



**Chazey  
Partners Inc**

**2014**

**GENERAL SERVICES ADMINISTRATION (GSA)  
FEDERAL ACQUISITION SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

Chazey Partners, Inc.  
52 Chestnut Avenue  
Los Gatos,  
CA 95030



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

**Federal Supply Group: 874 Class: R499**  
**Contract Number: GS10F080BA**  
**Contract Period: January 31, 2014 – January 30, 2019**

**Contractor: Chazey Partners, Inc.**  
**52 Chestnut Avenue**  
**Los Gatos, CA 95030**

**Business Size: Small Business**

**Telephone: (408) 767-1285**  
**FAX Number: (408) 465-7381**  
**Web Site: [www.chazeypartnersinc.com](http://www.chazeypartnersinc.com)**  
**E-mail: [roberttowle@chazeypartners.com](mailto:roberttowle@chazeypartners.com)**  
**Contract Administration: Robert Towle**

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: <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

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**1 CUSTOMER INFORMATION****1a Table of Awarded Special Item Number(s):**

SIN	Recovery	SIN Description
874-1	874-1RC	Integrated Consulting Services

**1b Lowest Priced Model Number and Lowest Unit Price**

See the section in this price list titled "Services Price List" for prices.

**1c Hourly Rates**

See the section in this price list titled "Services Price List" for hourly rates

**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 Attachment.

**7 Quantity discounts**

As stated on individual orders

**8 Prompt payment terms**

1%-10 days; Net 30

**9a Notification that Government purchase cards are accepted up to the micro-purchase threshold**

Yes

**9b Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold**

Chazey Partners will accept over \$3,000

**10 Foreign items (list items by country of origin)**

None

**11a Time of Delivery**

Will adhere to delivery schedule as specified by the purchase order

**11b Expedited Delivery**

Contact contractor for time of delivery.

**11c Overnight and 2-day delivery**

Contact Contractor

**11d Urgent Requirements**

Contact Contractor

**12 F.O.B Points(s)**

Destination

**13a Ordering Address(es)**

Chazey Partners, Inc.  
52 Chestnut Avenue  
Los Gatos, CA 95030 5804  
Attention: Grant J Farrell  
Tel: (408) 767-1285  
FAX Number: (408) 465-7381  
E-mail: [roberttowle@chazeypartners.com](mailto:roberttowle@chazeypartners.com)

**13b Ordering procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), 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**

Chazey Partners' 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)**  
Not applicable under this Schedule
- 19 Terms and conditions of installation (if applicable)**  
Not applicable under this Schedule
- 20 Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable)**  
Not applicable under this Schedule
- 20a Terms and conditions for any other services (if applicable)**  
Not applicable under this Schedule
- 21 List of service and distribution points (if applicable)**  
Not applicable under this Schedule
- 22 List of participating dealers (if applicable)**  
Not applicable under this Schedule
- 23 Preventive maintenance (if applicable)**  
Not applicable under this Schedule
- 24a Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants**  
Not applicable under this Schedule
- 24b Section 508 Compliance**  
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:  
The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25 Data Universal Numbering System (DUNS) number**  
010803002
- 26 Notification regarding registration in Central Contractor Registration (CCR) database**  
Registered

## 2 SIN 874-1: INTEGRATED CONSULTING SERVICES

### 2.1 CHAZEY PARTNERS OVERVIEW

Chazey Partners is a professional management consulting business and expert practice, specializing in business transformation including Shared Service Implementations, Process Optimization, Change Management, Business Process Outsourcing and Technology Enablement. Chazey Partners' core domain expertise is within the areas of Finance, HR, IT and Procurement.

Our people are practitioners and subject matter experts who have gained significant operational experience designing, setting up and running shared services organisations of various types, prior to moving into consulting. The strength of our capability is based on hard-won, practical experience and we are proud of that solid historical foundation.

Chazey Partners prides itself on its tailored and client-centered approach to transformation implementations and is committed to adding significant value to businesses and government agencies through a partnership approach. Our philosophy is to partner with our clients to ensure the optimum suitability of the solution and to transfer our knowledge to their team and ensure that they own the project.

We use proprietary methodologies, tools and diagnostics developed over many years of real life practical experience which are adapted appropriately to meet every client's unique needs. Chazey Partners always operates in a flexible manner to ensure that we can adapt as needed during any assignment, while focusing on outcomes.

Examples of consultation include but are not limited to:

#### **Business Transformation and Process Optimization**

- Assisting businesses and government agencies to transform their support functions to realize significant benefits such as lowering costs, optimizing working capital and improving performance through best practice process development and the roll out of optimal organization, support and delivery structures.
- Identifying and targeting opportunities, and producing powerful business cases to reflect the opportunity and to gain organizational buy in.
- Implementing and supporting approved transformation initiatives rapidly to drive maximum return on investment.
- Facilitating effective acquisition integration and business divestitures.
- Providing powerful project management
- Assisting businesses and government agencies in achieving effective change management, focusing on delivery and outcomes. Change Management is absolutely critical to the success of any transformation. At Chazey Partners, we absolutely

understand the importance of Change Management and have considerable experience of successfully delivering change in businesses and government agencies.

### Shared Services

- Planning for, resourcing and implementing global and regional Shared Service Organizations (SSOs) covering a wide ranges of functions and processes including offshore solutions.
- Turning round sub optimal or failing SSOs
- Statutory and Fiscal compliance delivered by SSOs for multiple countries and legal jurisdictions.
- Independent of any outsourcing providers, we offer impartial sourcing advice and support covering both internal and external options, to ensure that the best solutions for your business are found.
- Training and development for Shared Service practitioners and Shared Service customers.

### Technology Enablement

- Implementing and optimizing Enterprise Resource Planning (ERP) and other technology enablement solutions to maximize return on investment.
- Resource technology projects to enhance chance of success through an optimal mix of IT, Business Systems Analysts, Business Process Integration, Business Process Owners, and Users.



### 3 LABOR CATEGORY DESCRIPTIONS

All Chaney Partners consultants are highly experienced, hands-on practitioners first and foremost, who have moved into management consulting to offer their expertise to others. Chaney consultants are not theorists but business driven people - Chaney people have been there and done it. Chaney Partners only hires consultants with a minimum of five years relevant practitioner and project experience and generally consultants have significantly more than the minimum experience level required.

#### 3.1 ENGAGEMENT PARTNER

##### Functional Responsibility

The Engagement Partner directs, plans, organizes, controls and manages the program to ensure that all contractual obligations are fulfilled in an efficient and timely manner. The Engagement Partner will:

- Manage multiple concurrent analysis and development tasks.
- Serve as the contractor's point of contact with the government contracting officer and the government contracting officer's representative.
- Formulate and enforce work standards, develop schedules, review work discrepancies, and communicate agency policies, purposes, and goals to subordinates.
- Manage and control funds and resources.
- Monitor the program budget at the top level, staff the program with qualified personnel, and ensure the schedule and deliverables are in compliance with the contract and the delivery orders.

The Engagement Partner will manage large-scale contracts, usually multi-year, and multiple task contracts.

##### Minimum Education

Bachelors Degree in a relevant field

##### Minimum Years of Experience

The Engagement Partner shall have a minimum of ten (10) years project experience, including at least six years management experience. The remainder may be specialized or general experience in project development from inception to implementation, with a demonstrated ability to provide guidance and direction in tasks similar to those identified in the Statement of Work.

In the case of exceptional candidates, 10 years of senior management experience in Finance, HR or Procurement functions would suffice in lieu of 10 years of project experience. This would need to be supplemented by a minimum of 4 years exposure in either a Shared Service Centre or Business Process Outsourcing environment.

### 3.2 SENIOR PROJECT MANAGER

#### Functional Responsibility

The Senior Project Manager defines the scope and objectives of the work to be accomplished by the work team. They develop the Program Management Plan (PMP), including detailed work plans, schedules, program estimates, resource plans, status reports and work packages. The Senior Project Manager conducts program meetings and is responsible for performance tracking and analysis. They ensure adherence to quality standards, configuration control reviews, and approves deliverables. They provide professional and analytical guidance to work team and recommend and take action to direct the analysis and solutions of problems. They guide the contract to ensure adherence to budget and time schedules and assist the client in assessing solution alternatives and providing quality oversight for all project deliverables. They provide periodic status reports to the client and manage the workload of the contractor staff. Has command of Program/Project Management tools, e.g., MS Project, etc.

#### Minimum Education

Bachelors Degree in a relevant field

#### Minimum Years of Experience

The Senior Project Manager shall have a minimum of ten (10) years of progressive experience in managing and overseeing significant programs/projects and processes. Has experience in the application of automated and manual program management techniques, progress tracking, work assignment and monitoring, and providing timely feedback to program sponsors.

### 3.3 PROJECT MANAGER

#### Functional Responsibility

The Project Manager provides overall project/program management. They are responsible for enforcing work standards, coordinating contractor schedules, reviewing work, and communicating policies and procedures. Additional responsibilities include overall contract/task order performance and direct interface with customer. They manage the project team of analysts and consultants.

#### Minimum Education

Bachelors Degree in a relevant field

#### Minimum Years of Experience

The Project Manager shall have a minimum of eight (8) years of experience in either running a functional delivery stream in Industry or as a Project Manager.

### 3.4 CHANGE MANAGER

#### Functional Responsibility

The Change Manager will support the Change Management, Communication and relevant Organizational Design aspects of the project. They will advise on the critical aspects of Change Management.

The Change Manager will work very closely in partnership with internal leadership, Change Management Communications and HR resources at the client. The Change Manager role involves:

- Developing and implementing change strategies relevant to the project and to the client in general.
- Working closely with both Operational Management and teams to ensure that the project is managed and communicated in an effective way that is fair to all employees.
- Ensuring that changes are communicated in a clear, open and timely fashion.
- Helping design a communications and coordination framework.
- Defining appropriate roles and creating job descriptions across in scope functions to enable the delivery of Shared Services strategies and support the recruitment and induction process.
- Coaching managers and teams in organizational change, communications techniques and business process standardization techniques and best practice.
- Working with client management and HR teams to ensure that strategies, plans and changes are internally communicated in a timely manner.

#### **Minimum Education**

Bachelors Degree in a relevant field

#### **Minimum Years of Experience**

The Change Manager shall have a minimum of five (5) years of experience in a Change Management capacity and have carried out executive coaching, role profiling and organizational re-alignment.

### **3.5 BUSINESS PROCESS INTEGRATION MANAGER**

#### **Functional Responsibility**

The Business Process Integration Manager plans, directs and coordinates all phases of consulting engagements and leads complex engagements.

The Business Process Integration Manager develops engagement strategies and guidelines and ensures all obligations are met. They co-ordinate the scope and manage the quality of engagements. They develop government client relationships at managerial levels. Has overall responsibility for the Business Process team.

#### **Minimum Education**

Bachelors Degree in a relevant field

#### **Minimum Years of Experience**

The Business Process Integration Manager shall have a minimum of six (6) years of specialized experience which may include: training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business

management techniques, organizational development, activity and data modelling, or information system development methods.

### 3.6 BUSINESS PROCESS INTEGRATION ANALYST

#### Functional Responsibility

The Business Process Integration Analyst proficiently applies consulting methodologies to collect and analyze data. They lead the development of programs and the implementation of solutions to meet business needs. They apply extensive knowledge of business improvement theories and practices to meet the objectives of the engagement. They coordinate planning the engagement, establishing requirements, and delivering results to businesses and government agencies.

Business Process Integration is absolutely critical to the success of the project. The BPI Analysts will be assigned to end-to-end processes and work directly and closely with identified Business Process Owners and Subject Matter Experts. The Business Process Integration Analysts are senior members of the project team who are responsible for service delivery. The Subject Matter Experts are client staff who have a detailed understanding of how the current processes work and can assist with identifying current strengths and weaknesses. Knowledge transfer will be a critical component of these roles.

The Business Process Integration Analyst's roles encompass:

- Documenting processes for standardization and automation.
- Carrying out detailed end-to-end process analysis both on "as is" and "to be" processes and working on the gap and transition from the former to the latter.
- Setting up and running process workshops.
- Working alongside the ERP Configuration and IT teams to define final process workflow and ensure that all local and business requirements are met by the final product and that business, local and corporate considerations are included.
- Writing training material.
- Providing end-user training and support.
- System testing.
- Ensuring all legal, statutory, tax and company secretarial requirements are met.
- Developing and testing new management reports.
- Drafting, discussion, agreement on and communication of Service Partnership Agreements.
- Establishment and reporting against defined objectives (including agreed KPIs).
- Supporting the roll-out and training of ERP and any new supporting technologies; managing the close down of any legacy systems.
- Trouble shooting production problems.
- Analyzing system alternatives and recommending solutions to meet users' needs.

#### Minimum Education

Bachelors Degree in a relevant field

**Minimum Years of Experience**

The Business Process Integration Analyst shall have a minimum of four (4) years of specialized experience which may include: training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modelling, or information system development methods.

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

**4 SERVICES PRICE LIST**

The hourly rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	Awarded Labor Category	Min Edu	Min Exp.	Site	Year 1	Year 2	Year 3	Year 4	Year 5
874-1	Engagement Partner	Bachelors	10	Both	\$274.06	\$279.27	\$284.57	\$289.98	\$295.49
874-1	Senior Project Manager	Bachelors	10	Both	\$213.33	\$217.38	\$221.51	\$225.72	\$230.01
874-1	Project Manager	Bachelors	8	Both	\$185.30	\$188.82	\$192.41	\$196.06	\$199.79
874-1	Change Manager	Bachelors	5	Both	\$186.70	\$190.25	\$193.86	\$197.55	\$201.30
874-1	Business Process Integration Manager	Bachelors	6	Both	\$160.00	\$163.04	\$166.14	\$169.29	\$172.51
874-1	Business Process Integration Analyst	Bachelors	4	Both	\$120.00	\$122.28	\$124.60	\$126.97	\$129.38