

Federal Supply Service  
Authorized Federal Supply Schedule Price List

**Schedule for Mission Oriented Business  
Integrated Services (MOBIS)**

**Axiom Resource Management, Inc.**

Cage Code: IMFY9 DUNS NO:00-2207459  
Large Business

Federal Supply Group: 874 Class: R499  
Contract Number: GS-10F-0065N  
Contract Period: November 01, 2002  
Contract End Date: October 31, 2017

2941 Fairview Park, Suite 900  
Falls Church, VA 22042  
Tel: (703) 208-3000

[www.axiom-rm.com](http://www.axiom-rm.com)

Contract Administration:  
Russell Hill, Director of Contracts

*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: <http://www.gsa.gov>.*



# CUSTOMER INFORMATION

1 a. Authorized Special Item Numbers (SIN's)

***Special Item No. 874-1 Integrated Consulting Services***  
***Special Item No. 874-1RC Recovery Purchasing***  
***Special Item No. 874-7 Integrated Business Program***  
***Support Services***  
***Special Item No. 874-7RC Recovery Purchasing***

1 b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. **(See price lists.)**

2. Maximum order: **\$1,000,000.00**

3. Minimum order: **\$100.00**

4. Geographic coverage (delivery area): **Domestic only**

5. Point(s) of production (city, county, and state or foreign country):  
**Same as company address**

6. Discount from list prices or statement of net price: **Government net prices (discounts already deducted). See the following**

7. Quantity discounts: **None Offered**

8. Prompt payment terms: **Net 30 Days**

9 a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:  Yes [ ] No

9 b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Accept Over \$2,500**

10. Foreign items (list items by country of origin): **None**

11 a. Time of delivery (Contractor insert number of days): **Specific on the Task Order**

11 b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." Under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:  
**Contact Contractor**

## CUSTOMER INFORMATION CONTINUED

- 11 c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: **Contact Contractor**
- 11 d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: **Contact Contractor**
12. F.O.B. point(s): **Destination**
- 13 a. Ordering address(es): **Same as company address**
- 13 b. 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 Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. Payment address(es): **Same as company address**
15. Warranty provision: **Contractor’s standard commercial warranty**
16. Export Packing Charges (if applicable): **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Contact Contractor**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **N/A**
19. Terms and conditions of installation (if applicable): **N/A**
- 20 a. Terms and conditions of repair parts indicating date of parts, price lists, and any discounts from list prices (if applicable): **N/A**
- 20 b. Terms and conditions for any other services (if applicable): **N/A**
21. List of service and distribution points (if applicable): **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive Maintenance (if applicable): **N/A**

## CUSTOMER INFORMATION CONTINUED

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- 24 a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): **N/A**
- 24 b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's web site or other location) The EIT standards can be found at: <http://www.section508.gov/>
25. Data Universal Numbering System (DUNS) Number: **00-2207459**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **Registered.**

***Contractor will accept LH and FFP.***

## INTEGRATED CONSULTATION SERVICE, SIN 874-1; 874-1RC

Established in 1996, Axiom Resource Management, Inc. provides a full range of professional consulting services, including scientific, technical, and communications support to business and government clients. A minority-owned enterprise, Axiom's headquarters is located in Skyline Towers, Falls Church, Virginia, with branch offices located throughout the country.

Whenever policy, planning, and service improvement issues arise, complex organizations need a partner that can quickly deliver reliable solutions. That partner must offer the appropriate expertise, but must also know the right questions to ask to devise solutions that are both effective and enduring.

Axiom is helping government agencies and commercial clients build new capabilities, improve existing processes, and manage today's fast-changing business environment. We keep pace with developments in technology and communications, ensuring that our staff experts are able to distinguish genuine trail-blazing innovations from short-lived fads in management technique. We recruit the most accomplished senior experts from a broad range of specialized fields whose careers testify to their commitment and dedication. We team these veterans with protégés, who in turn gain the benefit of a mentor as they acquire the advanced skills and experience needed to meet the requirements of service on an Axiom technical team. Finally, our corporate management is dedicated to relieving our technical teams of any and every administrative burden that may distract from their focus, thereby freeing all Axiom team members to commit more of their skill and attention to our clients' success than otherwise would be possible.

This combination of experienced in-house expertise and Axiom's extraordinary access to advanced specialists in academia, industry, and government enables us to deliver consultancy studies and analyses that support succinct, understandable recommendations for business process improvements and the program management support necessary to lasting improvements in productivity and quality.

- **Measuring Performance and Results.** Assessing performance has become the industry standard for measuring success. Evaluating performance, however, whether of an individual, a team, or an entire organization, is a delicate process. Inappropriate techniques or poorly crafted methodologies will overlook opportunities for real improvement and produce recommendations or plans that can be counterproductive. Axiom's approach avoids these hazards by beginning with careful attention to the client's purpose for investing in an evaluation. When there are several potential audiences for the evaluation—for example, consumers and policymakers—our evaluation design addresses the needs and expectations of each audience. We select an evaluation process that objectively meets these requirements without disrupting our clients' day-to-day operations. Rather than an "off-the-shelf" assessment template, our customized business assessments can be as simple as a measurement of performance outcomes or as complex as a thorough assessment of the policy, program, personnel, and management issues that affect the results.

## CONSULTATION SERVICE, SIN 874-1; 874-1RC CONTINUED

- **Policy and Planning Assistance.** Environments change, stakeholder expectations change, and sometimes agencies and organizations must respond by reviewing their mission, policies, and plans. Axiom can help this process by clarifying existing goals or creating new goals and systematically researching the changing environment. This provides a basis for a planning process that meets each client's unique requirements. Axiom offers further help through decision models and implementation analyses that pinpoint how policy and planning choices affect performance. Axiom's expert consultation services produce recommendations and trade-off analyses that make our clients' policy and planning choices rational, well informed, and sensitive to the needs of the environment.
- **Making Best Use of Resources.** Doing more with less is the essence of productivity improvements. But in practice, improving productivity is both science and art. Axiom's consultants develop models that help our clients expand the depth and breadth of the services they offer, improving the quality without expanding the workforce. We analyze program constraints like schedules and available resources. We identify means for improving customer satisfaction and eliminating duplicative or wasteful steps in service delivery. We then recommend a coherent, straightforward action plan for improving routine business operations. Usually these can be implemented by our clients themselves, but if requested, Axiom can provide training, technical assistance, and on-going support.
- **Managing Change.** Organizations are most productive when they adhere to efficient, repeatable standard operating procedures. The better managed organizations spend years perfecting these routines. But circumstances are constantly changing: new markets open; new products are brought to market; and the dizzying pace of technological development just seems to accelerate. Successful organizations adapt to changes and learn to exploit new opportunities to the benefit of clients and customers. Axiom experts help clients modify existing procedures and innovate new processes to take maximum advantage of changing business conditions. Effective communication is critical to successful change management. Axiom experts provide action plans that strengthen lines of communication and prepare personnel for new roles and responsibilities. Whether the goal is to integrate programs in an existing business unit or to create a whole new organizational entity, Axiom's approach and technical assistance eases our clients' adjustment to necessary and profitable changes.

Axiom stands ready to support government and commercial clients seeking to improve their organizational operations and functions by providing complete, competent, and cost effective business consulting services.

## ***Integrated Business Program Support Services, SIN 874-7; 874-7RC***

**A**xiom offers the most experienced program management professionals available anywhere, delivering solutions that help our clients integrate disparate activities into optimal performance. Our skilled personnel design and implement formalized business processes to manage complex and dynamic solutions for the government and commercial clients in communications, healthcare, military procurement, aviation, the sciences, and other sectors. Where these sectors overlap, Axiom's experience is especially valuable. We currently provide information technology, marketing, procurement, and program management support, for example, to the defense department's health program offering quality healthcare to more than 8.7 million military personnel, retirees, and eligible family members.

Axiom has developed a program management model based on the Department of Defense (DoD) 5000.2-R, which the DoD uses to manage large automated information and weapon systems using a consistent, disciplined, centralized business approach to managing national and global programs. This centralized business approach allows the Axiom team to provide program management support founded on the following principles:

- **Create Accountability and Responsibility**

Axiom clearly identifies stakeholders and their corresponding responsibility, authority, and accountability, ensuring that centralized program management consolidates, integrates, and prioritizes requirements.

- **Provide Current, Informative Program Data for Decision-making**

Axiom delivers timely program and budget data to help decision-makers reach well-informed conclusions on costs, schedules, and performance tradeoffs.

- **Provide a Structured Process**

Axiom establishes disciplined and repeatable processes that help ensure we deliver the quality of service our clients expect, on time, and on budget.

- **Facilitate Flexibility**

Axiom has learned that if everything is going as planned, it is only because the plan is flexible enough to accommodate the unexpected—not even Axiom experts can anticipate every contingency. Our technical program management teams have the dexterity to respond quickly to changing circumstances, new program requirements, or sudden resource reallocations.

# PROGRAM INTEGRATION AND PROJECT MANAGEMENT SERVICES, SIN 874-7 CONTINUED

- **Provide Acquisition Planning and Support**

Axiom has extensive experience with procurement issues in the public and private sectors. Axiom's team has a thorough knowledge of the Federal Acquisition Regulation (FAR) and supports the Government's streamlining efforts for acquiring goods and services. Through market surveys and contract research, Axiom can provide the most timely and cost-effective means to acquire the necessary resources or tools required by each program.

Axiom stands ready to assist the Federal Agencies in their program and project management and integration responsibilities.



## POSITION DESCRIPTIONS

*Note: Relevant experience may be substituted for an educational degree where the candidates' qualifications clearly demonstrate that value. We view six (6) years of relevant experience is equivalent to a Bachelor's Degree and eight (8) years of relevant experience is equivalent to a Masters Degree.*

### *Position Description: Sr. Principal A*

**Minimum/General Experience:** *Ten (15) or more years of experience specializing in providing management and direction to programs and program/project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual managerial and administrative problems. Provides overall direction of program activities.*

**Responsibilities:** *Oversees program development, contracts, funds, and resources. Operates with client guidance, under contractual limitations, and company business and policy directives. Engages in high performance work. Performs in-depth studies to determine optimum program plans. Is responsible for the direction of a large, complex program(s) or a particular function(s), which may involve a single or several customer locations. Produces and implements leadership systems. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet the customer's requirements. Acts within supervisory responsibilities for hiring, firing, salary and performance management. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.*

**Minimum Education:** *Masters' Degree and relevant experience.*

### *Position Description: Sr. Principal B*

**Minimum/General Experience:** *Ten (10) or more years of experience specializing in providing management and direction to programs and program/project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual managerial and administrative problems. Provides overall direction of program activities.*

**Responsibilities:** *Under limited supervision, oversees program development, contracts, funds, and resources. Engages in high performance work. Operates*

*with client guidance, under contractual limitations, and company business and policy directives. Performs program audits and evaluations. Acts within supervisory responsibilities for hiring, firing, salary and performance management. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.*

**Minimum Education:** *Bachelor's Degree and relevant experience.*

#### **Program Description: Sr. Principal C**

**Minimum/General Experience:** *Three (3) or more years of experience specializing in providing management and direction to programs and program/project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual managerial and administrative problems. Provides overall direction of program activities.*

**Responsibilities:** *Under limited supervision, oversees program development, contracts, funds, and resources. Engages in high performance work. Operates with client guidance, under contractual limitations, and company business and policy directives. May perform program audits and evaluations. Acts within supervisory responsibilities for hiring, firing, salary and performance management. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project. Performs studies, analyses, and tests on projects or tasks that involve conventional plans, investigations, and analyses. Receives overall instructions on specific assignment objectives, features, and possible solutions.*

**Minimum Education:** *Bachelor's Degree and relevant experience.*

#### **Position Description: Program Manager A**

**Minimum/General Experience:** *Three (3) or more years of experience specializing in the management, organization and operation of difficult and complex programs. Requires a high level of analytical skill and the ability to resolve managerial and administrative problems through strategic planning and executive decision making processes. Oversees and manages all task areas of the program.*

**Responsibilities:** *Organizes resources to support multiple concurrent projects while managing the execution of multiple projects. Directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with all levels of management for planning and control of projects. Communicates with all levels of Government management personnel, other contract personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules,*

*reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Ensures progress is being accomplished for specified program objectives and modifies the methodology as required to redirect activities and attain objectives.*

**Minimum Education:** *Bachelor's degree and relevant experience.*

**Position Description: Program Manager B**

**Minimum/General Experience:** *Three (3) or more years of experience specializing in the management, organization and operation of difficult and complex programs. Requires analytical skill and the ability to resolve managerial and administrative problems through strategic planning and executive decision making processes. Oversees and manages all task areas of the program.*

**Responsibilities:** *Organizes resources to support multiple concurrent projects while managing the execution of multiple projects. Directs, and coordinates planning and production of all contract support activities. Conducts oral and written communications with management for planning and control of projects. Communicates with Government management personnel, other contract personnel, and customer agency representatives. May be responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Ensures progress is being accomplished for specified program objectives and modifies the methodology as required to redirect activities and attain objectives.*

**Minimum Education:** *Bachelor's degree and relevant experience*

**Position Description: Program Manager C**

**Minimum/General Experience:** *Three (3) or more years of experience specializing in the management, organization and operation of complex programs. Requires analytical skill and the ability to resolve managerial and administrative problems through strategic planning and executive decision making processes. Manages all task areas of the program.*

**Responsibilities:** *Organizes resources to support multiple concurrent projects while managing the execution of multiple projects. Directs, and coordinates planning and production of some contract support activities. Conducts oral and written communications with management for planning and control of projects. Communicates with Government management personnel, other contract personnel, and customer agency representatives. May be responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Ensures progress is being accomplished for specified program objectives and modifies the methodology as required to redirect activities and attain objectives.*

**Minimum Education: Bachelor's degree and relevant experience**

**Position Description: Subject Matter Expert**

**Minimum/General Experience: A minimum of eight (8) within the past twelve (12) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include a broad spectrum of expertise in the field of specialization.**

**Responsibilities: As an expert in the subject matter field, Functional Experts may augment or direct project teams. Provides high-level functional and systems analysis, program management and integration, design integration, documentation and implementation advice on complex studies that require specialized and/or unique skills or knowledge of the particular field. Participates in all levels of the study development. Prepares and delivers senior management presentations and briefings as required by the task order. May serve as a task leader, responsible for the quality and timeliness of the product or services delivered. Contributes unique insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.**

**Minimum Education: A Master's Degree in a related field.**

**Position Description: Project Manager A**

**Minimum/General Experience: Three (3) or more years of experience specializing in providing management and direction to programs and program/project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual managerial and administrative problems. Provides overall direction of program activities.**

**Responsibilities: Oversees and coordinates all tasks within program development, contracts, funds, and resources. Operates within client guidelines, under contractual limitations, and company business and policy directives. Provides and supervises integrated support for all requirements under contract such as process, operational, administrative, meeting and conference, and specialized support. Performs in-depth studies to determine optimum program plans. Is responsible for the direction of a large, complex program(s) or a particular function(s) which may involve a single or several customer locations. Directs the efforts of a substantial number of administrative and professional support staff in carrying out the tasks necessary to meet the customer's requirements. Acts within supervisory responsibilities for hiring, firing, salary and performance management. Meets with customer and contractor personnel to develop and review program plans, schedules, assignments, costs, etc. Ensures conformance with schedules and costs.**

**Minimum Education: Bachelor's Degree and relevant experience.**

**Position Description: Project Manager B**

**Minimum/General Experience:** Three (3) or more years of experience specializing in providing management and direction to programs and program/project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and unusual managerial and administrative problems. Provides overall direction of program activities.

**Responsibilities:** Under limited supervision, oversees program development, contracts, funds, and resources. Operates with client guidance, under contractual limitations, and company business and policy directives. Provides technical expertise on identified program management related matters and processes to program stakeholders. Provide administrative and logistical meeting support. Responsible for hiring, firing, salary and performance management in supervisory capacity. Meets with customer and contractor personnel to formulate and review task plans and deliverable items. Ensures conformance with task schedules and costs.

**Minimum Education:** Bachelor's Degree and relevant experience.

**Position Description: Functional Expert**

**Minimum/General Experience:** A minimum of eight (8) within the past twelve (12) years of intensive and progressive experience in the individual's field of study and specialization. This experience is expected to include a broad spectrum of expertise in the field of specialization.

**Responsibilities:** As an expert in the subject matter field, Functional Experts may augment or direct project teams. Provides high-level functional and systems analysis, program management and integration, design integration, documentation and implementation advice on complex studies that require specialized and/or unique skills or knowledge of the particular field. Participates in all levels of the study development. Engages in high performance work. Develops and implements strategic, business, and action planning. Prepares and delivers senior management presentations and briefings as required by the task order. May serve as a task leader, responsible for the quality and timeliness of the product or services delivered. Performs systems alignment. Contributes unique insights into selected areas to be supported, which cannot be gained without significant research and study. May also verify concepts, plans, and designs for practical application in selected areas.

**Minimum Education:** A Master's Degree in a related field.

**Position Description: Sr. Systems Analyst A**

**Minimum/General Experience:** Six (6) or more years of experience as an analyst specializing in system design, interactions with complex data or financial systems.

**Responsibilities:** Works closely with executive level staff. Establishes the framework of new computer systems from feasibility studies to post-implementation evaluation. Devises new sources of data and develops new approaches and techniques for use by others. Implements process and productivity improvement. May serve as technical authority for a design area. Prepares organizational assessments. Plans and conducts analysis of unique or unyielding problems in a broad system. Formulates/defines system scope and perspectives. Creates and implements performance measures and indicators. Conducts continuing reviews of computer technological developments applicable to system design and prepares long-range forecasts. Performs systems alignment. Governs daily operations and quality control of the projects. Develops technical management approaches, planning, programming, schedules, specification and procedures to meet the requirements of the contract.

**Minimum Education:** Bachelor's Degree or equivalent experience.

**Position Description: Sr. Systems Analyst B**

**Minimum/General Experience:** Four (4) or more years of experience as an analyst specializing in system design, interactions with complex data or financial systems.

**Responsibilities:** Works closely with executive level staff. Establishes the framework of new computer systems from feasibility studies to post-implementation evaluation. Devises new sources of data and develops new approaches and techniques for use by others. May serve as technical authority for a design area. Prepares organizational assessments. Plans and conducts analysis of unique or unyielding problems in a broad system. Formulates/defines system scope and perspectives. Creates and implements performance measures and indicators. Conducts continuing reviews of computer technological developments applicable to system design and prepares long-range forecasts. Governs daily operations and quality control of the projects. Performs systems alignment. Develops technical management approaches, planning, programming, schedules, specification and procedures to meet the requirements of the contract.

**Minimum Education:** Bachelor's Degree or equivalent experience.

**Program Description: Project Manager C**

**Minimum/General Experience:** Three (3) or more years of experience specializing in providing management and direction to programs and program/project personnel. Must be familiar with the principles of exercising independent judgment, as well as a high level of analytical skill, in solving complex and



*unusual managerial and administrative problems. Provides overall direction of program activities.*

**Responsibilities:** *Under limited supervision, oversees program development, contracts, funds, and resources. Operates with client guidance, under contractual limitations, and company business and policy directives. Acts within supervisory responsibilities for hiring, firing, salary and performance management. Assists the Program Manager with operational functions, project management, and long-term planning. Is fully knowledgeable of all aspects of the technical areas involved in the assigned project. Performs studies, analyses, and tests on projects or tasks which involve conventional plans, investigations, analyses, etc. Technical writing and editing, scheduling, program implementation, research, report creation, information dissemination and acquisitions management are daily responsibilities in support of the client. Receives overall instructions on specific assignment objectives, features, possible solutions, etc*

**Minimum Education:** *Bachelor's Degree and relevant experience.*

**Position Description: Sr. Systems Analyst C**

**Minimum/General Experience:** *Two (2) or more years of experience as an analyst specializing in system design, interactions with complex data or financial systems.*

**Responsibilities:** *Works closely with executive level staff. Establishes the framework of new computer systems from feasibility studies to post-implementation evaluation. Devises new sources of data and develops new approaches and techniques for use by others. May serve as technical authority for a design area. Prepares organizational assessments. Plans and conducts analysis of unique or unyielding problems in a broad system. Formulates/defines system scope and perspectives. Performs systems alignment. Creates and implements performance measures and indicators. Conducts continuing reviews of computer technological developments applicable to system design and prepares long-range forecasts. Governs daily operations and quality control of the projects including the exercise of discretion and independent judgment. Develops technical management approaches, planning, programming, schedules, specification and procedures to meet the requirements of the contract.*

**Minimum Education:** *Bachelor's Degree or equivalent experience.*

**Position Description: Management Analyst A**

**Minimum/General Experience:** *Five (5) or more years of experience as an analyst specializing in program management and planning, contract management and administration, or financial systems.*

**Responsibilities:** Works closely with executive level staff. Performs investigations or studies and presents solutions to short and long-term program/project initiatives. Engages in high performance work. Summarizes information for the preparation and submission of reports on a recurring basis. Provides assistance and recommendations and participates in the decision process. Prepares organizational assessments. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. Formulates/defines system scope and perspectives. Creates and implements performance measures and indicators. Governs daily operations and quality control of the projects. Develops technical management approaches, planning, programming, schedules, specification and procedures to meet the requirements of the contract.

**Minimum Education:** Bachelor's Degree or equivalent experience.

**Position Description: Analyst A**

**Minimum/General Experience:** Three (3) or more years of experience depending upon the proposed areas of responsibility.

**Responsibilities:** Prepares briefings for presentation to senior executive level officials. Prepares studies and reports for use in working groups and high-level meetings of officials. Employs high performance work. Collects, organizes, extracts, and formats records, files, and documents. Evaluates analytical results and develops new or adapted analytical techniques under the direction of Management Analyst. Plans and performs assignments of substantial variety and complexity. Engages in process and productivity improvement. Conducts studies analyzing requirements and costs versus benefits. Identifies alternatives and develops recommendations. Prepares comprehensive draft and final reports. Applies specialized knowledge, skills, or judgment to a varied and complex sequence of operations. Performs work independently, utilizing inputs from analytical staff and clients to define problems and provide and recommend solutions. Organizes/reduces statistical data to draw conclusions and generates complex reports. Provides additional and varied technical support as tasked. Directs work of analytical staff to complete required assignments.

**Minimum Education:** Bachelor's Degree or relevant experience.

**Position Description: Management Analyst B**

**Minimum/General Experience:** Three (3) or more years of experience as an analyst specializing in program planning/management, contract management and administration, or financial systems.

**Responsibilities:** Works closely with executive level staff. Performs investigations or studies and presents solutions to short and long-term program/project initiatives. Engages in high performance work. Summarizes information for the preparation and submission of reports on a recurring basis.



*Provides assistance and recommendations and participates in the decision process. Prepares organizational assessments. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work quality, communicating policies, purposes, and goals of the organization to subordinates. Creates and implements performance measures and indicators. Under limited supervision, formulates/defines system scope and perspectives. Develops technical management approaches, planning, programming, schedules, specification and procedures to meet the requirements of the contract.*

**Minimum Education:** *Bachelor's Degree or equivalent experience.*

**Position Description:** *Research Analyst A*

**Minimum/General Experience:** *Three (3) or more years of experience depending upon the proposed areas of responsibility.*

**Responsibilities:** *Prepares briefings for presentation to senior executive level officials. Prepares studies and reports for use in working groups and high-level meetings of officials. Collects, organizes, extracts, and formats records, files, and documents. Evaluates analytical results and develops new or adapted analytical techniques under the direction of Management Analyst. Plans and performs assignments of substantial variety and complexity while using various problem-solving techniques. Conducts studies analyzing requirements and costs versus benefits. Organizes/reduces statistical data to draw conclusions and generates complex reports. Provides additional and varied technical support as tasked. Directs work of analytical staff to complete required assignments.*

**Minimum Education:** *Bachelor's Degree or relevant experience.*

**Position Description:** *Writer/Editor*

**Minimum/General Experience:** *Two (2) or more years experience providing editing and rewriting for promotional materials, proposals, reports, manuals, training materials, guides, and other deliverables.*

**Responsibilities:** *Under general supervision, edits and rewrites online and hardcopy documents for grammatical, syntactical, and usage errors; spelling, punctuation, and adherence to standards, including consistency, format, and presentation. Performs professional level tasks requiring independent judgment, initiative and tact. Obtains estimates and determines best price to achieve quality documents. Assists in document tracking and logging, and consults with staff to determine format, content, and the organization of documentation. Proofreads documentation and graphics for accuracy and adherence to original content, provides quality control checking for documents received from photocopying and word processing; assembles master copies, including graphics, appendices, table of contents, and title pages, assists in scheduling printing, copying, and graphics with vendors. Gets quotes and determines best prices to achieve quality documents.*

**Minimum Education:** *Bachelor's Degree or relevant experience.*

**Position Description: Analyst B**

**Minimum/General Experience:** Three (3) or more years of experience depending upon the proposed areas of responsibility.

**Responsibilities:** Prepares briefings for presentation to senior executive level officials. Composes studies and reports for use in working groups and high-level meetings of officials. Employs some high performance work. Collects, organizes, extracts, and formats records, files, and documents. Evaluates analytical results and develops new or adapted analytical techniques under the direction of Management Analyst. Engages in process and productivity improvement. Assists in conducting studies analyzing requirements and costs versus benefits, identifying alternatives and developing recommendations. Provides inputs to report preparation. Applies specialized knowledge, skills, or judgment to a varied and complex sequence of operations. Performs work independently to compile inputs from clients, scope problems, and identify solutions.

**Minimum Education:** Bachelor's Degree or relevant experience.

**Position Description: Analyst C**

**Minimum/General Experience:** Two (2) or more years of experience depending upon the proposed areas of responsibility.

**Responsibilities:** Prepares briefings for presentation to senior executive level officials. Prepares studies and reports for use in working groups and high-level meetings of officials. Collects, organizes, extracts, and formats records, files, and documents. Evaluates analytical results and develop new or adapted analytical techniques under the direction of Management Analyst. Engages in process and productivity improvement. Attends meetings and audits and assists in justifying necessary data. Works to enhance program objectives by assisting supervisor. Checks information for accuracy. Generates, revises and updates reports. Maintains accurate databases.

**Minimum Education:** Bachelor's Degree or relevant experience.

**Position Description: Research Analyst B**

**Minimum/General Experience:** Two (2) or more years of experience depending upon the proposed areas of responsibility.

**Responsibilities:** Prepares briefings for presentation to senior executive level officials. Composes studies and reports for use in working groups and high-level meetings of officials. Collects, organizes, extracts, and formats records, files, and documents. Evaluates analytical results and develops new or adapted analytical techniques under the direction of Management Analyst. Assists in conducting

*studies analyzing requirements and costs versus benefits, identifying alternatives and developing recommendations. Provides input to report preparation. Applies specialized knowledge, problem solving skills, or judgment to a varied and complex sequence of operations. Performs work independently to compile inputs from clients, scope problems, and identify solutions.*

**Minimum Education:** *Bachelor's Degree or relevant experience.*

**Position Description:** *Management Analyst C*

**Minimum/General Experience:** *Three (3) or more years of experience as an analyst specializing in program planning/management, contract management and administration, or financial systems.*

**Responsibilities:** *Works closely with executive level client staff. Performs investigations or studies and presents solutions to short and long-term program/project initiatives. Engages in some high performance work. Summarizes information for the preparation and submission of reports on a recurring basis. Provides assistance and recommendations and participates in the decision process. Prepares organizational assessments. Under general supervision, formulates/defines system scope and objectives. Develops technical management approaches, planning, programming, schedules, specification and procedures to meet the requirements of the contract.*

**Minimum Education:** *Bachelor's Degree or equivalent experience.*

**Position Description:** *Data Analyst A*

**Minimum/General Experience:** *Three (3) or more years of experience with data management and entry.*

**Responsibilities:** *Performs data entry and coordinates data projects. Accomplished in the latest word processing and/or project scheduling software. Work requires judgment in selecting procedures to be utilized when searching, interpreting, selecting, or coding items to be inputted from a variety of source documents. Assembles and investigates data at user locations or nodes to determine current and projected capacity. Collates data and information to prepare descriptive documentation and analysis reports. Responsible for accumulation and verification of program data. Maintains data on current systems and equipment available within the Government or industry to support application to user requirements.*

**Minimum Education:** *Bachelor's Degree or relevant experience.*

**Position Description:** *Senior Office Administrator*

**Minimum/General Experience:** *Four (4) or more years of experience specializing in office management, personnel management, and comprehensive administrative*

experience. Excellent written and oral communications skills. Proficient computer skills to include word processing, graphics, and spreadsheets.

**Responsibilities:** Oversees office facilities and various administrative functions including general administrative support, finance and accounting, security, and human resources. This front office position interfaces with executive personnel. Formats, types, edits, reproduces and distributes documents; verifies and reconciles purchase orders and travel orders, cost reports, profit and work order sheets prior to submission to Corporate Office. Responsible for development, production and maintenance of Program/Project binders, and maintaining mailing/distribution lists. Also trains, assigns, coordinates, supervises and evaluates the work of office support staff. Ability to coordinate and supervise administrative staff and to serve as Human Resource liaison.

**Minimum Education:** Bachelor's Degree or relevant experience.

**Position Description: Research Analyst C**

**Minimum/General Experience:** One (1) or more years of experience depending upon the proposed areas of responsibility.

**Responsibilities:** Prepares briefings for presentation to senior executive level officials. Prepares studies and final reports for use in working groups and high-level meetings of officials. Collects, organizes, extracts, and formats records, files, and documents. Evaluates analytical results and develop new or adapted analytical techniques under the direction of Management Analyst. Attends meetings and reviews and assists in justifying necessary data. Works to enhance program objectives by assisting supervisor. Checks information for accuracy. Generates, revises and updates reports. Maintains accurate databases.

**Minimum Education:** Bachelor's Degree or relevant experience

**Position Description: Conference Manager**

**Minimum/General Experience:** Three (3) or more years of experience in coordination of conferences.

**Responsibilities:** Manages multiple aspects of meeting/conference planning and mediating which vary from developing budget costs, cost accounting and close-out functions, hotel selection and contract negotiation, coordinating agendas, defining and refining agendas and determining audio and audio visual requirements. Responsible for Overseeing the coordination of all logistical and administrative components of conferences, including travel arrangements, meeting agendas, communication with meeting participants, preparation of conference materials/registration packets, oral presentations, organizing and leading group discussion, and post-conference support such as preparing executive summaries, reports, and reimbursements. Supervises quality control procedures prior to final production. Negotiates and resolves scheduling and other conflicts with related contractors.

**Minimum Education:** Bachelor's Degree or relevant experience.

**Position Description:** Data Analyst B

**Minimum/General Experience:** One (1) or more years of experience with data management and entry.

**Responsibilities:** Under limited supervision, performs data entry and coordinates data projects. Accomplished in the latest word processing and/or project scheduling software. Assembles and investigates data at user locations or nodes to determine current and projected capacity. Collates data and information to prepare descriptive documentation and analysis reports. Responsible for accumulation and verification of program data. Maintains data on current systems and equipment available within the Government or industry to support application to user requirements.

**Minimum Education:** Bachelor's Degree or relevant experience.

**Position Description:** Graphics Support

**Minimum/General Experience:** Three (3) or more years of experience creating graphic designs and presentations.

**Responsibilities:** Executes graphic projects and assists in coordination of all graphic production scheduling; coordinates production support with outside vendors, as needed. Ensures that graphic projects are completed on time, within budget and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Integrates complex documentation with graphics and photos. Creates briefing presentations and other materials using state-of-the-art graphic software and provides creative direction for layout and design of publications. Performs research and strategic planning, system design, project management, workflow analysis, web planning and design, platform and file conversion, internal user group facilitation, software evaluation and problem solving, scanner setup. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

**Minimum Education:** Associate's Degree or relevant experience.

**Position Description:** Office Administrator

**Minimum/General Experience:** Three (3) or more years of comprehensive office administration and administrative support experience. Excellent written and oral communications skills. Must be able to compose correspondence and/or reports. Proficient computer skills to include word processing, graphics, and spreadsheets.

**Responsibilities:** Oversees office facilities and various administrative functions including general administrative support, finance and accounting, security, purchasing, and human resources. Types and distributes correspondence program personnel including activity reports, project and variance reviews, proposals, graphic displays and working group materials; administers office security, establishes and maintains archive and office files. May also support a senior program manager with advanced administrative assistance services.

**Minimum Education:** Bachelor's Degree or relevant experience.

**Position Description:** Graphics/Technical Assistant

**Minimum/General Experience:** Three (3) or more years of experience creating graphic designs and presentations.

**Responsibilities:** Executes graphic projects and assists in coordination of all graphic production scheduling; coordinates production support with outside vendors, as needed for program requirements. Ensures that graphic projects are completed on time, within budget and to user's satisfaction. Interfaces with users to determine scope of project and best graphic medium. Integrates complex documentation with graphics and photos. Creates briefing presentations and other materials using state-of-the-art graphic software and provides creative direction for layout and design of publications. Performs research and strategic planning, system design, project management, workflow analysis, web planning and design, platform and file conversion, internal user group facilitation, software evaluation and problem solving, scanner setup. Trains other personnel in proper use of computer graphic equipment. Troubleshoots computer equipment problems and performs minor preventive maintenance.

**Minimum Education:** Associate's Degree or relevant experience.

**Position Description:** Administrative Assistant

**Minimum/General Experience:** A minimum of one (1) year of administrative support experience including creating filing systems, writing, editing, record keeping and data processing. Possesses skills in a variety of software and hardware packages.

**Responsibilities:** Directly supports a manager with writing and editing texts, assists in planning and preparation of documents, and maintaining records. Responsible for office organization and management, prepares documents and correspondence, updates client files. Performs professional level tasks requiring independent judgment, initiative and tact. Determines method of collection and analysis for assigned projects. Measures and regulates cycle time. May provide work leadership to secretarial and clerical employees. Involves a thorough knowledge of company procedures.

**Minimum Education:** Bachelor's Degree or relevant experience.



***Position Description: Clerical/Receptionist***

***Minimum/General Experience: A minimum of one (1) year experience.***

***Responsibilities: Answers and directs incoming calls in a professional manner, conveys complete and clear messages to staff, and assists in clerk/assistant type assignments. Greets, screens and refers visitors to appropriate personnel; types routine letters and memos; sorts and delivers incoming mail and documents including registered mail, certified mail and checks; weighs, packages and applies postage to outgoing mail. Contacts courier services to make special deliveries and may make calls to request maintenance and other services. Performs professional level tasks requiring independent judgment, initiative and tact.***

***Minimum Education: High School Diploma or G.E.D. equivalent required.***

**Axiom Resource Management**  
**MOBIS PRICING SCHEDULE**  
**Contract Period: November 1 Through October 31**

Labor Category	Year 11	Year 12	Year 13	Year 14	Year 15
	(11/1/12 - 10/31/13)	(11/1/13 - 10/31/14)	(11/1/14 - 10/31/15)	(11/1/15 - 10/31/16)	(11/1/16 - 10/31/17)
Sr. Principal A	333.98	341.99	350.20	358.61	367.21
Sr. Principal B	227.75	233.21	238.81	244.54	250.41
Sr. Principal C	193.00	197.64	202.38	207.24	212.21
Program Manager A	182.30	186.68	191.16	195.75	200.44
Program Manager B	169.84	173.92	178.09	182.36	186.74
Program Manager C	157.47	161.25	165.12	169.08	173.14
Subject Matter Expert	152.51	156.17	159.92	163.76	167.69
Project Manager A	145.92	149.42	153.01	156.68	160.44
Project Manager B	138.95	142.28	145.70	149.19	152.77
Functional Expert	132.79	135.98	139.24	142.58	146.01
Sr. Systems Analyst A	130.57	133.70	136.91	140.20	143.56
Sr. Systems Analyst B	126.63	129.67	132.78	135.97	139.23
Project Manager C	123.51	126.48	129.51	132.62	135.81
Sr. Systems Analyst C	121.61	124.53	127.52	130.58	133.71
Management Analyst A	120.42	123.31	126.27	129.30	132.41
Analyst A	115.79	118.57	121.42	124.33	127.32
Management Analyst B	111.45	114.13	116.87	119.67	122.54
Research Analyst A	109.06	111.67	114.35	117.10	119.91
Writer/Editor*	108.09	110.69	113.34	116.06	118.85
Analyst B	104.98	107.50	110.08	112.72	115.43
Analyst C	100.36	102.77	105.24	107.76	110.35
Research Analyst B	96.49	98.81	101.18	103.61	106.09
Management Analyst C	89.56	91.71	93.91	96.16	98.47
Data Analyst A	84.97	87.01	89.10	91.24	93.43
Sr. Office Administrator	82.30	84.27	86.30	88.37	90.49
Research Analyst C	77.20	79.05	80.95	82.89	84.88
Conference Manager	72.58	74.32	76.11	77.93	79.80
Data Analyst B	69.49	71.16	72.86	74.61	76.40
Graphics Support*	64.86	66.42	68.01	69.64	71.31
Office Administrator	63.33	64.85	66.41	68.00	69.64
Graphics/Technical Assistant	57.13	58.50	59.90	61.34	62.81
Administrative Assistant*	52.50	53.76	55.05	56.37	57.72
Clerical/Receptionist*	44.15	45.21	46.30	47.41	48.55



<b>SCA Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code - Title</b>	<b>WD Number</b>
Administrative Assistant	01020 – Administrative Assistant	2005-2103
Clerical/Receptionist	01280 – Receptionist	2005-2103
Writer/Editor	30461 – Technical Writer I	2005-2103
Graphics Support	13041 – Illustrator I	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the identified SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. 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.