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# General Services Administration

Management, Organizational, and Business Improvement Services (MOBIS)  
Authorized Federal Supply Service Price List



## **The Leonard Resource Group, Inc.**

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# gsa schedules

## **GENERAL SERVICES ADMINISTRATION**

**Management, Organizational, and Business Improvement  
Services (MOBIS)**

**Authorized Federal Supply Service Price List**

**FSC GROUP 874**

**FSC CLASS R799**

**Contract Number: GS-10F-0036M, MODIFICATION PS-0005**

**Period Covered by Contract: NOVEMBER 1, 2011 TO OCTOBER 31, 2016**

**Business Size: SMALL BUSINESS**

**DUNS Number: 02-670-2014**

**General Services Administration**

**Federal Supply Service**

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: [GSAAvantage.gov](http://GSAAvantage.gov).

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## CUSTOMER INFORMATION

### 1A. AUTHORIZED SPECIAL ITEM NUMBERS (SINS):

Pricing for all offered SINS is listed in Item 6, below.

Special Item No. 874-1 Consulting Services

Special Item No. 874-7 Program Integration and Project Management Services

### 1B. LOWEST PRICED MODEL NUMBER AND LOWEST UNIT PRICE FOR THAT MODEL FOR EACH SIN AWARDED IN THE CONTRACT:

See Item 6, below.

### 2. MAXIMUM ORDER:

\$1,000,000

### 3. MINIMUM ORDER:

\$100

### 4A. GEOGRAPHIC COVERAGE (DELIVERY AREA):

Domestic delivery

### 4B. TRAVEL:

Contractor travel will be IAW the Federal Travel Regulation 31.205-46, as applicable.

### 5. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY):

Same as Contractor.

### 6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:

Government net prices (discounts already deducted). See Attached

### 7. QUANTITY DISCOUNTS:

None

### 8. PROMPT PAYMENT TERMS:

None, Net 30 days

### 9A. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICROPURCHASE THRESHOLD:

Yes

**9B. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICROPURCHASE THRESHOLD:**

Contact Contractor

**10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):**

None

**11A. TIME OF DELIVERY:**

Specified on the Task Order

**11B. ITEMS AVAILABLE FOR EXPEDITED DELIVERY:**

Contact Contractor

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

Contact Contractor

**11D. URGENT REQUIREMENTS:**

Contact Contractor

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

Destination

**13. ORDERING ADDRESS:**

Same as Contractor

**14. PAYMENT ADDRESS:**

The Leonard Resource Group, Inc.  
1023 15th Street, NW Suite 200  
Washington, DC 20005

**15. WARRANTY PROVISION:**

None

**16. EXPORT PACKING CHARGES:**

N/A

17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICROPURCHASE LEVEL):**  
N/A
18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR:**  
N/A
19. **TERMS AND CONDITIONS OF INSTALLATION:**  
N/A
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:**  
N/A
- 20A. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES:**  
N/A
21. **LIST OF SERVICE AND DISTRIBUTION POINTS:**  
N/A
22. **LIST OF PARTICIPATING DEALERS:**  
N/A
23. **PREVENTIVE MAINTENANCE:**  
N/A
- 24A. **ENVIRONMENTAL ATTRIBUTES:**  
N/A
- 24B. **SECTION 508 COMPLIANCE:**  
N/A
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:**  
02-670-2014
26. **CENTRAL CONTRACTOR REGISTRATION (CCR):**  
Yes

**27. LRG RESERVES THE RIGHT TO MAKE THE FOLLOWING SUBSTITUTIONS IN THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS OF ANY OF THE SERVICE SKILL CATEGORIES SET FORTH HEREIN.**

- A. Two years of specifically related experience is the equivalent of one year of formal education.
- B. One year of formal education is the equivalent of two years of specifically related experience.
- C. Certification related to the field is equivalent to one year of the experience/education requirement.



## SKILL CATEGORY DESCRIPTIONS

Position	Functional Responsibilities	Minimum Education/Experience
<b>PRESIDENT</b>	Provide overall direction, management, and quality control to all MOBIS projects. Oversee negotiation of delivery or task orders, design all phases of MOBIS task orders, and hold regular meetings with government officials responsible for MOBIS tasks.	MS/MA degree in related substantive field such as political science, education/training, or social services. Over fifteen years experience in an area related to the work to be performed.
<b>VICE PRESIDENT</b>	Provide leadership and management expertise internally as well as to clients. Supervise staff, as Program Manager, in the performance of training and technical assistance, problem-solving activities, meeting facilitation, survey development and data analysis, product development, and evaluation and assessment. Provide direct service, as Team Leader, to assist clients in formulating long-term plans and performance measures and indicators.	MS/MA degree in substantive field related to work performed or equivalent years in experience. Ten years experience in an area related to the work to be performed.
<b>ASSISTANT VICE PRESIDENT</b>	Provide direct service in training and technical assistance, facilitation, survey development, data analysis, product development, and report development to clients on various MOBIS tasks. Has extensive work experience. Serve as an expert advisor, enable focused decision making, resolve disputes. Work closely with team staff and consultants in problem-solving and brainstorming activities. Prepare briefing materials and other reports required through the services performed. May serve as a Team Leader.	BA or BS degree in substantive field related to work performed or equivalent years in experience. Twelve years of experience in an area related to the work to be performed.
<b>SENIOR DIRECTOR</b>	Provide direct service in training and technical assistance as well as meeting facilitation, survey development, data analysis, product development, and report development. Work closely with team staff and consultants in problem-solving and brainstorming activities. Prepare briefing materials and other reports required through the services performed. May serve as a Team Leader.	BA or BS degree in substantive field related to work performed or equivalent years in experience. Ten years experience in an area related to the work to be performed.



**DIRECTOR**

Provide service to clients on various MOBIS tasks. Provide mid-level management on assignments and oversee aspects of client projects. Support senior staff in delivery of training and technical assistance services for consulting projects; assist senior team members with facilitation projects; provide support related to conducting and analyzing surveys; and assist with program integration and project management activities.

BA or BS degree in substantive field related to work performed or equivalent years in experience. Seven years experience in an area related to the work to be performed.

**ASSISTANT DIRECTOR**

Provide service to clients in various aspects of training and technical assistance as well as meeting facilitation, survey development, data analysis, product development, and report development. Serve as staff on the client service team performing mid-level assignment work including problem-solving and brainstorming activities. Support senior staff in information gathering, client briefing preparation, report generation, and meeting facilitation.

BA or BS degree in substantive field related to work performed or equivalent years in experience. Five years experience in an area related to the work to be performed.

**SENIOR SPECIALIST**

Provide research and staff assistance to the senior staff on various MOBIS tasks. Assist in performing client services including data collection, survey development, report development, and other duties assigned by senior staff.

BA or BS degree in substantive field related to work performed or equivalent years in experience. Three years experience in an area related to the work to be performed.

**SPECIALIST II**

Provide service to senior team on various aspects of MOBIS tasks. Provide support on consulting, facilitation, survey, program integration and project management activities. Record discussion content. Interface with clients on a day-to-day basis. Able to perform routine duties in specific task areas. Accomplish assignments with guidance, minimal direction, and supervision. Compile and assemble documents for delivery to multiple clients on a specified schedule.

BA or BS degree in substantive field related to work performed or equivalent years in experience. Two years experience in an area related to the work to be performed.

**SPECIALIST I**

Serve as the junior member on the client services team and provide research and staff assistance to the senior staff. Assist in performing client services including media relations, public relations, meeting planning, data collection, website maintenance, survey development, report development, and other duties as assigned.

BA or BS degree in substantive field related to work performed or equivalent years in experience. One year experience in an area related to the work to be performed.

**SUPPORT  
STAFF / INTERN**

Provide administrative support to senior staff in the performance of training, technical assistance, strategic planning, meeting facilitation, development of products, data entry of survey data, and other related tasks. May function as an office manager.

An AA degree or the equivalent years of experience. Familiarity with required software required. Zero years experience in an area related to the work to be performed.

## LRG AUTHORIZED GSA PRICING

<b>LABOR CATEGORY</b>	<b>HOURLY RATE</b>
President	\$199.09
Vice President	\$164.24
Assistant Vice President	\$146.69
Senior Director	\$124.43
Director	\$104.78
Assistant Director	\$ 90.67
Senior Specialist	\$ 79.62
Specialist II	\$ 64.70
Specialist I	\$ 52.38
Support Staff/Intern	\$ 44.78

Awarded Rates are for all SINs Offered