



# Authorized Mission Oriented Business Integrated Services

## General Services Administration Federal Supply Service

Kais E Systems, Inc. (KES) is an organizational performance firm specializing in analysis, training, coaching, facilitation, and operational support.

**Federal Supply Service**  
**U.S. General Services Administration**



FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY
SERVICE PRICE LIST

Mission Oriented Business Integrated Services
(MOBIS)

Special Item Numbers (SIN) Products/Services

Table with 2 columns: Special Item Numbers (SIN) and Products/Services. Rows include 874-1 (Integrated Consulting Service), 874-1RC (Recovery Purchasing), 874-4 (Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships), and 874-4RC (Recovery Purchasing).

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.GSAAdvantage.gov

Agencies can also browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at http://www.fss.gsa.gov/.

Contractor:

Kais E Systems, Inc.
1840 E. Valencia Road
Bldg. 8 Suite 209
Tucson, AZ 85706

520.445.6330 P
520.445.6331 F

shelley@kaisesystems.com
http://www.kaisesystems.com

Contract Number: GS-10F-0022N

Base Contract Period: October 8, 2002 - October 7, 2007

First Option Period: October 8, 2007 - October 7, 2012

Second Option Period: October 8, 2012 - October 7, 2017

Pricelist current through Modification # PO-0009, dated October 8, 2012.



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## CONTRACT MODIFICATIONS

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Modification PS-0009 dated October 8, 2012

## INFORMATION FOR ORDERING OFFICES

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### SPECIAL NOTICE TO AGENCIES Small Business Participation

The General Services Administration and the Small Business Administration (SBA), strongly support the participation of small business concerns in the Federal Supply Schedule Program. To enhance small business participation SBA policy requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three Schedule contractors or to consider reasonable available information by using the GSA *Advantage!* that contains information on a broad array of products and services offered by small business contractors. When conducting evaluations and before placing an order, consider including, if available, one or more small, women-owned small and/or small disadvantaged business Schedule contractor(s). For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.



**1. TABLE OF AWARDED SINS/ PRICES**

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- a) 874-1 Integrated Consulting Services
- b) 874-1RC Recovery Purchasing
- c) 874-4 Training Services
- d) 874-4RC Recovery Purchasing

**2. MAXIMUM ORDER**

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<u>ITEM NUMBER/SIN</u>	<u>MAXIMUM ORDER</u>
874-1	\$1,000,000.00
874-1RC	\$1,000,000.00
874-4	\$1,000,000.00
874-4RC	\$1,000,000.00

**3. MINIMUM ORDER**

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The minimum dollar value of orders to be issued is \$100.00.

KES's minimum order is one course; for courses taught on-site at least the minimum number of attendees is required.

**4. GEOGRAPHIC SCOPE OF CONTRACT DELIVERY AREA**

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*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

**5. POINTS OF PRODUCTION**

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Kais E Systems  
1840 E. Valencia Road  
Bldg. 8 Suite 209  
Tucson, AZ 85706

**6. STATEMENT OF NET PRICES**

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Prices shown here are net.

**7. QUANTITY DISCOUNT**

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None

**8. PROMPT PAYMENT DISCOUNT**

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None

**9. GOVERNMENT COMMERCIAL PRUCHASE CARD**

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Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written orders. Bank account information for wire transfer payments will be shown on the invoice. Government purchase cards are accepted above the micro purchase threshold.

**10. FOREIGN ITEMS**

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Not applicable under the scope of this contract.

**11. A. TIME OF DELIVERY**

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As negotiated between the Contractor and the ordering activity.

**11. B. EXPEDITED DELIVERY**

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As negotiated between the Contractor and the ordering activity.

**11. C. OVERNIGHT AND 2-DAY**

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As negotiated between the Contractor and the ordering activity.



**11. D. URGENT REQUIREMENTS**

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As negotiated between the Contractor and the ordering activity.

**12. F.O.B. POINT**

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Destination

**13. ORDERING ADDRESS**

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**A. Ordering Address**

By Mail:

1840 E. Valencia Road  
Bldg. 8 Suite 209  
Tucson, AZ 85706

By Facsimile:

520-445-6331  
Attn: Shelley Kais

By e-mail:

[Shelley@kaisesystems.com](mailto:Shelley@kaisesystems.com)

**B. Technical and/or Ordering Assistance.** The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance:

520-445-6330

**13. PAYMENT ADDRESS**

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1840 E. Valencia Road  
Bldg. 8 Suite 209  
Tucson, AZ 85706

**14. WARRANTY PROVISIONS**

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N/A

**15. CANCELLATION POLICIES**

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Cancellation Policies for SIN 874-4, 874-4RC

Client will be billed for the full minimum number of attendees. Attendee substitutions are permitted at any time up to the start of the course or facilitation engagement. In the event the entire course session is cancelled with less than thirty (30) calendar days notice prior to course commencement, the client is liable for all out of pocket expenses that KES incurred in preparing to teach the course or facilitate the engagement, including non-refundable expenses such as airfare. A postponement of a course is considered a cancellation. All cancellations must be received in writing. KES shall use its best efforts to attempt to reschedule training cancelled for reasons beyond the Client's control.

Classes and engagements started but not completed due to inclement weather will be invoiced and are payable in full at the agreed upon sale price plus any costs incurred, including instructor fees and travel costs, for delivering make-up days.

**16. EXPORT PACKING CHARGES**

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N/A

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE**

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N/A

**18. TERMS AND CONDITIONS OF RENTAL AND MAINTENANCE**

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N/A

**19. TERMS AND CONDITIONS OF INSTALLATION**

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N/A

**20. TERMS AND CONDITIONS OF REPAIR PARTS**

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N/A



**20. A. PLACING AN ORDER FOR TRAINING COURSES AND/OR SERVICES**

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N/A

**21. SERVICES AND DISTRIBUTION POINTS**

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N/A

**22. PARTICIPATING DEALERS**

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N/A

**23. PREVENTIVE MAINTENANCE**

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N/A

**24. A. SPECIAL ATTRIBUTES**

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N/A

**24. B. SECTION 508 COMPLIANCE**

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Yes

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS)**

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DUNS Number: 10-331-0566

**26. CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE**

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Contractor has registered with the System for Award Management Database.



**APPENDIX A**

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**1a. PRICING TABLE**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 874: MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

**SIN 874-1, 874-1RC Integrated Consulting Services**

<b>Labor Category</b>	<b>Yr 11</b>	<b>Yr 12</b>	<b>Yr 13</b>	<b>Yr 14</b>	<b>Yr 15</b>
Senior Consultant	\$201	\$205	\$210	\$214	\$218
Consultant	\$168	\$172	\$175	\$179	\$183
Junior Consultant	\$99	\$101	\$103	\$105	\$108
Administrative Assistant	\$52	\$53	\$54	\$55	\$57
Senior Subject Matter Expert	\$319	\$326	\$333	\$340	\$347
Subject Matter Expert	\$262	\$268	\$273	\$279	\$285
Senior Curriculum Development Specialist	\$201	\$205	\$210	\$214	\$218
Curriculum Development Specialist	\$132	\$135	\$138	\$140	\$143
Editor	\$99	\$101	\$103	\$105	\$108
Instructional Design Specialist	\$132	\$135	\$138	\$140	\$143
Writer	\$132	\$135	\$138	\$140	\$143
Graphics Designer	\$99	\$101	\$103	\$105	\$108

## APPENDIX B

### 1b. PRICING TABLE

#### SIN 874-4, 874-4RC Training Services

Name of Course	# Days/ Hours	Min/Max # of Attendees	Price for Min # of Attendees	Price Per Additional Attendee
Data Analysis with Microsoft Excel	4 days	10/25	\$4,500	\$450.00
Budget Analysis with Microsoft Excel	3 days	10/25	\$3,500	\$350.00
Data Collection Techniques	4 days	10/25	\$4,500	\$450.00
Presenting Statistics Using Charts, Graphs and Tables	2 days	10/25	\$2,000	\$200.00
Performance Measurement	2 days	10/25	\$2,000	\$200.00
Cost-Benefit Analysis	3 days	10/25	\$3,500	\$350.00
Project Management: An Overview	2 days	12/25	\$2,000	\$200.00
Applied Business Analysis: Strategic Operations Planning	4 days	10/25	\$4,500	\$450.00
Applied Business Analysis: Operations Design	4 days	10/25	\$4,500	\$450.00
Applied Business Analysis: Operations Management	4 days	10/25	\$4,500	\$450.00
Applied Business Analysis: Quantitative Techniques	4 days	10/25	\$4,500	\$450.00
Leadership at All Levels	2.5 days	10/25	\$3,250	\$325.00
Project Skills Refresher	2 days	10/25	\$2,000	\$200.00
Thinking & Acting Strategically	1.5 days	10/25	\$1,750	\$175.00
Cost-Benefit Analysis for Decision Support	2 days	10/25	\$2,000	\$200.00
Building Effective Teams	1 day	10/25	\$1,250	\$125.00
Project Leadership Skills Workshop	2 days	8/18	\$1,600	\$200.00
Grammar Skills Workshop	3 days	8/18	\$2,800	\$350.00
Business Writing Skills	2 days	8/15	\$1,600	\$200.00
Presentation Skills Workshop	3 days	6/12	\$2,100	\$350.00
Time Management	3 hours	12/18	\$600	\$50.00





## APPENDIX C

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### MOBIS LABOR CATEGORY DESCRIPTIONS SIN 874-1 INTEGRATED CONSULTING SERVICES

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#### Senior Consultant

**Description:** Responsible for coordination with client, supervision of project team, and review and approval of deliverables.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least eight years of consulting experience, or bachelors degree plus at least ten years of consulting experience

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#### Consultant

**Description:** Responsible for managing tasks within project, supervising junior consultants, preparation of deliverables. Reports to Senior Consultant.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least six years of consulting experience, or bachelor's degree plus at least eight years of consulting experience.

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#### Junior Consultant

**Description:** Responsible for performance of tasks on project, assisting in preparation of deliverables. Reports to Consultant.

**Minimum Education/Years of Experience:** Requires bachelor's degree plus at least four years of consulting experience.

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#### Administrative Assistant

**Description:** Provides administrative support to project team.

**Minimum Education/Years of Experience:** Requires high school diploma plus at least four years of administrative experience.

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#### Senior Subject Matter Expert

**Description:** Provides functional or subject matter expertise in specific technical area.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least ten years' experience in field or bachelor's degree plus at least twelve years' experience in field.

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#### Subject Matter Expert

**Description:** Provides functional or subject matter expertise in specific technical area.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least eight years' experience in field or bachelor's degree plus at least ten years' experience in field.

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#### Senior Curriculum Development Specialist

**Description:** Responsible for developing curriculum for customized training courses.

**Minimum Education/Years of Experience:** Requires bachelor's degree plus at least eight years curriculum development experience.

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#### Curriculum Development Specialist

**Description:** Responsible for developing curriculum for customized training courses.

**Minimum Education/Years of Experience:** Requires bachelor's degree plus at least six years curriculum development experience.



### **Editor**

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**Description:** Responsible for editing curriculum for customized training courses.

**Minimum Education/Years of Experience:** Requires bachelor's degree plus at least four years editing experience.

### **Instructional Design Specialist**

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**Description:** Responsible for designing instructional material for customized training courses.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least six years of instructional design experience.

### **Writer**

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**Description:** Responsible for writing course material for customized training courses.

**Minimum Education/Years of Experience:** Requires bachelor's degree plus at least six years of writing experience.

### **Graphics Designer**

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**Description:** Responsible for designing graphics for reports and deliverables as well as customized training courses.

**Minimum Education/Years of Experience:** Requires bachelor's degree plus at least four years graphics design experience. Experience may be substituted on a one year for one year basis experience.

### **Senior Facilitator**

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**Description:** Responsible for facilitation of client group meetings, breakout sessions and activities.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least eight years of facilitation experience, or bachelors degree plus at least ten years of facilitation experience

### **Facilitator**

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**Description:** Responsible for facilitation of client group meetings, breakout sessions, and activities. Reports to Senior Facilitator.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least six years of facilitation experience, or bachelors degree plus at least eight years of facilitation experience

### **Junior Facilitator**

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**Description:** Responsible for facilitation of client group meetings, breakout sessions, and activities. Reports to Senior Facilitator.

**Minimum Education/Years of Experience:** Requires advanced degree plus at least six years of facilitation experience, or bachelor's degree plus at least eight years of facilitation experience.