



**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 for GSA Advantage! is: <http://www.GSAadvantage.gov>

**Mission Oriented Business Integrated Services (MOBIS)  
Federal Supply Group: 874 Class: R499**

**CONTRACT NUMBER: GS-10F-0298W**

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

**CONTRACT PERIOD:**

**September 16, 2010 through September 15, 2020**

**CONTRACTOR:**

**Canvas Management Associates, Inc.  
4092 Memorial Parkway SW,  
Suite 100  
Huntsville, AL 35802  
Phone: 256-489-2988  
Fax: 256-489-2996**

<https://www.canvas-inc.com/canvas/pages/cma>

Business Size: Small, Woman Owned

Prices shown herein are Net (discount already deducted)

## CUSTOMER INFORMATION

### **1a. Table of Awarded Special Item Numbers (SIN's): \*Updated 1/4/13**

\*874-1 Integrated Consulting Services: Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

NOTE: Consulting services where the preponderance of work is specifically covered under other GSA schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

\*874-2 Facilitation Services (deleted and merged into SIN 874-1 effective 1/4/13)

874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system.

874-6 Acquisition Management Support: Contractors shall provide professional support services to agencies in conducting federal acquisition

management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy: acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.: expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis: contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies: contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.

\*874-7 Integrated Business Program Support Services: Contractors shall provide services to assist agencies in managing their mission-oriented business projects or programs and achieving mission performance goals. Services covered by this SIN include:

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

NOTE 1: Program support services where the preponderance of work is specifically covered under other GSA schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.

NOTE 2: Administrative support services are authorized under this SIN; however, they must be provided in conjunction with other professional business services covered under this Schedule and must be performed under the supervision of the contractor's Project or Program Manager. Personal services as defined in FAR are prohibited under MOBIS.

Recovery Purchasing Special Item Numbers also covered under this price list: 874-1RC, 874-4RC, 874-6RC, and 874-7RC

**1b. Lowest Priced model number and lowest unit price:** Not applicable

**1c. Hourly Rates and Labor Category Descriptions, Education, and Experience:** See Attachment 1.

**2. Maximum Order:** \$1,000,000.00

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery area):** Domestic and Overseas

**5. Point of production:**

Canvas Management Associates, Inc.  
4092 Memorial Parkway SW, Suite 100  
Huntsville, AL 35802

**6. Discount from list prices or statement of net price:** Prices shown herein are Net (discount already deducted)

**7. Quantity Discounts:** Additional discounts may be negotiated for individual Task Orders and for Blanket Purchase Agreements (BPAs). These discounts will be addressed on a case-by-case basis.

**8. Prompt payment terms:** Net 30 days

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Government Purchase Cards are accepted for any dollar value at or below the micro-purchase threshold.

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government Purchase Cards are accepted for any dollar value above \$3,000.

**10. Foreign items:** None

**11a. Time of Delivery:** Specified on the Task Order

**11b. Expedited Delivery:** Items available for expedited delivery are available by contacting Contractor.

**11c. Overnight and 2-day delivery:** Items available for overnight and 2-day delivery are available by contacting Contractor for specific rates.

**11d. Urgent Requirements:** When the FSS contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 working days after receipt (Telephone replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**12. F.O.B Point(s):** Destination

**13a. Ordering Address:** All orders under this contract can be placed by telephone, fax, or email and addressed to:

Canvas Management Associates, Inc.  
4092 Memorial Parkway SW, Suite 100  
Huntsville, AL 35802  
Phone: 256-489-2998  
Fax: 256-489-2996  
Email: [jamesbrede@canvas-inc.com](mailto:jamesbrede@canvas-inc.com)

**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 at <http://www.fss.gsa.gov/schedules> .

**14. Payment address:** Payments by check should be remitted to:

Canvas Management Associates, Inc  
4092 Memorial Parkway SW, Suite 100  
Huntsville, AL 35802

For payments by wire transfer or Government purchase card, please contact James Brede at 256-489-2988 or email [jamesbrede@canvas-inc.com](mailto:jamesbrede@canvas-inc.com).

**15. Warranty provision:** Contractor's standard commercial warranty.

**16. Export packing charges:** Not applicable

**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Government purchase cards will be accepted for any dollar value above \$3,000. For payments by Government purchase card, please contact James Brede at 256-489-2988 or email [jamesbrede@canvas-inc.com](mailto:jamesbrede@canvas-inc.com).

**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

**20a. Terms and conditions for any other services:** Not applicable

**21. List of service and distribution points:** Not applicable

**22. List of participating dealers:** Not applicable

**23. Preventive maintenance:** Not applicable

**24a. Environmental attributes, e.g. recycled content, energy efficiency, and/or reduced pollutants:** Not applicable

**24b. Section 508 compliance:** Not applicable

**25. Data Universal Numbering System (DUNS) number:** 55-5569693

**26. Central Contractor Registration (CCR):** Canvas Management Associates, Inc. is registered in the System of Award Management (SAM)/CCR database.

## **ATTACHMENT 1 Labor Categories and Hourly Rates**

(applicable to SIN's 874-1, 874-4, 874-6, 874-7, 874-1RC, 874-4RC, 874-6RC, and 874-7RC)

### **PROGRAM MANAGER:**

Provides supervision/management of a project/program. Responsible for overall performance within budgetary and schedule guidelines. Identifies and recommends objectives and scope of projects and communicates goals, scope, approach and schedules to assigned personnel. Establishes budgets, forecasts manpower, equipment, and supply needs. Interfaces with customer to ensure that all contractual and technical obligations are met.

LEVEL III: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.  
Experience requirements: 15 years

LEVEL I: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.  
Experience requirements: 5 years

### **INSTRUCTOR/TRAINING SPECIALIST:**

Experienced in instructional techniques. Interfaces with customer to develop specifications for content of courses. Develops course content formalizing customer objectives into learning objectives. Prepares lesson plans including the method, media, and documentation to be presented. Instructs participants in classroom lectures and/or group sessions.

LEVEL IV: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.  
Experience requirements: 12 years

LEVEL II: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.  
Experience requirements: 4 years

## ANALYST:

Knowledgeable in organizational management, business processes in human resources, acquisition, finance, cost estimating, or quality control and assurance. Able to analyze complex business situations, identify the appropriate use of analytical tools, and demonstrate effective due diligence with the analytical processes. Skilled at writing, problem solving, statistical methods and analysis. Skilled computer users with experience in word processing, spreadsheet, and presentation software to analyze and present their ideas.

LEVEL IV: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.

Experience requirements: 10 years

LEVEL III: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.

Experience requirements: 6 years

LEVEL II: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.

Experience requirements: 3 years

## ANALYST I (Entry level):

Entry level analyst who assists intermediate and senior level analysts perform analysis. Possesses good writing skills, problem solving skills, and knowledgeable in statistical methods and analysis. Has experience in word processing, spreadsheet, and presentation software to analyze and present ideas.

Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science. Experience requirements: 0 years



### ADMINISTRATIVE SUPPORT:

Performs diverse administrative duties to include word processing, data entry, copying, and report/briefing development as required for task completion.

Education requirements: High school diploma. Experience requirements: 1 year with skills comparable to above.

### SUBJECT MATTER EXPERT:

Possesses recognized subject matter expertise in a topic, approach or analysis technique through specialized education, professional certifications, and/or practical experience. Has advanced skills in management and process improvement, strategic analysis & organizational engineering, and dispute resolution. This position is responsible for documenting, analyzing, reporting, recommending, and facilitating improvements to business processes and may also facilitate workshops or group sessions as needed.

LEVEL III: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.  
Experience requirements: 15 years

LEVEL II: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.  
Experience requirements: 10 years

LEVEL I: Education requirements: 4-year degree in Business, Finance, Accounting, Public Administration, Engineering, Education or Science.  
Experience requirements: 5 years

### NOTES APPLICABLE TO ALL POSITIONS (experience/education substitution):

1. An additional 4 years (2 years with an Associate's degree) of experience over the minimum required may substitute for a 4-year degree.
2. Additional education may substitute for experience. A Master's degree may substitute for 2 years of experience. A Doctorate degree may substitute for 4 years of experience.

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HOURLY RATES

(applicable to SIN's 874-1, 874-4, 874-6, 874-7, 874-1RC, 874-4RC, 874-6RC,  
and 874-7RC)

Labor Category	09/16/2015- 09/15/2016	09/16/2016- 09/15/2017	09/16/2017- 09/15/2018	09/16/2018- 09/15/2019	09/16/2019- 09/15/2020
Program Manager III	\$ 250.85	\$ 258.37	\$ 266.12	\$ 274.10	\$ 282.32
Program Manager I	\$ 171.44	\$ 176.59	\$ 181.89	\$ 187.35	\$ 192.97
Instructor IV	\$ 160.44	\$ 165.26	\$ 170.22	\$ 175.33	\$ 180.59
Instructor II	\$ 96.35	\$ 99.24	\$ 102.22	\$ 105.29	\$ 108.45
Analyst IV	\$ 160.44	\$ 165.26	\$ 170.22	\$ 175.33	\$ 180.59
Analyst III	\$ 108.05	\$ 111.29	\$ 114.63	\$ 118.07	\$ 121.61
Analyst II	\$ 78.88	\$ 81.24	\$ 83.68	\$ 86.19	\$ 88.78
Analyst I	\$ 62.72	\$ 64.60	\$ 66.54	\$ 68.54	\$ 70.60
Administrative Support	\$ 52.58	\$ 54.16	\$ 55.78	\$ 57.45	\$ 59.17
Subject Matter Expert III	\$ 250.85	\$ 258.37	\$ 266.12	\$ 274.10	\$ 282.32
Subject Matter Expert II	\$ 156.90	\$ 161.61	\$ 166.46	\$ 171.45	\$ 176.59
Subject Matter Expert I	\$ 139.88	\$ 144.08	\$ 148.40	\$ 152.85	\$ 157.44

(\*) indicates SCA eligible labor category. See SCA matrix below for additional information.

SCA Eligible Labor Category	SCA Equivalent Code – Title	Wage Determination Number
Administrative Support	01020 – Administrative Assistant	05-2007
<p>The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</p>		