



General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

Schedule for – Management, Organizational and Business Improvement Services (MOBIS)

Federal Supply Group: 874 Class: R499

GSA Schedule Contract Number: GS-10F-0561N

For more information on ordering from Federal Supply Schedules go to FSS Schedules at:
fss.gsa.gov.

Contract Period: August 28, 2003 through August 26, 2008

Contractor:	Windsor Software 2689 Windsor Lane Woodbury, MN 55125	Business Size: Small, Veteran Owned Business
Telephone:	(651) 735-8210 Office	
Fax:	(651) 714-8580 Fax	
Web Site:	www.WindsorCorp.com	
E-Mail:	TJParro@WindsorCorp.com	
Contract Administrator:	TJ Parro	

Customer Information

1. Schedule of Special Item Numbers

SIN 874-1: Consulting Services

Services under this SIN include providing expert advice, assistance, guidance or counseling in support of agencies' management, organizational, and business improvement efforts. Examples of consultation services Windsor Software may provide include, but are not limited to:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Relationship Management | <input checked="" type="checkbox"/> Process & Productivity Analysis & Improvement |
| <input checked="" type="checkbox"/> Strategic, business & action planning | <input checked="" type="checkbox"/> Systems Alignment & Analysis |
| <input checked="" type="checkbox"/> Performance Measurement & Indicators | <input checked="" type="checkbox"/> High Performance Work |
| <input checked="" type="checkbox"/> Organizational Assessments | <input checked="" type="checkbox"/> Communications Improvement |
| <input checked="" type="checkbox"/> Promotional Planning | |

SIN 874-2: Facilitation Services

Services under this SIN include facilitation and related decision support services to agencies engaging in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Examples of facilitation services Windsor Software may provide include, but are not limited to:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Defining and Refining the Agenda | <input checked="" type="checkbox"/> Facilitating Decision Making |
| <input checked="" type="checkbox"/> Debriefing and Overall Planning | <input checked="" type="checkbox"/> Resolving Disputes & Divergent Views |
| <input checked="" type="checkbox"/> Use of Problem Solving Techniques | <input checked="" type="checkbox"/> Convening and Leading Large and Small Group Briefings & Discussions |
| <input checked="" type="checkbox"/> Conflict Management | <input checked="" type="checkbox"/> Use of Problem Solving Techniques |

SIN 874-3: Survey Services

Services under this SIN include expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. Examples of survey services Windsor Software may provide include, but are not limited to:

- Conducting Focus Panels and User Group Studies
- Survey Development
- Planning Survey Design
- Pretest/Pilot Survey
- Conducting Informational Surveys and Evaluations
- Determining proper survey data collection methodology
- Survey database administration

SIN 847-7: Program Integration and Project Management Services

Windsor Software will provide services in the management and integration of programs and projects. These services may include, but are not limited to:

- Program Management
- Program Integration
- Program Oversight
- Team Leadership and Team Building
- Project Management

1b. **Identification of the Lowest Priced Model Number and Lowest Unit Price for that Model for Each Special Item Number Awarded in the Contract:** *Not Applicable*

1c. **Labor Categories and Job Title Descriptions:**

Labor Category	Description of Duties
<p>Sr. Project Manager</p> <p>\$125.00 per Hour</p>	<p><i>The person assigned responsibility by the Officer-in-Charge for ensuring that appropriate staff are available to support the project, that deliverables under the contract meet the firms' and client's quality standards, and are submitted in accordance with the agreed-upon schedule.</i></p> <p><i>Minimum educational requirement is a Bachelor's Degree or higher and Project Management Certification or equivalent experience.</i></p> <p><i>Minimum experience requires at least 12 years in corporate, governmental, and/or academic environments as a manager of multiple large projects and/or a very complex project/program management. This experience in project/program management must include solving significant technical and business issues and the projects must have been successfully delivered on time and within budget. Experience with knowledge management and complex data management issues are also required.</i></p> <p>Responsibilities: <i>Serves as the Program Manager of a large multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools.</i></p>
<p>Table continued on Next page.</p>	

Labor Category	Description of Duties
<p>Principle Consultant</p> <p>\$125.00 per Hour</p>	<p><i>Senior level consultant assigned program/project responsibilities leading projects and groups toward meeting goals and objectives of tasks and sub-tasks.</i></p> <p><i>Minimum educational requirement is a Bachelor's Degree or higher and Project Management Certification or equivalent experience.</i></p> <p><i>Minimum experience requires at least 8 years in corporate, governmental, and/or academic environments as a manager of multiple projects. This experience in project management must include significant solving technical and business issues and the projects must have been successfully delivered on time and within budget.</i></p> <p>Responsibilities: <i>Serves as a Project or Program Manager of a large multi-task effort, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Oversees development of analytical and computational techniques and methodology for problem solutions. Directs enterprise wide strategic systems planning, business information planning, business and analysis. Manages process and data modeling in support of the planning and analysis efforts using both manual and automated tools. As applicable, directs team in the application of reverse engineering and re-engineering disciplines to develop migration strategic and planning documents. May perform a quality assurance role.</i></p>
<p>Sr. Management Analyst</p> <p>\$115.00 per Hour</p>	<p><i>The senior technical person assigned to perform work under the contract. He/she is primarily responsible for synthesizing information, analyzing data, and preparing final product deliverables. Reviews other staff member's work to ensure accuracy and completeness.</i></p> <p><i>Minimum educational requirement is a Bachelor's Degree.</i></p> <p><i>Minimum experience requires at least 5 years in corporate, government or academic environments and must have advanced working knowledge of data systems with experience in marketing, business, and technical areas.</i></p> <p>Responsibilities: <i>Serves as a Technical Specialist in one or more project tasks, applying a wide spectrum of disciplines for the planning, analysis, design, implementation and support of assigned tasks. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools.</i></p>

End Table

2. **Maximum Order Amount:** \$1,000,000.00
3. **Minimum Order Amount:** \$300.00
4. **Geographic Coverage (Delivery Area):** Domestic and Overseas.

5. **Point(s) of Production:** *Same as company address:
Windsor Software, 2689 Windsor Lane, Woodbury, MN 55125*
6. **Discount from List Prices/Statement of Net Price:**
Government net Prices (discounts already deducted).
7. **Quantity Discounts:** *None offered*
8. **Prompt Payment Terms:** *Net 30 days*
9. **Government Credit Cards**
 - 9a. **Notification that Government Purchase Cards Are Accepted Below the Micropurchase Threshold:** *Yes*
 - 9b. **Notification whether Government Purchase Cards Are Accepted or Not Accepted Above the Micropurchase Threshold:**
Will Accept Over \$2,500
10. **Foreign Items:** *None*
11. **Delivery Methods:** *Specified on Task Order.*
- 11a. **Time of Delivery:** *Contact contractor.*
- 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.*
13. **Ordering Address:** *Same as company address:*

**Windsor Software
2689 Windsor Lane
Woodbury, MN 55125**

Telephone: (651) 735-8210
FAX: (651) 714-8580
E-Mail: tjparro@windsorcorp.com
Web Site: <http://www.windsorcorp.com>
- 13a. **Ordering procedures:** **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPS can be found at GSA/FSS Schedule home page (fss.gsa.gov/schedules).**
14. **Payment Address:**

**Windsor Software
2689 Windsor Lane
Woodbury, MN 55125**

Telephone: (651) 735-8210
FAX: (651) 714-8580
E-Mail: tjparro@windsorcorp.com
Web Site: <http://www.windsorcorp.com>
15. **Warranty Provision:** *Contractor's standard commercial warranty*

- 16. **Export Packing Charges:** *Not Applicable*
- 17. **Terms and Conditions of Government Purchase Card Acceptance:** *Contact contractor.*
- 18. **Terms and Conditions of Rental, Maintenance, and Repair:** *Not Applicable*
- 19. **Terms and Conditions of Installation:** *Not Applicable*
- 20. **Terms and Conditions of Repair Parts:** *Not Applicable*
- 20a. **Terms and Conditions for Any Other Services:** *Not Applicable*
- 21. **List of Service and Distribution Points:** *Not applicable*
- 22. **List of Participating Dealers:** *Not applicable*
- 23. **Preventative Maintenance:** *Not applicable*
- 24. **Special attributes such as environmental attributes, (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *Not applicable*
- 24a. **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 .**
- 25. **Data Universal Number System (DUNS) Number:** **10-834-7621**
- 26. **Notification Regarding Registration in Central Contractor Registration (CCR) Database:** *Registered.*

Contractor will accept LH and FFP

Government Awarded Prices (Net Prices):

SINs 874-1, 2, 3, & 7		
Labor Category Name	Unit	HOURLY
<i>Senior Project Manager</i>	<i>N/A</i>	<i>\$125.00</i>
<i>Principal Consultant</i>	<i>N/A</i>	<i>\$125.00</i>
<i>Senior Management Analyst</i>	<i>N/A</i>	<i>\$115.00</i>