



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

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



Contract Number: GS-10F-0025L
Contract Period: October 15, 2000 – October 14, 2015 (Base - Option Pd 2)

Table with 3 columns: CONTRACTOR INFORMATION, POINT OF CONTACT, BUSINESS INFORMATION. Includes contact details for NAHB Research Center, Inc. and William M. Ingley.

SPECIAL ITEM NUMBERS OFFERED:

- Special Item Number 874-1: Consulting Services
Special Item Number 874-1RC: Consulting Services (Disaster Recovery)
Special Item Number 874-2: Facilitation Services
Special Item Number 874-2RC: Facilitation Services (Disaster Recovery)
Special Item Number 874-3: Survey Services
Special Item Number 874-3RC: Survey Services (Disaster Recovery)
Special Item Number 874-6: Acquisition Management Support
Special Item Number 874-6RC: Acquisition Management Support (Disaster Recovery)
Special Item Number 874-7: Program and Project Management
Special Item Number 874-7RC: Program and Project Management (Disaster Recovery)



CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) (item descriptions are below):

SIN 874-1: Consulting Services	SIN 874-1RC: Consulting Services (Disaster Recovery)
SIN 874-2: Facilitation Services	SIN 874-2RC: Facilitation Services (Disaster Recovery)
SIN 874-3: Survey Services	SIN 874-3RC: Survey Services (Disaster Recovery)
SIN 874-6: Acquisition Management Support	SIN 874-6RC: Acquisition Management Support (Disaster Recovery)
SIN 874-7: Program Integration Services	SIN 874-7RC: Program Integration Services (Disaster Recovery)

1b. Identification of the lowest priced model number and unit price for each special item number:

Please refer to Rate Schedule (shown below).

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for employees or subcontractors under proposed hourly rates:

Please refer to Labor Categories (shown below).

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

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

4. Geographic Coverage (delivery Area): **Domestic & Overseas**

5. Point(s) of production (city, county, and state or foreign country):
NAHB Research Center, 400 Prince Georges Blvd., Upper Marlboro, MD 20774

6. Discount from list prices or statement of net price:
Prices shown herein are net. See Rate Schedule below.

7. Quantity discounts: **N/A**

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

9a. Government purchase cards acceptance 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 Micro-Purchase Threshold.**

10. Foreign items (list items by country of origin): **None**

11a. Time of Delivery (Contractor insert number of days): **As 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 Point(s): **Destination**

13a. Ordering Address(es):

**Attn: MOBIS Orders
NAHB Research Center
400 Prince Georges Blvd.
Upper Marlboro, MD 20774
800-638-8556 toll free
301-249-4000 phone
301-430-6180 fax
bingley@nahbrc.com**

13b. Ordering procedures: **See Attachment A**

14. Payment address(es):

**NAHB Research Center
400 Prince Georges Blvd.
Upper Marlboro, MD 20774**

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 list 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**

24. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): **None**

25. Data Universal Numbering System (DUNS) number: **07-483-9077**

26. Registration in Central Contractor Registration (CCR) database: **Registered**

27. Uncompensated Overtime: **N/A**



About the NAHB Research Center

INTEGRATED CONSULTING SERVICES TO IMPROVE THE QUALITY, DURABILITY AND AFFORDABILITY OF HOUSING

The NAHB Research Center is a full-service product commercialization and consulting services company that strives to make housing more durable and affordable. Bottom line, we help push new building technologies into the residential market through our integrated consulting services. We were created in 1964 as a subsidiary of the National Association of Home Builders (NAHB), and since then have provided clients with an unrivaled depth of understanding of the housing industry and access to its business leaders.

The NAHB Research Center facilities reside on a 25 acre campus with a 38,000-square-foot office building and a 42,000-square-foot physical testing and market research laboratory. The state-of-the-art observational research lab combines comfort and efficiency with the latest in communication technologies for watching trade contractors and do-it-yourselfers install building materials and use tools and equipment. It also enables new product developers or marketers to discretely observe and record people working in a construction setting, while making use of the facility's high-tech features.

BENEFITS OF WORKING WITH THE NAHB RESEARCH CENTER:

- Wholly-owned subsidiary of NAHB, which provides us unique access to the home building industry but allows us to maintain independence and objectivity
- Top industry resource for reliable, objective information and research on housing construction and development issues
- Highly skilled and experienced interdisciplinary team of technical experts in all branches of engineering and research
- Full-service, accredited product testing and certification laboratory
- ANSI accredited standards developer

These resources have helped the Research Center develop a strong core of research capabilities to respond to the changing needs of the home building industry

GOVERNMENT SERVICES

The NAHB Research Center provides a full spectrum of services to our government clients. From the ideation and strategic planning phase of a project, to expert task and subcontract management, to implementation and dissemination of research results, we work with our clients to design the most effective plan for their agency's needs. Specific services are described in the SIN descriptions below.

ONGOING WORK FOR GOVERNMENT CLIENTS INCLUDES:

- Energy and water efficiency research & testing
- Green Building cost/benefit studies
- Disaster resistant housing research
- Military family housing/barracks asset management & condition assessments
- Master planning and housing market analysis
- DoD - industry liaison support, executive briefs & budget programming
- Technology roadmapping

- Technology scanning (both inter- and intra-industry)
- Strategic planning and facilitation
- Market research (qualitative & quantitative)
- Product commercialization & lifecycle research
- Identification & mitigation of barriers to innovation
- Industry awards & recognition programs
- Technical information dissemination (print & online)
- Field evaluations
- Educational program development & delivery

With over 45 years of experience as a research organization dedicated to improving the quality and affordability of housing, the NAHB Research Center team has the expertise necessary to help create strategic government-industry partnerships and alliances.

Let us know how we can help advance your project or agency's goals.

MOBIS Awarded SIN Descriptions

SIN 874-1: CONSULTING SERVICES

The NAHB Research Center provides a wide range of Consulting Services to Government clients in almost all areas concerning housing. We have consulted with nearly every Federal agency that owns or manages a housing program. We are committed to the Malcolm Baldrige model for high performance organizations, and have extensive experience in the application of fully integrated management systems in residential program management. This is supplemented with technical research, energy and water conservation, economic and environmental analysis, business management, product and market development, product failure analysis, and housing program review and analysis. We offer outstanding capabilities in the following areas:

STRATEGIC, BUSINESS AND ACTION PLANNING

- Assist executive level and program managers enhance existing business systems with a formal strategic planning process suitable for the organization's housing mission and objectives.
- Provide detailed environmental scans of the housing trends, technologies and high performance practices as well as anticipated changes to the housing environment.
- Assist executive level and program managers evaluate the housing environment with a SWOT analysis related to the organization's housing mission.
- Apply extensive industry experience to help executive level and program managers set realistic long-term program objectives, short-term goals, and related action plans for achieving them.
- Assess impact of various strategic alternatives on the organization's mission achievement, key performance measures, and success drivers.
- Provide quantitative cost data for various strategic alternatives, and help integrate cost implications of selected programs with the financial planning system.
- Develop processes and assist in the deployment of the strategic action plans throughout the organization, progress reporting and performance reviews.
- Help executive level and program managers define organizational development, workforce competencies necessary to carry out their long range housing mission.
- Assist executive level and program managers determine metrics and tracking methods to meet projected goals and objectives.

SYSTEMS ALIGNMENT

- Assist managers ensure direct linkages between elements of the business management system, i.e., mission, values, strategic plans, performance measures, and personnel reviews, to assure integration between business management activities.

CYCLE TIME

- Define “what a day is worth” to quantify opportunities inherent in cycle time reduction.
- Conduct process analysis of program procedures that identify management and operational streamlining opportunities.
- Benchmark cycle time best practices of the housing private sector. Assist program managers adopt high performance practices to their organization.
- Manage cycle-time demonstration projects that serve as a model for widespread use of high performance work systems and their results.

HIGH PERFORMANCE WORK

- Evaluate the application of the private sector high performance work systems, i.e., lean work force, even flow work, contractor partnering, and phase teams, and assist in the adoption of promising strategies.
- Study alternative work systems that foster structures for high performance work teams driven by the organizational mission.
- Study the procedures and process of housing operations and maintenance for government housing and evaluate the performance levels of different organizations.
- Determine high performance housing installations and document their performance.

LEADERSHIP SYSTEMS

- Assist executive level and program managers articulate program missions, values, key success drivers and related performance measures.
- Assist executive level and program managers develop action plans for reinforcing the organization’s housing mission throughout the organization.
- Develop feedback mechanisms to assess leadership effectiveness and use it to improve.
- Conduct audits/surveys of leadership styles, approaches, and methods at various installations to determine characteristics of the best performing organizations.

PERFORMANCE MEASURES AND INDICATORS

- Assist executive level and program managers identify housing related success drivers and key performance measures that help align the organization toward leadership priorities and mission.
- Integrate organizational performance measures into performance measures for work teams. Develop personnel evaluations that provide direction, incentives and recognition.

PROCESS AND PRODUCTIVITY IMPROVEMENT

- Assist executive level and program managers adopt systematic improvement methods that engage the all employees to contribute effectively to improving work processes.
- Assist managers identify strategic operational improvements to improve productivity.
- Conduct benchmark studies to identify best practices for key business functions and operational activities, and use them to set strategic improvement goals.
- Identify process and productivity improvements through privatization efforts.

ORGANIZATIONAL ASSESSMENTS

- Conduct business performance reviews based upon the Malcolm Baldrige construction quality assurance assessments.
- Identify nonconformance to ISO 9000 quality system standards and recommend actions for improvement.
- Process analysis document work flows, identify non-value adding activities, and make recommendations for improving process performance.

- Associate surveys to provide feedback on organizational alignment, employee satisfaction, and provide benchmark workforce profiles.

PROGRAM AUDITS, AND EVALUATIONS

- Assess alignment of current housing programs toward leadership priorities, the program mission, strategic objectives and key success drivers.
- Review housing programs at a headquarters or major command level and compare to similar programs in other agencies.

SIN 874-2: FACILITATION SERVICES

The NAHB Research Center provides professionally-trained, neutral parties for a wide range of Facilitation Services to Government clients engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. The NAHB Research Center has extensive experience assisting Federal agencies organize, design, conduct / facilitate / moderate, analyze and report on housing-related working groups to develop and improve housing programs. We have performed facilitation services for HUD, DOE, FEMA, DOD, and EPA over the years with the goal of program development and improvement of their particular housing programs. We offer outstanding capabilities in the following areas:

USE OF PROBLEM SOLVING TECHNIQUES

- Apply structured problem solving methods based upon the plan, do, check, act framework. Select the most effective technique for solving specific problems based on size and type of group.
- Facilitate teams in the problem solving process to arrive at consensus for action.
- Validate decisions by providing fact finding studies and subject matter experts.
- Plan a course of action by gaining an understanding of the nature and scope of the symptoms, identifying root causes and achieve consensus on preventive action.
- Test proposed changes. Pilot promising solutions to large scale problems.
- Validate the effectiveness of the solution and document benefits. Refine the solution based of the findings.
- Incorporate techniques such as role-playing, brainstorming, mind-mapping, rating, ranking, grading, sentence completion, collage making, drawing, etc.

RESOLVING DISPUTES, DISAGREEMENTS AND DIVERGENT VIEWS

- Facilitate understanding of issues and viewpoints driving dispute or disagreement.
- Develop consensus, when possible, for resolution of all or part of the issue.
- Provide arbitration for making a decision among divergent leaders.
- Document the issue resolution and bring all parties to commitment.

PROVIDING A DRAFT FOR THE PERMANENT RECORD

- Record minutes for permanent records.
- Record discussions using most appropriate method (video, audio, computer-based, flip chart notes, secretary services).
- Provide word-for-word transcripts or top-of-mind notes depending on agency needs and decision-making time frame.
- Develop edited videotape providing summary or video transcript of facilitation process.

DEFINING AND REFINING THE AGENDA

- Work with client to define needs and develop draft agenda to best meet needs.
- Prepare for and refine agenda during the meeting / working group depending on interaction of group members and changing needs.
- Refine agenda for next in series of meetings / working groups.

LOGISTICAL MEETING/CONFERENCE SUPPORT WHEN PERFORMING TECHNICAL FACILITATION

- Locate and manage logistics for facilities for meetings and conferences.
- Recruit the most appropriate attendees / experts for meetings on specific subjects.
- Registering participants and attendees for conferences and meetings.

RECORDING DISCUSSION CONTENT AND FOCUSING DECISION-MAKING

- Record discussion content using the most appropriate method.
- Assist focus decision-making.
- Moderate focus groups.
- Research the decision-making process as it relates to housing programs.

DEBRIEFING AND OVERALL MEETING PLANNING

- Plan meetings of all sizes for debriefings, focus groups, roundtables, forums, panel discussions, and conferences.
- Develop close understanding of agency priorities and program interests.
- Debrief agency clients immediately following group meetings and assess and plan next steps and financial alternatives.

CONVENING AND LEADING LARGE AND SMALL GROUP BRIEFINGS AND DISCUSSIONS

- Convene and lead focus group discussion on specific housing topics.
- Convene and lead roundtables with twelve to thirty of the housing industry's leading experts on specific topics.
- Lead panel discussions and open forums with up to 300 individuals on specific topics.

PREPARING DRAFT AND FINAL REPORTS FOR DISSEMINATION

- Prepare and revise reports based on client input.
- Prepare content, graphics and production of final reports.
- Disseminate reports to appropriate audiences through direct mail, public relations, and marketing.
- Disseminate final results through the housing industry's leading communications infrastructure (ToolBase, which includes a newsletter, website, and hotline)

SIN 874-3: SURVEY SERVICES

The NAHB Research Center provides a multitude of Survey Services to Government clients in the area of management improvement of Government owned or leased housing and related facilities. We have extensive experience at assisting agencies plan, program, design, conduct and interpret housing studies to improve their existing and long-term housing requirements. The NAHB Research Center has performed survey services for HUD, DOD (worldwide), NPS, FEMA, DOE, and EPA with the goal of innovative management improvement of their particular housing programs. We offer comprehensive professional capabilities in the following areas:

PLANNING SURVEY DESIGN

- Assist the client in proposing and evaluating housing survey objectives, methods of accomplishment and expected limits of results.
- Adapt existing Research Center housing industry surveys, when appropriate to surveys of building product usage, management methods, operational procedures, technology applications, homeowner satisfaction, employee satisfaction, and opinion on industry issues.
- Determine survey limits and time frames based on statistical goals.
- Establish survey cost and personnel requirements.
- Recommend cost savings or avoidance opportunities.
- Evaluate demographics of survey areas.

DEFINING AND REFINING THE AGENDA

- Establish comprehensive survey content.
- Provide documentation guidance for various pre-survey meetings and workshops.
- Assist the client in formulating the agenda.

DETERMINGING PROPER SURVEY DATA COLLECTION METHODOLOGY

- Analyze survey data collection methodology and recommend appropriate choices.
- Evaluate and select methodology.
- Assist in implementation of methodology.

PRODUCTION OF REPORTS

- Coordinate initial and final reports documentation, editing and graphics.
- Provide “Red Team” management to evaluate reports.
- Determine cost effectiveness of report production.

SAMPLING; SURVEY DEVELOPMENT

- Recommend methodology for applicable survey sampling.
- Provide cost comparison of various methodologies.
- Review sampling to determine effectiveness and accuracy.

SURVEY DATABASE ADMINISTRATION

- Develop a full database application to capture client information and report real time results.
- Recommend necessary changes or modifications to increase efficiency.
- Provide continuous monitoring of database administration to maintain efficiency, accuracy, and schedule.

ADMINISTERING SURVEYS

- Establish survey schedules.
- Recruit survey team and team leader.
- Define and provide administrative and logistic support needed to accomplish the work.

PRETEST / PILOT SURVEYING

- Establish pretest/pilot surveying guidelines when little is known about the subject.
- Conduct, evaluate, and document results of pretest/pilot survey.
- Provide recommendations and/or modifications based on evaluation of survey data.
- Establish guidelines for pre-survey client workshops.
- Provide workshop manuals and training aids.
- Assist the client evaluate workshops.

ASSESSING RELIABILITY AND VALIDITY OF DATA

- Check survey results to determine reliability and validity of data.
- Provide recommendations for changes or modifications in survey methodology.
- Determine impact to cost and schedule.

ANALYSES OF QUANTITATIVE AND QUALITATIVE SURVEY DATA

- Establish guidelines and analyze quantitative and qualitative survey data using appropriate software.
- Document and brief on the results of the evaluation.
- Assist modifying the survey methodology, if required.
- Provide after action cost analysis of surveys.

DATA COLLECTION TEAM TRAINING

- Establish guidelines for training of data collection team.
- Provide training manual and training aides.
- Maintain data base of trained personnel and their availability.

COMPARISON ANALYSES OF SURVEY RESULTS

- Initiate comparison analysis of survey results to survey objectives.
- Review cost analysis.
- Provide after action report of survey results.

SIN 874-6: ACQUISITION MANAGEMENT SUPPORT

The NAHB Research Center provides 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 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

We have directly assisted the Department of Defense (both Army and Navy) in planning their new housing privatization programs. We have participated directly in support of on-going Army housing privatization projects and have conducted privatization potential analysis for every Army installation in the world.

We offer outstanding capabilities in the following areas:

ACQUISITION PLANNING SUPPORT

- Provide detailed environmental scans of housing trends, technologies and high performance practices as well as anticipated changes to the housing environment.
- Assess impact of various strategic alternatives on the organization's mission achievement, key performance measures, and success drivers.
- Provide quantitative cost data for various strategic alternatives, and help integrate cost implications of selected programs with the financial planning system.
- Assist Agencies determine which FTEs are actually commercial activities and which are performing governmental functions.
- Determine activities which are exempt and which are eligible for alternate processes to A-76 (like privatized military housing).
- Determine functional areas and schedules that will maximize immediate benefits.
- Build an Agency wide program of housing privatization projects with full modeling of privatization potential and costs for a ten year program.

PROCUREMENT SUPPORT

- Evaluate bid values based on their contribution to the organization's housing mission, improvement of success drivers, and effect on key performance measures.
- Compare the price-value performance of competing bids and recommend action.
- Conduct life-cycle cost analysis of an in-house MEO and ISSA.
- Conduct full life-cycle comparison of housing operations under both government operations and private developer ownership and operation for a 50-year project.
- Determine scope of FTEs and function to be studied.
- Determine resources available to prepare PWS and QASP.

- Determine who will generate MEO.
- Develop a project schedule using automated software.
- Build feasibility models, conduct preliminary on-site workshops, and develop initial study planning details for a military housing privatization project.

PRIVATIZATION STUDIES

- Conduct functional assessment first for privatization potential
- Conduct geographic assessment on highest functional potential
- Conduct individual element studies to determine acceptance and priority of individual projects.
- Conduct NOI calculations and determine scope of revitalization/construction feasibility for a developer undertaking a military housing privatization project.

QUALITY ASSURANCE SURVEILLANCE PLANS (QASP)

- Provide inspection services by experienced construction examiners to assure conformance of the contracted results to contract, regulatory, and requirements.
- Apply ISO 9000 quality system audit processes to assess the organization's quality control system operation and effectiveness.
- With the full understanding of the PWS, develop measures of performance and success.
- Monitor measures and evaluate specific performance.

PERFORMANCE OF MANAGEMENT STUDIES TO DETERMINE THE GOVERNMENT'S MOST EFFICIENT ORGANIZATION (MEO)

- Assist building an MEO through the use of subject matter and efficiency experts.
- Lead developing innovative approaches to work planning and accomplishment.
- Bring housing private sector approaches to efficiency and management to produce the best possible MEO.

ADMINISTRATIVE APPEAL PROCESS SUPPORT

- Provide expert review of assumptions, policies, and procedures dealing with government housing to preclude appeals.
- Provide administrative support of all efforts to justify processes and procedures supporting privatization.

DEVELOPMENT OF IN-HOUSE GOVERNMENT COST ESTIMATES

- Develop all housing revitalization, replacement, and new construction costs.
- Assess condition of all existing housing and estimate costs for Whole-Neighborhood upgrade costs to new construction standards.
- Prepare operations and maintenance cost estimates for all government housing.
- Build and operate Proforma models showing a private developer's operating expenses and capital improvement budgets.

DEVELOPMENT OF PERFORMANCE WORK STATEMENTS (PWS)

- Draft complete Performance Work Statements for housing operations and maintenance.
- Base PWS development on past proven PWS documents for housing.

PUBLIC-PRIVATE PARTNERSHIP SUPPORT

- Assist building unique public-private housing partnerships, which result in more efficient operation, better service to the customer, and a profitable venture for the developer.

SIN 874-7: PROGRAM AND PROJECT MANAGEMENT

NAHB Research Center provides services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling;

earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services.

All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

The NAHB Research Center provides a wide range of Program and Project Management Services to Government clients in the area of housing and related facilities.

We offer outstanding capabilities in the following areas:

PROGRAM MANAGEMENT

- Assist program managers enhance existing business systems with a formal strategic planning process suitable for the organization's housing mission and objectives.
- Provide detailed environmental scans of the housing trends, technologies and high performance practices as well as anticipated changes to the housing environment.
- Assist executive level managers evaluate the housing environment with a SWOT analysis related to the organization's housing mission.
- Apply extensive industry experience to help program managers set realistic long term program objectives, short term goals, and related action plans for achieving them.
- Assess impact of various strategic alternatives on the organization's mission achievement, key performance measures, and success drivers.
- Provide quantitative cost data for various strategic alternatives, and help integrate cost implications of selected programs with the financial planning system.
- Develop processes and assist in the deployment of the strategic action plans throughout the organization, progress reporting and performance reviews.
- Help executive level define organizational development and workforce competencies necessary to carry out their long range housing mission.
- Develop initial planning, budget and scheduling documents that are consistent with annual and multi-year agency mission plans.
- Determine resource requirements, both dollars and people, to accomplish program goals.

PROGRAM INTEGRATION (TEAM LEADER)

- Coordinate the activities of teams representing diverse program responsibilities.
- Develop resource solutions to resolve conflicts regarding contractor performance.
- Provide subject matter experts to integrate organizational goals into specific program goals, directives, and specific projects.
- Provide management advice and assistance on implementing program change.

PROGRAM OVERSIGHT

- Review program budget, schedule and performance to determine value to government.
- Collect data that indicate the performance measures of program success. Analyze this data and produce reports of successes and failures.
- Assist in developing corrective plans to failures in meeting program goals.
- Evaluate program assumptions that affect mission goals. Assist clients improve assumptions as appropriate.

PROJECT MANAGEMENT

- Assist client set project goals, objectives, and a detailed scope of work. Establish an overall budget and schedule.
- Develop work plans consistent with government reporting criteria that identifies resources to be used, resource allocations, and milestone schedules.
- Identify alternative resources for accomplishing project tasks.
- Ensure efficient allocation of all resources to accomplish work.
- Track progress of technical work to ensure high performance.
- Provide accurate and timely project reporting to government client on project progress.

MOBIS Labor Category Descriptions

PRINCIPAL

Duties/Responsibilities:

Corporate officer or principal responsible for overall operation of research services provided to the housing industry and government agencies that have housing as a key responsibility.

Minimum Training/Certification/Education:

Generally requires a master's degree in a housing related field or a BS degree and equivalent combination of other specialized education or specialized experience.

Minimum Experience Requirements:

Individual has 20+ years of experience in the housing and development area and extensive knowledge of key members of the industry and government who effect housing policy and technology development.

ENGINEER IV

Duties/Responsibilities:

Senior manager capable of leading a division within the company. Performs advanced and innovative design, layout, testing and evaluation of housing systems that improve the affordability, quality and energy efficiency of residential housing. Conducts unique engineering studies, complex product development activities, and sophisticated engineering analysis using innovative engineering theory and principals. Will be responsible for program plan and budget and will work directly with major clients.

Minimum Training/Certification/Education:

Generally requires a master's degree in engineering, or a BS degree and equivalent combination of other specialized education or specialized experience.

Minimum Experience Requirements:

Requires at least 10 years of relevant work experience. Usually will be a registered Professional Engineer and have extensive experience and expertise in the housing field.

ENGINEER III

Duties/Responsibilities:

Performs advanced and innovative design, layout, testing and evaluation of housing systems that improve the affordability, quality and energy efficiency of residential housing. Conducts unique engineering studies, complex product development activities, and sophisticated engineering analysis using innovated or unproven engineering theory and principals. Will review work of others for engineering correctness. Will manage large complex projects supervising other team members. Will be responsible for project plan and budget and will work directly with clients.

Minimum Training/Certification/Education:
Requires an undergraduate degree in engineering.

Minimum Experience Requirements:
Six years relevant work experience.

ENGINEER II

Duties/Responsibilities:

Performs advanced and innovative design, layout, testing and evaluation of housing systems that improve the affordability, quality and energy efficiency of residential. Conducts unique engineering studies, complex product development activities, and sophisticated engineering analysis using standard engineering theory and principals. Other engineers at Level III or IV will review work. May be assigned responsibility for a specific project task or may manage a simple project.

Minimum Training/Certification/Education:
Requires an undergraduate degree in engineering.

Minimum Experience Requirements:
Three years relevant work experience.

ENGINEER I

Duties/Responsibilities:

Conduct research and consulting on projects to improve the affordability, quality and energy efficiency of residential housing and to disseminate the results. For example, projects include background and literature reviews, technology roadmapping, lifecycle studies, analyses and tests on building materials/products, pilot studies and/or field studies in research homes.

Research and consulting projects for the purpose of lowering the cost, improving the quality and energy efficiency of homes can include investigations and testing on residential plumbing products, energy efficiency innovations, green building protocols, moisture control methods, indoor air quality, construction methods, and building codes.

Minimum Training/Certification/Education:
Requires an undergraduate degree in energy, mechanical, structural or civil engineering. Work will be supervised extensively by others with more experience.

Minimum Experience Requirements:
Less than 3 years experience in energy, structural, mechanical or civil engineering research (preferably in the area of residential construction research and/or field demonstrations). Experience using digital cameras, laptop computers, sensors and other measurement devices and tools used in residential housing research is necessary.

ANALYST IV

Duties/Responsibilities:

Analyzes business processes to determine most efficient methods of accomplishing work on projects to improve the affordability, quality and energy efficiency of residential and/or military housing and to disseminate the results. Studies economic and statistical data in a variety of areas. Analyzes data and prepares reports that inform clients of specific results and trends which might affect their program planning. Studies work procedures, information flow, production methods, inventory controls, and cost analysis. Documents findings and recommends new procedures, systems, and organizational changes, including staffing, equipment, and facility requirements. Formulates recommendations, policies, and plans that aid in the interpretation of trends and markets and supports the development of economic programs. Monitors newly implemented systems to assure smooth functioning. May install new

systems and train operating staff. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. Develops and maintains operating systems documentation and procedures manuals. Directs large complex projects, often more than one at a time.

Minimum Training/Certification/Education:

Generally requires a master's degree in economics, statistics or similar studies.

Minimum Experience Requirements:

Over ten years of relevant experience in program development, computer modeling, statistical analysis, database programming, market analysis, cost estimation and other quantitative analysis. Experience in housing/construction technology and techniques, building codes, remodeling practices, building safety, military housing privatization and planning, and housing durability issues is also required.

ANALYST III

Duties/Responsibilities:

Analyzes business processes to determine most efficient methods of accomplishing work. Studies economic and statistical data in a variety of areas. Analyzes data and prepares reports that inform clients of specific results and trends which might affect their program planning. Studies work procedures, information flow, production methods, inventory controls, and cost analysis. Documents findings and recommends new procedures, systems, and organizational changes, including staffing, equipment, and facility requirements. Formulates recommendations, policies, and plans that aid in the interpretation of trends and markets and supports the development of economic programs. Monitors newly implemented systems to assure smooth functioning. May install new systems and train operating staff. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. Develops and maintains operating systems documentation and procedures manuals. Manages large complex projects, often more than one at a time.

Minimum Training/Certification/Education:

Generally requires a business-related master's degree.

Minimum Experience Requirements:

Six years of relevant experience and very proficient in the use of computer-based data analysis tools.

ANALYST II

Duties/Responsibilities:

Analyzes business processes to determine most efficient methods of accomplishing work. Studies economic and statistical data in area of specialization. Analyzes data and prepares draft reports that inform clients of specific results and trends which might affect their program planning. Studies work procedures, information flow, production methods, inventory controls, and cost analysis and documents findings. Monitors newly implemented systems to assure smooth functioning. May conduct operational effectiveness reviews to ensure changes are applied and functioning as intended. May manage a simple project or a specific task of a large project.

Minimum Training/Certification/Education:

Generally requires a business-related undergraduate degree.

Minimum Experience Requirements:

Three years of relevant experience and experienced in the use of computer-based data analysis tools.

ANALYST I

Duties/Responsibilities:

Assists in the analysis of business processes. Studies economic and statistical data in area of specialization. Analyzes data and presents the data in sections of draft reports. Studies work procedures, information flow, production methods, inventory controls, and cost analysis and summarizes the data.

Minimum Training/Certification/Education:

Generally requires a business-related undergraduate degree.

Minimum Experience Requirements:

Less than 3 years of relevant experience and trained in the use of computer-based data analysis tools.

OPERATIONS V

Duties/Responsibilities:

Senior manager capable of directing the efficient operation of the Research Center. Demonstrates a thorough expertise in building codes and standards, economics, cost benefit analysis, research design, energy analysis, computer science and other technology related areas.

Minimum Training/Certification/Education:

Completed a master's degree in the technology, information, or management programs or otherwise possesses specialized qualifications or experience.

Minimum Experience Requirements:

At least 10 years of work experience in this field and have extensive multi-disciplinary project management experience.

OPERATIONS IV

Duties/Responsibilities:

Senior manager capable of leading a division within the company. Manages others conducting specialized work in a specific field. Develops training programs within this field and oversees their implementation. Manages Senior Project Managers within the program. Demonstrates a thorough understanding of a specialized field.

Minimum Training/Certification/Education:

Completed a master's degree in a related field or otherwise possesses specialized qualifications or experience.

Minimum Experience Requirements:

At least 10 years of work experience in this field and have extensive multi-disciplinary management experience.

OPERATIONS III

Duties/Responsibilities:

Provides support on large complex projects, often more than one at a time. Very proficient in the use of computer-based tools and a highly qualified specialist within a functional area.

Minimum Training/Certification/Education:

Generally requires a business-related degree.

Minimum Experience Requirements:

Six years of relevant experience.

OPERATIONS II

Duties/Responsibilities:

These positions have specialized technical skills in a subject matter discipline, e. g., accounting, graphic design, desktop publishing, administration. They support project managers on a variety of tasks to meet project and task deadlines.

Minimum Training/Certification/Education:

Generally requires a high school diploma with 3 years experience.

Minimum Experience Requirements:

Three years of relevant experience.

OPERATIONS I

Duties/Responsibilities:

Work includes routine administrative project support tasks.

Minimum Training/Certification/Education:

High school diploma and less than 3 years of experience.

Minimum Experience Requirements:

Less than 3 years experience and familiar with office machines and computers.

BUILDING SPECIALIST III

Duties/Responsibilities:

Performs advanced and innovative analysis of issues and matters of significant importance to the successful operation of the home building industry. Will manage large complex projects supervising other team members. Will be responsible for project plan and budget and will work directly with clients.

Minimum Training/Certification/Education:

Requires an undergraduate degree related to the building industry and

Minimum Experience Requirements:

Six years relevant work experience.

BUILDING SPECIALIST II

Duties/Responsibilities:

Conducts specific research and analysis of construction, renovation, or other technical building related fields. Prepares reports of findings, conclusions, and briefings on specific topics of expertise.

Minimum Training/Certification/Education:

Usually positions at this level require an undergraduate degree in a construction-related, non-engineering field.

Minimum Experience Requirements:

Three or more years of experience.

INFORMATION SERVICES IV

Duties/Responsibilities:

Senior manager capable of leading a division within the company which gains, uses, manipulates, and maintains information in electronic or hard copy format. Manages others using electronic data systems and software to create data sources and systems that other researchers use. Develops training programs within this field and oversees their

implementation. Manages Senior Project Managers within the program. Demonstrates a thorough expertise in building codes and standards, economics, cost benefit analysis, research design, energy analysis, computer science and other technology related areas.

Minimum Training/Certification/Education:

Completed a master's degree in the technology, information, or management programs or otherwise possesses exceptional qualifications or experience.

Minimum Training/Certification/Education:

At least 10 years of work experience in this field and extensive multi-disciplinary project management experience.

INFORMATION SERVICES III

Duties/Responsibilities:

Mid-level manager capable of managing complex technology and information projects for major clients. Demonstrates the ability to obtain and lead significant projects involving multiple issues. Manages staff with varied levels of expertise. Demonstrates a broad expertise in computer science and other technology related areas.

Minimum Training/Certification/Education:

Completed an undergraduate degree in the technology or information management programs.

Minimum Experience Requirements:

At least 6 years of work experience in this field or otherwise equivalent combination of education or specialized experience. Significant project management experience and capable of working unsupervised. Responsible for training others in the program.

INFORMATION SERVICES II

Duties/Responsibilities:

Subject matter expert, fully proficient in a specific discipline or subject matter related to using information technology. May manage a specific simple project in his/her specific area of expertise.

Minimum Training/Certification/Education:

Undergraduate degree in the technology or information management programs or three years of applicable work experience may be substituted for degree.

Minimum Experience Requirements:

College graduate with more than 3 years of directly applicable work experience. Works under the general supervision of a project manager but may be responsible for specific tasks under a project. Capable of operating computer software and data management systems and developing custom applications for specific project needs.

INFORMATION SERVICES I

Duties/Responsibilities:

Capable of operating computer software and data management systems to accomplish specific tasks

Minimum Training/Certification/Education:

Non-degreed college interns.

Minimum Experience Requirements:

Less than 3 years of directly applicable work experience. Work will be supervised by others with more experience at all times.



MOBIS RATE SCHEDULE

NAHB Research Center

Rates - Option Period 1

GS10F0025L (Inclusive of Amendments PS-0009, 04/14/2010 and PS00010, 06/10/2010, Escalation 4% each year)

** Indicates SCA eligible categories. See the Matrix following the price list for additional information regarding these categories.

SINs 1, 2, 3, 6 & 7	Year 6 10/15/2005-10/14/2006		Year 7 10/15/2006-10/14/2007		Year 8 10/15/2007-10/14/2008		Year 9 10/15/2008-10/14/2009		Year 10 10/15/2009-10/14/2010	
	Hourly	Daily	Hourly	Daily	Hourly	Daily	Hourly	Daily	Hourly	Daily
Principal	\$332.38	\$2,659.06	\$345.68	\$2,765.43	\$359.51	\$2,876.04	\$373.89	\$2,991.09	\$388.84	\$3,110.73
Engineer Level IV	\$156.89	\$1,255.10	\$163.16	\$1,305.31	\$169.69	\$1,357.52	\$176.48	\$1,411.82	\$183.54	\$1,468.29
Engineer Level III	\$128.14	\$1,025.08	\$133.26	\$1,066.09	\$138.59	\$1,108.73	\$144.13	\$1,153.08	\$149.90	\$1,199.20
Engineer Level II	\$96.21	\$769.64	\$100.05	\$800.43	\$104.06	\$832.44	\$108.22	\$865.74	\$112.55	\$900.37
Engineer Level I	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$89.23	\$713.84	\$92.80	\$742.39
Analyst Level IV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$166.34	\$1,330.72	\$172.99	\$1,383.95
Analyst Level III	\$128.44	\$1,027.53	\$133.58	\$1,068.63	\$138.92	\$1,111.37	\$144.48	\$1,155.83	\$150.26	\$1,202.06
Analyst Level II	\$80.98	\$647.86	\$84.22	\$673.78	\$87.59	\$700.73	\$91.09	\$728.76	\$94.74	\$757.91
Analyst Level I	\$67.75	\$541.98	\$70.46	\$563.66	\$73.28	\$586.21	\$76.21	\$609.66	\$79.26	\$634.04
Building Specialist Level III	\$98.51	\$788.07	\$102.45	\$819.60	\$106.55	\$852.38	\$110.81	\$886.48	\$115.24	\$921.94
Building Specialist Level II	\$76.58	\$612.66	\$79.65	\$637.16	\$82.83	\$662.65	\$86.14	\$689.15	\$89.59	\$716.72
Operations Level V	\$177.83	\$1,422.66	\$184.95	\$1,479.56	\$192.34	\$1,538.75	\$200.04	\$1,600.30	\$208.04	\$1,664.31
Operations Level IV	\$144.96	\$1,159.70	\$150.76	\$1,206.09	\$156.79	\$1,254.34	\$163.06	\$1,304.51	\$169.59	\$1,356.69
Operations Level III	\$68.33	\$546.61	\$71.06	\$568.48	\$73.90	\$591.22	\$76.86	\$614.86	\$79.93	\$639.46
Operations Level II **	\$59.59	\$476.72	\$61.97	\$495.79	\$64.45	\$515.62	\$67.03	\$536.25	\$69.71	\$557.70
Information Services Level IV	\$188.97	\$1,511.76	\$196.53	\$1,572.24	\$204.39	\$1,635.12	\$212.57	\$1,700.53	\$221.07	\$1,768.55
Information Services Level III	\$112.03	\$896.23	\$116.51	\$932.08	\$121.17	\$969.36	\$126.02	\$1,008.13	\$131.06	\$1,048.46
Information Services Level II	\$71.73	\$573.87	\$74.60	\$596.82	\$77.59	\$620.70	\$80.69	\$645.52	\$83.92	\$671.34

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code- Title	WD Number
Operations Level II **	01312 Secretary II	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the US Dept of Labor Wage Determination Number(s) identified in the 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.

NAHB Research Center

Rates - Option Period 2 (Amendments PS-0011, 10/7/2010 & PO-0012, 10/07/2010)

GS10F0025L (Inclusive of Amendments PS-0009, 04/14/2010 and PS00010, 06/10/2010, Escalation 3.1% each year)

** Indicates SCA eligible categories. See the Matrix following the price list for additional information regarding these categories.

SINs 1, 2, 3, 6 & 7	Year 11 10/15/2010-10/14/2011		Year 12 10/15/2011-10/14/2012		Year 13 10/15/2012-10/14/2013		Year 14 10/15/2013-10/14/2014		Year 15 10/15/2014-10/14/2015	
	Hourly	Daily	Hourly	Daily	Hourly	Daily	Hourly	Daily	Hourly	Daily
Principal	\$400.90	\$3,207.20	\$413.33	\$3,306.64	\$426.14	\$3,409.12	\$439.35	\$3,514.80	\$452.97	\$3,623.76
Engineer Level IV	\$189.23	\$1,513.84	\$195.10	\$1,560.80	\$201.15	\$1,609.20	\$207.39	\$1,659.12	\$213.82	\$1,710.56
Engineer Level III	\$154.55	\$1,236.40	\$159.34	\$1,274.72	\$164.28	\$1,314.24	\$169.37	\$1,354.96	\$174.62	\$1,396.96
Engineer Level II	\$116.04	\$928.32	\$119.64	\$957.12	\$123.35	\$986.80	\$127.17	\$1,017.36	\$131.11	\$1,048.88
Engineer Level I	\$95.68	\$765.44	\$98.65	\$789.20	\$101.71	\$813.68	\$104.86	\$838.88	\$108.11	\$864.88
Analyst Level IV	\$178.36	\$1,426.88	\$183.89	\$1,471.12	\$189.59	\$1,516.72	\$195.47	\$1,563.76	\$201.53	\$1,612.24
Analyst Level III	\$154.92	\$1,239.36	\$159.72	\$1,277.76	\$164.67	\$1,317.36	\$169.77	\$1,358.16	\$175.03	\$1,400.24
Analyst Level II	\$97.68	\$781.44	\$100.71	\$805.68	\$103.83	\$830.64	\$107.05	\$856.40	\$110.37	\$882.96
Analyst Level I	\$81.71	\$653.68	\$84.24	\$673.92	\$86.85	\$694.80	\$89.54	\$716.32	\$92.32	\$738.56
Building Specialist Level III	\$118.81	\$950.48	\$122.49	\$979.92	\$126.29	\$1,010.32	\$130.20	\$1,041.60	\$134.24	\$1,073.92
Building Specialist Level II	\$92.37	\$738.96	\$95.23	\$761.84	\$98.18	\$785.44	\$101.22	\$809.76	\$104.36	\$834.88
Operations Level V	\$214.49	\$1,715.92	\$221.14	\$1,769.12	\$228.00	\$1,824.00	\$235.07	\$1,880.56	\$242.36	\$1,938.88
Operations Level IV	\$174.84	\$1,398.72	\$180.26	\$1,442.08	\$185.85	\$1,486.80	\$191.61	\$1,532.88	\$197.55	\$1,580.40
Operations Level III	\$82.41	\$659.28	\$84.96	\$679.68	\$87.59	\$700.72	\$90.31	\$722.48	\$93.11	\$744.88
Operations Level II **	\$71.87	\$574.96	\$74.10	\$592.80	\$76.40	\$611.20	\$78.77	\$630.16	\$81.21	\$649.68
Information Services Level IV	\$227.92	\$1,823.36	\$234.99	\$1,879.92	\$242.27	\$1,938.16	\$249.78	\$1,998.24	\$257.52	\$2,060.16
Information Services Level III	\$135.12	\$1,080.96	\$139.31	\$1,114.48	\$143.63	\$1,149.04	\$148.08	\$1,184.64	\$152.67	\$1,221.36
Information Services Level II	\$86.52	\$692.16	\$89.20	\$713.60	\$91.97	\$735.76	\$94.82	\$758.56	\$97.76	\$782.08

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code- Title	WD Number
Operations Level II **	01312 Secretary II	05-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the US Dept of Labor Wage Determination Number(s) identified in the 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.