

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: REQ-2400-15-0077
PAGE OF: 1 OF 2

2. CONTRACT NO.: CPSC-I-15-0010
3. AWARD/EFFECTIVE DATE: 05/20/2015
4. ORDER NUMBER: 0014
5. SOLICITATION NUMBER:
6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL: Patricia Folts
a. NAME: Patricia Folts
b. TELEPHONE NUMBER (No collect calls): (301) 504-7674
8. OFFER DUE DATE/LOCAL TIME:

9. ISSUED BY: CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814
CODE: FMPS

10. THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE: % FOR:
 SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
 WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
 EDWOSB
 8(A)
NAICS:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: SEE SCHEDULE
12. DISCOUNT TERMS: Net 30
13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700):
13b. RATING:
14. METHOD OF SOLICITATION: RFP IFB RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFORMATION SERVICES
4330 EASTWEST HIGHWAY
ROOM 706
BETHESDA MD 20814
CODE: EXIT

16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814
CODE: FMPS

17a. CONTRACTOR/OFFEROR: PROGRAM SUPPORT CENTER DHHS
5600 FISHERS LANE
RM 17-21
ATTN DIANA MATHEWS
ROCKVILLE MD 20857-0001
CODE: 043982318
FACILITY CODE:

18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
AMZ 160
P. O. Box 25710
Oklahoma City OK 73125
CODE: FMFS

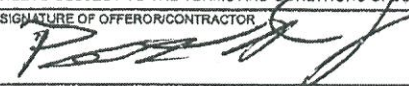

TELEPHONE NO.:
 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED: SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>DONS Number: 043982318 COR: Amelia Shifflett 301-504-7172 ashifflett@cpsc.gov</p> <p>Task Order 0014 is hereby issued to provide procurement support services for requisition REQ-2400-15-0077 in the estimated amount of \$76,220.00.</p> <p>All services shall be in accordance with the attached procurement package. (Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25. ACCOUNTING AND APPROPRIATION DATA: See schedule
26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$79,078.25

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.
 29. AWARD OF CONTRACT: OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: _____

30a. SIGNATURE OF OFFEROR/CONTRACTOR: 
31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): 

30b. NAME AND TITLE OF SIGNER (Type or print): Patricia Folts
30c. DATE SIGNED: 5/08/15
31b. NAME OF CONTRACTING OFFICER (Type or print): Kim Miles
31c. DATE SIGNED: 6/9/15

KA

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	Services to provide IT Management Policy Review and Updates and provide training of CPIC and PM Methodology Accounting Info: 0100A15DIT-2015-1332800000-EXIT002400-252M0 Funded: \$76,220.00	1	EA	76,220.00	76,220.00
0002	Surcharge Fee - 3.75% Simplified Acquisition COR: Robert Carroll 301-504-7111 RCARROLL@CPSC.GOV Accounting Info: 0100A15DSE-2015-5417600000-EXFM002730-253X0 Funded: \$2,858.25 The total amount of award: \$79,078.25. The obligation for this award is shown in box 26.	1	EA	2,858.25	2,858.25

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED
 INSPECTED
 ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------	---

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
------------------------	------------------------	-------------

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

PF

REQUISITION

PROCUREMENT REQUEST NO.
REQ-2400-15-0077

1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT
Amelia Shifflett/(301) 504-7172

REQUISITION DATE
05/13/2015

3. ORIGINATING OFFICE DATA
CONSUMER PRODUCT SAFETY COMMISSION

2. TYPE OF REQUEST (Check one)
A. NEW REQUEST

4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)
TBD

B. CHANGE TO PENDING PR NO. _____
C. MODIFICATION TO CONTRACT OR ORDER NO. _____

5. APPROVALS

APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING	
			INITIALS (D)	ROUTING SYMBOL (E)
(1) AUTHORIZED REQUISITIONER Amelia Shifflett	CPSC	amorrissey@cpsc.gov	Digitally signed by amorrissey@cpsc.gov DN: cn=amorrissey@cpsc.gov Date: 2015.05.14 07:52:37 -0400	
(2)		mjames@cpsc.gov	Digitally signed by mjames@cpsc.gov DN: cn=mjames@cpsc.gov Date: 2015.05.18 09:57:04 -0400	
(3)				
(4)				

6. CONSIGNEE AND DESTINATION
CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFORMATION SERVICES
4330 EASTWEST HIGHWAY
ROOM 706
BETHESDA MD 20814

7. DATE(S) REQUIRED
5 Days After Award

8. GOVERNMENT FURNISHED PROPERTY
 YES NO (If "yes," see par. 8 of instructions on next page.)

9. DESCRIPTION OF ITEMS OR SERVICES

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)
0001	FOB: Destination New Contract - under SBA 8(a) Stars program Services to provide IT Management Policy Review and Updates and provide training of CPIC and PM Methodology COR: Amelia L. Shifflett 301-504-7172 ashifflett@cpsc.gov				76,220.00
				TOTAL ESTIMATED COST \$76,220.00	



10. ACCOUNTING DATA
Accounting Info : 0100A15DIT-2015-1332800000-EXIT002400-252M0

HHS Surgeon Approved
2858.25
Dul 1/10

HHS # 0014

For Requisition Tracking Purposes Only

MKS, FMPB
05-19-15

IGE	CPIC Support Services	Estimated contract total *:		\$ 79,220
		Anticipated Start:	7/15/2015	
		Anticipated End:	8/26/2016	
<p><i>This contract will be to provide CPIC support to review and update existing IT Management Policies and provide training on CPIC and PM methodology.</i></p>				
Lifecycle	Deliverable	Description	Resource	Rate
O&M	CPIC Ops Support	CPIC Support	Consultant II	170
				466
				\$79,220

Statement of Work
CPIC Support to the Consumer Products Safety Commission (CPSC)
Office of Information and Technology Services

1. Contract Type

This procurement is a firm-fixed price contract under the Small Business set aside 8(a) Stars II GWAC. This is a non-personal services contract and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract".

2. Background

The CPSC's mission is to protect the public against unreasonable risks of injury from consumer products through education, safety standard activities, regulation, and enforcement. In 2008 congress passed the Consumer Product Safety Improvement Act (CPSIA) that required the Commission to modernize its IT systems and establish a publically available searchable database of product safety data.

The Agency's modernization efforts, culminated in the development of the Consumer Product Safety Risk Management System (CPSRMS) and in order to adapt to these changes we have embarked on the adoption of governance and control mechanisms including Capital Planning & Investment Control (CPIC) and a Project Management Office (PMO) to ensure the Agency is prepared to undertake the modernization efforts.

The Chief Information Officer (CIO) along with IT Management for the Consumer Product Safety Commission (CPSC) seeks IT governance and advisory services including and in conjunction with support for the Commission's IT modernization effort and support to continue process maturity improvement which aligns with a small agency culture.

3. Objectives

The objectives of the procurement are to seek Program Management support for IT governance, advisory, operations and quality for CPSC's IT Portfolio and IT Modernization with special emphasis on updating and enhancing already established policy, processes and documentation for:

- Project Management Office (PMO)
- Capital Planning and Investment Control (CPIC)

- IT Investment Review Board (IRB)
- System Development Life Cycle (SDLC)
- Enterprise Architecture (EA)

In achieving these objectives the contractor shall create a close collaborative working relationship with CPSC. Support and advisory services should be based on Control Objectives for Information and related Technology (COBIT) and Information Technology Investment Management (ITIM) frameworks and rely on the guidance set forth by the following:

- Clinger-Cohen Act of 1996 Public Law 104-106
- OMB Circular A-11 "Preparation, Submission and Execution of the Budget"
- OMB Circular A-130 Revised "Management of Federal Information Resources"
- OMB Circular A-123 "Management Responsibility for Internal Control"
- The Government Paperwork Reduction Act of 1995 (PRA)
- The Federal Information Security Management Act of 2002 (FISMA)
- Government Performance and Results Act of 1993 (GPRA)
- GPRA Modernization Act of 2010
- OMB Circular A-94 "Guidelines and Discount Rates for Benefit-Cost Analysis of Federal Programs"
- Federal Acquisition Streamlining Act of 1994 (FASA)
- Federal Acquisition Regulation – Part 39 "Acquisition of Information Technology"
- Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK)
- Federal Information Technology Acquisition Reform Act (FITARA)
- E-Government Act of 2002

4. Scope of Work

The Contractor shall provide the Portfolio Management support services to the U.S. Consumer Product Safety Commission (CPSC), Office of Information and Technology Services (EXIT) to enhance and update current IT performance management policies. These updates should provide a framework for the next generation of

Program and Project Management integration that allows management and staff to adopt and mature governances, processes, and improve the CIO's internal and external communications; manage expectations and interests; and embrace the elements of IT cost transparency, better financial management, and IT business decisions thru CPSC budget justification documentation, business management, and ongoing functional operation and management of the CPSC Major IT Investments and IT Portfolio Management.

a. Description of Tasks

- 1) The Contractor shall assess the existing CPIC documentation and plans describing the policies, processes, standards, and guidance (PPSG).
- 2) The Contractor shall review the last Government Accountability Office Information Technology Investment Management (GAO ITIM) assessment and any corrective action plans.
- 3) The Contractor shall assess CPSC's current OMB Exhibit Agency IT Portfolio Summary, Agency Cloud Spending Summary, Major IT Business Cases and detail, Agency IT Infrastructure Spending Summary, and other official IT portfolio related documents.
- 4) CPSC shall provide the documentation on the above within 3 business days from kick-off meeting.
- 5) The Contractor shall conduct interviews with CPSC staff identified by the Contracting Office Representative (COR) in order to gather clear understanding of CPSC culture; current IT program management processes; resource staff allocation; and improvement areas.
- 6) The Contractor shall complete a fit/gap analysis identifying what CPSC has and still needs to meet the CPIC related requirements outlined in the GAO ITIM framework along with recommendations related to how other small agencies are achieving compliance.
- 7) The Contractor shall complete a matrix identifying all relevant documentation to be updated and edited in order to comply with the new framework of Program and Project Management to include policies, procedures, standards and guidelines focused in the following areas: Standardize estimating techniques, prioritization techniques and project management processes for small, medium and large projects, change management standards, project measurements and metrics, templates, project files and tools that aid in scheduling, planning and management of projects.
- 8) The Contractor shall assess training needs and recommend training tools and create and update instructional guides, standards, and policies which document workflow, procedures, and (input/output) processes to centralize, standardized, and integrate project management framework.
- 9) The Contractor shall create and conduct instructional training sessions and guides for CPIC related training to the IT Investments; business case development covering major and non-

major IT investments; and training related to project management compliance in all project management knowledge areas to project managers or potential project managers within the Information Technology office when executing IT projects.

5. Schedule of Deliverables

Deliverable	Description	Schedule
Project Kick-Off Meeting and Presentation	A meeting between the Contractor, CPSC Project Manager, and CPSC Contracting Officer's Representative CPSC will utilize the Project Kick-Off Checklist to drive the meeting and deliverable outcomes	NLT 5 Days after award
Weekly Status Reports	Progress report on status of progress, key deliverables achieved, risks and issues	NLT the week after kick off meeting then weekly by COB Friday
Project Management Schedule	A document listing the project's milestones, activities, and deliverables with intended start and finish dates, dependencies and listing of resources. The format shall be MS Project.	NLT 5 calendar days after kick off then monthly updates
Policy Documentation Dashboard	A Matrix of documents to be edited, updated or added which captures completion status and major changes in process, approvals, and links to documents on SharePoint	NLT 20 calendar days after kick off then monthly updates
Training Plan	Document which includes training session content, audience, and schedule.	NLT 45 calendar days after kick off
CPIC Artifacts and templates	All final edited, updated and added artifacts are submitted to COR and uploaded to	Completed within 15 days from final acceptance

	SharePoint library.	
CPIC training and associated materials	All final training materials are submitted and uploaded on SharePoint site and training sessions have been conducted and completed.	Completed within 10 days from final acceptance

6. Reports, Plans and Deliverables

All reports, plans and deliverable shall be submitted to CPSC in electronic format either in Word or PDF format and uploaded to SharePoint project site. The required elements of the report and its format shall follow standard industry practice and will be at the discretion of the contractor. The government will require 5 days to review a draft of any report or document before it is finalized. The government will accept the report based on the report being technically acceptable

7. Skill or Relevant Experience Requirement

The Contractor shall have experience in OMB Major IT Business Case (formally Exhibit 300) development and project management. The Contractor shall possess the following skill set: technical writing, written and oral communication skills, schedule management, stakeholder management, CPIC, SharePoint, MS project, ability to interpret and make recommendations. The Contractor must each have at least four (4) years of capital asset planning experience, must be able to work in a team setting as well as independently and must have good communication skills. Knowledge of CPSC and EXIT work is also helpful.

8. Period and Place of Performance

The period of performance shall be three (3) months from time of award.

The performance location for this task order shall be CPSC headquarters located at 4330 East West Highway Bethesda, Maryland 20814.

9. Governance Furnished Property

The Government shall furnish to the Contractor for use in connection with this contract the materials set forth below:

- a. Computers

- b. Network Access
- c. Workspace
- d. Telephone access
- e. Current artifacts related to CPSC's CPIC and Governance – CPSC to deliver within 3 business days from kick-off meeting.

All materials provided hereunder are for exclusive use in performance of this contract. Any such material in performance of this contract shall be returned to CPSC upon completion of the contract.

10. Contracting Officer Representative Responsibilities:

The CPSC COR is responsible for:

- (1) Monitoring the Contractor's technical progress, including surveillance and assessment of performance, and notifying the Contracting Officer within one week when deliverables (including reports) are not received on schedule in accordance with the prescribed delivery schedule.
- (2) Performing technical evaluation as required, assisting the Contractor in the resolution of technical problems encountered during performance; and
- (3) Inspection and acceptance of all items required by the contract.

The COR is not authorized to and shall not:

- (1) Make changes in scope of work, contract schedules, and/or specifications to meet changes and requirements,
- (2) Direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and
- (3) Take any action that commits the Government or could lead to a claim against the Government.

A clear distinction is made between Government and Contractor personnel. No employer-employee relationship will occur between government employees and contractor employees. Contractor employees must report directly to their company (employer) and shall not report to Government personnel.

The following individual has been designated as COR on this contract:

Name: Amelia Shifflett

Division: The Office of Information and Technology Services (EXIT)

Telephone: 301-504-7172

Email: AShifflett@cpsc.gov

1. IT Dashboard reporting
 2. MAX's IT Portfolio system (IT Web) reporting/submissions
 3. Passback responses
 4. Ad hoc OMB inquiries
- b. Maintaining, updating, and/or providing subject matter expertise for the support documentation for all major IT Investments, including but not limited to:
- i. Alternatives Analysis
 - ii. Acquisition Plan/Strategy
 - iii. Risk Management Plan and Register
 - iv. Spend Plan

B. Deliverables for this Contract

Deliverable	Estimated Due Date
Monthly status reports	Monthly
Update and improve all CPSC OMB Exhibit 300s	June and September (annually)
Pre-select Phase Process and Guidance	NLT 60 calendar days after award
Select Phase Process and Guidance	NLT 120 calendar days after award
Evaluate Phase Process and Guidance	NLT 180 calendar days after award
Training Plan	NLT 45 calendar days after award
ITIM assessment	October
Update and submit CPSC Ex. 53	June and September (annually)
IT Dashboard reporting	Monthly NLT 5 th

As collateral from developing, updating, and supporting the above listed deliverable, the Contractor shall:

- Create or update deliverable documents based on the requirements for development, reporting, and training, and any changes to the EXIT forecast;
- Develop and support the execution of Improvement Plans for improving all OMB Exhibit 300s;
- Support the development of true business cases and an Alternatives Analysis for all IT investments;
- Provide input to the CPSC Program Assessment Rating Tool (PART) information, if applicable;
- Provide input into non-Functional and Functional Requirements documentation;
- Create or support development of all related budget materials for IT Investments;
- Provide improvements or enhancements to current CPSC policy that impacts the governance and management of all CPSC IT investments, to include policy research and development of supporting policy documentation;
- Provide training materials, formal training sessions, and one-on-one training as required, for the ongoing development and improvement of program and project management for IT investments;
- Conduct a detailed review and provide analysis of Project Management Plans, and support documents, for IT investments.
- Develop or analyze key project documents for IT investments, such as:
 - Acquisition Plan/Strategy
 - Risk Management Plan

- Resource-loaded Project Schedule
- Benefit/Cost Analysis
- Alternative Analysis
- Most recent Earned Value Analysis

C. Skill or Relevant Experience Requirement

The Contractor shall have experience in OMB Exhibit 300 development, Capital Planning and Investment Control, and program/project management. The Contractor shall have extensive, demonstrated experience and understanding of the CPSC IT Investment Management process and CPSC Exhibit 300s. With regard to Exhibit 300s, the Contractor and their Key Personnel must have extensive, demonstrated experience working with Federal agencies in the development, review and improvement of their OMB Exhibit 300 submissions. The Contractor and/or their key personnel must have at least four (4) years of capital asset planning and/or enterprise architecture experience; must be able to work in a team setting as well as independently; and must have good communication skills.



...where our business is making your business a **6-cess!**



U.S. General Services Administration

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: <http://www.fss.gsa.gov/>

Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874

Class: R499

Contract Number: GS-10F-0081V

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: February 09, 2009 through February 08, 2014

Contractor: 6K Systems, Inc.
20881 Channel Court
Sterling, VA 20165

Business Size:
Small, Disadvantage, 8(a) Business

Telephone: (703) 724-1320

Extension: 306

Fax Number: (703) 738-7773

Web Site: www.6ksystems.com

E-mail: bryan.crittenton@6ksystems.com

Contact Administration: Bryan C. Crittenton



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CUSTOMER INFORMATION

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

SIN 874-1 and 874 1RC: Consulting Services. Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time performance measures and indicators; program audits; evaluations; and customized training.

874 -7 and 874-7RC: Program and Project Management Services. Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders, Project planning and scheduling, Earned value management support, Project management, including performance monitoring and measurement, Reporting and documentation associated with project/program, objectives, Stakeholders briefings, participation in required meetings, and related, project support services, Program integration services, Project close-out 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 the lowest price, and cite the areas to which the prices apply.

SIN NUMBER 874-1 and 847-1RC	Labor Rates
Labor Category	
Project Manager II	\$111.22
Management Consultant	\$146.70
Management Associate	\$98.19
Sr Business Analyst	\$95.00
Business Analyst	\$86.45
Jr Business Analyst	\$76.00
CPIC SME II	\$177.09
CPIC SME I	\$150.61



SIN NUMBER 874-7 and 874-7RC	Labor Rates
Labor Category	
CPIC Analyst	\$106.54
Project Manager	\$106.02
Portfolio/CPIC Manager	\$120.36
Project Scheduler	\$71.93
Project Analyst	\$99.46
Sr Process Analyst	\$86.15
Process Analyst	\$83.49
Jr Process Analyst	\$80.40
Project Management Analyst	\$80.53

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.
Please See Pages 9-14
2. Maximum order. **\$1,000,000.00**
3. Minimum order. **\$300.00**
4. Geographic coverage (delivery area). **Domestic Only**
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).
List at the end of the Pricelist**
7. Quantity discounts. **None Offered**
8. Prompt payment terms. **.5% 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. **Will Accept Over \$2,500**



10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. (Contractor insert number of days.) **Specific on the Task Order**
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **Contact Contractor**
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **Contact Contractor**
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. **Contact Contractor**
12. F.O.B. point(s). **Destination**
- 13a. Ordering address(es). **Same as Company Address**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es). **Same as Company Address**
15. Warranty provision. **Contractor’s Standard Commercial Warranty**
16. Export packing charges, if applicable. **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **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**
- 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 (EIT) 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. **11- 4214211**
- 26. Notification regarding registration in Central Contractor Registration (CCR) database. **Registered**

Contractor will Accept LH and FFP



CORPORATE OVERVIEW



Founded in 2001 and incorporated in the State of Virginia in January of 2002, 6K has over 70 employees. 6K is an SBA-certified 8(a) and small disadvantaged business which does not operate under any parent company or corporate affiliations. 6K's corporate office is located in Sterling VA, headquartered in **Leesburg, VA** and has satellite operations in: Boston, Seattle, Atlanta, Kansas City, Chicago, Seattle, Anchorage, and Washington, DC.

Project Management and Management Consulting have been the hallmark of 6K since our inception. Beginning in 2002, 6K assisted the federal government with strategic planning, project management training, earned value management reporting, and program oversight. 6K continues to support the federal government today providing project management training and certification, and Project Management Office (PMO) assessment and implementation services supporting the federal government's **Financial Management Center of Excellence**. 6K is providing program management services for the several federal and state government agencies with similar project and program management support services.

THE 6K ADVANTAGE

- Depth of qualified Professional and Project Management Expertise to respond to customer needs
- Strong Federal background therefore providing the right personnel for the right job
- Strong competencies and focus on customer needs and requirements
- Extensive capability and experience in Innovative Management Solutions
- Credit for 8(a) and SDB participation

6 KEY PRINCIPLES

We realize that success is not an accident but a culmination of well planned, well tested, well executed, and well measured hard work. 6K was formed based upon 6 Key Principles:

- **Integrity** – “treat your customers with honesty, respect, and open communication, and they will be your customers-not for the moment- but for life”
- **Customer Service** – a passionate desire to resolve problems, mitigate risks, and offer value-added improvements
- **Best Value** – solutions that meet and exceed customer budget, scope, cost, and schedule requirements
- **Quality** – fueled by adherence to industry standards and best practices
- **Excellence** – the intelligent infusion of people, processes, tools, and technology to satisfy business needs
- **Employee Satisfaction** - hire the best, train the best, reward the best, promote the best, retain the best



GOVERNMENT AWARDED PRICES (NET PRICES)

LABOR CATEGORY NAME	Unit:	HOURLY
SIN NUMBER 874-1		
Government Site		
Project Manager II	N/A	\$111.22
Contractor Site		
Management Consultant	N/A	\$146.70
Management Associate	N/A	\$98.19
Sr Business Analyst	N/A	\$95.00
Business Analyst	N/A	\$86.45
Jr Business Analyst	N/A	\$76.00
CPIC SME II	N/A	\$177.09
CPIC SME I	N/A	\$150.61
SIN NUMBER 874-7		
Government Site		
CPIC Analyst	N/A	\$106.54
Project Manager	N/A	\$106.02
Portfolio/CPIC Manager	N/A	\$120.36
Project Scheduler	N/A	\$71.93
Project Analyst	N/A	\$99.46
Sr Process Analyst	N/A	\$86.15
Process Analyst	N/A	\$83.49
Jr Process Analyst	N/A	\$80.40
Project Management Analyst	N/A	\$80.53



DETAILED POSITION DESCRIPTION

SIN 874-1 AND 874 1RC: CONSULTING SERVICES

Commercial Job Title

Management Consultant

Minimum/General Experience:

Master Degree in Management, Business, Finance, Administration, or a related field. Eight (8) years experience as expert performing and managing highly complex projects. Analyzes, plans, directs, and coordinates activities of designated projects to ensure that goals and objectives of the project are accomplished within the prescribed timeframe and funding parameters.

Functional Responsibility:

Provides management, organizational and business improvement services to include visioning, business strategy planning, information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, and change management.

Commercial Job Title

Management Associate

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Six (6) years experience directing financial and resources activities for variety of projects/task orders.

Functional Responsibility:

Manages program/ support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs, and coordinates the planning and execution of all program/ support activities. Has demonstrated managing expertise and communications skills to be able to interface with all levels of management. Simultaneously plans and manages the transition of several highly projects. Establishes and alters (as necessary) management structure to effectively direct program support activities. Meets and confers with regarding the status of specific program activities as well as problems, issues, or conflicts requiring resolution.

Commercial Job Title

Sr. Business Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Eight (8) years experience in business information resources management and business process improvement.

Functional Responsibility:

Responsible for analyzing business needs, identifying business problems and propose solutions and/or risk mitigation strategies. Elicit, analyze, communicate and validates business rules and requirements for changes to business process and policies. Understands business problems and opportunities in the context of the requirements and recommends solutions that enable the organization to achieve its goals. Identifies and resolve issues, manages the risk, coordinates interdependencies and gather requirements to improve business operations, map processes (current state/future state), analyzes data, produces high quality documentation.



Commercial Job Title

Business Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Six (6) years related experience in business information resources management and business process improvement.

Functional Responsibility:

Analyzes information requirements. Evaluates analytically and systematically problems or workflow, organization, and planning and develops appropriate corrective action. Applies business process improvement practices, to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Constructs sound, logical business improvement opportunities consistent with management guiding principles and cost savings objectives.

Commercial Job Title

Jr. Business Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Three (3) years related experience in business information resources management and business process improvement.

Functional Responsibility:

Analyzes information requirements. Evaluates analytically and systematically problems or workflow, organization, and planning and develops appropriate corrective action. Applies business process improvement practices, to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Constructs sound, logical business improvement opportunities consistent with management guiding principles and cost savings objectives.

Commercial Job Title

Project Manager II

Minimum/General Experience:

Master Degree in Management, Business, Finance, Administration, or a related field. Nine (9) years experience managing and supervising business and administrative resources address large and complex problems. Demonstrated ability to make sound recommendations relevant to resource allocation and utilization, quality control and quality assurance, and business analysis.

Functional Responsibility:

Acts as subject matter expert, overall manager, and administrator for one or more delivery orders. Serves as the primary interface and point of contact with the Program Manager and client management, addresses all project issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost efficient delivery of products and services. Responsible for monitoring and reporting progress, resource-8 allocation and management, strategic and tactical planning, and cost, schedule, and budget control.



874 -7 AND 874-7RC: PROGRAM AND PROJECT MANAGEMENT SERVICES.

Commercial Job Title

CPIC SME II

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Eight (8) years work experience in the implementation and operation of Capital Planning Investment Control (CPIC) processes, strong expertise in the installation and operation of Project Portfolio Management methodologies. Proven experience coordinating multiple concurrent projects and multiple organizations and knowledge of and ability to apply industry best practices for project management, change management, and business case development.

Functional Responsibility:

Responsible for facilitating the initial planning and business case development for project adoption and selection. Help client make the wisest business decisions and objectively determine and assess the value of investments. Assists clients in establishing objective criteria (return on investment, net present value, etc.) to set priorities and funding direction for investment. Responsible for providing viewing mechanisms for decision makers to review and manage their portfolio (s)

Commercial Job Title

CPIC SME I

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Six (6) years work experience in the implementation and operation of Capital Planning Investment Control (CPIC) processes, strong expertise in the utilization of Project Portfolio Management methodologies. Proven experience coordinating multiple concurrent projects and multiple organizations and knowledge of and ability to apply industry best practices for project management, change management, and business case development.

Functional Responsibility:

Responsible for facilitating the initial planning and business case development for project adoption and selection. Help client make the wisest business decisions and objectively determine and assess the value of investments. Assists clients in establishing objective criteria (return on investment, net present value, etc.) to set priorities and funding direction for investment. Responsible for providing viewing mechanisms for decision makers to review and manage their portfolio (s)

Commercial Job Title

CPIC Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration or related field. Six (6) years experience in Capital Planning and Investment Control (CPIC), business information resources management, and business process improvement.



Functional Responsibility:

Provide a systematic approach to investment management in three distinct phases: select, control, and on-going evaluation, to ensure each investment's objectives support the business and mission needs. Evaluates project issues, risks, and concerns and develops corrective actions and risk mitigation strategies. Analyzes project workflow, organizational structures, and other planning activities. Applies business process improvement practices, to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques.

Commercial Job Title

Portfolio/CPIC Manager

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Six (6) years of work experience in the implementation and operation of Project Portfolio Management processes, strong expertise in program and project management involving the coordination of multiple concurrent projects and multiple organizations. Knowledge of and experience in applying industry best practices for project management, change management, CPIC and business case development.

Functional Responsibility:

Provides support to both Corporate and Federal Agencies in the Implementation and use of portfolio management strategies and techniques. Helps set priorities and funding directions for investments, including identifying approval checkpoints and financial viability gate reviews (return on investments, net present value, payback period, etc.). Responsible for facilitating the initial planning and business case development for project adoption and selection. Helps client make the wisest business **decisions and objectively determine and assess the value of the client's individual** investments and overall investment portfolio. Responsible for providing viewing mechanisms for decision makers to review and manage their portfolio(s).

Commercial Job Title

Project Manager I

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration, or a related field. Seven (7) years experience managing and supervising business and administrative resources address large and complex problems. Demonstrated ability to make sound recommendations relevant to resource allocation and utilization, quality control and quality assurance, and business analysis.

Functional Responsibility:

Acts as overall manager and administrator for one or more delivery orders. Serves as the primary interface and point of contact with the Program Manager and client management, addresses all project issues and supervises project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost efficient delivery of products and services. Supervises project operations and tasks. Monitors and reports on project status and develops tactical action plans.



Commercial Job Title

Project Scheduler

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration or related field. Four (4) years experience with scheduling, project controls, and earned value analysis.

Functional Responsibility:

Responsible for developing, maintaining, enhancing, and managing multiple project schedules, and Master Project Schedule if required. Helps to estimate project activity times and durations, and sequences and optimizes projects activities to best meet goals and objectives. Develops schedules that span the entire products and/or project lifecycle from concept to product transfer. Produces comprehensive schedules in various formats and levels of detail to suit different users or audience. Integrates the schedule with the project budget, and analyzes the validity of schedules submitted by outside parties contributing to the project. Monitors actual progress, compares it to the baseline, and reports on progress and adverse deviations. Forecast the schedule impacts of proposed project changes.

Commercial Job Title

Project Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration or related field. Four (4) years of project planning, scheduling, resource planning, estimating and forecasting, and control and analysis.

Functional Responsibility:

Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.

Commercial Job Title

Sr. Process Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration or related field. Eight (8) years of experience assessing and evaluating project management processes, procedures, policies, standards and guidelines utilizing project management best practices (e.g., Project Management Book of Knowledge, etc.).

Functional Responsibility:

Provides comprehensive support for difficult program and project analysis and evaluation assignments. Leads the analysis and evaluation of existing or proposed program/project management processes, controls, schedules, resource activities, and earned value assessments. Performs detailed project planning, scope, control, management, tracking, and review activities. Leads program/project management planning (PMP) document development and maintenance over the program/project lifecycle (e.g. planning through implementation). Uses methodologies, modeling/estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives.



Commercial Job Title

Process Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration or related field. Six (6) years of experience assessing and evaluating project management processes, procedures, policies, standards and guidelines utilizing project management best practices (e.g., Project Management Book of Knowledge, etc.).

Functional Responsibility:

Provides comprehensive support for difficult program and project analysis and evaluation assignments. Analyzes and evaluates existing or proposed program/project management processes, controls, schedules, resource activities, and earned value assessments. Performs detailed project planning, scope, control, management, tracking, and review activities. Supports program/project management planning (PMP) document development and maintenance over the program/project lifecycle (e.g. planning through implementation). Uses methodologies, modeling/estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives.

Commercial Job Title

Jr. Process Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration or related field. Four (4) years of experience assessing and evaluating project management processes, procedures, policies, standards and guidelines utilizing project management best practices (e.g., Project Management Book of Knowledge, etc.).

Functional Responsibility:

Provides support for program and project analysis and evaluation assignments. Helps perform detailed project planning, scope, control, management, tracking, and review activities. Assists program/project management planning (PMP) document development and maintenance over the program/project lifecycle (e.g., planning through implementation). Uses methodologies, modeling/estimating techniques, and tools to satisfy customer needs and comply with industry and Government standards and directives.

Commercial Job Title

Project Management Analyst

Minimum/General Experience:

Bachelor Degree in Management, Business, Finance, Administration or related field. Eight (8) years of project planning, scheduling, resource planning, estimating and forecasting, and control and analysis.

Functional Responsibility:

Provides management, organizational and business improvement services to include visioning, business strategy planning, information strategy planning, total quality management, organizational design/efficiency, cost-benefit analysis, and change management. Performs analysis and evaluation of existing or proposed processes, procedures, and business rules. Performs project planning, scope, control, management, tracking, or review activities.



...where our business is making your business a **6-cess!**
