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Professional Services Schedule (PSS)

Federal Supply Group 00CORP

Contract: GS-10F-0156V

Contract Period: April 27, 2009 to April 26, 2024

# AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICELIST



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## I. Corporate Overview

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### Savan Group

Savan Group is a SBA 8(a) certified management and strategy consultancy founded on the idea of value-based consulting. We understand and appreciate the challenges facing organizations today. Our consultants create solutions that generate measurable results and value for our client organizations. Considering of all aspects of an organization – people, processes, and technology – is the foundation of our approach.

### Practice Areas

#### Strategy and Operations (S&O)

Our **Strategy & Operations (S&O)** services help government agencies to assess current operations issues to increase efficiencies and effectiveness, accomplishing more with fewer resources; streamlining services and processes; reducing fraud, waste, and abuse; and improving productivity.

Our strategy consists of facilitating a step-function change in operations, and developing strategic and tactical plans that include near-term, mid-term, and long-term goals and objectives. Our consulting advice will be based on rigorous market research tailored to the specific needs of each client, as well as a deep understanding of client structures and dynamics. Our services include:

- Program Development and Planning
- Organizational Design
- Strategic Planning
- Business Case Development
- Change Management
- Business Process and Controls
- Human Capital Management
- Records Management
- Performance Measurement

#### Policy and Research (P&R)

Many of Savan Group's other service lines focus on improving how our Federal clients do business. **Policy & Research (P&R)** stands apart, because the focus is on what the government does in some of its most critical work. Our P&R practice focuses on streamlining the policy and regulatory work that impacts every citizen's life.

Savan Group's policy and regulatory experts serve as a conduit for identifying the optimal path forward when designing and applying policy, standards, and regulations. Clients access our P&R services as they develop, promulgate, and implement policy and regulations and navigate the requirements, applicable executive orders and statutes, and internal and external processes and reviews. Our strategy consists of bringing together a multidisciplinary staff of policy analysts, regulatory specialists, economists, attorneys, and subject matter experts. Our services include:

- Best Practice Research
- Standards Development Support
- Policy Implementation
- Policy Baseline Review
- Regulatory Impact Analysis
- Facilitation and Decision-Making Assistance

- Economic Impact Assessment
- Rulemaking/Drafting Assistance
- Public Comment Analysis and Response Support

### **Information Technology Governance (ITG)**

Our **Information Technology Governance (ITG)** services help clients maximize the return on their information technology investments through the alignment of their business processes with their technology activities.

Our strategy consists of using rapid assessment techniques, proven methods and best-practice analysis to align IT infrastructure investments with business objectives. We will assist in identifying the best combination of technologies, architectures and organizational structure to optimize resources while accelerating return on investment and meeting business needs. Our services include:

- IT Strategy Development
- IT Governance Advisory
- Portfolio Optimization
- Capital Planning and Investment Control (CPIC)
- Process improvement—ITIL®, Lean Six Sigma®, and CMMI®
- Strategic Sourcing
- Service Delivery Assessment
- IT Project Management
- IT Vulnerability and Risk Assessment

### **Meeting Planning and Logistics (MP&L)**

Our Meeting Planning & Logistics services help clients create exceptional conferences by capturing their vision and delivering tailored solutions in a time-efficient and cost-effective manner. Our strategy consists of assembling expert personnel to provide practical assistance and support in every step of the event planning process by developing comprehensive budgets, managing timelines, and utilizing industry accepted best practices. Our services include:

- Budget Management and Project Timelines
- Site Selection and Vendor Negotiations
- Speaker Identification and Support
- Event Branding and Materials Development
- Website Development and Registration
- Travel Coordination and Reimbursement
- On-site Logistics and Management
- Exhibit and Tradeshow Coordination
- Event Analysis and Reporting

## II. Customer Information

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SIN 874-1: Integrated Consulting Services. Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time performance measures and indicators; program audits; evaluations; and customized training.

SIN 874-1RC: Integrated Consulting Services. Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time performance measures and indicators; program audits; evaluations; and customized training.

SIN 00CORP-500: Integrated Consulting Services. Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time performance measures and indicators; program audits; evaluations; and customized training.

SIN 00CORP-500RC: Integrated Consulting Services. Contractor shall provide expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions. This may include studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include but are not limited to: high performance work; process and productivity improvement; systems alignment; leadership systems; organizational assessments; cycle time performance measures and indicators; program audits; evaluations; and customized training.

**Table 1: Savan Group Item Descriptions and Awarded Prices**

SINs Service	Labor Category	Minimum Education	Minimum Years of Experience	GSA Price (Including IFF)
874-1	Partner	B.S./B.A.	10 Years	\$181.85
874-1	Associate	B.S./B.A.	4 Years	\$143.57
874-1	Senior Consultant	B.S./B.A.	10 Years	\$114.86
874-1	Consultant	B.S./B.A.	3 Years	\$95.71
874-1	Analyst	B.S./B.A.	0 Years	\$76.57
874-1	Documentation Specialist	B.S./B.A.	5 Years	\$108.30

874-1	Senior Records Manager	B.S./B.A.	8 Years	\$88.53
874-1	Records Task Manager	A.A.	3 Years	\$78.48
874-1	Senior Records Clerk	H.S.D.	3 Years	\$53.12
874-1	Records Clerk	H.S.D.	5 Years	\$44.03
874-1	Project Manager	B.S./B.A.	4 Years	\$114.72
874-1	Program Manager	M.S., M.B.A., M.P.P.	10 Years	\$145.29
874-1	Engineer Task Manager	B.S./B.A.	10 Years	\$115.57
874-1	Engineer Field Auditor	B.S./B.A.	3 Years	\$95.47

1b. Not applicable.

1c. Labor Category Descriptions

**Table 2: Savan Group Labor Category Descriptions**

Labor Category	Description
Partner	Executive level manager with extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Requires minimum Bachelor's Degree and 10 years' experience.
Associate	Senior level manager with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. Requires minimum Bachelor's Degree and 4 years' experience.
Senior Consultant	Possess demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates option in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Requires minimum Bachelor's Degree and 10 years' experience.
Consultant	Possesses demonstrated knowledge and experience applying analytic methodologies and principles to address client needs. Applies analytic techniques in the evaluation of project objectives and contributes to the implementation of strategic direction. Conducts activities in support of project team's objectives. Works closely with Consultants, Task Leads, or Project Manager. Requires minimum Bachelor's Degree and 3 years' experience.
Analyst	Possesses knowledge, some experience, and capabilities in the development of solutions, recommendations, or outcomes across multiple tasks and/or organizations. Supports the development of solutions to address organization's challenges. Supports project objectives and helps assess the impact of industry trends, policy, or standard methodologies. Requires minimum Bachelor's Degree.
Documentation Specialist	Supports the development and alteration of business practices in conjunction with the creation of an information technology (IT) system. Gather, analyze, and compose functional and technical information. Conduct research and ensures the use of proper technical terminology. Translate technical information into clear, readable documents to be used by technical and non-technical personnel. Maintain a current internal documentation library. Provide or coordinate special documentation services as required. Competent to work at the highest level of all phases of documentation. May act as project leader for large jobs. Requires minimum Bachelor's Degree and 5 years' experience. Associate's degree +8 years relevant experience may be substituted for education/experience requirement.
Senior Records Manager	Provides records management policy expertise and/or leads or participates in large records management tasks which are complex and require extensive experience. Apply disposition authorities to records and prepare records for transfer. Supervise other records staff and coordinate tasks with project leadership. Perform duties of all supervised staff as needed. Requires minimum Bachelor's Degree, professional certification, and 8 years' experience. Associate's degree +10 years' relevant experience and professional certification may be substituted for education/experience requirement.



Records Task Manager	Responsible for the day to day management of a functional records management project. Apply disposition authorities to records and prepare records for transfer. Supervise records staff and coordinate tasks with ORMP Project Manager and Savan Group Project Manager. Prepare statistical and written reports to track progress of project and brief ORMP on progress as needed. Perform duties of all supervised staff as needed. Requires minimum Associate's Degree and 3 years' experience.
Senior Records Clerk	Supports ongoing records management tasks which require significant industry or institutional experience. Apply disposition authorities to records and prepare records for transfer. Supervise records staff as required. Remove records from staff offices and place records in boxes. Prepare preliminary box list. Conduct a box by box review to verify contents and required information against label. Separate classified material and mark as classified. Arrange files within each box and clean them, removing all bindings. Create folder title list for each box and prep them for transport. Carry out additional duties as assigned. Requires minimum High School Degree and 5 years' experience.



Labor Category	Description
Records Clerk	Supports ongoing records management tasks which do not require significant experience. Remove records from staff offices and place records in boxes. Prepare preliminary box list. Conduct a box by box review to verify contents and required information against label. Separate classified material and mark as classified. Arrange files with in each box and clean them, removing all bindings. Create folder title list for each box and prep them for transport. Carry out additional duties as assigned. Requires minimum High School Degree and 2 years' experience.
Project Manager	Leads project communication and manages records management personnel and project schedule for a project of 2 or more practitioners. Responsible for contract management and program oversight, including risk and quality management. Develop project reports, invoices, and other documents. Requires minimum Bachelor's Degree and 4 years' experience.
Program Manager	Performs day-to-day management of operations for a project of 10 or more practitioners or multiple projects and groups of personnel at multiple locations. Organize, direct, and coordinate the planning and production of all contract support activities. Demonstrate written and oral communication skills. Establish and alter (as necessary) corporate management structure to direct effective contract support activities. Requires minimum Master's Degree, professional certification, and 10 years' experience. Bachelor's degree +12 years' relevant experience and professional certification may be substituted for education/experience requirement.
Engineer Task Manager	Performs day-to-day management of operations for a project of limited complexity. Execute project activities and make changes to project plans. Responsibilities include scope definition and management and planning of design integration and evaluation. Provide leadership, direction, and vision in support and deployment of programs. Assume responsibility and works autonomously in a professional manner. Assume management responsibilities if required. Requires minimum Bachelor's Degree and 10 years' experience.
Engineer Field Auditor	Performs field inspections of physical facilities requiring knowledge of structural engineering or other technical expertise. Responsibilities include planning and execution of key project activities. Requires minimum Bachelor's Degree and 3 years' experience

2. Maximum order. \$1 million
3. Minimum order. \$100
4. Geographic coverage (delivery area). 50 states; District of Columbia; Puerto Rico
5. Point(s) of production (city, county, and State or foreign country). Not applicable.
6. Discount from list prices or statement of net price. 5% to 14%
7. Quantity discounts. Not applicable.
8. Prompt payment terms. ½% 20 days
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items (list items by country of origin). Not applicable.
- 11a. Time of delivery. As negotiated with ordering activity.
- 11b. Expedited Delivery. As negotiated with ordering activity.

- 11c. Overnight and 2-day delivery. Not applicable.
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect faster delivery.
12. F.O.B. point(s). Destination.
- 13a. Ordering address. 2300 Clarendon Blvd., Suite 250, Arlington VA 22201
- 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 address. 2300 Clarendon Blvd., Suite 250, Arlington VA 22201
15. Warranty provision. Not applicable.
16. Export packing charges, if applicable. Not applicable.
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.
19. Terms and conditions of installation (if applicable). Not applicable.
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable.
- 20a. Terms and conditions for any other services (if applicable). Not applicable.
21. List of service and distribution points (if applicable). Not applicable.
22. List of participating dealers (if applicable). Not applicable.
23. Preventive maintenance (if applicable). Not applicable.
- 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). 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/](http://www.Section508.gov/). Not applicable.
25. Data Universal Number System (DUNS) number. 788059488
26. Notification regarding registration in Central Contractor Registration (CCR) database. Registered

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.

### III. Ordering

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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. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov).

The point of contact is Veeral Majmudar, President. If additional information is needed, please contact him at 703.855.6319 or [vmajmudar@savangroup.com](mailto:vmajmudar@savangroup.com).

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**Business Size:** Small Business, SBA Certified  
Disadvantage Business

**Classification:** SBA 8(a) Certified,

**MOBIS Schedule:** GS-10F-0156V