

Contract Number: GS-00F-0032M

Contract Period: February 1, 2002 through January 31, 2022

Michael Baker's GSA Mission Oriented Business Integrated Services (MOBIS) SIN provides access to an array of management and technical services focused on improving the performance of federal agencies. Services offered under Michael Baker's MOBIS Schedule include strategic and business planning, business process improvement, and program and project management.

Time and material (T&M) or firm fixed price (FFP) orders for MOBIS services can be placed directly with Michael Baker by using approved labor categories and ceiling rates. The MOBIS Schedule can be used by federal agencies and authorized organizations for domestic and overseas initiatives. Special Item Numbers (SINs) awarded to Baker under Professional Services Schedule (PSS) SIN Series 874 include:

- 874-1/RC: Integrated Consulting Services
- 874-4/RC: Training Services/Curriculum Development
- 874-6/RC: Acquisition Management Support
- 874-7/RC: Integrated Business Program Support Services

Note: The RC after each means that it may be used for GSA's Disaster Recovery Program where appropriate.

874 SIN SERIES – GENERAL DESCRIPTION

Mission Oriented Business Integrated Services (MOBIS) include consulting services (e.g., providing expert advice, assistance, guidance or counseling in support of agencies' management, organization, and business improvement efforts; studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts); facilitation services (e.g., facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams; employment of problem solving techniques, defining and refining the agenda, debriefing and overall meeting planning, resolving disputes, disagreements, and divergent views, logistical meeting/conference support when performing technical facilitation, convening and leading large and small group briefings and discussions, providing a draft for the permanent record, recording discussion content and focusing decision-making and preparing draft and final reports for dissemination); survey services (e.g., planning survey design sampling; survey development, pretest/pilot surveying, defining and refining the agenda, survey database administration, assessing reliability and validity of data, determining proper survey data collection methodology, administering surveys using various types of data collection methods and analyses of quantitative and qualitative survey data; production of report, graphs, charts, and tables; description of data collection and survey administration methods; discussion of sample characteristics and the representative nature of data; analysis of non-response; and briefings of results to include discussion of recommendations and potential follow-up actions); training services (e.g., off-

the-shelf or customized off-the-shelf training packages to meet specific agency needs related to management, organizational and business improvement services, such as, but not limited to: customer service, team building, ISO 9000 and ISO140.

SPECIFIC SIN DESCRIPTIONS

SIN 874-1/RC - Integrated Consulting Services

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include: Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation * 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 NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN. NOTE: Legal, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINS. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services.

SIN 874-4/RC – Training Services/Curriculum Development

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included in the price. (i.e. books, pamphlets, software, etc.). Support materials not included may be offered under SIN 100 03. Proposed professional services shall be in support of planning, creating, and/or executing testing and test administration, learning management, internship, or development of new courses or subject matter delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed customization services are the result of planning, creating, and/or executing a proprietary format and may be priced as a flat rate or as Labor/hours using professional labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), Systems requirements and methodology(ies) to be used should be stated. Acquisition training will be accomplished under SIN **874-8**. Functional industry-specific training covered under other schedules will not be accomplished under this SIN. A customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs),

Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

SIN 874-6/RC – Acquisition Management Support

Acquisition Management Support: Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: 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 this SIN. 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/psschedule. NOTE: Grants management services are not covered under this SIN. Refer to, SIN 520-22, Grants Management Support Services.

SIN 874-7/RC – Integrated Business Program Support Services

Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include: * All phases of program or project management, from planning to closeout. * Operational/administrative business support services in order to carry out program objectives. NOTE 1: Program support services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN. NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractors Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

Extensive information on the GSA Schedules is available at the following sites:

www.gsa.gov – GSA's Home Site for all GSA Schedule Contracts

www.gsaadvantage.gov – GSA's Ordering Site

www.gsaelibrary.gsa.gov – GSA's library of all GSA Schedule Contracts

<https://www.gsa.gov/acquisition/products-services/professional-services/professional-services-schedule-pss> - GSA's Specific Professional Services Schedule (PSS) site

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