



## Mission Oriented Business Integrated Services (MOBIS)

General Services Administration  
Federal Supply Service  
Authorized Federal Supply Price List

Contract Number: GS-10F-0308V

Period Covered by Contract: September 1, 2009 through August 30, 2014

FSC Group 874, Industrial Class 8742

Special Item Numbers 874-1; 874-1RC: Consulting Services

*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 [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov).*

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)*

### **Exeter Government Services, LLC**

9841 Washingtonian Blvd, Suite 400

Gaithersburg, MD 20878

(301) 545-0977, ext. 236

[www.exeter.com/exetergs](http://www.exeter.com/exetergs)

Business Size: Large



CONTRACT No. \_\_\_\_\_

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**CUSTOMER INFORMATION**

**1(a). Table of Awarded Special Item Numbers (SINs)**

SIN	Description	Price Table
874-1: Consulting Services	Page 4	Page 8

**1(b). Identification of the lowest priced model number and lowest unity price for that model for each special item number awarded in the contract: N/A**

- 2. Maximum Order Limitation:** \$1,000,000
- 3. Minimum order:** \$300
- 4. Geographic Coverage (delivery area):** United States
- 5. Point(s) of Production:** N/A
- 6. Prices are Net of Discounts**
- 7. Quantity Discounts:** Not Offered
- 8. Prompt Payment Terms:** 0%, Net 30
- 9(a) Government Commercial Credit Card accepted below micrpurchase threshold.**
- 9(b). Government Commercial Credit Card accepted above micrpurchase threshold.**
- 10. Foreign Items:** None
- 11(a). Time of Delivery:** Specific timing determined by the ordering agency.
- 11(b). Expedited Delivery:** Specific timing determined by the ordering agency.
- 11(c). Overnight and 2-Day Delivery:** N/A
- 11(d). Urgent Requirements:** Specific timing determined by the ordering agency.
- 12. F.O.B. Point:** Destination
- 13. Ordering Address:**  
 Exeter Government Services, LLC  
 9841 Washingtonian Blvd., Suite 600  
 Gaithersburg, MD 20878  
 Phone: (301) 545-0977, ext. 236; Fax: (301) 545-0854  
 Email: [jadams@exeter.com](mailto:jadams@exeter.com)
- 14. Payment Address:**  
 Exeter Government Services, LLC  
 9841 Washingtonian Blvd., Suite 600

Gaithersburg, MD 20878

Phone: (301) 545-0977, ext. 236; Fax: (301) 545-0854

Email: [jadams@exeter.com](mailto:jadams@exeter.com)

15. **Warranty Provision:** None
16. **Export Packing Charges:** N/A
17. **Terms and Conditions of Government Commercial Credit Card Acceptance:** No Limit
18. **Terms and Conditions of Rental Maintenance and Repair (if applicable):** N/A
19. **Terms and Conditions of Installation (if applicable):** N/A
20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20(a). **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
- 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:** The professional services offered by Exeter are technical, managerial, and advisory services which are not generally considered Electronic Information Technology (EIT) and which are not provided by the government to employees or to the public. 508 compliance does not apply to these services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, Exeter will address 508 compliance requirements as set out in a Task Order or Statement of Work.
25. **Data Universal Number System (DUNS) Number:** 11-8298616
26. **Notification regarding registration in Central Contractor Registration (CCR) Database:** Exeter Government Services, LLC is registered in the CCR – CAGE Code 3A7B2

## CORPORATE OVERVIEW

*Exeter Government Services* is a unique veteran-owned company established in 2002. Since that time, we have delivered mission-oriented business integrated services to a variety of clients on time and within budget. These results and the attendant client accolades are directly attributable to the management practices crafted by an executive management team with more than 100 years of combined experience in successfully supporting Federal Government clients.

Exeter was founded with four guiding principles that form the basis of our approach to every client engagement:

- Integration and application of industry best management practices
- Distinctive client satisfaction
- Attracting, retaining, and challenging exceptional employees
- Teamwork and a gratifying work environment

The company, headquartered in Rockville, Maryland, supports a diverse array of clients including federal civilian agencies and the Department of Defense. Exeter is a financially sound and responsible firm that has grown steadily and profitably since its inception.

Exeter embodies the positive aspects of small business: small enough to allow direct employee and client access to management, yet large enough to meet our commitments and address all client needs. Furthermore, Exeter possesses the sophisticated methodologies and processes of a large company. Its established, comprehensive program and project management approach melds the best practices derived from substantial experience with the principles of Project Management Body of Knowledge (PMBOK) and the Capability Maturity Model Integrator (CMMI) via Project Management Institute (PMI)-**certified staff**.

## **SIN DESCRIPTION**

### **CONSULTING SERVICES (SIN 874-1)**

Exeter provides expert advice, assistance, and guidance to enhance client's mission-oriented business functions, specifically in the following service areas:

**Management and Strategy Consulting.** Exeter provides strategic plans that guide clients in modernization initiatives and integration of disparate functional areas and lines of business. The company also applies business-driven Enterprise Architecture methodologies to transition clients from As-Is to To-Be environments, imposing governance and optimizing IT investment.

**Program Planning, Audits, and Evaluations.** Exeter provides comprehensive program planning that evaluates existing processes, methodologies, frameworks, work products, and services against client and industry best practices, and provides recommendations for improvement. In support of a variety of clients, Exeter develops feasibility and market research studies, and evaluates existing client initiatives.

**Studies, Analyses, and Reports.** Exeter performs high-level business process analysis studies, strategic analyses, stakeholder analyses, and business case development studies. A particular competency is in formulating and documenting As-Is and To-Be studies across business, functional, and performance areas.

**Executive and Management Coaching Services.** The company's executive and management coaching services incorporate the tenets of PMBOK via PMI-certified staff. One federal agency used an Exeter-run project as an example of "how to conduct a project." Coaching services also include the best methods of data presentation and determining the appropriate audience to present the data to, and guidance in introducing, fostering, and implementing change brought about by changes in mission and lines of business.

**Customized Business Training.** Exeter develops training plans, complete with templates, checklists, and other assistance tools for successful implementation of new business solutions.

**Policy Development.** Exeter assists clients in developing and revising policies and procedures. The company also examines existing policies and procedures against government and industry best practices for efficacy and recommends improvements and enhancements.

**Advisory and Assistance Services.** Exeter staff provides subject matter expertise and consulting services to client initiatives in a variety of functional and business areas.

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## LABOR CATEGORY DESCRIPTIONS

### **Job Title: Subject Matter Expert II**

**Minimum/General Experience:** A minimum of 12 or more years of directly applicable, progressive experience in the relationship between business and technology functions is normally required. Subject Matter Experts IV are recognized as possessing exceptional competence and unique mastery in enterprise IT infrastructure networking and communications, applying functional experience to requirements definition for enterprise-wide Information Technology (IT) systems or gap/fit analyses for government-off-the-shelf and commercial off-the-shelf software solutions, are considered experts in one or more functional areas, are often directly involved with projects and project management decisions for large, complex undertakings. Possesses exceptional written and oral communications skills to include formal presentations for audiences at all levels of the organization.

**Functional Responsibility:** Subject Matter Experts typically serve as a technical expert, applying comprehensive technical skills and abilities to unique and/or important projects or in situations requiring a highly technical interface. Provides functional knowledge and perspective to the enterprise-wide solution team. Applies expertise which may include, but is not limited to, the following: strategic planning, information technology governance, enterprise architecture, information and infrastructure assurance, and enterprise resource planning. The Subject Matter Expert functions as the lead service contact for specified clients in defined technology areas or in certain industries and markets.

**Minimum Education:** Bachelor's degree, or higher, from an accredited college or university with a major in a field of study closely related to the work to be performed is preferred. A master's degree or Doctorate from an accredited college or university with a major in a field of study closely related to the work to be performed is preferred. Subject Matter Experts typically hold one or more advanced degrees.

### **Job Title: Subject Matter Expert I**

**Minimum/General Experience:** A minimum of 10 or more years of directly applicable, progressive experience in the relationship between business and technology functions is normally required. Subject Matter Experts are recognized as possessing exceptional competence and unique mastery in a specific technical discipline or client base and are considered experts in one or more functional areas, and are often directly involved with projects and project management decisions for large, complex undertakings. Possesses exceptional written and oral communications skills to include formal presentations for audiences at all levels of the organization.

**Functional Responsibility:** Subject Matter Experts typically serve as a technical expert, applying comprehensive technical skills and abilities to unique and/or important projects or in situations requiring a highly technical interface. Provides functional knowledge and perspective to the enterprise-wide solution team. Applies expertise which may include, but is not limited to, the following: strategic planning, information technology governance, enterprise architecture, information and infrastructure assurance, and enterprise resource planning. The Subject Matter Expert functions as the lead service contact for specified clients in defined technology areas or in certain industries and markets.

**Minimum Education:** Bachelor's degree from an accredited college or university. A master's degree or Doctorate from an accredited college or university with a major in a field of study closely related to the work to be performed is preferred. Subject Matter Experts typically hold one or more advanced degrees.

**Job Title: Program Manager**

**Minimum/General Experience:** A minimum of 8 years of directly applicable, progressive experience in the relationship between business and technology functions is normally required. Often tasked with organizational and oversight duties, position typically requires expertise in one or more functional areas. Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization.

**Functional Responsibility:** Acts as manager on a large project, or lead consultant for smaller complex projects. The role includes acting as client liaison at the higher levels of decision making with responsibility for ensuring that projects under their supervision are kept within scope and budget. Provides direction to technical staff and implements administrative controls.

**Minimum Education:** Bachelor's degree from an accredited college or university. A master's degree or Doctorate from an accredited college or university with a major in a field of study closely related to the work to be performed is preferred. Substitution of experience for education may be made when candidate offers an additional 4 plus years of specialized IT, systems development and/or systems integration experience.

**Job Title: Project Manager**

**Minimum/General Experience:** Minimum of 5 years of progressive experience in the relationship between business and technology functions is normally required. Experience should include technical skills appropriate to the project being managed. Possesses excellent written and oral communications skills to include formal presentations for audiences at all levels of the organization.

**Functional Responsibility:** Ensures the execution of day-to-day tasks directed at achieving the goals of the project. Usually acts as the direct liaison between the client and consultant team members and may work directly on the tasks and activities associated with the project. Typically expert in a specified area of technology or business and displays keen organizational and time management skills. Prepares Task Order Management Plan to include the technical approach, resources, and budget for presentation to the client. Provides project status reports as required by the contract/task.

**Minimum Education:** Bachelor's degree from an accredited college or university. Substitution of experience for education may be made when candidate offers 4 additional years of specialized IT, systems development and/or systems integration experience.