

COMPANY OVERVIEW

HGM Management and Technologies, Inc. (HGM), a world-class multi-disciplinary professional services firm, is pleased to announce the range of services that are available through our Federal Supply 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 Federal Government, 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. Government organizations 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 General Services Administration (GSA), 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 SDB 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 Federal 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 held prominent positions in various areas of government. These and other HGM functional and technical experts are available to help our government clients achieve measurable performance improvements, and lasting change.

SIN 874-1: 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

SIN 874-3: 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

SIN 874-4: 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

SIN 874-5: 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

SIN 874-6: 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

SIN 874-7: 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 has developed proven techniques, methodologies, and strategies to help our clients exceed their management, organizational, and business improvement objectives.

Items (SIN 874-5)	Price \$
Action Note Book	14.96
Training Manual	34.91
Audio Cassette Tape	9.98
Video Tape	29.93
Assessment Survey Instrument	39.90
Book - Cross Functional Teams	34.91
Book - Leadership	34.91
Book - Quality Management	34.91
Book - Team Building	34.91

Commercial Labor Categories (SINs 874-1; 874-2; 874-3; 874-4; 874-6 & 874-7)	GSA Hourly Rates \$
Program Executive/Senior Subject Matter Expert II	189.53
Program Executive/Senior Subject Matter Expert I	169.58
Senior Engagement Manager	164.59
Engagement Manager	159.60
Senior Functional Specialist	149.63
Functional Specialist	119.70
Task Manager	106.73
Team Leader	86.78
Consultant/Analyst II	79.80
Consultant/Analyst I	62.84
Administrative Assistant	28.93
Senior Curriculum Design & Development Specialist	143.64
Curriculum Design & Development Specialist II	109.73
Curriculum Design & Development Specialist I	81.80
Curriculum Design & Development Technician	57.86
Production Creation Specialist	57.86
Editor	61.85
Research Engineering Specialist II	109.73
Research Engineering Specialist I	81.80
Research Engineering Technician	57.86
Senior Educational Technology Specialist	143.64
Senior Training Specialist II	143.64
Senior Training Specialist I	139.65
Training Specialist II	109.73
Training Specialist I	81.80
Data Technician	24.94
Facilitation Design & Development Specialist I1	109.73
Facilitation Design & Development Specialist I	106.73
Facilitation Specialist II	109.73
Facilitation Specialist I	81.80
Facilitation Technology Specialist II	109.73
Facilitation Technology Specialist I	81.80
Senior Facilitation Design & Development Specialist	143.64
Senior Facilitation Technology Specialist	143.64
Senior Research & Evaluation Specialist	143.64
Senior Statistician	149.63
Statistical Analyst II	114.71
Statistical Analyst I	79.80
Statistician	139.65

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.

**MANAGEMENT, ORGANIZATIONAL, AND BUSINESS
PROFESSIONAL SERVICES (MOBIS)
FEDERAL SUPPLY SCHEDULE**

CONTRACT PERIOD: April 30, 2004 to October 27, 2009

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:** GS-10F-0341M
Special Item Numbers (SIN)
 - **SIN 874-1:** Consultation Services
 - **SIN 874-2:** Facilitation Services
 - **SIN 874-3:** Survey Services
 - **SIN 874-4:** Training Services
 - **SIN 874-5:** Support Products
 - **SIN 874-6:** Privatization Support Service & Documentation
 - **SIN 874-7:** Program Integration & Project Management Services
2. **Maximum Order Limitation:** \$1,000,000
3. **Minimum Order:** \$300.00
4. **Geographic Coverage:** Worldwide
5. **Point of Production:** Washington, DC
6. **Discount from List Prices:** Not Applicable
7. **Quantity/Volume Discounts:** As per contract – determined by individual order
8. **Prompt Payment Terms:** Net 30 Days
9. **FOB Point(s):** Destination

10. **Government Commercial Credit Card Discount:** HGM agrees to accept the government's commercial credit card for purchases over \$2,500 and under \$25,000 with no additional discount.
11. **Time of Delivery:** Determined by Individual Order
12. **Expedited Delivery:** Items available for expedited delivery are indicated in the price list
13. **Overnight Delivery:** Not Applicable
14. **Urgent requirements:** Please call for Prices
15. **Ordering Address:**
HGM Management and Technologies, Inc.
1150 17th Street, NW
Suite 602
Washington, DC 20036
16. **Payment Address:**
HGM Management and Technologies, Inc.
1150 17th Street, NW
Suite 602
Washington, DC 20036
17. **DUNS Number:** 17-642-2806
18. **Cage Code:** IJ625
19. **Warranty Provisions:** None
20. **Export/Packaging Charges:** As Incurred



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



HGM MANAGEMENT AND TECHNOLOGIES, INC.
1150 17th Street, N.W., Suite 602
Washington, DC 20036
Tel.: 202-467-8034 Fax: 202-429-6655
E-mail: hgminc@hgmteam.com
Website: www.hgmteam.com



**General Services Administration
Authorized Federal Supply**

MOBIS Price List



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

**Contract Number:
GS-10F-0341M**