



GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is: GSAAdvantage.gov.

**MISSION, ORIENTED BUSINESS INTEGRATED
SERVICES (MOBIS)**

FSC Supply Group: 874

Contract Number: GS-10-F-0071T

Period of Performance: December 5, 2006

Business Size: 8(a) Small Disadvantage Business, HubZone and Woman-owned

**DP Technology Services, Inc. (DPTS)
9720 Capital Court, Suite 301
Manassas, VA 20110
(703) 330-7900
(703) 330-7969 Fax**

CUSTOMER INFORMATION

1c. Special Item Numbers:

Special Item Number	Page Numbers
SIN 874-1: Consultation Services	Pages 12 and 13
SIN 874-3: Survey Services	Pages 14 and 15
SIN 874-7: Program Integration and Project Management Services	Pages 16 and 17

1c. The service rate for the Administrative Assistant at \$37.00 per hour is the lowest rate under this schedule.

1c. Below is a list of job titles and qualifications for the persons who will provide services under this schedule.

Job Title:	Program Manager
Minimum/General Experience: Eight years of experience or more include business process reengineering; a minimum of five years of demonstrated specialized experience in consulting with executive management and in managing projects for organizational transformation that require the application of reengineering, organizational, and operational change management approaches and technology infrastructure redesign.	
Functional Responsibility: The Program Manager works independently to define, plan, and lead complex, enterprise-wide management consulting engagements. He or she oversees complex projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. He or she manages teams of client and consulting specialists on projects and applies various approaches and techniques to effect organizational change and improve organizational performance. The Program Manager provides solution options and creates and manages plans for solution implementation as required.	
Minimum Education: Business Administration degree, four years of specialized experience may be substituted for a bachelor's degree	
Hourly Rate: \$124.43	

Job Title:	Business Specialist
Minimum/General Experience: This position requires a minimum of 3 years of relevant experience.	
Functional Responsibility: A strong foundation of strategic consulting expertise and specialized knowledge in the areas of strategy formulation and logistics. Strategic Business Senior Consultant (1)s are qualified to perform such tasks as: Lead project teams to develop strategic solutions for client organizations. Create workplans, and define research tasks in the area of strategy formulation and logistics strategy. Create models of network/channel scenarios and assist in interpreting results. Use structured problem solving frameworks to define, analyze and develop alternative solutions to business problems. Participate in strategic vision creation for client organizations.	
Minimum Education: Business Administration degree, four years of specialized experience may be substituted for a bachelor's degree	
Hourly Rate: \$95.88	

Job Title:	Subject Matter Expert
Minimum/General Experience: Ten years of experience with intensive and progressive experience that includes 5 years in a specialized area. Specialized experience includes: research support, analysis, design, modeling, database development, using various manual and automated tools and methods.	
Functional Responsibility: Provides high-level research and analysis, design, data integration, documentation, and implementation advice on exceptionally complex studies that require expert knowledge of the subject matter for effective problem solving. Participates in all phases of study development with emphasis on the planning, analysis, documentation, and presentation phases. Oversees the design and preparation of technical reports and related documentation.	
Minimum Education: Bachelor's degree, or an equivalent combination of education and work experience.	
Hourly Rate: \$134.00	

Job Title:	Management Consultant
Minimum/General Experience: Four to seven (4-7) years of experience within the industry with at least three (3) years in the specified functional area.	
Functional Responsibility: Defines, plans, and leads complex, enterprise-wide Business Reengineering engagements. Oversees Business Reengineering projects, including defining executive project objectives, planning, project execution, recommendation development, and solution delivery planning. Manages teams of client and specialists on projects and applies Business Reengineering approaches and techniques including strategic planning, business information planning, enterprise information requirements analysis, activity based costing, economic analysis, information technology architecture design, and change management to effect organizational change and improve organizational performance. Provides solution options and creates and manages plans for reengineering implementation as required.	
Minimum Education: Business degree, six years of specialized experience may be substituted for a bachelor's degree	
Hourly Rate: \$123.92	

Job Title:	Training Specialist
Minimum/General Experience: This position requires a minimum of 4 years relevant experience.	
Functional Responsibility: Responsible for developing and providing technical and end-user training. This position conducts the research necessary to develop and revise training courses and prepare appropriate training catalogs; develops all instructional materials (course outline, background material, and training aids); and develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). This position trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Must demonstrate an ability to work independently and supervise a training environment	
Minimum Education: Bachelor's degree, four years of specialized experience may be substituted for a bachelor's degree	
Hourly Rate: \$76.57	

Job Title:	Financial Analyst
Minimum/General Experience: This position requires a minimum of 3 years relevant experience.	
Functional Responsibility: This position supports the project manager and the management consulting, facilitation, training, and survey teams. Directs financial management and administrative activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report or recommended solutions. Prepares and presents financial and contractual information to senior management. Works independently, with minimal supervision.	
Minimum Education: Bachelor's degree, four years of specialized experience may be substituted for a bachelor's degree	
Hourly Rate: \$78.00	

Job Title:	Administrative Assistant
Minimum/General Experience: At least one (1) year administrative experience within the industry.	
Functional Responsibility: Works under close supervision in performing various administrative duties/tasks of a moderately complex nature, and assists in selected tasks of a more complex nature. He or she performs administrative functions related to management policies and general project operations.	
Minimum Education: High School diploma	
Hourly Rate: \$34.00	

Job Title:	Technical Writer
Minimum/General Experience: Two years of experience in writing, editing, and preparing business or technical documentation. Experience with and knowledge of Department of Defense (DoD), Federal Information Processing (FIP), Government Printing Office (GPO), or commercial documentation standards as appropriate to the assignment.	
Functional Responsibility: Responsible for documentation development and preparation throughout the production cycle that can include: technical writing/editing, editorial consultation, copy design/editing, proofreading, or overall documentation review. Checks documents for spelling, grammar, organization, consistency, and content. Ensures that documents follow the appropriate style guide.	
Minimum Education: Associate's degree or 2 years of experience may be substituted for education.	
Hourly Rate: \$69.11	

Management, Organizational and Business Improvement Services

Job Title:	<i>Lead Coding/ Auditor Specialist</i>
Minimum/General Experience: Five years of experience in the related field.	
Functional Responsibility: Responsible for overseeing database verification and coding of the diagnosis, Evaluation and Management, and procedures or any other codes required for the timeliness, completeness, and accuracy of the record. Reviews and verifies component parts of record to ensure that completeness and accuracy of diagnosis procedures conform to Coding Guidelines. Input codes into applicable database coding system available at the individual facilities. These database systems may include Provider Graphical User Interface (P-GUI), Coding Compliance Editor (CCE), CHCS (ADM) and AHLTA.	
Minimum Education: High School diploma with applicable certification	
Hourly Rate: \$51.16	

Job Title:	<i>Coding/Auditor Specialist</i>
Minimum/General Experience: Three years of experience in the related field.	
Functional Responsibility: Responsible for overseeing database verification and coding of the diagnosis, Evaluation and Management, and procedures or any other codes required for the timeliness, completeness, and accuracy of the record. Reviews and verifies component parts of record to ensure that completeness and accuracy of diagnosis procedures conform to Coding Guidelines. Input codes into applicable database coding system available at the individual facilities. These database systems may include Provider Graphical User Interface (P-GUI), Coding Compliance Editor (CCE), CHCS (ADM) and AHLTA.	
Minimum Education: High School diploma with applicable certification	
Hourly Rate: \$48.26	

Job Title:	<i>Coding/QA Specialist</i>
Minimum/General Experience: Three years of experience in the related field.	
Functional Responsibility: Responsible for verification and coding of the diagnosis, Evaluation and Management, and procedures or any other codes required for the timeliness, completeness, and accuracy of the record. Reviews and verifies component parts of record to ensure that completeness and accuracy of diagnosis procedures conform to Coding Guidelines. Input codes into applicable database coding system available at the individual facilities. These database systems may include Provider Graphical User Interface (P-GUI), Coding Compliance Editor (CCE), CHCS (ADM) and AHLTA.	
Minimum Education: Associates degree with applicable certification	
Hourly Rate: \$75.61	

2. **Maximum Order:** \$1,000,000.
3. **Minimum Order:** \$300.
4. **Geographic Coverage:** The 50 states and the District of Columbia
5. **Point of Production:** DPTS Quantico, VA.
6. **Discount from List Prices or Statement of Net Price:** All prices herein are net.
7. **Quantity Discounts:** None.
8. **Prompt Payment Terms:** Net 30 days
- 9a. Government Commercial Credit Cards are accepted at or below the micro-purchase threshold.
- 9b. Government Commercial Credit Cards are accepted above the micro-purchase threshold.
10. **Foreign Items:** None.
- 11a. **Time of Delivery:** Time of delivery is specified in negotiated delivery/task orders.
- 11b. **Expedited Delivery:** Based on negotiations between agency and contractor.
- 11c. **Overnight and Two Day Delivery:** Based on negotiations between agency and contractor.
- 11d. **Urgent Requirements:** Urgent Requirements are specified in negotiated delivery/task orders.
12. **F.O.B. Point(s):** Destination.
- 13a. **Ordering Address:**

DP Technology Services, Inc. (DPTS)
9720 Capital Court, Suite 301
Manassas, VA 20110
ATTENTION: Darla Portillo
Phone: 703-330-7900
Fax: 703-330-7969
Email: dportillo@dptechsvc.com
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Addresses:

DP Technology Services, Inc. (DPTS)
9720 Capital Court, Suite 301
Manassas, VA 20110
ATTENTION: Accounting

Electronic Funds Transfer (EFT):

Contact DPTS for banking information

- 15. **Warranty Provision:** Standard Commercial Warranty.
- 16. **Export Packaging Charges:** Not Applicable.
- 17. **Terms and Conditions of Government Commercial Credit Card Acceptance:** DPTS accepts government commercial credit cards above the micro-purchase threshold in accordance with government commercial credit card program guidelines.
- 18. **Terms and Conditions of rental, maintenance, and repair:** Not Applicable
- 19. **Terms and conditions of installation:** Not Applicable
- 20. **Terms and conditions of repair parts:** Not Applicable
- 21. **List of service and distribution points:** Not Applicable
- 22. **List of participating dealers:** Not Applicable
- 23. **Preventive maintenance:** Not Applicable
- 24. **Environmental attributes:** Not Applicable
- 25. **Data Universal Number System (DUNS number):** 105166487
- 26. **Central Contractor Registration CCR:** Registered
- 27. **Uncompensated Overtime:** Uncompensated Overtime is not proposed

ABOUT THE GSA MOBIS FEDERAL SUPPLY SCHEDULE

GSA has improved efforts to make buying commercial services easier for Federal customers by awarding GSA Schedule Contracts. Under the Federal Supply Schedule Program, GSA enters into government-wide contracts with commercial firms to provide products and services, at stated prices, for given periods of time. This streamlined procurement vehicle significantly reduces the time required to obtain services because GSA has reviewed vendors' capabilities, negotiated rates, and pre-qualified vendors to provide services and products. Therefore, Federal customers can place orders directly with schedule contractors without seeking further competition, synopsisizing requirements, making determinations of fair and reasonable pricing, or considering small business set asides.

Advantages of Using the GSA MOBIS Schedule

The GSA MOBIS Federal Supply Schedule offers Federal agencies a streamlined procurement vehicle for obtaining services and products for the implementation of business improvement, quality management, and other related system change processes. Advantages of using the GSA MOBIS Schedule include:

- Dramatic reduction in lead time to obtain services and products (typically a few weeks or less);
- Delivery Order awards are based on Best Value:
 - CBD Synopsis is NOT required;
 - Competitive requirements have been met;
 - Prices have been determined to be fair-and-reasonable, and;
 - All applicable laws and regulations have been applied (including small business set-asides).
- Can be used by all Federal agencies and the District of Columbia;
- No maximum order limitations;
- Contractor/Customer direct relationship - no transfer of funds to GSA;
- Blanket Purchase Agreements can be established to negotiate even better pricing, and;
- Use of contractor teams and subcontractors is encouraged.

Authorized Users

Authorized users of the GSA MOBIS Schedule include:

- All Federal agencies and activities in the executive, legislative, and judicial branches;
- Government contractors authorized in writing by a Federal agency pursuant to CFR 51.1;
- Mixed ownership government corporations as defined in the Government Corporation Control Act;
- The government of the District of Columbia, and;
- Other activities and organizations authorized by statute or regulation to use the GSA as a source of supply.

Scope of Work

With the emphasis on reinventing, reducing bureaucracy, rewarding innovation, and improving customer service, it is important for Federal agencies to have access to management, organizational, and business improvement services. The GSA MOBIS Schedule can be used to conduct a wide range of services focused on improving the performance of Federal agencies. Examples of services that can be provided include, but are not limited to:

- Strategic and business planning;
- Information Technology initiatives related to business improvement efforts;
- Benchmarking;
- Quality Management including
- Business Process Reengineering;
- Strategic Sourcing;
- Financial Management analysis related to business improvement efforts;
- Activity Based Costing support and analysis;
- Individual and Organizational Assessments;
- Surveys, assessments, and evaluations;
- Process modeling, simulation, and improvement;
- Performance measurement, and;

Placing an Order

GSA's streamlined ordering procedures have reduced the tedious, time-consuming government procurement process to a few simple steps. GSA has accomplished this by pre-qualifying vendors to perform a wide range of services. GSA has reviewed vendor qualifications, capabilities, and cost schedules in advance of the need for services, and identified these vendors, by type of service, on its *AdvantageTM!* website. This approval is valid for all organizations in the federal government and other governmental agencies, and the entire process can be completed in as little as a few weeks.

To obtain GSA MOBIS Schedule services and products, Federal agencies work directly with approved GSA MOBIS contractors such as DPTS. For delivery orders under \$2,500, agencies can order services simply by placing an order directly with their contractor of choice. For delivery orders over \$2,500, agencies use the following simplified procedure for placing an order:

- Step 1:** Customer prepares the Statement of Work (SOW) that addresses work to be accomplished, deliverables, period of performance, and other applicable requirements;
- Step 2:** Customer issues a Request for Proposal (RFP) to three approved GSA MOBIS vendors. The vendors submit their proposals, or a "no bid" response to the customer's contracting organization;
- Step 3:** Customer conducts a review and selects the best value contractor, and;
- Step 4:** Customer places a delivery order directly with the selected contractor.

If desired, GSA Regional Offices are available to assist the agency during the procurement process under a fee-for-service arrangement, but GSA is not required to be involved in any of the steps outlined above.

DP Technology Services, Inc. (DPTS)

Since 2002, DP Technology Services, Inc. (DPTS) has built a solid reputation of providing its customers and strategic partners with unique, cost-effective 24x7 operational support services, information technology solutions and management consulting.

- Qualifies as an 8(a), woman-owned, HubZone small business, for Federal, State, and Local contracting requirements.
- Is headquartered in the Quantico, VA area with an office in Hampton, VA and Warner Robins, GA.

DPTS' core senior management is comprised of individuals with diverse experiences at senior levels from various leading technology companies. The management of DPTS has Federal and Commercial experience.

<i>Our Vision</i>	To be the premier provider of professional services in the markets we serve and to produce consistently superior results for our customers.
<i>Responsiveness</i>	DPTS is committed to our customers care and satisfaction. We are committed to operational excellence.
<i>Integrity</i>	DPTS' relationships with customers, fellow employees, and associates are based on the highest standards of personal trust, empowerment, honesty, and ethical conduct.

DPTS is guided by a management philosophy that emphasizes a firm commitment to exceeding clients' expectations for quality, responsiveness, and professional excellence. At the same time, DPTS is committed to the completion of all projects within the agreed price and schedule.

The nature of our business requires us to maintain a corporate reputation that is above reproach. DPTS' strives to maintain the highest standards of ethical behavior and professional integrity. This is exhibited by our employee's behavior and professionalism in all aspects of our business dealings, from initial client contact and contract negotiations through the submission of final deliverables and project completion.

DPTS' management team and employees have diverse experience in corporate governance, management consulting, government service, military service, research and writing. This diversity of experience allows us to assemble teams to provide our clients with the skills and knowledge that get the best results.

DPTS offers our clients the following core services:

Consultation, Survey Services and Program Management

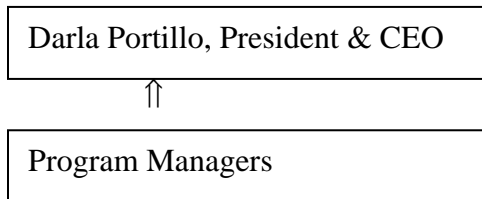
DPTS provides expert advice, assistance, guidance and counseling in support of our client's security management, organizational and improvement efforts.

- Program Audits and Evaluations
- Performance Measures and Evaluations
- Process Improvement
- Organizational Assessments
- Strategic Planning
- Program Management

DPTS' Organizational and Accounting Controls and Quality Assurance Measures

Organizational and Accounting Controls

As a small company, DPTS maintains a simple yet effective organizational configuration with a direct chain of command and a clear reporting structure. At the top of this organizational structure is Darla Portillo, President and CEO. The Program Managers report directly to Ms. Portillo.



All accounting functions are maintained in the corporate office in Quantico, VA. Project time and expense information are watched closely by both the Program Manager and dedicated corporate accounting staff. This system of checks and balances ensures that project costs are kept in line and ultimately generates bottom line savings for maximum profitability.

Quality Assurance

DPTS believes that quality assurance is the keystone to a sound project management plan. Therefore, we have developed a quality assurance plan to ensure that projects proceed on schedule, within budget, and that they meet the designated goals and objectives. The quality assurance plan begins with key meetings with the customer in which its staff and DPTS project personnel will verify and reach a clear understanding on the goals and objectives of the project, project tasks, interim and final deliverables, reporting and briefing protocols, communication channels, persons to be interviewed, areas to be surveyed, documents to be studied, and types of findings that should require immediate reporting to the customer.

A key part of the DPTS quality assurance program is our constant effort to adhere to the project schedule and meet project deadlines. We understand value and importance to the customer of

maintaining project schedules and ensuring that project tasks are completed on a timely basis. DPTS has demonstrated its capabilities in meeting project schedules and deadlines throughout its corporate history and has established a reputation for quality and timely deliverables for aviation, government, military, and commercial clients.

For example, DPTS has been working with some clients, such as 1st Medical Group, Langley, AFB, since DPTS inception, the result of always providing timely services. DPTS has provided dedicated support to the 1st Medical Group in medical auditing and coding of patient records to ensure the timeliness and accuracy of patient care. The timeliness is also demonstrated by DPTS' ability to meet work schedules for the 1st Mission Squadron, Langley, AFB. DPTS assists the 1st Mission Squadron in providing analysis and data gathering on a timely manner.

GSA SCHEDULE PRICE LIST

Consultation (SIN 874-1), Survey Services (SIN 874-3) and Program Integration and Project Management Services (SIN 874-7)

If the agency Contracting Officer chooses to purchase from these SINs on a firm fixed price Task/Delivery Order basis, the total price shall be established at the time of the order and will be based on the prices offered herein.

If the agency Contracting Officer chooses to purchase from these SINs on a Labor Hour basis, the resultant Task/Delivery Order shall specify the Not To Exceed price, the Labor Category(ies) proposed (with the hourly and daily rates for each), and the Other Direct Costs (ODCs).

Year 1: Date of award for one year

GSA Equivalent Labor Category	Base Year Rates with IFF
Program Manager	\$ 124.43
Business Specialist	\$ 95.88
Subject Matter Expert	\$ 134.00
Management Consultant	\$ 123.92
Training Specialist	\$ 76.57
Financial Analyst	\$ 78.00
Administrative Assistant	\$ 34.00
Technical Writer	\$ 69.11
Leading Coding/Auditor Specialist	\$ 51.16
Coding Auditor Specialist	\$ 48.26
Coding/QA Specialist	\$ 75.61