

COMPANY OVERVIEW

HGM Management and Technologies, Inc. (HGM), a multi-disciplinary professional services firm, is pleased to announce the range of services that are available through our DC Supply/Services Schedule for Management, Organizational, and Business Improvement Services (MOBIS). MOBIS is a flexible, easy-to-use Task Order Contract that is available to all agencies of the District of Columbia, government-owned corporations, and the United States Postal Service. MOBIS is a streamlined contracting vehicle that gives government agencies access to a wide range of HGM's vast array of innovative consulting services. DC Government agencies can now apply the same HGM expertise and techniques that have proven immensely successful in the private sector.

For all MOBIS efforts, the HGM team consists of professionals from diverse backgrounds, but with specific knowledge, and capabilities in the proposed areas to provide the experience, skills, and resources required for exceeding client satisfaction. The team brings to the Office of Contracting and Procurement (OCP), and in particular MOBIS, the best available knowledge in consulting, facilitation, survey services, training, support services, privatization, support services, documentation, program integration, and project management.

HGM is an SBA, 8(a), and LSDBE certified full service management, technology, and engineering consulting, and training firm that possesses the relevant skills, and experience to support the MOBIS contract. Our objective is to help make the processes of agencies and firms more flexible and high performing, while being customer-focused.

Conveniently located downtown Washington, DC, **HGM** coordinates, and integrates all services that it provides to the District Government. Many of HGM's employees, consultants, and affiliates have experience as senior executives in government and other industries. Our senior consulting staff includes individuals who have held prominent positions in various areas of the DC Government. These and other HGM functional and technical experts are available to help our government clients achieve measurable performance improvements, and lasting change.

CONSULTING SERVICES

- Workforce Development
- Change Management
- Human Resources Management
- ISO 9000/ISO 14000 Quality Systems
- Process Improvement
- Project Management
- Quality Management
- Benchmarking Analyses
- Customer Satisfaction Management
- Business Process Reengineering
- Performance Management
- Financial Management

SIN 874-2: FACILITATION SERVICES

- Strategic Planning Sessions
- Focus Groups
- Team-building Sessions
- Information Systems Implementation
- Process Improvement Teams
- Organizational Development
- Leadership Development
- Customer Service Teams
- Cultural Diversity Groups
- Performance Modeling Sessions
- Organizational Transformation Teams
- Productivity Improvement Teams
- Knowledge Management Teams
- Quality Improvement Teams

SURVEY SERVICES

- Survey Tool Design
- Statistical Data Analysis
- Continuous Improvement Surveys
- Focus Groups
- Forecasting Planning
- Customer Satisfaction Surveys
- Benchmarking Analyses
- Information Technology Assessments
- Delphi Method
- Change Management Assessment

TRAINING SERVICES

- Leadership Development
- Change Management
- Human Resource Management
- Business Process Reengineering
- Process Improvement
- Organizational Development
- Financial Management/Auditing
- Quality Management
- Activity Based Costing
- Statistical Process Control
- Productivity Management
- Benchmarking Analyses
- Customer Satisfaction Management
- Cultural Diversity Management
- Performance Management
- OMB Circular A-76 Studies
- Privatization/Outsourcing
- Knowledge Management
- Environmental Management
- Continuous Improvement

Custom Courses Available Based on Customer Requirements

SUPPORT SERVICES

- Distance Learning
- E-learning
- Satellite Business Television
- Integrated Technologies
- LCD/Overhead Projectors
- Web-based Team Room
- Interactive Multimedia
- Desk Top Computer-based
- Internet/Intranet
- Video Tapes
- Televideo Conferencing
- Telecommunication Systems

PRIVATIZATION SUPPORT SERVICES AND DOCUMENTATION

- Strategic, Tactical, & Operational Level Planning Support
- Comparison of In-House Bids to Proposed Inter-Service Support Agreement (ISSA) Prices.
- Assessments and/or Studies of Potential Privatization Initiatives.
- Development of Quality Assurance Surveillance Plans (QASP)
- Development of In-House Government Cost Estimates
- Performance of Management Studies to Determine the Government's Most Efficient Organization (MEO)
- Development of Performance Work Statements (PWS)
- Public-Private Partnership Support

PROGRAM INTEGRATION & PROJECT MANAGEMENT SERVICES

- Project Management
- System Integration
- Technology Management
- Inventory Management
- Workflow Analysis
- Engineering Support Services
- Program Management
- Logistic Management
- Program Evaluation/ Development
- Environmental Impact Analysis
- Ergonomics Engineering
- Supply Chain Management

HGM does more than just provide solutions – we partner with our government clients to implement meaningful and lasting change for high performance.

Items (Support Services)	Price \$
Action Note Book	15.00
Training Manual	35.00
Audio Cassette Tape	10.00
Video Tape	30.00
Assessment Survey Instrument	40.00
Book - Cross Functional Teams	35.00
Book - Leadership	35.00
Book - Quality Management	35.00
Book - Team Building	35.00

Commercial Labor Categories	DCSS Hourly Rates \$
Program Executive/Senior Subject Matter Expert II	190
Program Executive/Senior Subject Matter Expert I	170
Senior Engagement Manager	165
Engagement Manager	160
Senior Functional Specialist	150
Functional Specialist	120
Task Manager	107
Team Leader	87
Consultant/Analyst II	80
Consultant/Analyst I	63
Administrative Assistant	29
Senior Curriculum Design & Development Specialist	144
Curriculum Design & Development Specialist II	110
Curriculum Design & Development Specialist I	82
Curriculum Design & Development Technician	58
Production Creation Specialist	58
Editor	62
Research Engineering Specialist II	110
Research Engineering Specialist I	82
Research Engineering Technician	58
Senior Educational Technology Specialist	144
Senior Training Specialist II	144
Senior Training Specialist I	140
Training Specialist II	110
Training Specialist I	82
Data Technician	25
Facilitation Design & Development Specialist I1	110
Facilitation Design & Development Specialist I	107
Facilitation Specialist II	110
Facilitation Specialist I	82
Facilitation Technology Specialist II	110
Facilitation Technology Specialist I	82
Senior Facilitation Design & Development Specialist	144
Senior Facilitation Technology Specialist	144
Senior Research & Evaluation Specialist	144
Senior Statistician	150
Statistical Analyst II	115
Statistical Analyst I	80
Statistician	140

Course Title	Length of Course	Price Per Participant
Customer Satisfaction Management (HGM TR 06)	8 hours	\$96
Productivity Management (HGM TR 07)	8 hours	\$96
Systems Integration (HGM CS 01)	8 hours	\$96
ISO 9000 & Quality Systems Certification (HGM TR 08)	8 hours	\$96
Performance Management/Improvement (HGM TR 01)	8 hours	\$96
Organizational Development (HGM TR 02)	8 hours	\$96
Total Quality Management (HGM TR 03)	8 hours	\$96
Benchmarking & Competitive Analysis (HGM TR 04)	8 hours	\$96
Business Process Reengineering (HGM TR 05)	8 hours	\$96
Leadership Development	16 hours	\$192
Team Development	16 hours	\$192

N.B.: The minimum number of participants per course is 15 and the maximum is 40.

NB.: All rates are subject to annual review. Details on courses can be provided upon request.

**DISTRICT OF COLUMBIA SUPPLY/SERVICES
SCHEDULE (DCSS)
MANAGEMENT, ORGANIZATIONAL, AND BUSINESS
IMPROVEMENT SERVICES (MOBIS)**

CONTRACT PERIOD: April 25, 2003 to April 24, 2008

CONTRACT MANAGEMENT:

Robert Forbes
Executive Vice President
Phone: (202) 467-8034
Fax: (202) 429-6655
Email: rforbes@hgmteam.com

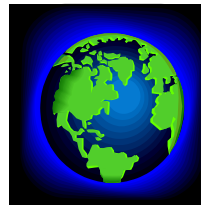
CERTIFICATIONS:

- 8(a)
- Small Disadvantaged Business (SDB)
- DC Local Small Disadvantaged Business Enterprise (LSDBE)
- Maryland Department of Transportation (MDOT)
- Disadvantaged Business Enterprise (DBE)/Minority Business Enterprise (MBE) Firm (NY, PA, VA, MO, NJ, FL)

CUSTOMER INFORMATION

1. **Contract Number:** PODS-2003-C-918-41
Services under SIN 918:
 - Consulting Services
 - Facilitation Services
 - Survey Services
 - Training Services
 - Support Services
2. **Maximum Order Limitation:** The maximum total value of any order placed under this contract will be \$1,000,000.
3. **Minimum Order:** \$300.00
4. **Geographic Coverage:** District of Columbia
5. **Discount/Pricing:** Prices shown herein are net prices (discounts are deducted).
6. **Prompt Payment Terms:** Net-30 days
7. **Quantity/Volume Discounts:** As per contract – determined by individual order.
8. **Government Commercial Credit Cards:** Yes
9. **FOB Point(s):** Destination

10. **Delivery:** To be negotiated between HGM and ordering agency.
11. **Ordering Address:**
HGM Management and Technologies, Inc.
Attention: Horace G. McCormack
1150 17th Street, NW
Suite 602
Washington, DC 20036
12. **Payment Address:**
HGM Management and Technologies, Inc.
Attention: Robert Forbes
1150 17th Street, NW
Suite 602
Washington, DC 20036
13. **DUNS Number:** 17-642-2806
14. **Cage Code:** IJ625
15. **Time of Delivery:** HGM will adhere to the delivery schedule as specified by the agencies purchase order
16. **Year 2000 Compliant:** Yes
17. **Central Contractor Registration Database:** HGM is registered in the Central Contractor Registration (CCR) Database.



Put us to work for you...you'll be glad you did!



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**HGM MANAGEMENT AND
TECHNOLOGIES, INC. (HGM)**

**District of Columbia
Supply/Services Schedule (DCSS)**

MOBIS Price List



**Management, Organizational, and
Business Improvement Services (MOBIS)**

**Contract Number:
PODS-2003-C-918-41**