

**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 are available through GSA Advantage! a menu-driven database system. The INTERNET address GSA Advantage! is: <http://www.GSAAdvantage.gov> .

**Mission Oriented Business Integrated Services
(MOBIS)**

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

**Contract number: GS-10F-0438X
Contract Period: August 22, 2011 to August 21, 2016
874-1 & 871RC Consulting Services
874-7 & 874-7RC Program and Project Management**

Contact Information:
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Business Size: Service Disabled Veteran Owned Small Business

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SECTION I: CUSTOMER INFORMATION

1.	Table of awarded special item number(s)	874-1 & 871RC Consulting Services and 874-7 & 874-7RC Program and Project Management
2.	Maximum Order	\$1,000,000
3.	Minimum Order	\$300
4.	Geographic Coverage (delivery area)	CONUS and OCONUS
5.	Point of Production	Williamsburg, VA
6.	Discount from list prices	Government net prices (discounts already deducted) (See following price tables)
7.	Quantity Discounts	None Offered
8.	Prompt payment terms	Net 30 days
9a.	Notification that Government Purchase cards are accepted below micro-purchase threshold	YES
9b.	Notification that Government commercial credit cards are accepted above micro-purchase threshold	YES
10.	Foreign Items	None
11a.	Time of Delivery	30 Days ARO
11b.	Expedited Delivery	Contact Contractor
11c.	Overnight and 2 day Delivery	Contact Contractor
11d.	Urgent Requirements	Contact R & K Enterprise Solutions
12.	F.O.B. Point(s)	Destination
13a.	Ordering Address	R & K Enterprise Solutions 111 Wellington Dr. Williamsburg, VA 23185 Phone: 757-229-6979 E-mail: pminney@randkes.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).
14.	Payment address	R & K Enterprise Solutions ATTN: Accounts Payable 111 Wellington Dr. Williamsburg, VA 23185
15.	Warranty Provision	Not applicable
16.	Export Packing Charges, if applicable	Not applicable
17.	Terms and conditions of Government purchase card acceptance (any	Not applicable

	thresholds above the micro-purchase level	
18.	Terms and conditions of rental maintenance, and repair (if applicable).	Not applicable
19.	Terms and conditions of installation (if applicable)	Not applicable
20.	Terms and conditions of repair parts.	Not applicable
20a.	Terms and conditions for any other services.	Not applicable
21.	List of services and distribution points (if applicable)	Not applicable
22.	Preventive maintenance (if applicable)	Not applicable
24a.	Special attributes such as environmental attributes	Not applicable
24b.	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 (e.g. contractor’s website or other location). The EIT standards can be found at: www.Section508.gov/.	Not applicable
25.	Data Universal Number System (DUNS) number	828223243
26.	Notification regarding registration in Central Contractor Registration(CCR) database	R & K Enterprise Solutions is registered in CCR

The R & K Enterprise Solutions Advantage

Why choose R & K Enterprise Solutions for Mission Oriented Business Integrated Services?

R&K Enterprise Solutions Inc. is a certified **Service Disabled Veteran Owned Small Business (SDVOSB)** founded in 2007.

"Our niche is a proven agile, services-driven organization of career professionals focused on providing our clients with specialized and complex competencies. We use our extensive operational background to develop innovative and effective solutions for our clients." - Richard Nefzger

The President and founder, Richard Nefzger, graduated from the AF Academy in 1984. During his 23 years on active duty, Rick logged over 4000 flying hours on the B52 and AWACS weapon systems. A seasoned combat veteran, he has built numerous relationships with large and small research facilities. Having become an expert on systems integration, Rick has focused his talents on identifying the causality between business knowledge and resource shortfalls. The results of his efforts consistently and successfully deliver business solutions to his customers by integrating emerging technologies with service capability gaps.

Employees

Our employees are our number one asset and the key to our company's success. Likewise we offer an outstanding compensation package that combined is second to none. Our employees are of the highest caliber. Qualified, trained and professional are the hallmarks of our staff.

Vision

To become an industry leader in Aerospace and Information Technologies by challenging ourselves to think outside the box in innovative ways to solve our customers' needs and requirements.

SECTION II: AWARDED SPECIAL ITEM NUMBERS (SINS)

SIN 874-1& 874IRC Consulting Services

R&K Enterprise Solutions, Inc provides a breadth of seasoned, experienced professionals across a wide scale of subject areas. Our consulting services range from short to long-term efforts to meet the customer's requirements, be they small or large. Our consultants will assist customers, managers, staff and other key stakeholders as required to meet all mission objectives, providing the opportunity for organizational improvement, design, re-designed and process engineering and re-engineering. R&K's professional consultants have a combined knowledge base of over 400 years experience.

Examples of Consultation Include:

- Organizational process analysis and re-engineering
- Determine effects of change on organizational workforce, productivity and effectiveness
- Develop leadership and management methods, procedures and systems
- Measure continued progress to meet all customer requirements
- Develop Risk Analysis and Mitigation Strategies for our customers
- Develop vision, mission and objective statements
- Perform baseline assessments of organizational culture and daily operations
- Provide Subject Matter Experts in a variety of disciplines

SIN 874-7& 874-7RC Program and Project Management

R&K Enterprise Solutions' approach to program integration and management is based on the identification of essential project elements and developing detailed action plans to ensure each action is effectively planned and accomplished. R&K Enterprise Solutions provides our customers with detailed recurring status reports and feedback sessions to ensure our actions remain consistent with their long term goals.

R&K Enterprise Solutions' professionals continually analyze systemic requirements, defining necessary actions to achieve the goals and missions, and in conjunction with the customer, develop strategic plans and implement appropriate measures to ensure the programs and projects are on-task and on-time. Utilizing comprehensive risk analysis and mitigation strategies, R&K's experts identify areas of concern and provide critical guidance to ensure risks are mitigated to the fullest extent possible. R&K's subject matter experts aid clients in the development of metrics required for assessments and logical changes to existing processes. R&K's experts assist in the development of assessment tools and reports necessary for our client's organizations to meet all requirements.

Examples of Program Integration and Project Management Services include:

- Leadership in a Process-Centered Organization
- Personnel Management
- Independent Studies and Data Analysis
- Leadership and Supervisory Fundamentals
- Business and Organizational Assessments
- Collaborative Decisions Systems
- Aviation and Aviation Support
- Agile Decision, Production and Support Systems
- Asset and Supply Management
- Acquisition Systems Improvement

SECTION III: LABOR RATES

R&K Enterprise Solutions Inc.					
SINS 874-1 and 874-7					
Service Proposed (e.g. Job Title/Task)	CY 2011	CY 2012	CY 2013	CY 2014	CY 2015
Subject Matter Expert Level 3	\$172.80	\$176.60	\$180.48	\$184.45	\$188.51
Program Manager	\$97.16	\$99.30	\$101.48	\$103.72	\$106.00
Principal Project Manager	\$85.21	\$87.09	\$89.00	\$90.96	\$92.96
Project Manager	\$66.81	\$68.28	\$69.78	\$71.31	\$72.88
Executive Consultant	\$73.58	\$75.20	\$76.85	\$78.55	\$80.27
Sr. Management Consultant / Facilitator	\$65.61	\$67.05	\$68.53	\$70.04	\$71.58
IT Consultant	\$65.61	\$67.05	\$68.53	\$70.04	\$71.58
Senior Technical Writer	\$64.97	\$66.40	\$67.86	\$69.35	\$70.88
Technical Writer	\$56.87	\$58.13	\$59.40	\$60.71	\$62.05
Graphics Designer	\$38.59	\$39.44	\$40.30	\$41.19	\$42.10
Administrative Technician	\$42.14	\$43.07	\$44.02	\$44.99	\$45.98
Sr. Administrative Technician	\$36.85	\$37.66	\$38.49	\$39.34	\$40.20
Sr. Computer Hardware/LAN	\$60.65	\$61.98	\$63.35	\$64.74	\$66.17

SECTION IV: LABOR CATEGORY DESCRIPTIONS

Subject Matter Expert Level 3

Position Description: Specialist that has broad knowledge of multiple aspects of plan or program integration. This individual possesses broad knowledge in one or more relevant areas and may possess specialized knowledge in one or more areas. Capable of working alone on specific tasks associated with the implementation of specific aspects of a complex projects and is capable of providing limited guidance or supervision of Engineers or specialists in highly complex projects. Provides general support for plan and program integration. Provides technical support in one or more specific areas of research associated with assigned tasks. Provides support for the development of technical analysis, white papers, or research for specific technical areas on a project. Provides general analysis on interoperability with existing protocols or services. May perform other duties as required.

Minimum Education: A Master's Degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Four (4) years general work experience in relevant field.

Program Manager

Position Description: Provides management and procedural direction to program managers or other action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and managerial problems. Approves work plan and staffing for each phase of the project. Approves recruitment and/or assignment of all project personnel. Person in charge responsible for project planning, execution, and performance. Serves as R&K counterpart to Program, or Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls all specialized and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises deputy program managers and assigned action and/or project personnel in accomplishing assigned tasks. Reviews and accepts the quality of work performed on the job. Makes administrative judgments and provides advice on resolving problems.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

Principal Project Manager

Position Description: Provides management and procedural direction to action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and managerial problems. Designs and establishes work plan and staffing for each phase of project. Arranges for recruitment and/or assignment of all project personnel. Responsible for successful project planning, execution, and performance. Serves as the R&K counterpart to Project Managers/Team Leaders. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls practical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises assigned action and/or project personnel in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative decisions and provides advice on resolving problems. Coordinates project activities and progress with program manager.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

Project Manager

Position Description: Provides procedural direction to action and/or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technological, administrative, and procedural problems. Designs and establishes work plan and staffing for each phase of project. Arranges for recruitment and/or assignment of all project personnel. Responsible for successful project planning, execution, and performance. Serves as the R&K counterpart to Project Managers/Team Leaders. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management. Plans, directs, coordinates, and controls practical and administrative activities of designated projects to ensure goals or objectives are accomplished within prescribed time frame and funding parameters. Supervises assigned action and/or project personnel in accomplishing assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative decisions and provides advice on resolving problems. Coordinates project activities and progress with program manager.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

Executive Consultant

Position Description: Serves as R&K advisor to Program, or Project Managers. Provides management, doctrine, and policy analysis support, and assists in or performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions.

Develops new or improved mechanisms to support interaction with external organizations. Develops strategic and implementation plans and other mission-critical documents using knowledge of specific agency mission and goals. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum eight (8) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

Sr. Management Consultant/Facilitator

Position Description: Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects. Supports technical training and documentation for various subject matters in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars. Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

Minimum Education: M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum three (3) years of facilitator experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

IT Consultant

Position Description: Provides technical, procedural and administrative direction for personnel performing knowledge management and/or software analysis tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling all project and/or program functions. From a business viewpoint, provides client options for developing knowledge management strategies for implementing new programs/business

functions, including staffing, budgeting, costing, process improvement, and acquisitions. Performs independent research on agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Develops business strategic and implementation plans, mission-critical documents, policies and organization, and implementation using knowledge of specific agency mission and goals. Ensures the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Experience: Minimum three (3) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.

Senior Technical Writer

Position Description: Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Integrates with other contractors or customer personnel to ensure project milestones are met. Performs independent research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum two (2) years of technical writing experience.

Technical Writer

Position Description: Develops concept and doctrine papers, technical descriptions and manuals, training products and documentation for various subject matters in development, operational, and academic environments. Organizes or conducts the necessary research to develop or revise existing materials. Performs research on agency requirements, technical systems, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates business plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions. Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, task order and proposal pricing, and various internal financial reports.

Minimum Education: B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor degree).

Experience: Minimum one (1) year of technical writing experience in project management, consultation, or support positions.

Graphics Designer

Position Description: Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publications, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to ensure timely and efficient completion of all work products. To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

Minimum Education: A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in graphics design work may be substituted for the A.A/A.S degree requirement.

Experience: Minimum one (1) year experience in designing and using computer-based graphic applications.

Administrative Technician

Position Description: Provides administrative support services for client staff. Provides user services support for database access and submissions. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education: A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience: Minimum six (6) months experience in administrative processes and services, to include use of standard office computer software applications.

Sr. Administrative Technician

Position Description: Provides administrative support services for client staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies will be formulated, and for reviewing retrieved material for inclusion bibliographies. Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees. Performs typing assignments requiring the ability to follow directions and procedures. Proofreads for errors and proper format. Other duties include but are not limited to editing material to be typed, typing statistical reports, answering telephones, taking messages and making copies. Performs receptionist duties as required.

Minimum Education: A.A or A.S Degree. High School diploma, GED, or equivalent experience from employment or trade school, vocational school, or military service and two (2) years of experience in administrative support work may be substituted for the A.A/A.S degree requirement.

Experience: Minimum one (1) year experience in administrative processes and services, to include use of standard office computer software applications.

Sr. Computer Hardware/LAN Consultant

Position Description: Analyzes and evaluates customer requirements for information technology systems. Identifies problem and recommends solutions in terms of user requirements, system needs, available input data, hardware/software configuration, processing requirements and overall cost and scheduling requirements. Assists in producing structured English and data flow descriptions of the proposed solutions using a structured analysis format. Translates developed methodologies into the appropriate detail design, coding requirements and final system testing requirements. Solutions can involve recommendations to alter current hardware and software configuration. Functions may apply to all engineering and scientific disciplines relating to research, development, acquisition, integration, test, and installation of fielding of information networks. Designs, develops, tests, implements and maintains communication networks. Includes evaluating and creating procedures, processes, techniques and modules necessary for creation, implementation and maintenance. Possesses knowledge of troubleshooting and monitoring tools to assist in problem resolution. Performs engineering functions in a specific engineering or scientific discipline to support the development of information network systems. Independently reviews and analyzes complex task statements, standards, specifications, engineering drawings and other documentation to determine requirements. Designs medium to highly complex assemblies and subsystems. Writes and implements test plans, obtains and analyzes test data. Prepares reports and documents. Functions may apply to all engineering scientific disciplines relating to research, development, acquisition, integration, test, and installation or fielding of information networks.

Minimum Education: M.I.S/M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. twelve (12) years experience is equivalent to a Master's degree).

Experience: Minimum four (4) years of experience with a knowledge of applicable standard applications and, if required, subject matter expertise.