



CAI

Change and Inspiration

TELEPHONE 212.594.7741 • FAX 212.629.3321

ADDRESS 505 Eighth Ave., Suite 1900, NY, NY 10018

WEBSITE www.caiglobal.org

GSA MOBIS GS-10F-0030W

Mission Oriented Business Integrated Services (MOBIS)

U.S. General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Submitted by

Cicatelli Associates Inc.
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Contract Number: GS-10F-0030W

Contract Period: NOVEMBER 1, 2009 TO OCTOBER 31, 2014

Special Item Numbers:

874-1 Integrated Consulting Services

Pricelist Updated: July 2013



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Direct Contact Information:

For more detailed information about our organization's services and our MOBIS contract, please contact:

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1a. Awarded Special Item Numbers (SINs):
874-1 Integrated Consulting Services

11b. Expedited Delivery: Contact contractor.

**1b. Identification of the lowest unit price, and
1c. Hourly rates and corresponding labor category
information:** Please refer to Pricing Information
Section below.

11c. Overnight and 2-day Delivery: Contact
contractor.

2. Maximum Order: \$1,000,000 Please contact CAI
directly for orders above \$1,000,000.

11d. Urgent Requirements: Contact contractor.

3. Minimum Order: \$100

12. F.O.B. Points: Destination

4. Geographic Coverage: Domestic and Overseas

13a. Ordering Address: Same as company
address.

13b. Ordering Procedures: Contact contractor

5. Points of Production: Same as company address

14. Payment Address: Same as company address.

**6. Discount from list prices or statement of net
price:** Government net prices (discounts already
deducted).

15. Warranty Provision: Contractor's standard
commercial warranty.

7. Quantity Discounts: None offered

16. Export Packing Charges: N/A

8. Prompt Payment Terms: Net 30 days

**17. Terms and Conditions of Government
Purchase Card for thresholds above micro
purchase level:** Contact contractor.

9. Government Commercial credit card:
Yes

18-24. Term and Conditions: N/A

10. Foreign Items: None

25. DUNS: 014-665-749

11a. Time of Delivery: Specified on Task Order

26. Central Contractor Registration: CAI is
registered in the SAM (formerly CCR) database.

Organizational Description

Cicatelli Associates Inc. (CAI) is a nonprofit 501(c)(3) capacity building organization. CAI's mission is to improve the health and well-being of individuals, families, communities, and society through strategically-designed, high-quality training, technical assistance (TA), and other capacity building services. In partnership with governmental and other non-profit organizations, we work with policy makers, funders, and providers to develop and deliver relevant, effective, and culturally-sensitive learning experiences that serve participants' diverse backgrounds, experiences, and capabilities. In order to effectively tackle society's most challenging social and public health issues, CAI's services are competency-based, outcome-oriented, and designed for implementation. CAI also administers population-based prevention interventions, allowing for a broad impact on the health of communities, cities, states, and whole nations.

Over the past 35 years, CAI has worked closely with federal, state and local agencies as well as private foundations, community-based organizations, large medical institutions and other health and social service entities to provide consulting, facilitation and project management activities. CAI works throughout the United States and internationally.

Over 250,000 service providers have attended CAI training programs and more than 3500 service organizations have benefited from its personalized, consultation, facilitation, management and coordination efforts. CAI has a staff of approximately 95 professionals including a team of 35 expert trainers and technical assistance specialists with diverse backgrounds in health and human service provision, education, research and policy. CAI currently conducts over 30 capacity building projects.

In addition to its trainers and technical assistance specialists, CAI has a strong infrastructure and internal resources, including a custom designed management information systems database that allows it to monitor, track and evaluate our services; a team of skilled support staff who help coordinate, facilitate and manage the complex components of its many contracts; technology support that allows CAI to provide e-learning services; and a core internal team of public health, adult education, business and management professionals that oversee the development and implementation of curricula, supportive educational materials, websites, databases and tracking tools, reports, briefings and white papers, and various other resources needed to fulfill project deliverables.

Expertise and Capabilities

Since its incorporation in 1979, CAI has provided training, consultation, facilitation, program management, and educational materials development services to health and human services agencies with funding from a number of government agencies, including the US Dept. of Health and Human Services Office of Population Affairs, Centers for Disease Control and Prevention, Health Resource and Service Administration, and Substance Abuse and Mental Health Services Administration. In addition to training, CAI provides consultation remotely and onsite to agencies to help improve services, including assisting with the integration of new services, improvement of clinic systems, and maximize billing and financial systems. CAI has facilitated the development of guidelines and policies, leading advisory and/or workgroups and providing the supportive services, such as briefings, documentation and background research, to help members make informed decisions. CAI's services have included developing reports and guidelines documents for dissemination by its funders to their network of provider agencies.

Support Our Federal Clients through the GSA Schedule

CAI provides consulting, facilitation, training, technical assistance, management, organizational development and other capacity building services through its GSA MOBIS Contract.

Participation in the GSA Mission Oriented Business Integrated Services (MOBIS) system allows CAI to support agencies with Consulting and Facilitation Services.

- SIN 874-1: Integrated Consulting Services

Consulting Services

CAI provides a broad range of consulting services to help agencies achieve their mission-oriented goals. Our services include, but are not limited, to such things as:

- Needs and Impact Assessments
- Customized training and technical assistance
- Customized e-learning and distance learning programs
- Management or strategy planning and consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports
- Executive/management coaching services
- Policy and regulation development assistance

Facilitation Services

CAI provide facilitation and decision support services for agencies to assist them in their collaboration efforts, group work, and team building in order to meet their mission-oriented goals. Our staff are experts in working with highly divergent groups and facilitating a process that builds respect and helps to move the agenda forward, in a culturally competent manner that is focused on implementation and action. We are experts in adult learning and education, and use our knowledge and skills, as well as the specific content expertise of our staff, to provide a rich experience for our clients and helps them to overcome barriers, find common ground, and raise the bar toward achievement of success.



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PRICING INFORMATION

SIN	Labor Category	GSA Hourly Rate	Min. Education	Min. Yrs Experience
874-1	Executive Program Manager	\$109.52	Masters	15
874-1	Senior Program Manager	\$83.70	Masters	5
874-1	Program Management Specialist	\$74.30	Bachelors	3
874-1	Expert Consultant	\$68.27	Masters	15
874-1,	Senior Consultant	\$65.46	Masters	10
874-1	Business Management Consultant	\$88.26	Masters	10
874-1	Master Facilitator	\$109.45	Masters	15
874-1	Senior Facilitator	\$63.18	Masters	5
874-1	Master Subject Matter Expert	\$80.01	Masters	15
874-1	Senior Subject Matter Expert	\$61.59	Masters	5
874-1	Program Developer	\$68.75	Masters	10
874-1	Program Support 1	\$42.08	Masters	5
874-1	Program Support 2	\$25.84	Bachelors	3
874-1	Premium Expert Content Specialist	\$229.11	Masters	15

SCA APPLICABILITY STATEMENT:

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 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 wage determination number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS

1. Executive Program Manager

The Executive Program Manager is a highly experienced professional with a Masters degree in business administration, public administration, public health, human resource development, organizational development, or related field. This position requires a minimum of fifteen years of experience in the management of large, multi-component projects, organizational development with a large organization, and executive management duties. The Executive Program Manager is responsible for the overall client relationship, leads project teams and fosters collaboration, and oversees all activities of a project, including development of the project plan, supporting the implementation of activities, and overseeing the development of reports and other materials.

2. Senior Program Manager

The Senior Program Manager is an experienced professional with a Masters degree in business administration, public administration, public health, human resource development, organizational development or related field. This position requires a minimum of five years of experience in the management of large, multi-component projects, organizational development with a large organization, and executive management duties. The Senior Program Manager manages multiple streams of work, coordinates scheduling, and manages resources to support the overall client engagement, including managing project details, leading problem solving activities, coaching personnel, and preparing and providing reports, as needed.

3. Program Management Specialist

The Program Management Specialist is an experienced professional with at least as Bachelors degree in business administration, public administration, public health, human resource development, organizational development or related field. This position requires a minimum of three years experience managing small to medium learning and development projects which include program management, report development, creating and monitoring project plans, and tracking financial performance, designing interview protocols, analyzing client data and collecting necessary research data for a project.

4. Expert Consultant

The Expert Consultant is a highly experienced professional with a Masters degree in business administration, public administration, public health, human resource development, organizational development, or related field. This position requires a minimum of fifteen years of experience providing consulting or organizational development services with a wide range of organizations with increasing responsibility for large, complex projects. The Expert Consultant serves as the lead in such tasks as designing and researching the client challenges identifying tailored solutions, designing interview protocols, collecting and analyzing data, leading exercises and role playing, developing official reports, communication materials for client, and training materials for the client and/or internal purposes, also leads the client in decision making processes as well as planning actions to resolve problem and/or issues.

5. Senior Consultant

The Senior Consultant is an experienced professional with a Masters degree in business administration, public administration, public health, human resource development, organizational development, or related field. This position requires at least ten years experience providing direct consulting services for improved and enhanced functioning of an organization. The Senior Consultant provides consultation in a variety of organizational operations and management functions, such as strategic planning and human resource development; works directly with the client and other key individuals; leads planning efforts, and provides coaching and guidance to support implementation of plans and activities; assists client organizations to ensure proper operational controls, systems, and assists with development of administrative and reporting procedures; and people systems in place to effectively operate and grow the organization and to ensure financial strength and operating efficiency.

6. Business Management Consultant

The Business Management Consultant is a highly experienced professional with a Masters degree in business administration, public administration, accounting or related field. This position requires at least ten years of experience providing significant business consulting and organizational development to a wide range of organizations with increasing responsibility and focus on financial operations. The Business Management Consultant leads projects that focus on the client's financial activities. This may include designing fiscal systems; collecting and analyzing fiscal data; developing models to project revenue and expenses; developing professional reports for the clients that may include recommendations for new systems, summaries of data analysis and model summaries and sensitivity analysis; and leading the client in decision-making processes related to fiscal activities and actions to resolve fiscal problems and/or issues.

7. Master Facilitator

The Master Facilitator is a highly experienced professional with a Masters degree in business administration, public administration, public health, human resource development, organizational development, or related field. This position requires a minimum of fifteen years experience working with senior business leaders and executives. The Master Facilitator leads small and/or large groups through activities and exercises in order to foster discussion, decision making, and/or planning activities to identify and overcome differences and/or disputes; debrief exercises; facilitates case studies; and conducts simulations as necessary to ensure client engagement. The Master Facilitator uses a variety of learning mediums including face-to-face classroom sessions, on-line/web-based platforms, conference calls, and individual or small group interactive sessions, to achieve overall goals and objectives. The Master Facilitator imparts a high level of energy, insight and problem solving ability, as well as exceptional communications and presentation skills. The Master Facilitator has strong ability and background in managing group dynamics, relating stakeholder business issues and goals to learning designs, and adapting approaches to achieve desired outcomes for the group and individual participants and may also provide executive coaching and interpret feedback and diagnostic instrument results.

8. Senior Facilitator

The Senior Facilitator is an experienced professional with a Masters degree in business administration, public administration, public health, human resource development, organizational development, or related field. This position requires a minimum of five years experience leading large and small group discussions, decision making, planning sessions, debriefing sessions, case studies and simulations using active listening and questioning skills. The position will use a variety of mediums for facilitation and presentation of content including classroom, virtual, and web-based learning devices. The Senior Facilitator manages group dynamics to ensure the involvement of all group members; utilizes facilitation strategies, as needed, to achieve group outcomes; and provides coaching services to the client, including results interpretation and debriefing.

9. Master Subject Matter Expert

The Master Subject Matter Expert is a highly experienced professional with an advanced health or research degree (i.e. MD, PhD) or a Masters degree in a specific area or areas of expertise, including business administration, psychology, public health, public administration, human resource development, and education. This position requires a minimum of fifteen years experience leading the design, development and delivery of services in the specified area(s) of expertise. The Master Subject Matter Expert demonstrates strong leadership skills in working with both small and large groups, fostering discussion, facilitating case studies and developing program designs to meet the specific needs of the client. The Master Subject Matter Expert has exceptional communication and presentation skills to lead programs and diverse groups towards the achievement of desired outcomes for the group and individual participants.

10. Senior Subject Matter Expert

The Senior Subject Matter Expert is an experienced professional with a Masters degree in a specific subject area or areas, including business administration, psychology, public health, public administration, human resource development, and education. This position requires a minimum of five years experience leading the design, development and delivery of services in the specified area(s) of expertise. The Senior Subject Matter Expert leads small- and medium-sized groups, facilitates discussions and utilizes case studies and program designs to meet the specific needs of the client. The Senior Subject Matter Expert leads development of customized training programs, adapting them to achieve the goals and objectives of the contract. The Senior Subject Matter Expert also ensures that the program achieves the desired outcomes for the group and individual participants.

11. Program Developer

The Program Developer is a highly experienced professional with a Masters degree in education, behavioral sciences, public administration, public health, or related field. This position requires a minimum of ten years experience in the design of programs; including reports; instructional resources; tools/instruments and materials; and the ability to conceptualize large learning systems and curriculum architectures. The Program Developer has subject matter content experience in such areas as leadership/management, change management, program design, teams, collaboration and/or customer service. The Program Developer uses knowledge of adult learning and instructional design principles to construct highly experiential and engaging workshops; and also leads the design of protocols, diagnostics, feedback instruments and measurement methods.

12. Program Support 1

The Program Support 1 is an experienced professional with a Masters degree in public administration, public health, sociology, or related degree. This position requires a minimum of five years experience providing technical and/or analytical support. The Program Support 1 provide support services, such as study design, database design, data and quantitative analysis, financial spreadsheets, logic models, continuous quality assurance, and quality improvement initiatives. The Program Support 1 has excellent written and verbal skills and develops and maintains relationships with the client and implementation team and also monitors quality assurance of deliverables. This position is proficient with data management and analysis applications, including Microsoft Excel and Access; Atlas.ti; and SPSS, STATA or other statistical software.

13. Program Support 2

The Program Support 2 is an experienced staff person with, preferably, a Bachelors degree and at least 3 years experience in a busy office setting. The Program Support 2 is responsible for providing all necessary support to the project team, including preparation of project materials, activity scheduling, participant and client tracking and any additional administrative support. The Program Support 2 assists in maintaining client relationships and also coordinating internal communication among team members.



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14. Premium Expert Content Consultant

The Premium Expert Content Consultant is a highly experienced professional with an advanced degree in health or research (i.e. MD or PhD) or at least a Masters degree in behavioral sciences, public administration, public health, human resource development, education, sociology or related field. This position requires a minimum of fifteen years experience, including publications in peer-reviewed journals, experience working on projects of national scope and significance, presentation at national meetings and/or serve on advisory boards with national scope within the last five years. The Premium Expert Content Consultant provides specific content expertise in such areas as behavioral sciences and research, multi-site evaluations, public administration and policies, health care systems, behavior change communications, interpersonal education and communications, social marketing, and other topics specific to the needs of the client. The Premium Expert Content Consultant also provides expert advice on research design, instructional design, program design, intervention design, implementation of programs, and evaluation.