



NAMIS

Native American Management Services, Inc.

Mission Oriented Business Implementation Services | MOBIS

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

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.

Contract #: GS-10F-0058V

Native American Management Services, Inc.
12110 Sunset Hills Rd., Suite 450
Reston, VA 20190
Phone: 571-323-5635
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**Native American Woman-Owned
Small Disadvantaged Business**

Contract #: GS-10F-0058V

FCS GROUP: 874

SIN	Description
874-1	Consulting Services
874-1RC	Consulting Services

Period Covered by Contract:
January 12, 2009 - January 11, 2014

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Catalog and Price List



NAMS

Native American
Woman-Owned
Small Disadvantaged Business

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Native American Management Services, Inc. (NAMS) is a certified Native American, woman owned Small Disadvantaged Business. NAMS was founded in 1992 and has always been dedicated to serving our Federal clients in the Washington, DC metro area, across the continental United States, Alaska, Hawaii, and overseas. NAMS has additional offices in North Dakota, Oklahoma, and Texas.

ABOUT NAMS

NAMS is pleased to offer consulting services under the Federal Supply Schedule Contract for Mission Oriented Business Integrated Services (MOBIS).

GSA MOBIS is a easy-to-use task order contract that allows Federal clients optimal access to pre-qualified contractors. This catalog describes our services available through GSA MOBIS, and provides the information needed for ordering services and verifying pricing.

Our scope includes:

- Specialized expertise in process reengineering, change management, business process improvements, and business management techniques
- Professional administrative support in data entry and management, document creation and publishing, database management, copying, filing and general office administrative tasks
- Professional project support teams that coordinate project activities and schedules, to ensure deliverables are completed accurately and on-time

- Expert facilitation team, leading groups to identify and evaluate issues and/or situations, that then develop solutions that are effective and have a positive outcome/result
- Comprehensive planning and development of overall project management
- Experts in organizational development and strategic planning
- Expert project management including all aspects of project planning and execution
- Quality project management ensuring schedules, deliverables, and overall technical issues are met with quality and timeliness

NAMS delivers timely and well managed services and reporting to our Federal clients.

NAMS won awards for Outstanding Contractor of the Year in both 2004 and 2006 from Health & Human Services' Administration for Children & Families. Our current clients include offices in the Department of Commerce, Department of Defense, Department of Homeland Security, Department of Housing and Urban Development, the Environmental Protection Agency, and the Department of Health & Human Services.

CUSTOMER INFORMATION

1a. AWARDED SPECIAL ITEM NUMBERS (SINs):

874-1 Consulting Services
874-1RC Consulting Services

See Table of Contents for Cross Reference to Item Descriptions and Awarded Prices.

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

SIN	MODEL	PRICE
N/A	Services	

1c. SERVICES OFFERED and HOURLY RATES:
See Price List (pg. 5)

2. MAXIMUM ORDER:
\$1,000,000 per SIN for all SINs under this contract.

3. MINIMUM ORDER:
\$300

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):
Domestic

5. POINTS OF PRODUCTION:
Native American Management Services, Inc.
12110 Sunset Hills Road, Suite 450
Reston, VA 20190

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:
Prices shown herein are Net discounted. See approved pricelist.

7. QUANTITY DISCOUNTS:
None

8. PROMPT PAYMENT TERMS:
0% Net 30 Days

9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:
Yes

9b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:
Are Accepted

10. FOREIGN ITEMS (LIST ITEMS BY COUNTRY OF ORIGIN):
None

11a. TIME OF DELIVERY:
Per agreed to delivery on each Task Order.

11b. EXPEDITED DELIVERY:
Consult with Contractor

11c. OVERNIGHT AND 2-DAY DELIVERY:
Consult with Contractor

11(b) and 11(c) expedited delivery, overnight and 2-day delivery available per SOW.

11d. URGENT REQUIREMENTS:

Consult with Contractor

12. F.O.B. POINT(S):

Destination

13a. ORDERING ADDRESS(ES):

Native American Management Services, Inc.
12110 Sunset Hills Road, Suite 450
Reston, VA 20190

13b. ORDERING PROCEDURES:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in (FAR) 8.405-3. A sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS (ES):

Native American Management Services, Inc.
12110 Sunset Hills Road, Suite 450
Reston, VA 20190

15. WARRANTY PROVISION:

Not Applicable

16. EXPORT PACKING CHARGES:

Not Applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICRO-PURCHASE LEVEL):

Consult with 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 INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNT FROM LIST PRICES:

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. PREVENTATIVE MAINTENANCE:

Not Applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES:

Not Applicable

24b. Not Applicable

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

92-6318916

26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:

Native American Management Services, Inc. is registered.

MOBIS LABOR CLASSIFICATION AND RATES

CLIENT SITE

Labor Category	01/12/10 – 01/11/2011
Project Director Level II	121.06
Project Director Level I	74.03
Consultant Level IV	133.01
Consultant Level III	124.09
Consultant Level II	106.37
Consultant Level I	66.48
Administrative Assistant Level II	32.79
Administrative Assistant Level I	29.50
Functional Specialist/Facilitator Level III	86.96
Functional Specialist/Facilitator Level II	67.69
Functional Specialist/Facilitator Level I	59.81
Associate Level III	41.77
Associate Level II	40.17
Associate Level I	37.50
Project Support Level II	40.77
Project Support Level I	38.34
Project Analyst Level II	48.29
Project Analyst Level I	34.69
Project Manager Level III	59.79
Project Manager Level II	56.97
Project Manager Level I	47.47

NAMS SITE

Labor Category	01/12/10 – 01/11/2011
Project Director Level II	155.65
Project Director Level I	95.18
Consultant Level IV	171.01
Consultant Level III	159.55
Consultant Level II	136.75
Consultant Level I	85.47
Administrative Assistant Level II	48.14
Administrative Assistant Level I	44.03
Functional Specialist/Facilitator Level III	114.91
Functional Specialist/Facilitator Level II	89.45
Functional Specialist/Facilitator Level I	76.90
Associate Level III	55.18
Associate Level II	51.65
Associate Level I	48.21
Project Support Level II	50.97
Project Support Level I	47.92
Project Analyst Level II	62.08
Project Analyst Level I	44.60
Project Manager Level III	76.87
Project Manager Level II	73.26
Project Manager Level I	61.03

LABOR DESCRIPTIONS

PROJECT DIRECTOR I

Functional Duties/Responsibilities: Under limited supervision, directs and manages overall project operations. Responsible for planning, developing, implementing and evaluating overall program and directing staff. Has overall responsibility for financial/technical success of programs/projects. Within broad objectives performs in a recognized expert professional position requiring the highest level of specialized knowledge and experience related to strategic planning, systems alignment, organizational assessment, process improvement, facilitation and related decision support services. Possess expertise in change management, strategic planning, quality management, financial and administrative systems, or related fields.

Education Level: Master's Degree or equivalent professional degree in an associated field.

Required/Supplemental Certifications: None

Experience Requirements: Minimum 6 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT DIRECTOR II

Functional Duties/Responsibilities: Directs and manages the overall operation of several programs/projects. Provides executive team leadership and management expertise in contract management, project development, and managing customer relationships. Responsible for effective transition of existing project teams and the facilitation of project teams in the accomplishment of project activities and objectives. Coordinates between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Evaluates business methods and best practices. Creates and critically evaluates performance measurements. Specialized experience may include: process reengineering, identification of best practices, change management, business process improvement, business management techniques, organizational development, activity and data modeling, or information system development methods. Interacts with other directors, if necessary, to ensure best utilization of resources.

Education Level: Master's Degree or equivalent professional degree in an associated field.

Required/Supplemental Certifications: None

Experience Requirements: At least 12 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section

CONSULTANT I

Functional Duties/Responsibilities:

Participates in the planning, organization and management of work associated with one or more subtasks within relevant subject matter domain. Under the direction of project director and/or Consultants II, III or IV, contributes significantly in the performance of project activities and preparation of work products. Monitors overall quality of products and ensures that products meet quality standards. Assists in planning work efforts, ensuring schedules and budgets are appropriate for accomplishment of project objectives. Some interface with customers in providing consultative advice in areas of expertise.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 4 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

CONSULTANT II

Functional Duties/Responsibilities: Provides technical guidance and expertise to project staff ensuring that the methods, tools and techniques applied in performance of effort are the most optimal. Responsible for planning, organizing, staffing, directing and managing performance of work associated with one or more subtasks on one or more subtasks on task orders within the relevant subject matter domain of the project. Contributes substantially to project work products and activities, monitors overall quality and ensures that quality standards are achieved. Interfaces with customers in providing consultative advice in area of expertise. Works independently or under the general guidance of Principal Consultant III and/or IV.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 6 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

CONSULTANT III

Functional Duties/Responsibilities: Plans, organizes, staffs, directs, and manages performance of work associated with one or more task orders within relevant subject matter domain of the project. Provides technical guidance and expertise to project staff ensuring that the methods, tools and techniques applied in performance of effort are the most optimal. Substantially contributes to project work products and activities, monitors overall quality and ensures that quality standards are achieved. Interfaces with customers in providing consultative advice in area of expertise.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 8 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

CONSULTANT IV

Functional Duties/Responsibilities: Provides expert guidance and direction at the highest possible expert level. Widely recognized as an expert in the selected field as a result of certification, authoring, or holding either appointed or elected position in relevant organizations. Plans, organizes staffs, directs, and manages performance of work associated with one or more task orders within relevant subject matter domain of the project. Provides technical guidance and expertise to project staff ensuring that the methods, tools and techniques applied in performance of effort are the most optimal. Substantially contributes to project work products and activities, monitors overall quality and ensures that quality standards are achieved. Interfaces with customers in providing consultative advice in area of expertise. Performs work in a variety of operational areas or in a single consulting area.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 12 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

ADMINISTRATIVE ASSISTANT I

Functional Duties/Responsibilities: Performs simple and routine tasks under close supervision of a Project Manager and/or other team members for activities associated with contract and Task Order work performance. Assists with various office functions, as assigned, maintains office equipment, performs data entry, copies and distributes materials.

Education Level: High School Diploma (or GED)

Required/Supplemental Certifications: None

Experience Requirements: Minimum 1 year professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

ADMINISTRATIVE ASSISTANT II

Functional Duties/Responsibilities: Provides administrative support under the overall supervision of a Project Manager and other team members for activities associated with contract and Task Order work performance. Assists in preparing plans, reports, and contract deliverables.

Education Level: High School Diploma (or GED)

Required/Supplemental Certifications: None

Experience Requirements: At least 2 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

FUNCTIONAL SPECIALIST/FACILITATOR I

Functional Duties/Responsibilities: Under supervision, works with management to verify problems, understand background issues, establish goals, and define the criteria for evaluating solutions. Recommends problem solving methodologies for the target meetings. Implements workshops and training sessions as an objective outsider, helping all participants understand existing problems and organizational goals. Works to develop alternative solutions and leads group in evaluation of options. Documents activities, results, and recommendations.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 2 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

FUNCTIONAL SPECIALIST/ FACILITATOR II

Functional Duties/Responsibilities: Works with management to verify problems, understand background issues, establish goals, and define the criteria for evaluating solutions. Recommends problem solving methodologies for the target meetings. Implements group encounters as an objective outsider, helping all participants understand existing problems, internal conflicts, and organizational goals. Works to develop alternative solutions and leads group in evaluation of options. Reports course status and makes improvement recommendations. Coordinates course schedules and student assessment with instructors; assesses modules and instructor performance. Develops follow-on assessment of course effectiveness in the workplace. May provide direction and insight for various tasks.

Education Level: Master's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 5 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

FUNCTIONAL SPECIALIST/ FACILITATOR III

Functional Duties/Responsibilities: Under minimal supervision, responsible for supervising the development, revision, delivery, and evaluation of courses. Works with management to verify problems, understand background issues, establish goals, and define the criteria for evaluating solutions. Recommends problem solving methodologies for the target meetings. Implements group encounters as an objective outsider, helping all participants understand existing problems, internal conflicts, and organizational goals. Works to develop alternative solutions and leads group in evaluation of options. Documents activities, results, and recommendations.

Education Level: Master's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 7 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

ASSOCIATE I

Functional Duties/Responsibilities: Performs data collection, materials development roles and other tasks relevant to client projects.

Education Level: Associate's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 1 year professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

ASSOCIATE II

Functional Duties/Responsibilities: Performs data collection, materials development roles and other tasks relevant to client projects. May leads small project or task teams.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 2 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

ASSOCIATE III

Functional Duties/Responsibilities: Performs data collection, materials development roles and other tasks relevant to client projects. Leads small project or task teams.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 3 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT SUPPORT I

Functional Duties/Responsibilities: Performs research/administrative tasks as assigned. Searches literature, conducts surveys, collects and analyzes and summarizes data. Contributes to reports as directed including preparation, writing, editing, production coordination and graphics. Coordinates project activities and schedules to facilitate completion of proposals, contract deliverables, quality reviews, briefings and presentations.

Education Level: Associate's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 1 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT SUPPORT II

Functional Duties/Responsibilities: Performs research/administrative tasks as assigned. Searches literature, conducts surveys; collects and analyzes and summarizes data. Develops reports as directed including preparation, writing, editing, production coordination and graphics. Coordinates project activities and schedules to facilitate completion of proposals, contract deliverables, quality reviews, briefings and presentations.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 1 year professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT ANALYST I

Functional Duties/Responsibilities: Provides daily routine assistance to project teams in technical areas. Provides general computer, financial, editing, word-processing, graphics, and administrative support for project teams. Assists in preparing project schedule and budget. Assists in preparing and delivering status reports to the client.

Education Level: Associate's Degree

Required/Supplemental Certifications: None

Experience Requirements: No minimum requirement for experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT ANALYST II

Functional Duties/Responsibilities: Plans and executes small to medium size projects under the direction of a Project Manager. Assists in managing staff, budget, and prioritization of tasks. For small to medium size projects, may serve as a primary point of contact for assigned tasks.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 2 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT MANAGER I

Functional Duties/Responsibilities: Provides overall direction and supervision for project and contract. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Prepares and delivers status reports to the client and serves as the primary point of contact. Assures quality control programs are in place and consistent on all programs assigned. Prepares and maintains the project schedule and budget.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 3 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT MANAGER II

Functional Duties/Responsibilities: Manages multiple projects and serves as the overall lead/point of contact on complex projects and multiple agency contracts. Prepares and delivers status reports to the client. Provides overall direction of project activities including project schedule and budget. Coordinates manpower and resources for multiple projects. Assures quality control programs are in place and consistent on all programs assigned.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 5 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

PROJECT MANAGER III

Functional Duties/Responsibilities: Manages multiple projects, serves as the overall lead on complex projects and serves as the principal liaison between the contractor and multiple government agencies. Has overall project responsibility, including planning and executing a project, and supervising project staff. Prepares and delivers status report to the client and services as primary point of contact for the client. Coordinates manpower and resources for multiple projects. Manages associated technical project issues. Assures quality control programs are in place and consistent on all programs assigned.

Education Level: Bachelor's Degree

Required/Supplemental Certifications: None

Experience Requirements: At least 7 years professional work experience.

Substitution Methodology: See the Substitution Table at end of this Section.

SUBSTITUTION TABLE

1.0 EXPERIENCE DEFINITIONS

1.1. GENERAL

In some cases, the following will be considered in place of minimum experience and education: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional grade point average.

1.2. GENERAL EXPERIENCE

Minimum number of years of recent experience required within Advertising and Integrated Marketing Services SINS.

1.3. SPECIALIZED EXPERIENCE

Minimum number of years of recent experience required to perform a particular skill within a labor specific labor category. This experience is in substitution of general experience and related to the performance within a labor category description.

1.4. SUBSTITUTION OF EDUCATION FOR EXPERIENCE

In certain cases, education may be a substitute for experience. For labor categories requiring a high school diploma, an Associate's degree may be substituted for one year of general or specialized experience; a Bachelor's degree may be substituted for two years of general or specialized experience; a Master's degree may be substituted for four years of general or specialized experience. Specialized training may be substituted for one year of general or specialized experience.

1.5. SUBSTITUTION OF EXPERIENCE FOR EDUCATION

Experience may be substituted for education in accordance with the following:

- High school diploma plus six years general or specialized experience will be equivalent to a Bachelor's degree.
- High school diploma plus twelve years general or specialized experience will be equivalent to a Master's degree.
- Bachelor's degree plus six years general or specialized experience will be equivalent to a Master's degree.

MOBIS CONTACTS

General Services Administration

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Email: dschrom@namsinc.org

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