



## **General Services Administration**

### **Federal Supply Service**

#### *Authorized Federal Supply Schedule Price List*

Online 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:

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

## **Schedule for Management, Organizational and Business Improvement Services (MOBIS)**

**Federal Supply Group: 874 Class: R499**

**Contract Number: GS-10F-0201T**

**For more information on ordering from Federal Supply Schedules**

**Click on the FSS Schedules button at <http://www.fss.gsa.gov/>**

**Contract Period: March 28, 2007 through March 27, 2012**

**Contractor:** The Manhattan Strategy Group, LLC  
708 3<sup>rd</sup> Avenue, 5<sup>th</sup> Floor  
New York, NY 120017-4201

**Business Size:** Small, Disadvantaged, 8(a) Business

**Telephone:** 212-209-3876

**Fax:** 212-202-6261

**Web Site:** <http://www.manhattanstrategy.com/>

**Contract Administrator:** Shezad Habib

**E-mail Address:** shabib@manhattanstrategy.com

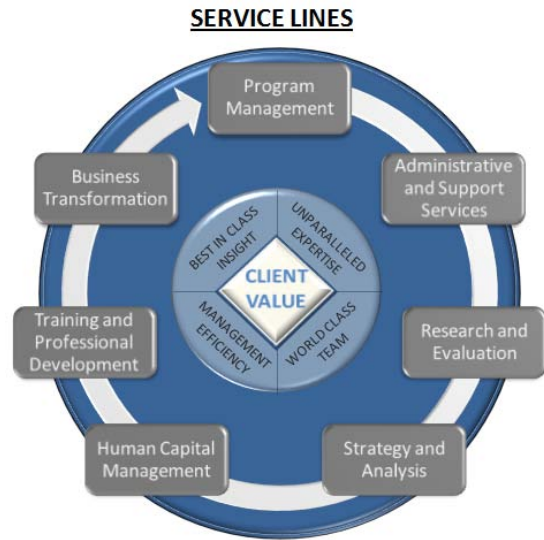
# About Manhattan Strategy

Manhattan Strategy is a SBA certified 8a boutique management consulting firm delivering operational improvement, management advisory, and research and evaluation services to government and Fortune 500 clients. Our services follow the full continuum, from identifying client need to building customized management and training solutions that enable clients to achieve their tactical and strategic goals. Based on the learnings from hundreds of past projects we are able to bring best-in-class insights and models, and we apply these lessons to develop world-class solutions for our clients.

Manhattan Strategy is made up of an experienced team of over 20 consultants with extensive experience in **strategic and tactical advisory, program evaluation, performance management, organizational assessment, process/workflow improvement, benchmarking, and best-practice research and advisory** in the commercial and federal government sector. Our Directors have advised C-level executives, management, and staff at the leading organizations globally, and bring this wealth of experience to supporting our public sector clients. Additionally we have strong partnerships and alliances to extend capacity. We have a national presence with offices across the US, as well as a global reach, with alliances in Latin America, Europe, South Asia, East Asia and Australia.

We have extensive experience working with federal government agencies. A sample list of clients includes

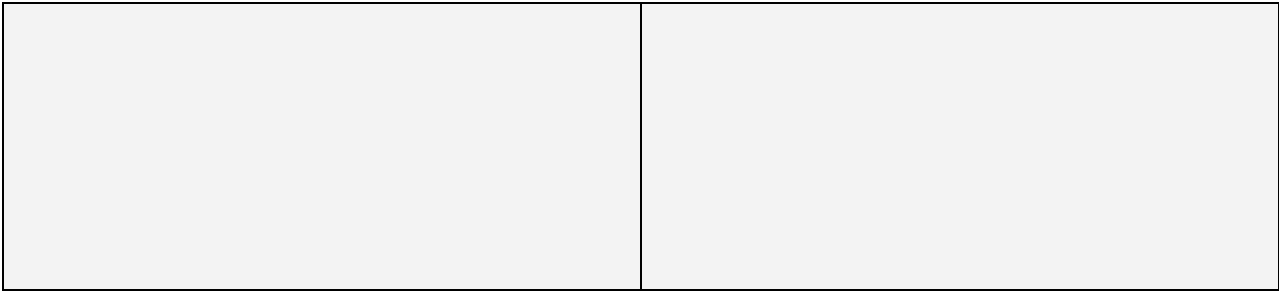
- Department of Education
- Department of Labor
- U.S. Patent and Trademark Office
- General Services Administration
- NY City Department of Health
- Fortune 500 Firms



Manhattan Strategy has been awarded Special Item Numbers (SINs) 874-1 and 874-3. The services provided under each SIN include:

## **SIN-874-1: Consulting Services**

<ul style="list-style-type: none"> <li>▪ <b><u>Strategy &amp; Analysis</u></b> <ul style="list-style-type: none"> <li>○ Strategy and Organizational Assessment</li> <li>○ Strategic Plan / Business Case Development</li> <li>○ Performance Management</li> <li>○ Financial Analysis</li> <li>○ Policy Analysis</li> </ul> </li>   <li>▪ <b><u>Research and Evaluation</u></b> <ul style="list-style-type: none"> <li>○ Research Evaluation, Design and Data Collection</li> <li>○ Best Practice Advisory</li> <li>○ Benchmarking</li> <li>○ Organizational Assessment and Climate Surveys</li> <li>○ Market Sizing and Segmentation</li> <li>○ Industry Research and Analysis</li> <li>○ Economic Research analysis</li> <li>○ Policy Assessment (revenue generation, job creation, ROI)</li> </ul> </li>   <li>▪ <b><u>Program Management</u></b> <ul style="list-style-type: none"> <li>○ Program Design and Setup</li> <li>○ Program Implementation and Execution</li> <li>○ Program Metrics and Measurement</li> <li>○ Budget Development and Management</li> <li>○ Program and Policy Analysis (initiative, tax, policy, and others)</li> </ul> </li>   <li>▪ <b><u>Business Transformation:</u></b> <ul style="list-style-type: none"> <li>○ Org. and Program Assessment</li> <li>○ Business Process &amp; Workflow Improvement</li> <li>○ Organizational Alignment &amp; Effectiveness</li> <li>○ Leadership Facilitation and Goal Alignment</li> <li>○ Implementation and Change Management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <b><u>Best Practices Advisory / Benchmarking</u></b> <ul style="list-style-type: none"> <li>○ Best-practices Research</li> <li>○ Organizational Benchmarking</li> <li>○ Cost Benchmarking</li> <li>○ Process Benchmarking</li> <li>○ HR Benchmarking</li> <li>○ Pricing Benchmarking</li> </ul> </li>   <li>▪ <b><u>Training &amp; Professional Development</u></b> <ul style="list-style-type: none"> <li>○ Training Program Evaluation</li> <li>○ Training Module Development</li> <li>○ Traditional, e Learning and Blended Instructional Design</li> <li>○ Technical Assistance and Staff Development</li> <li>○ Workshop &amp; Training Facilitation</li> <li>○ Management Coaching &amp; Training</li> <li>○ Facilitation (group facilitations, working group meetings and communications, coaching and mentoring)</li> </ul> </li>   <li>▪ <b><u>Human Capital Management</u></b> <ul style="list-style-type: none"> <li>○ Workforce Planning</li> <li>○ Resource Augmentation</li> <li>○ Transition Management</li> </ul> </li>   <li>▪ <b><u>Financial Analysis</u></b> <ul style="list-style-type: none"> <li>○ Business Case Validation / Cost-Benefit Analysis</li> <li>○ Scenario Analysis / Sensitivity</li> <li>○ Operational Cost Analysis and Auditing</li> </ul> </li> </ul>
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## **Sin 874-3: Survey Services**

**Business Intelligence Research and Analysis:** Through its survey service offering, Manhattan Strategy provides the research, intelligence, and analysis for our clients to make informed decisions. Critical steps of our survey services include:

- Planning survey design
- Defining and refining the agenda
- Determining survey collection methodology
- Selecting targets/stakeholders for survey effort
- Administration of surveys using various mediums
- Data capture and management
- Review and analysis of data
- Assessing reliability and validity of data
- Analyses of quantitative and qualitative results
- Conclusions and recommendations

Manhattan Strategy has completed over 400 projects covering the above mentioned survey services. Our work has focused on qualitative surveys and quantitative analysis, including web-based surveys, one-on-one surveys, telephone-based surveys, focus groups, and customer workshops. Manhattan Strategy has extensive resources in-house to deliver the majority of the services and ensure the highest quality and service to our clients. Additionally, we have a network of partners that we leverage to extend our reach and resources.

Through targeted stakeholder, customer, user, partner, etc surveys, Manhattan Strategy is able to assist our clients in the following representative areas:

### ▪ **Sector Research and Analysis**

*Surveys with key stakeholders to analyze:*

- Market sizing and segmentation
- Industry research and analysis
- Economic research analysis
- Policy assessment (revenue generation, job creation, ROI)

### ▪ **Customer Satisfaction / Needs Analysis**

*Surveys with key stakeholders to analyze:*

- Customer / User satisfaction analysis
- Customer/ User needs analysis
- Customer/User feedback analysis

### ▪ **Vendor Screening**

*Surveys with key vendors and third parties to analyze:*

- Vendor offerings
- Vendor strengths and weaknesses
- Vendor match with client needs

### ▪ **Program Analysis**

*Surveys with key stakeholders to analyze:*

- Program and policy effectiveness (initiative, tax, policy, and others)
- Program best-practices (vs. public and private sector)
- Program improvement recommendations

### ▪ **Best-in-class / Best Practices Benchmarking**

*Surveys with public and private sector entities to gather:*

- Best-practices Research
- Organizational Benchmarking
- Cost Benchmarking
- Process Benchmarking
- HR Benchmarking
- Pricing Benchmarking

- Criteria driven selection process of product and service vendors that best meet client needs – criteria typically based on technical, financial, past experience and other factors)

- **Research and Evaluation**

- Research Evaluation, Design and Data Collection
- Best Practice Advisory
- Benchmarking
- Organizational Assessment and Climate Surveys
- Market Sizing and Segmentation
- Industry Research and Analysis
- Economic Research analysis
- Policy Assessment (revenue generation, job creation, ROI)

## Customer Information

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**1a. Awarded Special Item Numbers(s):** 874-1 (Consulting Services) and 874-3 (Survey Services)

**1b. Pricing**

Skill Category (SIN 874-1 and 874-3)	Price per Hour (Approved as of 3/28/07)
Lead Advisor	\$237.50
Senior Subject Matter Expert	\$197.60
Subject Matter Expert	\$167.02
Director/Program Manager	\$157.74
Vice President/Senior Program Associate	\$139.18
Senior Manager/Program Associate	\$134.17
Manager/Managing Consultant	\$111.35
Senior Consultant	\$87.36
Consultant	\$82.70
Associate Consultant/Analyst	\$58.24
Administrative Associate	\$48.50

**1c. Labor Category Descriptions**

- **Lead Advisor**

**Functional Responsibility.** The individual will provide expert guidance and advisory on projects based on experience in the field.

**Education and Experience.** This individual will have over 20 years of work experience with 12+ years in a specific domain of relevance for the project Undergraduate degree minimum. Master's or Advanced Degree preferred.

- **Senior Subject Matter Expert**

**Functional Responsibility.** The individual will provide expert guidance and advisory on projects based on experience in the field.

**Education and Experience.** This individual will have over 15 years of work experience with 10+ years in a specific domain of relevance for the project. Undergraduate degree minimum. Master's or Advanced Degree preferred.

- **Subject Matter Expert**

**Functional Responsibility.** Provides expertise in a particular industry or functional area, such as science, technology, management, finance, etc. Offers guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on his/her specialized area of expertise.

**Education and Experience.** Has at least an undergraduate degree. Typically has substantial graduate or professional education (or equivalent years of experience), and depending on the subject area, extensive specialized experience and a deep understanding of and expertise in his/her subject area. Has at least 10 years of work experience, including at least 5 in a specialized, relevant field.

- **Director/Program Manager**

**Functional Responsibility.** Leads firm development initiatives. Responsible for all projects in his practice area and client relationships. Primary point of client contact. Manages multiple projects and has the final responsibility for all analyses and deliverables. Utilizes industry knowledge and expertise, as well as functional and project management skills to support senior management in the client organization.

**Education and Experience.** Has at least an undergraduate degree. Typically has an advanced degree in business administration or a degree in a related field (or equivalent years of experience). Has at least 8 years of relevant work experience.

- **Vice President/Senior Program Associate**

**Functional Responsibility.** Responsible for day-to-day management and leadership of large projects as well as client relationships. Provides consulting expertise and guidance to clients, such as managing quality control for deliverables, and presenting project results and recommendations to client senior executives.

**Education and Experience.** Has at least an undergraduate degree. Typically has an advanced degree in business administration or related field (or equivalent years of experience). Has at least 7 years of relevant work experience.

- **Senior Manager/Program Associate**

**Functional Responsibility.** Responsible for day-to-day management and leadership on project. Coordinates and directs the activities of consultants and provides consulting support to clients, including resolving project issues, reviewing deliverables developed by other consultants, and presenting project findings and results to client management

**Education and Experience.** This individual will have over 6 years of work experience with 3+ years in project management. Has at least an undergraduate degree. Typically has an advanced degree in business administration or related field (or equivalent years of experience).

- **Manager/Managing Consultant**

**Functional Responsibility.** Responsible for day-to-day management and leadership of mid-size and smaller projects, or for team-leadership on large projects. Coordinates and directs the activities of consultants and provides consulting support to clients, including resolving project issues, reviewing deliverables developed by other consultants, and presenting project findings and results to client management.

**Education and Experience.** Has at least an undergraduate degree. Typically has an advanced degree in business administration or related field (or equivalent years of experience). Has at least 4 years of relevant work experience.

- **Senior Consultant**

**Functional Responsibility.** Leads information gathering, conducts primary and secondary research, develops presentations, databases and spreadsheets, analyzes data, drafts project reports, and other deliverables. Identifies project issues and guides associate consultants. Supports presentation of project findings and results to client management.

**Education and Experience.** Has at least an undergraduate degree. Typically has an advanced degree in business administration or related field (or equivalent years of experience). Has at least 2 years of relevant work experience.

- **Consultant**

**Functional Responsibility.** Leads information gathering, conducts primary and secondary research, develops presentations, databases and spreadsheets, analyzes data, drafts project reports, and other deliverables. Identifies project issues and guides associate consultants/analysts. Supports presentation of project findings and results to client management.

**Education and Experience.** Undergraduate degree and at least 2 years of relevant work experience.

- **Associate Consultant / Analyst**

**Functional Responsibility.** Gathers information for senior consultants, conducts research, develops and manages databases and spreadsheets, analyzes data, takes notes during meetings and interviews, drafts process diagrams, contributes to project presentations and reports, and other deliverables. Provides logistics and scheduling support for interviews.

**Education and Experience.** Undergraduate degree and at least 2 years of relevant work experience

- **Administrative Associate**

**Functional Responsibility.** This position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Provides logistics and scheduling support for interviews.

**Education and Experience.** Undergraduate degree and/or relevant work experience.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$300.00
4. **Geographic Coverage (delivery area):** Domestic and Overseas
5. **Point(s) of production:** Same as company address
6. **Discount from list prices or statement of net prices:** Government net prices (discounts already deducted). See paragraph 1b.
7. **Quantity Discounts:** None offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items:** None
- 11a. **Time of Delivery:** Specified on the Task Order.
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day Delivery:** Contact Contractor
- 11d. **Urgent Requirements:** Contact Contractor
12. **F.O.B. Points:** Destination
- 13a. **Ordering Address(es):** Same as company address
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](https://fss.gsa.gov/schedules)).

14. **Payment address(es):** Same as company address
15. **Warranty provision:** Contractor's standard commercial warranty
16. **Export Packing Charges:** N/A
17. **Terms and conditions of Government purchase card acceptance:** Contact contractor
18. **Terms and conditions of rental, maintenance, and repair:** N/A
19. **Terms and conditions of installation:** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20a. **Terms and conditions for any other services:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** N/A
23. **Preventive maintenance:** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 compliance:** N/A
25. **Data Universal Number System (DUNS) number:** 17-5967731
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered

**Contractor will accept Labor Hour (LH) and Firm Fixed Price (FFP)**