



GENERAL SERVICES ADMINISTRATION

AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST

Management, Organizational and Business Improvement Services
(MOBIS)

FSC GROUP 87, CLASS R499

Special Item Number Services

874-1 Consulting Services

874-2 Facilitation Services

874-7 Program Integration and Project Management Services

The Ravens Group, Inc.

4640 Forbes Boulevard, Suite 300 • Lanham, MD 20706

Telephone: (301) 577-8585 • Fax: (301) 577-9097

<http://www.theravensgroup.com>

Contract Number: GS-10F-0456N

Contract Period: June 13, 2003 through June 12, 2013

Cage Code 1YKK9

Products and ordering information in this Authorized Management, Organizational and Business Improvement Services (MOBIS) Schedule Price List is also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing GSA's Home Page via the Internet at www.gsa.gov.

TABLE OF CONTENTS

- **SECTION 1:** ABOUT THE RAVENS GROUP, LLC
- **SECTION 2:** ORDERING INSTRUCTIONS/TERMS & CONDITIONS
- **SECTION 3:** DESCRIPTION OF SERVICES
- **SECTION 4:** LABOR CATEGORY DESCRIPTIONS
- **SECTION 5:** PRICE LIST
- **SECTION 6:** BRANCH OFFICE LOCATION

SECTION 1

ABOUT THE RAVENS GROUP, INC.

The Ravens Group, Inc., (Ravens) provides high quality services that save our government and commercial customers time and money. Ravens is a nationwide business development and management consulting company with core competencies in System Engineering, Facilities Engineering, Project Management, Construction Management, Business Development and Marketing Services. We are known for our high-quality solutions...a fresh innovative approach to solving problems...and with a genuine responsiveness to customer needs.

We offer a range of services and employ the disciplines identified in the MOBIS Special Item Numbers (SINs) 874-1, 874-2 and 874-7. The general approach we employ in providing these services is summarized in the dynamic process model depicted below in Figure 1. The model illustrates our full understanding of what is required to assist our clients with various management reforms. Ravens provides professional business improvement services that focus on identifying the best practices that enable clients to accomplish their missions at a reduced cost, capture all direct and indirect cost, improve overall customer service, and ensure that stockholders' concerns are satisfied within available resources.

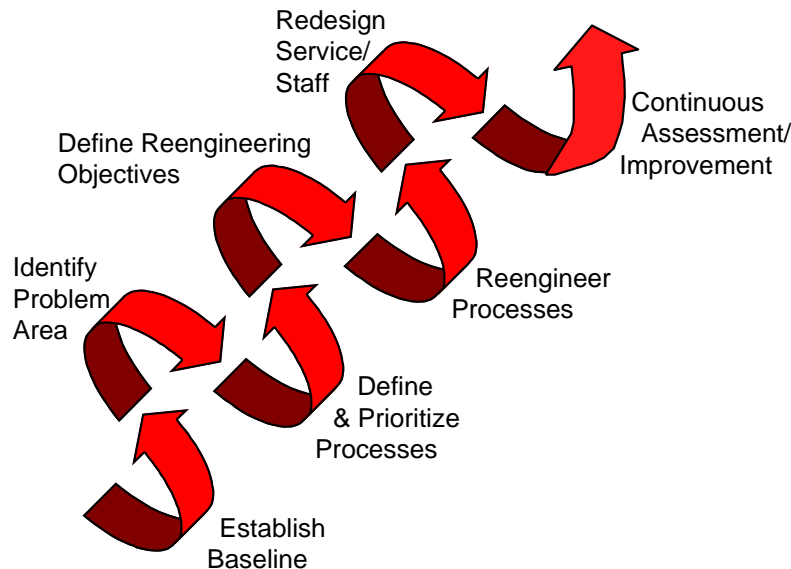


Figure 1. Dynamic Process Model

SECTION 2

ORDERING INSTRUCTIONS/TERMS & CONDITIONS

1. Special item numbers (SINs)
 - a. This contract covers the following special item numbers, as fully described in section 3 of this schedule/pricelist:

874-1 Consulting Services
874-2 Facilitation Services
874-7 Program Integration & Project Management Services
 - b. Labor Categories available for each SIN are listed and described in Section 4 of this Schedule/pricelist.
 - c. Prices for each labor category for the base year are listed in Section 5 of this Schedule pricelist
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
4. Geographic Coverage: Domestic and Overseas
5. Point (s) of Production : Same as company address
6. Discount from list prices or statement of net price: Government prices (discounts already deducted). See Section 5
7. Quantity discounts: None Offered
8. Prompt payment terms: 2%/15 days; 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: Accept Over \$2,500
10. Foreign items: None
- 11a. Time of Delivery: Specified on the Task Order
- 11b. Expedited Delivery: N/A
- 11c. Overnight and 2 day delivery: N/A
- 11d. Urgent Requirements: N/A
12. F.O.B. Point (s): Destination

- 13a. Ordering Address(es): Same as company address
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. Payment address(es): Same as company address
15. Warranty provision: Contractor's standard commercial warranty
16. Export Packing Charges: N/A
17. Terms and conditions of Government purchase card acceptance. The Ravens Group, LLC will negotiate acceptance of Government purchase cards for orders that exceed the micro-purchase threshold on a delivery order basis.
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
- 21a. Terms and conditions for any other services: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
24. Special attributes such as environmental attributes: N/A
25. Data Universal Numbering System, (DUNS) number: 01-3778225
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered
27. Uncompensated Overtime: No

SECTION 3

DESCRIPTION OF SERVICES

Special Item Numbers (SINs)

TRG offers Management, Organizational and Business Improvement Services under each of the following SINs.

1. 874-1: Consulting Services

Services provided under this SIN include expert advice, assistance, guidance or counseling in support of agencies management, organizational and business improvement efforts. This may also include studies, analyses and reports documenting any proposed development, consultative or implementation efforts. Examples of consultation include but are not limited to:

- strategic, business, and action planning
- systems alignment
- high performance work
- leadership systems
- performance measures and indicators
- process and productivity improvement
- organizational assessments
- program audits and evaluations

2. 874-2: FACILITATION SERVICES

Services provided under this SIN include facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in the following areas:

- the use of problem solving techniques
- resolving disputes, disagreements, and divergent views
- providing a draft for the permanent record
- defining and refining the agenda
- logistical meeting/conference support when performing technical facilitation
- recording discussion content and focusing decision-making
- debriefing and overall meeting planning
- convening and leading large and small group briefings and discussions
- preparing draft and final reports for dissemination

3. 874-7: PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES

Services provided under this SIN include the following:

- Program Management
- Program Integration (team leader)
- Program Oversight
- Project Management

SECTION 4

LABOR CATEGORY DESCRIPTIONS FOR SINs 874-1, 874-2 and 874-7

1. Management and Planning Director

Shall have a combination of at least ten (10) years experience in consulting, designing, engineering, planning, task or project management. Additional experience will include any combination of commercial or Government systems, sub-systems, involving systems development, managing quality assurance, quality control tasks, establishing and implementing documentation standards and or test programs. Shall have an undergraduate degree in Computer Science, Engineering, Business Administration, Mathematics, or technical equivalent. Any combination of under-graduate, and/or graduate study and experience that meets the above requirement where 2 years experience in the required areas equals 1 year of undergraduate study, and each year of graduate study equals one (1) year of experience to a maximum of three (3) years.

2. Sr. Program Manager

Requires a bachelor's degree in engineering, business, computer science, physical science or a related field with a total of at least 15 years of professional experience related to the program to be supported, including a total of 8 years of management and supervisory experience related to technical programs. Supervises the preparation of programs to process data and solve: Consults with managerial and systems analysis personnel to clarify program intent, identify problems, suggest changes, and determine extent of programming and coding required. Assigns, coordinates, and reviews work of programming personnel. Experience in assessing and implementing program changes in the development of overall program schedules and support parameters is essential.

3. Program Manager

Requires a bachelor's degree in engineering, business, computer science or a physical science. A postgraduate degree is desirable. A total of at least 12 years of professional experience related to the program to be supported, including at least eight years of progressively responsible management and supervisory experience related to technical programs/projects is required. Ensures projects are completed on time and according to company standards. Assigns, coordinates,

and reviews work of systems analysis personnel, programming personnel, feasibility studies, and time and cost estimates of new or revised systems. Consults with personnel in other information systems groups to coordinate activities. Consults with managerial to clarify systems and programs intent, identify problems, suggest changes, and determine extent of application systems changes required.

4. Engineering Manager

Plans and directs all aspects of engineering activities within an organization. Ensures all engineering projects, initiatives, and processes are in conformance with organization's established policies and objectives. Requires a bachelor's degree in engineering and ten years of experience in the field.

5. Project Manager

Requires a bachelor's degree in engineering with a minimum of eight years of experience in the development, planning, implementation, maintenance, engineering, testing and evaluation of technical systems. Candidate must have an extensive knowledge of technical systems hardware and software development integration, test and evaluation requirements, and related specifications. Experience in evaluating technical systems test plans and procedures, assessment of program risks and benefits, and evaluation of related configuration problems as applied to production and improvement programs is essential. Additionally, the candidate must have the ability to work independently.

6. Project Engineer

Requires a bachelor's degree in engineering with a minimum of 5 years of experience in the development, planning, implementation, maintenance, engineering, testing and evaluation of technical systems. Candidate must have an extensive knowledge of technical systems hardware and software development integration, test and evaluation requirements, and related specifications. Experience in evaluating technical systems test plans and procedures, assessment of program risks and benefits, and evaluation of related configuration problems as applied to production and improvement programs is essential. Additionally, the candidate must have the ability to work independently

7. Engineering Cost Estimator

Forecasts project costs. Helps determine necessary resources for projects based on cost estimates. May require a bachelor's degree in a related field and 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on judgment and limited experience to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required

8. Planning and Analysis Director

Requires a bachelor's degree with a total of ten years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Requires use of automated management

information systems in performing fact-finding, analytical, and advisory functions.

9. Business Systems Analyst

Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. Requires a bachelor's degree in area of specialty and 6-8 years of experience in the field or in a related area. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected.

10. Planning and Management Analyst

Organizes competitive financial analysis and statistical studies. Provides financial oversight, leadership and support. Requires a bachelor's degree with a total of eight years experience applying knowledge of management functions, processes, and analytical methods or techniques is required. Experience should be related to work measurement studies, program or project operations efficiency reviews, cost studies, or workload change impact analysis. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Requires use of automated management information systems in performing fact-finding, analytical, and advisory functions.

11. Graphics and Industrial Designer Specialist

Requires two years of related education with six years experience developing illustrations for highly technical documentation; preparing finalized illustrations and displays for use in technical and administrative documents, or preparing visual presentation material.

12. Senior Budget Analyst

Requires a bachelor's degree in business, finance, accounting or economics with eight years of experience in Federal Government budgeting, the DoD Planning, Programming and Budgeting System, or equivalent budgeting experience. Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Knowledge of automated systems used in budget formulations and execution is required. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks.

13. Budget and Business Analyst

Reviews expenditures and prepares operating budgets for various departments to ensure conformance to budgetary limits. Requires a bachelor's degree and 2-4 years of experience in the field or in a related area. Knowledge of commonly used concepts, practices and procedures within a particular field. Familiar with relational database concepts and client-server concepts. Reviews, analyzes and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Works under general supervision.

14. Administrative Services Manager

Directs and coordinates administrative services, which may include office clerical and support services, printing, mail distribution and messenger services, telecommunications, maintenance, purchasing, security, and cafeteria services. May require an associate's degree in a related area with at least 7 years of experience in the field. Relies on experience and judgment to plan and accomplish goals.

15. Administrative Services Supervisor

Supervises daily operation of support services for an organization. May require an associate's degree in business or finance, and 2-4 years of experience in the field. Relies on experience and judgment to plan and accomplish goals.

16. Subject Matter Expert, Level II

Requires a bachelor's degree with progressive experience of no less than 8 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

17. Subject Matter Expert, Level III

Requires a bachelor's degree with progressive experience of no less than 12 years in providing expertise in a functional domain (e.g., security, finance, personnel, acquisition, etc.) or technical disciplines (e.g., computer security, network engineering, etc.). Position requires in-depth experience to qualify as an expert in the specialized area. If a particular functional area or technical discipline is considered "new" or "state of the art", then general experience in a related area may be substituted for the specific experience. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

18. Vice President

Requires a master's degree with progressive experience of no less than 13 years in related experience for directing, planning, and organizing a major technological operating segment or staff group of the Company. Provides technical / administrative leadership and frequently serves as the final authority in field of specialty. Plans and controls resource requirements and allocates and controls resource utilization for area of responsibility. Recommends, reviews, and approves policies and procedures for group-wide and/or company-wide application. May serve as advisor on projects and programs, serves as member of the Executive Council. Serves as official company representative to clients.

19. Executive Director

Requires a master's degree with progressive experience of no less than 15 years in related experience for directing, planning, and organizing a major technological operating segment or staff group of the Company. Plans and directs all aspects of

an organization's policies, objectives, and initiatives. Relies on experience and judgment to plan and accomplish goals.

20. Business Process Re-Engineering Analyst, Level IV

Requires a bachelor's degree with progressive experience of no less than 6 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

21. Business Process Re-Engineering Analyst, Level V

Requires a bachelor's degree with progressive experience of no less than 10 years in consulting with executive management and manages projects for organization transformation that require the application of reengineering, organizational, and operational change management approaches and information technology infrastructure redesign. Defines, plans and leads complex, enterprise-wide business reengineering engagements. Oversees business process reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Must be capable of working independently all tasks and activities involved in any area related to the area of expertise.

SECTION 5

PRICE LIST (EFFECTIVE JANUARY 10, 2006)

Note: Blanket Purchase Agreement Discount of 2% on BPA's of one year or longer issued by an Agency.

MOBIS SIN	Labor Category	Price Offered to the Government Labor Rates (Loaded) <u>On Site/Off Site</u>	
874-1	Management and Planning Director	\$135.56	\$125.77
	Sr. Program Manager	\$82.92	\$76.93
	Program Manager	\$78.30	\$72.65
	Engineering Manager	\$100.06	\$92.84
	Project Manager	\$87.52	\$81.20
	Project Engineer	\$79.85	\$74.09
	Engineering Cost Estimator	\$43.69	\$40.53
	Planning and Analysis Director	\$111.49	\$103.44
	Business Systems Analyst	\$82.39	\$76.43
	Planning and Management Analyst	\$80.16	\$74.36
	Graphics and Industrial Designer Specialist	\$63.93	\$59.32
	Senior Budget Analyst	\$74.44	\$69.06
	Budget and Business Analyst	\$51.86	\$48.12
	Administrative Services Manager	\$67.16	\$62.32
	Administrative Services Supervisor	\$51.95	\$48.19
	Subject Matter Expert, Level II	\$120.78	\$112.06
	Subject Matter Expert, Level III	\$154.57	\$143.40
	Vice President	\$140.45	\$130.32
	Executive Director	\$191.12	\$177.32
	Business Process Re-Engineering Analyst, Level IV	\$88.41	\$82.02
Business Process Re-Engineering Analyst, Level V	\$112.75	\$104.60	

MOBIS SIN	Labor Category	Price Offered to the Government Labor Rates (Loaded) <u>On Site/Off Site</u>	
874-2	Management and Planning Director	\$135.56	\$125.77
	Planning and Analysis Director	\$111.49	\$103.44
	Graphics and Industrial Designer Specialist	\$63.93	\$59.32
	Convention and Meeting Manager	\$48.42	\$44.91
	Senior Budget Analyst	\$74.44	\$69.06
	Budget and Business Analyst	\$51.86	\$48.12
	Administrative Services Manager	\$67.16	\$62.32
	Administrative Services Supervisor	\$51.95	\$48.19
	Subject Matter Expert, Level II	\$120.78	\$112.06
	Subject Matter Expert, Level III	\$154.57	\$143.40
	Vice President	\$140.45	\$130.32
	Executive Director	\$191.12	\$177.32
	Business Process Re-Engineering Analyst, Level IV	\$88.41	\$82.02
	Business Process Re-Engineering Analyst, Level V	\$112.75	\$104.60

MOBIS SIN	Labor Category	Price Offered to the Government Labor Rates (Loaded) <u>On Site/Off Site</u>	
874-7	Management and Planning Director	\$135.56	\$125.77
	Sr. Program Manager	\$82.92	\$76.93
	Program Manager	\$78.30	\$72.65
	Engineering Manager	\$100.06	\$92.84
	Project Manager	\$87.52	\$81.20
	Project Engineer	\$79.85	\$74.09
	Engineering Cost Estimator	\$43.69	\$40.53
	Planning and Analysis Director	\$111.49	\$103.44
	Business Systems Analyst	\$82.39	\$76.43
	Planning and Management Analyst	\$80.16	\$74.36
	Graphics and Industrial Designer Specialist	\$63.93	\$59.32
	Senior Budget Analyst	\$74.44	\$69.06
	Budget and Business Analyst	\$51.86	\$48.12
	Administrative Services Manager	\$67.16	\$62.32
	Administrative Services Supervisor	\$51.95	\$48.19
	Subject Matter Expert, Level II	\$120.78	\$112.06
	Subject Matter Expert, Level III	\$154.57	\$143.40
	Vice President	\$140.45	\$130.32
	Executive Director	\$191.12	\$177.32
	Business Process Re-Engineering Analyst, Level IV	\$88.41	\$82.02
Business Process Re-Engineering Analyst, Level V	\$112.75	\$104.60	

SECTION 6

BRANCH OFFICE LOCATION

1101 Pennsylvania Avenue
6th Floor
Washington, DC 20004

Tel (202) 756-4556

Fax (202) 756-7441