

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

**SCHEDULE MAS** – Multiple Award Schedule  
Information Technology Professional Services



**Muscogee Nation Business Enterprise (MNBE)**

1018 South Wood Drive • Okmulgee, OK 74447

P. 918-752-3150 • F. 918-758-1458

[www.MNBE.com](http://www.MNBE.com)

**Contract Number:** GS-00F-101GA  
**Contract period:** Jan. 30, 2017 through Jan. 29, 2022  
**Modification No:** PA-0013 effective May 21 2020  
**WEB:** [www.MNBE.com](http://www.MNBE.com)  
**Business size:** Tribally-Owned, HUBZone & TERO Certified,  
Other than Small Business (based on NAICS)



**Contact for Contract Administration:**

Lisa Tottress, Chief Financial Officer, [ltottress@mnbe.com](mailto:ltottress@mnbe.com)

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is [gsaadvantage.gov](http://gsaadvantage.gov)

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [gsa.gov](http://gsa.gov)

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# About Us

Welcome to Muscogee Nation Business Enterprise (MNBE)

Muscogee Nation Business Enterprise (MNBE) is owned by the Muscogee (Creek) Nation Indian Tribe of Oklahoma. With a tribal enrollment of over 68,000 members the Muscogee (Creek) Nation is one of the largest Indian tribes in the United States. The tribal jurisdiction of the Muscogee (Creek) Nation encompasses all of 8 counties and parts of 3 counties in eastern Oklahoma. The Muscogee (Creek) Nation is made up of the Executive Branch, Legislative Branch and the Judicial Branch. The Nation provides services such as, Health Care, Housing, Education, Social Service, Head Start, Child Care, Elderly Services, Community Services, Children & Family Services, just to name a few.

Muscogee Nation Business Enterprise (MNBE) was created to diversify the types of businesses operated by the Nation and to provide an additional revenue stream to help fund other tribal needs. We also wanted to develop the skill sets of our tribal members to become proficient in Government Contracting.

MNBE has two operating divisions, Professional Services and Life Safety Services. Please take the time to visit information regarding each the divisions within Muscogee Nation Business Enterprise.

The Muscogee Nation Business Enterprise (“MNBE”) is wholly owned by the Muscogee (Creek) Nation. MNBE was created in 1999 to promote the health, safety, education, social and physical well-being and economic advancement of our Citizens. MNBE’s primary duty is to act as the Nation’s agency responsible for investigating, planning, organizing and operating business ventures. Diversifying the types of businesses operated by the Nation provides an additional revenue stream, in order to fund some of the tribal needs. Profits generated by the businesses of MNBE are returned to the tribal treasury department to be distributed by the National Council to programs, social services and to further economic development within the Muscogee (Creek) Nation.

MNBE is a graduate of the United States Small Business Administration 8(a) Program.

MNBE is a HUBZone & TERO Certified.

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**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

SIN	Description
54151S	Information Technology Professional Services
541611	Management and Financial Consulting, Acquisition and Grants
OLM	Order Level Materials (OLM)

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**

N/A. Services Only

**1c. HOURLY RATES: (Services Only):**

Labor Category Title	GSA Net Rates Year 1
Program Manager	\$137.63
Web Developer	\$53.79
Systems Engineer I	\$92.57
Senior Tech Analyst	\$70.82
Senior Technical Writer	\$70.73

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).".

**Program Manager:**

**Duties/Responsibilities:** Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates planning and production of all contract support activities. Demonstrates written and oral communication skills. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities.

Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Familiar with relational database concepts, and client-server concepts.

**Education:** Bachelor's - Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred.

**Experience:** 6 or more years of experience, relies on experience and judgment to plan and accomplish goals, independently performs a variety of complicated tasks, a wide degree of creativity and latitude is expected. Experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**Web Developer:**

**Duties/Responsibilities:** The web developer will perform programming, systems analysis, systems integration, and project management functions for original products and, as required additional spirals thereto. The developer must understand technical and functional design requirements; assists in physical and logical database design; creates prototypes for client engagements;

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**CUSTOMER INFORMATION:**  
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designs, codes, and tests technical solutions; and identifies system deficiencies and recommends solutions.

Knowledge of the principles, practices, and techniques of computer programming and systems design; of computer operations, systems, and procedures; of project control and cost estimating techniques; of computer programming languages; of data processing flowcharting techniques; of database structures and theories; and of current database technologies.

**Education:** Bachelor's - Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred.

**Experience:** 3 years of experience in the field or in a related area. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Primary job functions do not typically require exercising independent judgment. Experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **Systems Engineer I:**

**Duties/Responsibilities:** Support tasks requiring the use of an interdisciplinary and holistic engineering approach to insure proposed solutions are designed with components and systems that interact with, or operate in conjunction with each other. The engineer will be responsible for the integration of multiple components and proper functionality of system of systems. The engineers' expertise will be utilized to evaluate vendor proposals and assist in determining the programs selected for further development. Systems engineers work to integrate the entire process focused on an approach that maximizes money, methods, materials and technology, across traditional programmatics.

Work involves assisting in analyzing systems outlines to develop programs for computer applications, writing solution programs, documenting the methods and procedures used in program development, and testing and correcting programs. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Develops block diagrams and machine logic flowcharts to represent operations and data flow for applications.

Captures requirements using industry standard development frameworks and tools. Designs reports, forms and letters along with computer terminal screen displays to accomplish goals of user request. Reviews screens, reports, forms and letters designs with users. Converts project specifications, using industry standard tools, such as object-oriented tools and code generation, into sequence of detailed instructions and logical steps for coding into language process-able by computer, applying knowledge of computer programming techniques and computer languages.

**Education:** Bachelor's - Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred.

**Experience:** 5 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

### **Senior Tech Analyst:**

**Duties/Responsibilities:** Responsible for providing/supporting program development, system development and demonstration, or programmatic/project management responsibilities for such activities; program planning and implementation; systems analysis and modeling; and regulatory impact assessments. Provide progressively more difficult assignments in technical processes and technology areas. Have a general knowledge of area of technical expertise. Creates project charter and work plan and tracks budget and schedule progress via appropriate metrics. Generally, manages a group of applications systems analysts. Relies on experience and judgment to plan and accomplish goals. Professional certification is highly desirable.

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**Education:** Bachelor's - Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred.

**Experience:** 4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. A certain degree of creativity and latitude is required. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

**Senior Technical Writer:**

**Duties/Responsibilities:** Develops and writes technical proposals and documentation which effectively support business operations. Plans and designs, writes, edits, proof-reads, and produces a variety of technical publications and documents to ensure all final products are clear, concise and accurate. Develops documents in conjunction with appropriate technical personnel to meet specific task requirements. Prepares and edits materials to conform to accepted standard usage. Develops text, graphs, and tables using desk-top publishing. Supports proposal efforts by ensuring all proposal writers respond to RFP requirements as well as by writing sections and resumes. Edits and publishes final product.

**Education:** Bachelor's - Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, or management information systems is generally preferred.

**Experience:** 4 or more years of experience, relies on experience and judgment to plan and accomplish goals, independently performs a variety of complicated tasks, may lead and direct the work of others, a wide degree of creativity and latitude is expected.

**2. MAXIMUM ORDER:**

54151S \$500,000  
541611 \$1,000,000.00  
OLM \$250,000

**3. MINIMUM ORDER:**

\$100.00

**4. GEOGRAPHIC COVERAGE:**

Domestic Delivery Only (the 48 contiguous states, D.C., Hawaii, Alaska, and US Territories)

**5. POINT(S) OF PRODUCTION:**

*Corporate:*

MNBE  
1018 South Wood Drive  
Okmulgee, OK 74447

*Mailing:*

MNBE  
P.O. Box 147  
1018 South Wood Drive  
Okmulgee, OK 74447

**6. DISCOUNT FROM LIST PRICES:**

Prices are listed as GSA Net, Discount Deducted and IFF included.

**7. QUANTITY DISCOUNT(S):**

None Offered

**8. PROMPT PAYMENT TERMS:**

Net 30 days

**9. FOREIGN ITEMS:**

None

**10a. TIME OF DELIVERY:**

MNBE will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

CUSTOMER INFORMATION:  
MUSCOGEE NATION BUSINESS ENTERPRISE

- 10b. EXPEDITED DELIVERY:**  
See Urgent Requirements (11d) below.
- 10c. OVERNIGHT AND 2-DAY DELIVERY:**  
See Urgent Requirements (11d) below.
- 10d. URGENT REQUIREMENTS:**  
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing). If the Contractor offers an accelerated delivery time acceptable to the ordering activity, and order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
- 11. FOB POINT:**  
Destination
- 12a. ORDERING ADDRESS:**  
MNBE  
1018 South Wood Drive  
Okmulgee, OK 74447
- 12b. ORDERING PROCEDURES:**  
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 13. PAYMENT ADDRESS:**  
MNBE  
1018 South Wood Drive  
Okmulgee, OK 74447
- 14. WARRANTY PROVISION:**  
Contractor's standard commercial warranty.
- 15. EXPORT PACKING CHARGES:**  
N/A
- 16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):**  
N/A
- 17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):**  
N/A
- 18. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):**  
N/A
- 18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):**  
N/A
- 19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):**  
MNBE  
1018 South Wood Drive  
Okmulgee, OK 74447

- 20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):**  
N/A
- 21. PREVENTIVE MAINTENANCE (IF APPLICABLE):**  
N/A
- 22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES**  
(e.g. recycled content, energy efficiency, and/or reduced pollutants):  
N/A
- 22b. SECTION 508 COMPLIANCE FOR EIT:**  
The EIT Standards can be found at: [www.section508.gov/](http://www.section508.gov/)
- 23. DUNS NUMBER:**  
126745491
- 24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**  
Contractor has an Active Registration in the SAM database.