equivalent combination of education and experience.

Labor Category: **Task Leader**

Position/Function Description: Participates as a MOBIS team member by overseeing a component of a large and complex MOBIS task. Possesses mid-level MOBIS analytical experience. Works with the senior MOBIS team management to develop a plan to provide the deliverables—government or internal use—from their area of responsibility on schedule and budget. Oversees the resources allocated to their area and manages the process to provide the deliverables as planned. Ensures that the planned data collection and analytical approaches are followed. When modifications are required, works with the senior MOBIS team management to develop and implement them. Serves as one of the MOBIS team liaison to the government. Leads and participates in government and industry forums and briefings.

Minimum Education – Minimum General Experience: Bachelor's degree in business, engineering, or science and more than 4 years of relevant experience; or a Master's degree in business, engineering, or science and more than 2 years of relevant experience; or equivalent combination of education and experience.

Labor Category: **Editor**

Position/Function Description: Provides writing and editing services for textual, graphical, and other multimedia products through the complete production cycle from initial draft to completed product in support of MOBIS tasks.

Minimum Education – Minimum General Experience: High school diploma with applicable training in editing and 4 years of experience in editing and in related production functions in a business services environment.

Labor Category: **Administrative Specialist**

Position/Function Description: Prepares office reports, operates office information software and equipment, establishes and maintains files and schedules, and oversees office operations in support of MOBIS professional personnel.

Minimum Education – Minimum General Experience: High school diploma with applicable training in office information software tools and 2 years in an office environment preparing reports, spreadsheets, correspondence, and technical papers.

Labor Category: **Support Specialist**

Position/Function Description: Provides data entry, word processing, copying, and general support services in support of MOBIS professional personnel.

Minimum Education – Minimum General Experience: High school diploma with applicable training in office information tools and 6 months experience in an office environment.

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Delex Systems, Inc. MOBIS Price List

SINS 874-1, 874-2, 874-7

Labor Category Offered	1-Aug 10 31-Jul-11	1-Aug-11 31-Jul-12	1-Aug-12 31-Jul-13	1-Aug-13 31-Jul-14	1-Aug-14 31-Jul-15
Senior Management	\$ 319.44	\$ 329.03	\$ 338.90	\$ 349.07	\$ 359.54
Director	\$ 239.59	\$ 246.77	\$ 254.18	\$ 261.80	\$ 269.66
National Asset II	\$ 351.36	\$ 361.90	\$ 372.76	\$ 383.94	\$ 395.46
National Asset I	\$ 228.59	\$ 235.45	\$ 242.51	\$ 249.79	\$ 257.28
Senior Program Analyst	\$ 191.64	\$ 197.39	\$ 203.32	\$ 209.42	\$ 215.70
Program Analyst	\$ 167.72	\$ 172.75	\$ 177.93	\$ 183.27	\$ 188.77
Senior Consultant	\$ 143.75	\$ 148.06	\$ 152.51	\$ 157.08	\$ 161.79
Consultant	\$ 119.80	\$ 123.39	\$ 127.10	\$ 130.91	\$ 134.84
Senior Researcher	\$ 95.83	\$ 98.71	\$ 101.67	\$ 104.72	\$ 107.86
Researcher	\$ 79.85	\$ 82.24	\$ 84.71	\$ 87.25	\$ 89.87
Research Analyst	\$ 63.91	\$ 65.82	\$ 67.80	\$ 69.83	\$ 71.93
Program Manager	\$ 199.65	\$ 205.63	\$ 211.80	\$ 218.16	\$ 224.70
Project Leader	\$ 159.73	\$ 164.52	\$ 169.46	\$ 174.54	\$ 179.78
Senior Task Leader	\$ 131.75	\$ 135.70	\$ 139.77	\$ 143.97	\$ 148.29
Task Leader	\$ 107.81	\$ 111.05	\$ 114.38	\$ 117.81	\$ 121.34
Editor	\$ 71.88	\$ 74.04	\$ 76.26	\$ 78.55	\$ 80.90
Administrative Specialist	\$ 55.93	\$ 57.61	\$ 59.34	\$ 61.12	\$ 62.95
Support Specialist	\$ 47.91	\$ 49.34	\$ 50.82	\$ 52.35	\$ 53.92