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1. Customer Information

1a. Awarded Special Item Numbers (SINs) and Descriptions

SIN 874-1	Integrated Consulting Services	See Section 2.1
SIN 874-1RC	Integrated Consulting Services, Recovery Purchasing	See Section 2.1
SIN 874-6	Acquisition Management Support	See Section 2.2
SIN 874-6RC	Acquisition Management Support, Recovery Purchasing	See Section 2.2
SIN 874-7	Program and Project Management Services	See Section 2.3
SIN 874-7RC	Program and Project Management Services, Recovery Purchasing	See Section 2.3

- 1b.** Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract N/A
- 1c.** Commercial job titles, experience, functional responsibility, and education for proposed labor categories See Section 3.
- 2.** Maximum Order Limitation \$1,000,000.00
- 3.** Minimum Order \$100.00
- 4.** Geographic Coverage (delivery area) Domestic only.
- 5.** Point(s) of Production Same as company address.
- 6.** Discounts from List Prices or Statement of Net Price Government net prices (discounts already deducted).
- 7.** Quantity Discounts None Offered.
- 8.** Prompt Payment Terms 0%, Net 30

- | | |
|---|---|
| 9a. Acceptance of Government Purchase Cards below micro-purchase threshold | Yes. |
| 9b. Acceptance of Government Purchase Cards above micro-purchase threshold | Will accept over \$3,000.00. |
| 10. Foreign Items | None. |
| 11a. Time of Delivery | Specified on the Task Order. |
| 11b. Expedited Delivery | Contact Contractor. |
| 11c. Overnight and 2-Day Delivery | Contact Contractor. |
| 11d. Urgent Requirements | Contact Contractor. |
| 12. F.O.B. Point | Destination. |
| 13a. Ordering Address | Same as Contractor Address on cover. |
| 13b. Ordering Procedures | For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS homepage (http://fss.gsa.gov/schedules). |
| 14. Payment Address | Same as Contractor Address on cover. |
| 15. Warranty Provision | Contractor's standard commercial warranty applies. |
| 16. Export Packing Charges | Not applicable. |
| 17. Terms and Conditions of Government Purchase Card Acceptance | Contact Contractor. |
| 18. Terms and Conditions of rental, maintenance, and repair | Not applicable. |

19. Terms and conditions of installation	Not applicable.
20. Terms and conditions of repair parts	Not applicable.
20a. Terms and conditions for any other services	Not applicable.
21. List of service and distribution points	Not applicable.
22. List of participating dealers	Not applicable.
23. Preventive maintenance	Not applicable.
24a. Environmental attributes	Not applicable.
24b. Availability and location of Section 508 compliance information	Electronic and Information Technology (EIT) standards can be found at: http://www.section508.gov .
25. Data Universal Numbering System (DUNS) Number	12-7222466
26. Central Contractor Registration (CCR) database registration	Chevo Consulting, LLC is registered in CCR database – CAGE Code 3DFS9.

2. Chevo’s MOBIS Service Offerings

Chevo Consulting, LLC (*Chevo*) is a woman owned business with trusted advisors and practitioners that provide practical implementation of unbiased advice. We assist government organization as they go through the phases of *Change* and *evolution* to adapt to ever-shifting political, policy, and budgetary conditions. *Chevo* helps government organizations bridge the gap between the tactical changes necessary for results today and the strategic evolution required for sustained performance tomorrow and beyond. We offer our extensive experience in guiding and assisting clients through a wide range of management, organizational, and business improvement initiatives across the following MOBIS SIN areas:

SIN 874-1 SIN 874-1RC:	Integrated Consulting Services Integrated Consulting Services, Recovery Purchasing	See Section 2.1
SIN 874-6 SIN 874-6RC:	Acquisition Management Support Acquisition Management Support, Recovery Purchasing	See Section 2.2
SIN 874-7 SIN 874-7RC:	Program and Project Management Services Program and Project Management Services, Recovery Purchasing	See Section 2.3

Table 1: MOBIS SINs Offered by Chevo

2.1. SIN 874-1 Integrated Consulting Services

Chevo provides consulting services including expert advice, assistance, guidance and counseling in support of an agency’s mission-oriented business functions. *Chevo* offers the following services within this SIN:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203.

Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

2.2. SIN 874-6 Acquisition Management Support

Chevo provides non-inherently governmental professional services in support of planning, conducting, and managing federal acquisition activities. *Chevo* offers the following services within this SIN:

- 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.
- 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 OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see www.gsa.gov/mobis.

2.3. SIN 874-7 Program and Project Management

Program and Project Management (PM) services are at the core of *Chevo*'s offerings. Our consultants assist agencies and individual program offices in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. *Chevo* offers the following services within this SIN:

- Project leadership and communications, including stakeholder briefings, participation in required meetings, and related project support services
- Project planning, including cost estimation and scheduling
- Earned Value Management (EVM) support
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Program integration services; and project close-out services.

All services must be provided and performed under the supervision/management of a *Chevo* Program or Project Manager. GSA prohibits orders for services under this SIN without an accompanying Program or Project Manager labor category.

The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

3. Labor Category Descriptions

Labor Category	Experience ¹ & Education			Responsibilities
Project Manager II	Education	General Experience	Specialized Experience	<p>Responsible for managing multiple, complex management consulting and strategic projects. Possesses domain expertise in Management and Strategy Consulting methodologies and practices, Acquisition Management, and/or Project and Program Management.</p> <p>Demonstrates the ability to effectively work with and advise senior executives in developing and implementing strategies in support of the business mission, goals, and objectives. Leads advanced facilitation and interviewing activities to interactively work with program stakeholders to analyze complex management issues, apply appropriate tools, reach sound conclusions, and advise clients of practical recommendations and solutions that resolve management challenges and minimize risk.</p>
	Doctorate	6 years	1 year	
	Masters	8 years	3 years	
	Bachelors	10 years	5 years	
	Associates	12 years	7 years	
	High School Diploma	14 years	9 years	
Business Analyst IV	Education	General Experience	Specialized Experience	<p>Responsible for leading the analysis process. Plays a key part in defining project objectives and strategic direction. Provides vision and direction for application of methodologies and analysis techniques.</p> <p>Utilizes extensive knowledge of business improvement methodologies and practices to coach other team members in meeting the objectives of the engagement. Leads group facilitation, interviewing, training, and additional forms of knowledge transfer.</p>
	Doctorate	5 years	1 year	
	Masters	7 years	3 years	
	Bachelors	9 years	5 years	
	Associates	11 years	7 years	
	High School Diploma	13 years	9 years	
Business Analyst III	Education	General Experience	Specialized Experience	<p>Responsible for leading the analysis process and helping to define project objectives and strategic direction. Provides vision and direction for application of methodologies and analysis techniques.</p> <p>Applies extensive knowledge of business improvement methodologies and practices to meet the objectives of the engagement. Provides group facilitation, interviewing, training, and additional forms of knowledge transfer.</p>
	Doctorate	0 years	0 years	
	Masters	2 years	0 years	
	Bachelors	4 years	2 years	
	Associates	6 years	4 years	
	High School Diploma	8 years	6 years	

Labor Category	Experience ¹ & Education			Responsibilities
	Education	General Experience	Specialized Experience	
Senior Analyst	Doctorate	0 years	0 years	Responsible for applying consulting methodologies to collect and analyze data. Applies knowledge of business improvement methodologies and practices to meet the objectives of the engagement. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer.
	Masters	0 years	0 years	
	Bachelors	2 years	1 year	
	Associates	4 years	3 years	
	High School Diploma	6 years	5 years	
Documentation Specialist	Doctorate	0 years	Not Applicable	Responsible for preparing documents and deliverables as required by a Statement of Work. Provides word processing and graphics development support. Integrates content from other authors and edits documents for delivery as a final product.
	Masters	0 years	Not Applicable	
	Bachelors	0 years	Not Applicable	
	Associates	1 year	Not Applicable	
	High School Diploma	3 years	Not Applicable	

Table 2: Labor Category Descriptions

¹Experience and Education Substitution

The table above describes the education & experience requirements and functional responsibilities for each MOBIS labor category. As a standard commercial practice, *Chevo* allows education and experience to be substituted for one another. Each year of general experience may be substituted for one year of education; conversely, a higher level degree may substitute for experience requirements. Successful completion of higher education which has not yet resulted in a degree may be counted as 1-for-1 years of experience for each year of college completed.

4. Labor Rates

Labor Category	GSA HOURLY LABOR RATES (including IFF)				
	Year 1	Year 2	Year 3	Year 4	Year 5
	3/28/11 to 3/27/12	3/28/12 to 3/27/13	3/28/13 to 3/27/14	3/28/14 to 3/27/15	3/28/15 to 3/27/16
Project Manager II	\$172.00	\$177.33	\$182.83	\$188.50	\$194.34
Business Analyst IV	\$139.00	\$143.31	\$147.75	\$152.33	\$157.05
Business Analyst III	\$131.00	\$135.06	\$139.25	\$143.57	\$148.02
Senior Analyst	\$105.00	\$108.26	\$111.62	\$115.08	\$118.65
Documentation Specialist	\$64.00	\$65.98	\$68.03	\$70.14	\$72.31

Table 3: Labor Rates Offered by Chevo

Service Contract Act

The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Numbers(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Contract Labor Category	SCA Title	WD Number
Document Specialist	Technical Writer II	05-2103