

Enterprise Resource Performance, Inc.



Mission Oriented Business Integrated Services

MOBIS Catalog

Authorized Price List for

Federal Supply Schedule #**GS-10F-0448N**



Business Size

**SERVICE DISABLED VETERAN OWNED SMALL BUSINESS
SDVOSB**

16 JUNE 2008 –
15 JUNE 2013

**Enterprise Resource Performance, Inc.
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Contract Administrator

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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>.

FEDERAL SUPPLY SERVICE CLASS

874



ERPi MOBIS Catalog & Authorized Price List

Federal Supply Schedule #GS-10F-0448N

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MOBIS Services

Introduction

Enterprise Resource Performance, Inc. (ERPi) is employee-owned and a Service Disabled Veteran-Owned Small Business (SDVOSB). Since inception we have provided trusted services consulting (IV&V and Independent Assessments) to reduce risk and maximize outcomes for our Federal customer's implementation of enterprise solutions. ERPi's mission is to deliver professional services as a trusted agent for Federal clients. Our value proposition is to always provide our clients with the right people that have the right experience and success with delivering the right approach.

Independence

ERPi is founded on values of trust and integrity. Committed to our mission, we closely manage our independence to avoid economic interests and conflicts that might interfere with our objectivity to provide advice and direction to our customers.

The Right People

Our broad base of executive-level federal experience allows us to help our customers orchestrate total enterprise solutions effectively and avoid the pitfalls or obstacles experienced by other agencies in the past. Our management team has over 27 years of average experience. This puts our company in a unique position to provide the type of Consulting Services proposed under this MOBIS Schedule.

874-1 Consulting Services

ERPi consulting services focus upon four core disciplines required for successful integration of enterprise technologies:

- **domain experience:** the provision of consultants with specific, extensive experience and exposure to the Federal agency receiving consulting support services;
- extensive experience and qualifications in the **relevant business processes**, that are being captured or replaced by enterprise technology;
- thorough training and relevant experience with the acquisition and implementation of the relevant **enterprise technologies**; and,
- **policy credentials and experience** for the policies, administrative procedures, and regulatory environment that define and control an agency's mission, performance, and ability to integrate and implement organizational change.
- Our approach emphasizes delivery of trusted agents with relevant agency domain experience that blend, through experience, training, and credentials the other various aspects of process, technology, and policy.



Implementation of enterprise systems requires the integration of people with technology and business processes. In Government implementations, it also requires the integration of public policies that potentially constrain the agency agencies in achieving their IT objectives. ERPi provides enterprise consulting services to support government enterprise programs and program management teams. Our expert consultants address the requirements of a specific Federal agency (the domain), the Federal agency's relevant business processes, the relevant enterprise technologies, and the policy or regulatory issues that define and control an agency's mission and performance.

In addition to our fully integrated organizational approach to enterprise systems acquisition and implementation, we are also able to provide consulting services in individual component areas to solve particular organizational, process, technology, or policy problems associated with the acquisition and/or implementation of enterprise infrastructure or COTS systems such as:

- Financial Consulting to develop ROI strategy and budgetary plans and controls
- Business Process Re-engineering to refine existing functional and operational systems and create modified or new processes that optimize operational efficiency, information exchange, knowledge management, and process reutilization
- Gap analysis to understand the difference between the "as is" and "to be" enterprise
- Policy analysis to ensure compliance with external and internal administrative and regulatory issues
- Regulatory Compliance Support to analyze relevant applicable statutes, regulations, directives and instructions potentially affecting programs and projects
- Performance Measurement to ensure successful integration of strategic, financial, HR, process, and customer goals
- Project management assessments and project management support
- Independent Verification and Validation (IV&V) to independently verify systems delivery and validate performance to goal
- Organizational Performance Analysis to assess an organization's ability to execute its organizational responsibilities
- Change management and training to ensure organizational acceptance by a trained and qualified workforce
- Data conversion to ensure a successful transition of legacy systems and data to the new enterprise solution

Offered individually or collectively, our trusted consulting services provide experienced and qualified personnel to augment the Project Management Office staff, reduce overall risk in the acquisition and implementation of enterprise systems, and ensure quality delivery and performance.



874-2 MOBIS Facilitation Services

Facilitation is a core methodology used in all of ERPi's projects. Using our Collaborative Assessment Methodology (CAM) in all of our engagements creates a non-hostile, transparent environment for all stakeholders. Collaboration and cooperation lead to a reduction in risk, clear communications, and superior return on investment. This methodology helps our customers establish an environment of continuous improvement through systematic measurement, analysis, and coordinated action. In addition to CAMS, we use a variety of tools and methods for discussion, data gathering, analysis, scenario development, and evaluation of alternatives. Our services include:

- Strategic planning and goal setting
- Performance metrics, requirements/scope definition, and work plan development
- Constituent and user group facilitation
- Public involvement strategies including public participation facilitation
- Problem seeking methodology to establish goals, analyze facts, test concepts, determine needs, and state the problem and report results
- Process analysis
- Team building and coaching
- Problem solving and dispute resolution
- Consensus building
- Leadership development and coaching



874-6 Acquisition Management Support

ERP i's strategic, business, and action planning services support MOBIS by helping our clients develop strategic and operational goals and objectives that define organizational success, and develop the plans, processes, and procedures to achieve them. Services covered by this SIN include:

- Acquisition planning assistance, including market research and recommending procurement strategy
- Acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.
- Documenting functional and technical requirements for the acquisition
- Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance
 - Competitive Sourcing support, including strategic sourcing studies, privation studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies

874-7 Program Integration and Project Management Services

Assisting program/project management teams is at the heart of what we do at ERP i. We provide trusted agent services to these teams and leverage our experience to add value to the organization. ERP i exercises great diligence in understanding and focusing on the customer's business process domain to provide relevant and appropriate program and project management services. Services covered by this SIN include:

- 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
- Independent cost estimates
- Stakeholder briefings, participation in required meetings, and related project support service
- Program integration services
- Project close-out services.
- Project management assessments



ERP i Benefits

In the Federal IT sector there is a shortage of experienced, senior personnel due to the retirement of senior executives, competition from the private sector, and overall workforce reductions. At a time of senior personnel turnover, aging legacy systems must be replaced due to increasing cost of operations and maintenance, departure of personnel with systems qualifications, and legislative mandates for centralized accounting and streamlined reporting. ERP i is able to identify and recruit qualified personnel with necessary skills due to its extensive relationship with partners in the enterprise implementation markets, IT products businesses, business process consulting, and relevant Federal domains.

ERP i “trusted agents” augment Federal acquisition and implementation teams resulting in:

- **Domain experience:** a program office staffed with seasoned agency professionals that bring an organizational and cultural understanding of the agency resulting in reduced risk during change management;
- **Process experience:** a program office staffed with qualified business professionals able to provide effective BPR support resulting in improved processes and reduced risk during systems cut-over and performance testing;
- **Technology experience:** a program office staffed with skilled and experienced technology professionals that ensure cost effective and timely delivery of the new enterprise systems;
- **Policy experience:** a program office staffed with experience and academic credentials in policy and regulatory affairs ensuring internal compliance and reducing risk during time of audit and review.



MOBIS Price List (Schedule Rates)

OPTION PERIOD 1

SIN 874-1: Consulting Services SIN 874-6: Acquisition Management Support
 SIN 874-2: Facilitation Services SIN 874-7: Program And Project Management

LABOR CATEGORY	Year 6 (June 08-09)	Year 7 (June 09-10)	Year 8 (June 10-11)	Year 9 (June 11-12)	Year 10 (June 12-13)
Managing Partner	\$ 285.14	\$ 295.69	\$ 306.63	\$ 317.98	\$ 329.75
Managing Consultant	\$ 260.97	\$ 270.63	\$ 280.64	\$ 291.02	\$ 301.79
SME I	\$ 139.86	\$ 145.03	\$ 150.40	\$ 155.96	\$ 161.73
SME II	\$ 167.94	\$ 174.15	\$ 180.59	\$ 187.27	\$ 194.20
SME III	\$ 228.35	\$ 236.80	\$ 245.56	\$ 254.65	\$ 264.07
Senior Consultant	\$ 201.77	\$ 209.24	\$ 216.98	\$ 225.01	\$ 233.34
Lead Consultant	\$ 171.33	\$ 177.67	\$ 184.24	\$ 191.06	\$ 198.13
Consultant	\$ 134.11	\$ 139.07	\$ 144.22	\$ 149.56	\$ 155.09
Functional Consultant	\$ 112.05	\$ 116.20	\$ 120.50	\$ 124.96	\$ 129.58
Junior Consultant	\$ 104.90	\$ 108.78	\$ 112.80	\$ 116.97	\$ 121.30
Senior Documentation Specialist	\$ 136.93	\$ 142.00	\$ 147.25	\$ 152.70	\$ 158.35
Documentation Specialist	\$ 96.71	\$ 100.29	\$ 104.00	\$ 107.85	\$ 111.84
Junior Documentation Specialist	\$ 79.07	\$ 82.00	\$ 85.03	\$ 88.18	\$ 91.44
Senior Technical Analyst	\$ 115.72	\$ 120.00	\$ 124.44	\$ 129.04	\$ 133.81
Technical Analyst	\$ 75.93	\$ 78.74	\$ 81.65	\$ 84.67	\$ 87.80
Junior Technical Analyst	\$ 62.68	\$ 65.00	\$ 67.41	\$ 69.90	\$ 72.49
Admin Specialist	\$ 45.91	\$ 47.61	\$ 49.37	\$ 51.20	\$ 53.09

Applicable Government Discounts: Prompt payment and spot reduction discounts may be negotiated at time of order.

All non-professional labor categories must be incidental to and used solely to support professional services, and may not be purchased separately.



OPTION PERIOD 2

SIN 874-1: Consulting Services SIN 874-6: Acquisition Management Support
 SIN 874-2: Facilitation Services SIN 874-7: Program And Project Management

LABOR CATEGORY	Year 11 (June 13-14)	Year 12 (June 14-15)	Year 13 (June 15-16)	Year 14 (June 16-17)	Year 15 (June 17-18)
Managing Partner	\$ 341.95	\$ 354.60	\$ 367.72	\$ 381.33	\$ 395.44
Managing Consultant	\$ 312.96	\$ 324.54	\$ 336.55	\$ 349.00	\$ 361.91
SME I	\$ 167.71	\$ 173.92	\$ 180.36	\$ 187.03	\$ 193.95
SME II	\$ 201.39	\$ 208.84	\$ 216.57	\$ 224.58	\$ 232.89
SME III	\$ 273.84	\$ 283.97	\$ 294.48	\$ 305.38	\$ 316.68
Senior Consultant	\$ 241.97	\$ 250.92	\$ 260.20	\$ 269.83	\$ 279.81
Lead Consultant	\$ 205.46	\$ 213.06	\$ 220.94	\$ 229.11	\$ 237.59
Consultant	\$ 160.83	\$ 166.78	\$ 172.95	\$ 179.35	\$ 185.99
Functional Consultant	\$ 134.37	\$ 139.34	\$ 144.50	\$ 149.85	\$ 155.39
Junior Consultant	\$ 125.79	\$ 130.44	\$ 135.27	\$ 140.27	\$ 145.46
Senior Documentation Specialist	\$ 164.21	\$ 170.29	\$ 176.59	\$ 183.12	\$ 189.90
Documentation Specialist	\$ 115.98	\$ 120.27	\$ 124.72	\$ 129.33	\$ 134.12
Junior Documentation Specialist	\$ 94.82	\$ 98.33	\$ 101.97	\$ 105.74	\$ 109.65
Senior Technical Analyst	\$ 138.76	\$ 143.89	\$ 149.21	\$ 154.73	\$ 160.46
Technical Analyst	\$ 91.05	\$ 94.42	\$ 97.91	\$ 101.53	\$ 105.29
Junior Technical Analyst	\$ 75.17	\$ 77.95	\$ 80.83	\$ 83.82	\$ 86.92
Admin Specialist	\$ 55.05	\$ 57.09	\$ 59.20	\$ 61.39	\$ 63.66

OPTION PERIOD 3

SIN 874-1: Consulting Services SIN 874-6: Acquisition Management Support
 SIN 874-2: Facilitation Services SIN 874-7: Program And Project Management

LABOR CATEGORY	Year 16 (June 18-19)	Year 17 (June 19-20)	Year 18 (June 20-21)	Year 19 (June 21-22)	Year 20 (June 22-23)
Managing Partner	\$ 410.07	\$ 425.24	\$ 440.97	\$ 457.29	\$ 474.21
Managing Consultant	\$ 375.30	\$ 389.19	\$ 403.59	\$ 418.52	\$ 434.01
SME I	\$ 201.13	\$ 208.57	\$ 216.29	\$ 224.29	\$ 232.59
SME II	\$ 241.51	\$ 250.45	\$ 259.72	\$ 269.33	\$ 279.30
SME III	\$ 328.40	\$ 340.55	\$ 353.15	\$ 366.22	\$ 379.77
Senior Consultant	\$ 290.16	\$ 300.90	\$ 312.03	\$ 323.58	\$ 335.55
Lead Consultant	\$ 246.38	\$ 255.50	\$ 264.95	\$ 274.75	\$ 284.92
Consultant	\$ 192.87	\$ 200.01	\$ 207.41	\$ 215.08	\$ 223.04
Functional Consultant	\$ 161.14	\$ 167.10	\$ 173.28	\$ 179.69	\$ 186.34
Junior Consultant	\$ 150.84	\$ 156.42	\$ 162.21	\$ 168.21	\$ 174.43
Senior Documentation Specialist	\$ 196.93	\$ 204.22	\$ 211.78	\$ 219.62	\$ 227.75
Documentation Specialist	\$ 139.08	\$ 144.23	\$ 149.57	\$ 155.10	\$ 160.84
Junior Documentation Specialist	\$ 113.71	\$ 117.92	\$ 122.28	\$ 126.80	\$ 131.49
Senior Technical Analyst	\$ 166.40	\$ 172.56	\$ 178.94	\$ 185.56	\$ 192.43
Technical Analyst	\$ 109.19	\$ 113.23	\$ 117.42	\$ 121.76	\$ 126.27
Junior Technical Analyst	\$ 90.14	\$ 93.48	\$ 96.94	\$ 100.53	\$ 104.25
Admin Specialist	\$ 66.02	\$ 68.46	\$ 70.99	\$ 73.62	\$ 76.34



Commercial Labor Categories and Guarantees

ERP i offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. ERP i does allow experience to substitute for education requirements. ERP i's criteria for minimum experience substitution by educational degree are as follows:

Undergraduate A college degree of BA/BS will equal 4 years of related experience. A master's degree will equal 6 years of experience. A doctorate will equal 8 years of experience.

Graduate or Above For every year of specific field experience, the person shall be credited with one year of degree qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any ERP i employee resume (by request) before, during or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituting personnel will have equal or greater qualifications than specified in the labor category description of the departing employee.

Commercial Job Title Descriptions

Job Title	Minimum General Experience	Functional Responsibilities/Duties	Minimum Education
Managing Partner	5 years as a managing consultant; 20 years in relevant process, ERP technology, and customer domain.	Provide executive leadership on multiple programs performing and providing ERP consulting services, and enterprise infrastructure engineering and technical services, other MOBIS related services; communicate effectively with project managers, SMEs and customer management.	Masters and equivalent technical training on SAP, PeopleSoft, Oracle or other enterprise products.
Managing Consultant	20 years in relevant process, ERP technology, and customer domain.	Provide management and leadership in performing and providing ERP consulting services, and enterprise infrastructure engineering and technical services, other MOBIS related services; communicate effectively with SMEs and customer management.	Bachelors and equivalent technical training on SAP, PeopleSoft, Oracle or other enterprise products.
Subject Matter Expert I	5 years serving as expert in area of specialization (accounting, finance,	Applies knowledge of enterprise disciplines and topics to address objectives of consulting engagement; displays broad knowledge of subject	Bachelors and equivalent technical training related to specific domain relevant process (accounting,



Job Title	Minimum General Experience	Functional Responsibilities/Duties	Minimum Education
	logistics, HR, etc.) during integration of SAP, PeopleSoft, Oracle or other enterprise products.	matter gained through years of progressive experience and increases in challenge of assignments.	finance, logistics, HR, etc.) for the integration of SAP, PeopleSoft, Oracle or other enterprise products.
Subject Matter Expert II	10+ years serving as expert in area of specialization (accounting, finance, logistics, HR, etc.) during integration of SAP, PeopleSoft, Oracle or other enterprise products.	Applies extensive knowledge of enterprise disciplines and topics to address objectives of consulting engagement; displays broad and deep knowledge of subject matter gained through many years of progressive experience and increases in challenge of assignments.	Masters and equivalent technical training related to specific domain relevant process (accounting, finance, logistics, HR, etc.) for the integration of SAP, PeopleSoft, Oracle or other enterprise products.
Subject Matter Expert III	15 years serving as expert in area of specialization (accounting, finance, logistics, HR, etc.) during integration of SAP, PeopleSoft, Oracle or other enterprise products.	Applies extensive knowledge of enterprise disciplines and topics to address objectives of consulting engagement; displays broad and deep knowledge of subject matter gained through many years of progressive experience and increases in challenge of assignments.	Masters and equivalent technical training related to specific domain relevant process, acquisition, and implementation (accounting, finance, logistics, HR, etc.) for the integration of SAP, PeopleSoft, Oracle or other enterprise products.
Senior Consultant	15 years in relevant process, ERP technology, and customer domain.	Designs and implements challenging ERP and MOBIS related consulting services; interacts comfortably with management and technology experts; displays mastery of designated area of expertise acquired through "hands on" experience.	Bachelors and equivalent technical training on SAP, PeopleSoft, Oracle or other enterprise products.
Lead Consultant	12 years in relevant process, ERP technology, and customer domain.	Works with senior consultant to design and implement ERP and MOBIS related consulting services; interacts comfortably with client management, operations personnel, and technologists; fully functional at journeyman level of designated area of expertise.	Bachelors or equivalent technical training on SAP, PeopleSoft, Oracle or other enterprise products.
Consultant	10 years in relevant process, ERP technology, and customer domain.	Works with senior consultant to design and implement ERP and MOBIS related consulting services; interacts comfortably with client management, operations personnel, and	Bachelors or equivalent technical training on SAP, PeopleSoft, Oracle or other enterprise products.



Job Title	Minimum General Experience	Functional Responsibilities/Duties	Minimum Education
		<p>technologists; fully functional at journeyman level of designated area of expertise.</p>	
Functional Consultant	7 years in relevant process, ERP technology, and customer domain.	Works with consultant to design and implement ERP and MOBIS related consulting services; interacts comfortably with client management, operations personnel, and technologists; functional designated area of expertise.	Bachelors and equivalent technical training on SAP, PeopleSoft, Oracle or other enterprise products.
Junior Consultant	5 years in relevant process, ERP technology, and customer domain.	Works with senior consultant to design and implement ERP and MOBIS related consulting services; interacts comfortably with client management, operations personnel, and technologists; functional designated area of expertise.	Bachelors and equivalent technical training on SAP, PeopleSoft, Oracle or other enterprise products.
Senior Documentation Specialist	7 years experience	Ability to lead tasks. Provides analysis of technical writing and documentation deliverables to customers. Duties include, but are not limited to, reviewing documentation, proposals, specifications, reports, and presentations. Outlines and develops technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes.	Bachelors with equivalent technical training related to specific domain and relevant business process
Documentation Specialist	5 years experience	Works with Senior Documentation Specialist to provide technical writing and documentation support to technical and management level personnel. Duties include, but are not limited to, creating documentation, proposals, specifications, reports, and presentations. Develops technical documentation detailing the design, development, testing, installation, and maintenance of systems and processes.	Bachelors with equivalent technical training related to specific domain and relevant business process.
Junior Documentation Specialist	1 year experience	Supports Documentation Specialist providing technical writing and documentation support to technical and management level personnel.	HS Diploma with equivalent technical training related to specific domain and relevant



Job Title	Minimum General Experience	Functional Responsibilities/Duties	Minimum Education
		<p>Duties include, but are not limited to, creating documentation, proposals, specifications, reports, and presentations. Displays an understanding of specific job requirements with requisite skills to perform assigned tasks with minimal supervision.</p>	<p>business process.</p>
Senior Technical Analyst	7 years experience	<p>Ability to lead tasks. Outlines, reviews and prepares technical and financial responses to programmatic inquiries. Experience in preparing technology related briefings. Provides technical projects progress analysis and documentation; technical project data compilation, analysis and documentation; and preparation of multi-organizational project plans.</p>	<p>Bachelors with equivalent technical training related to specific domain and relevant business process.</p>
Technical Analyst	5 years experience	<p>Works with Senior Technical Support Specialist in preparing technical and financial responses to programmatic inquiries. Experience in preparing technology related briefings. Provides technical projects progress analysis and documentation; technical project data compilation, analysis and documentation; and preparation of multi-organizational project plans.</p>	<p>Bachelors with equivalent technical training related to specific domain and relevant business process.</p>
Junior Technical Analyst	1 year experience	<p>Works with Technical Support Specialist in preparing technical and financial responses to programmatic inquiries. Displays an understanding of specific job requirements with requisite skills to perform assigned tasks with minimal supervision.</p>	<p>HS Diploma with equivalent technical training related to specific domain and relevant business process.</p>
Administrative Specialist	5 years experience	<p>Applies general knowledge of standards, concepts, practices, and techniques related to the administrative function(s) in order to accomplish assignments; displays an understanding of specific job requirements with requisite skills to perform assigned tasks with minimal supervision.</p>	<p>HS Diploma with equivalent technical training related to specific domain and relevant business process.</p>



Ordering Procedures

Ordering Procedures for Services Requiring a Statement of Work (SOW)

Visit the Center for Acquisition Excellence to access the GSA Schedule Order Checklist, a valuable tool to assist agencies in the proper use of GSA Schedules to obtain their supplies and services at the best value.

Ordering activities shall use the procedures in [Federal Acquisition Regulation \(FAR\) 8.405-2](#) when ordering Schedule contract services priced at hourly rates. The applicable services will be identified in Schedule publications and contractors' Schedule pricelists.

Note: Ordering activities shall use the procedures in [FAR 8.405-1, Ordering Procedures for Supplies, and Services Not Requiring a Statement of Work \(SOW\)](#), when ordering Schedule contract supplies (products) and fixed-price services for a specific task, where a Statement of Work is not required – e.g., installation, maintenance, and repair.

When ordering supplies or services exceeding \$100,000 using Department of Defense (DoD) funds, ordering activities shall follow the [Defense Federal Acquisition Regulation Supplement \(DFARS\)](#). The DFARS has been amended to implement Section 803 of the National Defense Authorization Act for Fiscal Year 2002 (Public Law 107-107) for the acquisition of services, and to establish similar policy for the acquisition of supplies. DoD offices and non-DoD activities placing orders on behalf of DoD, including orders under [Blanket Purchase Agreements \(BPAs\)](#), should refer to DFARS 208.405-70 for additional information regarding ordering procedures and documentation requirements.

STEP 1 – Prepare a Request for Quotation (RFQ) that includes:

- **A Statement of Work.**

To the maximum extent practicable, agency requirements shall be performance-based statements.

All SOWs shall include the work to be performed, the location of the work, the period of performance, the deliverable schedule, the applicable performance standards, and any special requirements (e.g., security clearances, travel, and special knowledge).

- **The evaluation criteria (e.g., project plan for performing the task, price, experience, and past performance).**

A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor-hour or time-and-materials quotation may be requested. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel



costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

Ordering activities may consider socioeconomic status when identifying contractors for consideration or competition for award of an order or a [Blanket Purchase Agreement \(BPA\)](#). At a minimum, ordering activities should consider, if available, at least one small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, women-owned small business, or small disadvantaged business Schedule contractor. [GSA Advantage!®](#) and [GSA eLibrary](#) (formerly Schedules e-Library) contain information on small business representations of Schedule contractors.

- **A requirement for pricing information that ties the offered prices to the Schedule contract prices and seeks additional price reductions where appropriate.**

STEP 2 – Transmit the RFQ to GSA Schedule Contractors

The RFQ may be posted to [e-Buy](#), GSA's electronic RFQ system.

- **Orders at, or below, the micro-purchase threshold.**

The ordering activity may place orders with any GSA Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among Schedule contractors.

- **Orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.**

The ordering activity shall provide the RFQ (including the SOW and evaluation criteria) to at least three Schedule contractors that offer services that meet the agency's needs.

The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the SOW.

Note: Each Schedule contract has a maximum order threshold, which will vary by special item number. The maximum order threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a [price reduction](#).

- **Orders exceeding the maximum order threshold or when establishing a BPA.**

In addition to meeting the requirements, above, for orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold, the ordering activity shall –

Provide the RFQ (including the SOW and evaluation criteria) to an appropriate number of additional Schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional Schedule contractors, the ordering activity may consider the complexity, scope, and estimated value of the requirement, and the market search results.

Seek price reductions.



- **Distribution of the RFQ.**

The ordering activity shall provide the RFQ (including the SOW and the evaluation criteria) to any Schedule contractor that requests a copy.

STEP 3 – Evaluate Responses and Place the Order or Establish the BPA

The ordering activity shall evaluate all responses received using the evaluation criteria in the RFQ.

GSA has already determined that the hourly rates for services contained in the Schedule contractor's pricelist are fair and reasonable. However, the ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total firm-fixed price or ceiling price is fair and reasonable.

The ordering activity should then place the order, or establish the BPA, with the Schedule contractor that represents the best value (see FAR 8.404(d)).

After award, the ordering activity should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award shall be provided.

STEP 4 – Documentation

At a minimum, the ordering activity shall document:

- The Schedule contracts considered, noting the contractor from which the service was purchased;
- A description of the service purchased;
- The amount paid;
- If applicable, the circumstances and rationale for restricting consideration of Schedule contractors to fewer than required in these ordering procedures (see [FAR 8.405-6](#));
- The evaluation methodology used in selecting the contractor to receive the order;
- The rationale for any tradeoffs in making the selection;
- The fair and reasonable price determination; and
- If applicable, the rationale for using other than a firm-fixed price order or a performance-based order.



Information for Ordering Activities

Special Item Numbers	874-1 Consulting Services 874-2 Facilitation Services 874-6 Acquisition Management Support 874-7 Program Integration and Project Management Services
Contract Number	GS-10F-0448N
Contract Period	June 16, 2003 – June 15, 2013
Contractor's Name	Enterprise Resource Performance, Inc.
Contractor's Address	116K Edwards Ferry Rd. NE Leesburg, VA 20176-2301 Attn: Christopher Jones
Phone Number	703.771.4111
Fax Number	703.779.7887
Website Address	www.erp.net
Contract Administrator	Christopher K. Jones, President/CEO
Business Size	Service Disabled Veteran Owned Small Business (SDVOSB)

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

1a&b.	See Price List, Table of Contents, and Hourly Labor Rate Pricing herein.
2. Maximum Order Limitation	<p>\$1,000,000.00 (Orders may exceed this amount; however, this is the threshold where ordering activities may seek a price reduction.)</p> <p>In accordance with FAR 8.404, there may be circumstances where an ordering activity finds it advantageous to request a price reduction such as where a quantity of an individual order clearly indicates the potential for obtaining a reduced price. To assist customer agencies in determining when they should seek a price decrease, a level called a maximum order has been established under the contract. When an agency order exceeds this maximum amount, it is recommended that the ordering activity contact the contractor for a reduced price.</p> <p>a. The contractor may:</p>



	<p>1. Offer a new lower price for this requirement; 2. Offer the lowest price available under the contract; or, 3. Decline the order; orders must be returned in accordance with FAR 52.216-19.</p> <p>b. A delivery order for quantities that exceed the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the current contract.</p> <p>c. Sales for orders that exceed the maximum order shall be reported in accordance with GSAR 552.238-74.</p>
3. Minimum Order	\$100.00
4. Geographic Coverage (delivery area)	CONUS
5. Point(s) of Production	Enterprise Resource Performance, Inc. 116K Edwards Ferry Rd. NE Leesburg, VA 21076-2301
6. Discount from List Prices or Statement of Net Price	Government net prices (discounts already deducted)
7. Quantity Discounts	None offered
8. Prompt Payment Terms	Net 30, 1% for payments received within 10 days of receipt of invoice. Prompt payment discount does not apply to purchases using the Government Commercial Credit Card
9a. Government Commercial Credit Card	Government Commercial Credit Card is accepted up to the micro-purchase threshold. Prompt payment discount does not apply to purchases using the Government Commercial Credit Card
9b. Discount for Government Commercial Credit Card	Government Commercial Credit Card is accepted above the micropurchase level. Prompt payment discount does not apply to purchases using the Government Commercial Credit Card
10. Foreign Items (list items by country of origin)	None
11a. Time of Delivery	As negotiated in order
11b. Expedited Delivery	As negotiated in order
11c. Overnight and 2-day Delivery	As negotiated in order
11d. Urgent Requirements	As negotiated in order
12. F.O.B. Point(s)	Destination
13a. Ordering Address(es)	Enterprise Resource Performance, Inc. 116K Edwards Ferry Rd. NE Leesburg, VA 21076-2301 Attn: Christopher K. Jones



26.	ERPi is registered in the Central Contractor Registration (CCR) database
27. Uncompensated Overtime	Enterprise Resource Performance, Inc. follows total time accounting procedures. Professional staff are exempt from overtime pay provisions under the FLSA and applicable state laws. Non-exempt employees who work in excess of eight (8) hours per day or forty (40) hours per week receive overtime pay.