

U.S. General Services Administration

Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS) 00CORP Professional Services Schedule

Schedule Title:	Professional Services Schedule
Contract Number:	47QRAA18D00GY
Contract Period:	27-September-2018 through 26-September-2023
Contact for Contract Administration & Ordering:	Debi Crockett, Managing Partner debi.crockett@alliancepointe.com Alliance Pointe, LLC 7617 Little River Turnpike; Suite 510 Annandale, VA 22041 Tel: 703.859.5254 Fax: 571.253.6238
Business Size	Small

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: GSAAvantage.gov.

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SCHEDULE OVERVIEW

1a	Awarded Special Item Numbers (SINs)	520-13, 520-13RC; Complementary Financial Management Services 520-21, 520-21RC; Program Management Services 871-1, 871-1RC; Strategic Planning for Technology Programs/Activities 874-1, 874-1RC; Integrated Consulting Services 874-7, 874-7RC; Integrated Business Program Support Services
1b	Lowest Unit Price	Please see included price list
1c	Labor Category Descriptions	Please see included labor category descriptions
2	Maximum Order	\$1,000,000
3	Minimum Order	\$100
4	Geographic Coverage	Worldwide
5	Point(s) of Production	Various locations based on customer requirements
6	Net Price	Please see pricing list
7	Quantity Discount	None
8	Prompt Payment Terms	None
9a	Government Credit Card below micro-purchase threshold	Yes
9b	Government Credit Card above micro-purchase threshold	Yes
10	Foreign Items	N/A
11a	Time of Delivery	Per Task Order
11b	Expedited Delivery	Per Task Order
11c	Overnight and 2-day delivery	N/A
11d	Urgent Requirements	Please contact Contract Administration & Ordering POC identified on Cover Sheet
12	F.O.B. Points	Destination
13a	Ordering Address	Debi Crockett, Managing Partner debi.crockett@alliancepointe.com Alliance Pointe, LLC 7617 Little River Turnpike; Suite 510 Annandale, VA 22041 Tel: 703.859.5254 Fax: 571.253.6238

13b	Ordering Procedures	For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs)
14	Payment Address	Check Remittance Address: Alliance Pointe, LLC c/o Dooley and Vicars 21 South Sheppard Street Richmond, VA 23221 ATTN: Mike Vicars
15	Warranty Provisions	Personnel provided have the experience, education, and expertise as stated in the Labor Category description.
16	Export Packaging Charges	N/A
17	Terms and Conditions of Government Purchase Card Acceptance	Please refer to paragraph 9a and 9b above.
18	Terms and Conditions of Rental, Maintenance, and Repair	N/A
19	Terms and Conditions of Installation	N/A
20	Terms and Conditions for any Other Services	N/A
21	List of Service and Distribution Points	N/A
22	List of Participating Dealers	N/A
23	Preventative Maintenance	N/A
24a	Special Attributes Such as Environmental Attributes	N/A
24b	Section 508 Compliance Information on Electronic and Information Technology (EFT) Supplies and Services	Per Task Order
25	Data Universal Number System (DUNS) Number	832689397
26	Notification Regarding Registration in System for Award Management (SAM) database	Registered

INTRODUCING ALLIANCE POINTE

Since 2009, Alliance Pointe has provided enterprise transformation services for federal government agencies. We excel at the integration and use of industry best practices in Strategic Planning, Governance, Program Management, Enterprise Performance, Portfolio & Risk Management, Business Transformation, Process Improvement, Organizational Change Management, Knowledge Management, and Professional and Workforce Development to build teams and organizations that deliver results in complex circumstances.

We are a HUBZone Certified, Woman-Owned Small Business (WOSB). Our strengths include our proven ability to strategically plan and tactically implement plans that drive change across an enterprise, as well as the ability to create, support and sustain enterprise management practices for federal government organizations.

OUR SERVICE OFFERINGS

STRATEGIC SERVICES

Business, operational and information technology (IT) strategy are interdependent and must be aligned in order to achieve your intended mission and business outcomes. We understand how to assess, engage and prepare your organization for changes to its mission, governance and management, operational and business practices to meet new funding, legislative, statutory, regulatory and stakeholder requirements.

IT PORTFOLIO & RETURN ON INVESTMENT MANAGEMENT

An enterprise-wide view of your IT project portfolio. Our services position you to proactively maintain alignment with the business strategy and regulatory requirements, eliminate redundant projects, manage the return on your organization's IT investment, and better plan your resources.

STRATEGIC PLANNING & IMPLEMENTATION:

We will work with you to develop an enterprise plan and implementation roadmap to guide your organization through changes in the mission, funding, statutory and regulatory compliance environment. The strategic plan, collaboratively built with you, will address the what and why. The implementation roadmap will address the who, where, when and how along with ways to track, monitor and adjust organizational performance and adapt to accommodate changes in your strategic environment.

PERFORMANCE MEASURES AND DASHBOARDS

Effective strategic implementation relies on effective governance and management practices that are informed by credible data. Our approach to performance measures and dashboards both (1) collaboratively involves your leaders, managers and stakeholders to develop and learn how to

manage using key performance indicators (KPIs), and (2) provides your governance and management teams with the credible information needed to evaluate how effectively your objectives and goals are being addressed.

ENTERPRISE TRANSFORMATION & ORGANIZATIONAL CHANGE MANAGEMENT SERVICES

The path to success looks different for every organization. We will work with you to develop your organization's roadmap to success and implement it with you every step of the way.

ORGANIZATIONAL READINESS ASSESSMENTS

An analysis of the gaps between your organization's current and future state structures, business processes, policies and procedures, staffing levels, competencies, management practices, measures and culture. The gaps discovered will be used to develop the findings and targeted recommendations needed for commitment to action and results.

ORGANIZATIONAL CHANGE STRATEGIES AND PLANS

The plans needed to align and engage all layers of the organization and its stakeholders to prepare for the future state. Strategy and plans will:

- Ensure that the right organizational structures, business processes, policies and procedures, staffing levels, competencies, management practices and measures are in place to create the culture needed to realize the targeted results.
- Accelerate your organization's understanding commitment and readiness to moving toward the future state and delivering the targeted business results.
- Prepare your organization and its stakeholders for the new processes, practices and skills needed for success in the future.
- Position your organization for sustainable change and transformation.

BUSINESS PROCESS CHANGE

Preparing your organization for the future includes an examination of your current business and management processes to ensure they support your intended business results. We can work with you to determine the right degree of business process change required and to prepare your organization to achieve the targeted results.

PROFESSIONAL & MANAGEMENT TRAINING AND DEVELOPMENT

A blueprint for personal and team success is needed to ensure your managers and teams understand the competencies that are required for future success. We will work with your team to (1) blueprint the starting point for your organization's competencies that is based on your strategic plan, (2) develop a roadmap and milestones to identify the critical competencies to be developed and/or improved first, (3) identify the practices needed to continuously grow and improve the competencies important to your organization, and (4) ensure that the needed training and professional development programs are identified and in place to realize your mission.

Implementation is difficult because success depends to some degree on behavior change on the part of many. Igniting a change in behavior begins with clear, consistent and relevant information about the what and why of change, followed by the who, where, when and how for each affected stakeholder. Our strategic communications plans and products prepare your leaders, managers, subject matter experts and stakeholders to play their part in achieving your organization's mission.

KNOWLEDGE MANAGEMENT

The fact that "Knowledge is Power" is well understood, however, how to make knowledge available to unleash the power in your organization is not. Our proven approach to keeping your information available, credible and current as well as placing your subject matter experts front and center as a resource in your organization is a powerful multiplier that will ignite results for you.

WORKFORCE PLANNING

Workforce planning is a continual process used to align the needs and priorities of the organization with the capabilities of your workforce. It is a critical component to help you meet your mission, legislative, regulatory requirements and organizational objectives. In collaboration with you, we will work to identify both the strategic (e.g. future talent needs, forecast of potential knowledge drain) and operational changes (e.g. shift in staffing levels and positions, new and changing position descriptions) that will affect your workforce so that you can be positioned to leverage it as an enabler to achieve your mission requirements.

PROGRAM MANAGEMENT AND 'PROJECT RESCUE' SUPPORT SERVICES

Achieving your organization's mission requires the ability to persistently manage the tasks, resources, risks, transformation and change throughout implementation. Success depends on the ability to collaboratively and proactively:

- Identify, manage and minimize risk
- Prioritize, coordinate and manage your project portfolio
- Engage stakeholders to sustain alignment and manage change
- Manage the team and resources needed to deliver business results
- Develop and manage integrated program schedules and teams
- Provide earned value management (EVM) to ensure sound planning and resourcing

We bring the certifications, experience and industry best practice frameworks needed to manage the program, projects and teams as well as each discrete project's scope, schedule, and budget to deliver the alignment, commitment and focus required for your success.

A line of sight to the obstacles that could threaten the successful implementation of your organization's strategy and mission is a vital input to your organization's governance and management practices. Articulating credible risks and risk response alternatives requires a team that can work with your managers and subject matter experts to identify risks in a non-threatening, consultative way. We will instill the productive risk management practices that lead to a sustainable risk management culture.

ENTERPRISE GOVERNANCE

Effective governance requires leadership, processes and structures to ensure alignment of the business, operations and IT strategies with the strategic direction and requirements of the organization. Once established and in place, management functions can effectively build, run and monitor the activities needed to realize them. Our experience and proven approaches will position you with the governance and management practices needed to put in motion and sustain the behaviors needed to deliver the mission outcomes required.

IT GOVERNANCE

Today's organizations depend on IT for mission success. IT modernization is most effective when grounded in your organization's mission, vision, strategy and operational requirements. Ensuring that alignment is not always an easy task. We use tested and proven best practice IT governance frameworks that drive the alignment needed to ensure a return on the investment and the business outcomes needed.

CYBERSECURITY GOVERNANCE

Cybersecurity is an integral part of running a modern business and most companies are not sufficiently protected. We provide the knowledge and expertise to help secure your network from unwanted intruders and ensure your critical processes continue to run.

DATA GOVERNANCE

Data can be a very powerful tool to inform the right decisions and take the right actions at all levels of the organization. Our data governance practices will provide you with the governance forums, practices and plans needed to ensure your organization's data is available, usable, secure, credible and ready to support your mission requirements.

ENTERPRISE RESOURCE PLANNING SERVICES

Enterprise Resource Planning (ERP) systems are different. While most technology deployments require some attention be paid to communications, training and organizational change management, ERP system deployments require much more than that. ERP systems change an organization's business processes which, whether formal or informal, are the very core of how an organization operates. ERP business processes inherent in the commercial off-the-shelf (COTS) solution cut across all functions within an enterprise and also change the working relationships

between an organization, its stakeholders and service suppliers. These changes also affect all layers of the organization differently, and therefore specific attention must be paid to the impact on each.

An Alliance Pointe core competency is preparing large-scale, federal organizations for the organizational and operational changes that come with an ERP system deployment.

BUSINESS PROCESS DOCUMENTATION

Gather, document, review and analyze any existing business process artifacts with the organization's business operations subject matter experts (SMEs). Note any impacts to current operations and capture additional functionality for consideration and future development.

STAKEHOLDER IMPACT ANALYSIS

Identify, analyze and document the known impacts on each organization, service provider and/or stakeholder based on input received from the business operations SMEs. Share analysis and findings with key organizational and stakeholder leadership during an interview process that also captures impacts from the senior management and executive point of view.

DEPLOYMENT PLANNING & IMPLEMENTATION SERVICES

Identify, plan, design, develop and implement the specific initiatives and activities needed to motivate and call to action each layer of the organization. Initiatives and activities may include, but are not limited to:

- Training
- Communications
- ERP deployment governance
- Changes to organizational roles, responsibilities and structure
- Documentation and management of all operational business process changes (vs. legacy practices)
- Operational performance measures needed to navigate the organization's performance to the target end state

Based on the findings captured in the Stakeholder Impact Analysis, we will draw upon our expertise gained from numerous ERP deployments in the federal government (military and civilian) and commercial sectors to develop, implement and manage plans to prepare your organization and its stakeholders for the changes driven by an ERP system.

SUSTAINMENT PLANNING & IMPLEMENTATION SERVICES

The end of the deployment is only the beginning of realizing the business benefits of your ERP system investment. Alliance Pointe's expertise with ERP system deployments in all phases of the program lifecycle will be used to prepare your program team and organization for the sustainment and continuous improvement of business process operations required to receive your return on investment. We will:

- Design, develop and stand up the Sustainment Organization Team structure, roles, responsibilities, and staffing requirements needed to support the continuous

improvement of your organization's operational business processes, sustain and improve the system functionality and infrastructure.

- Design, develop, implement and manage the governance process needed to stabilize and continuously improve the system and operational business processes.
- Develop, document and support the negotiation of Service Level Agreements with your service provider organizations.
- Develop and manage the compliance requirements (legislative, congressional and oversight body) and audit findings to ensure your organization is always prepared to proactively address any findings.

INDEPENDENT VERIFICATION & VALIDATION

Our independent review and feedback on your organization's current strategy, plans and practices can identify improvements that reduce the risk and cost associated with enterprise governance, transformation and change.

We provide Independent Verification and Validation (IV&V) services in the areas of:

- Program/Project Management
- Enterprise IT Policy & Planning
- Transformation and Organizational Change Management
- Procurement and Acquisition Programs
- Software Development Lifecycle
- Compliance with Federal Regulations
- Post Implementation Review (PIR)

AUDIT & COMPLIANCE SERVICES

Whether looking for compliance with best practices, legislation, or congressional mandates, our team has the expertise needed to identify best practice improvements or compliance gaps. We specialize in audit and compliance services in the following areas:

- DoD 5000 Series Acquisition Management Guidelines
- DoD Financial Management Compliance and Audit Readiness
- DODIG Audits
- AAA Audits
- GAO Audits
- Requirements and Program Management

ADMINISTRATIVE SERVICES

We provide Administrative services in the areas of:

- Administrative Support Services
- Meeting Planning & Facilitation
- Meeting Management & Minutes
- Briefing Materials & Handouts

PSS SPECIAL ITEM NUMBERS (SIN)

SIN 520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

SIN 520-21 PROGRAM MANAGEMENT SERVICES

Management of financial and business solutions programs and projects. Includes but is not limited to program management, program oversight, project management and program integration of a limited duration.

SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

The definition and interpretation of high level organizational and business performance requirements such as projects, systems, missions, etc. and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting.

SIN 874-1 INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation.
- 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.

SIN 874-7 INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Assist with the management of mission-oriented business projects or programs and achievement of mission performance goals. Services include:

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

PSS LABOR CATEGORIES

Education Substitutions:

One year of additional, relevant experience may be substituted for each year of required education.

Education...	Plus Experience...	Equals...
High School Diploma	4 years	Bachelor's Degree
Associate Degree	2 years	Bachelor's Degree
Bachelor's Degree	2 years	Master's Degree
Master's Degree	4 years	Ph.D.

Experience Substitutions:

Each year of education or training beyond High School may be substituted for one year of general experience. Each year of specialized, relevant education or training may be substituted for a year of specific or related experience.

Education...	Is a Substitute For...	And Experience ...
Ph.D.	Master's Degree	4 years
Ph.D.	Bachelor's Degree	6 years
Master's Degree	Bachelor's Degree	2 years
Bachelor's Degree	High School Diploma	4 years
Associate's Degree	High School Diploma	3 years

Labor Category	Functional Responsibilities
Managing Partner/ Senior Executive Consultant	<p>Has proprietary interest in the company. Has previous work experience, enhanced training and certification in a specialized are of expertise. Maintains overall responsibility and accountability for client engagements. Leads multiple engagements for the company. Provides strategic direction, vision and leadership to program teams. Maintains and manages effective senior client, including prime and subcontractor, relationships.</p> <p><i>Education/Experience:</i> The Managing Partner/Senior Executive Consultant has a minimum of 15 years of experience and a Master's Degree.</p>

<p>Program Manager</p>	<p>Accountable for all aspects of the program. Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. Maintains and manages relationships with senior level management within the client, including prime and subcontractor, organization. Responsible for ensuring senior level management within the client, including prime and subcontractor, organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. Responsible for managing multiple contract operations. Ensure quality standards and work performance on all task orders and projects. Plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, and monitors overall project and contract performance.</p> <p><i>Education/Experience:</i> The Program Manager has a minimum of 13 years of experience and a Bachelor's Degree.</p>
<p>Project Manager</p>	<p>Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order. Provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Project Manager maintains and manages the client interface at the COTR levels of the client, including prime and subcontractor, organization. Assists the Program Manager as required in managing contract performance.</p> <p><i>Education/Experience:</i> The Project Manager has a minimum of 8 years of experience and a Bachelor's Degree.</p>
<p>Management Consultant III</p>	<p>Applies advanced industry and domain knowledge to develop and implement best practice methods and procedures. Defines, develops, and implements solutions based on client, including prime and subcontractor, requirements and available resources through the application of advanced functional and technical knowledge and skills. Leads data-gathering and analysis, conducts research, contributes toward the development of enterprise business and system architectures, develops functional work products, conducts business process analysis and reengineering, creates process flow diagrams, and identifies relevant metrics and industry benchmarks.</p>

	<p>Provides senior expertise, leadership, and guidance to support the development of project deliverables and progression towards published milestones in accordance with the project schedule. Performs these functions without supervision.</p> <p><i>Education/Experience:</i> The Management Consultant III has a minimum of 13 years of experience and a Bachelor’s Degree.</p>
<p>Management Consultant II</p>	<p>Applies intermediate industry and domain knowledge to develop and implement best practice methods and procedures. Defines, develops, and implements solutions based on client, including prime and subcontractor, requirements and available resources through the application of intermediate functional and technical knowledge and skills. Leads data-gathering and analysis, conducts research, contributes toward the development of enterprise business and system architectures, develops functional work products, conducts business process analysis and reengineering, creates process flow diagrams, and identifies relevant metrics and industry benchmarks. Provides expertise, leadership, and guidance to support the development of project deliverables and progression towards published milestones in accordance with the project schedule. Performs these functions with minimal supervision.</p> <p><i>Education/Experience:</i> The Management Consultant II has a minimum of 6 years of experience and a Master’s Degree.</p>
<p>Management Consultant I</p>	<p>Applies basic industry and domain knowledge to support the development and implementation of best practice methods and procedures. Defines, develops, and implements solutions based on client, including prime and subcontractor, requirements and available resources through the application of basic functional and technical knowledge and skills. Co-leads or participates in data-gathering and analysis, conducts research, contributes toward the development of enterprise business and system architectures, develops functional work products, conducts business process analysis and reengineering, creates process flow diagrams, and identifies relevant metrics and industry benchmarks. Provides guidance to support the development of project deliverables and progression towards published milestones in accordance with the project schedule. Performs these functions with minimal to moderate supervision.</p> <p><i>Education/Experience:</i> The Management Consultant I has a minimum of 4 years of experience and a Master’s Degree.</p>

<p>Analyst III</p>	<p>Analyzes complex business environments through the applications of advanced functional and technical knowledge and experience to support the client’s management, organizational and business modernization and improvement efforts. Formulates and defines the future business environment to include developing, re-engineering, and/or modifying enterprise architecture elements, business processes, system objectives, and metrics based on client requirements and a thorough understanding of business best practices. Devises or modifies procedures to solve complex problems considering known requirements, restraints, and constraints.</p> <p>Analyzes business and user needs, documents findings and recommendations, publishes reports, and provides expert consultation in the planning, design, and implementation of modernization and improvement efforts and initiatives. Ability to perform these functions without supervision and supervises junior staff.</p> <p><i>Education/Experience:</i> The Analyst III has a minimum of 8 years of experience and a Bachelor’s Degree.</p>
<p>Analyst II</p>	<p>Analyzes complex business environments through the applications of advanced functional and technical knowledge and experience to support the client’s management, organizational and business modernization and improvement efforts. Formulates and defines the future business environment to include developing, re-engineering, and/or modifying enterprise architecture elements, business processes, system objectives, and metrics based on client requirements and a thorough understanding of business best practices. Devises or modifies procedures to solve complex problems considering known requirements, restraints, and constraints. Analyzes business and user needs, documents findings and recommendations, publishes reports, and provides expert consultation in the planning, design, and implementation of modernization and improvement efforts and initiatives. Ability to perform these functions with minimal supervision and Supervises junior staff.</p> <p><i>Education/Experience:</i> The Analyst II has a minimum of 4 years of experience and a Bachelor’s Degree.</p>
<p>Analyst I</p>	<p>Analyzes complex business environments through the applications of advanced functional and technical knowledge and experience to support the client’s management, organizational and business modernization and improvement efforts. Formulates and defines the</p>

future business environment to include developing, re-engineering, and/or modifying enterprise architecture elements, business processes, system objectives, and metrics based on client, including prime and subcontractor, requirements and a thorough understanding of business best practices. Devises or modifies procedures to solve complex problems considering known requirements, restraints, and constraints. Analyzes business and user needs, documents findings and recommendations, publishes reports, and provides expert consultation in the planning, design, and implementation of modernization and improvement efforts and initiatives. Ability to perform these functions with minimal to moderate supervision.

Education/Experience:

The Analyst I has a minimum of 4 years of experience and a Associate's Degree.

PSS RATES WITH OUT YEAR PRICING

	Year 1	Year 2	Year 3	Year 4	Year 5
	9/27/2018 to 9/26/2019	9/27/2019 to 9/26/2020	9/27/2020 to 9/26/2021	9/27/2021 to 9/26/2022	9/27/2022 to 9/26/2023
Labor Category					
Managing Partner/Senior Executive Consultant	\$201.40	\$206.44	\$211.60	\$216.89	\$222.31
Program Manager	\$186.44	\$191.10	\$195.88	\$200.77	\$205.79
Project Manager	\$153.45	\$157.29	\$161.22	\$165.25	\$169.38
Management Consultant III	\$136.78	\$140.20	\$143.70	\$147.29	\$150.97
Management Consultant II	\$118.49	\$121.45	\$124.49	\$127.60	\$130.79
Management Consultant I	\$118.49	\$121.45	\$124.49	\$127.60	\$130.79
Analyst III	\$118.49	\$121.45	\$124.49	\$127.60	\$130.79
Analyst II	\$136.78	\$140.20	\$143.70	\$147.29	\$150.97
Analyst I	\$88.87	\$91.09	\$93.37	\$95.70	\$98.09

Notes: (1) Includes 0.75% IFF
 (2) Annual Escalation is capped at 2.5%
 (3) Other Direct Costs (ODCs) and Open Market Items will be burdened with Alliance Pointe's applicable General & Administrative (G&A) costs.