

Contract Number GS-10F-0071J

Special Item Numbers: 874-1 Consulting Services and 874-2 Facilitation Services

**GSA Management, Organizational, and
Business Improvement Services (MOBIS)
Multiple Award Schedule (MAS)
Federal Supply Group 874
Contract Period: 4/1/2004 – 3/31/2009**



The KEVRIC Company, Inc.
8484 Georgia Avenue, Suite 550
Silver Spring, Maryland 20910-5630
(301) 588-6000; (301) 588-1777 FAX
www.kevric.com
email: info@kevric.com

GSA MOBIS SCHEDULE ORDERING PROCESS

TEAMING WITH INDUSTRY TO STREAMLINE ACQUISITION

- Step 1:** Initial Contact
Customer reviews requirements and applicable functional areas with KEVRIC.
- Step 2:** Customer determines work requirements and type (labor hour or fixed price).
Customer requests quote from KEVRIC.
- Step 3:** KEVRIC prepares a response with price quote using labor categories and fixed hourly rates from the GSA Schedule Price List.
- Step 4:** For orders under \$2,500, an order may be placed with the selected contractor.
For orders over \$2,500, customer reviews three price lists to determine best value (FAR 8.4) and makes selection.

Customer issues order using DD-1155, Form 347, or Purchase Order.
- Step 5:** Work is awarded.
- Step 6:** Customer monitors work performance as it is completed.
KEVRIC provides status reports to customer and quarterly reports to GSA.
- Step 7:** Work is accomplished and final payment completed.

GSA MOBIS SCHEDULE ADVANTAGES

MOST management support services work may be performed under the GSA MOBIS Schedule.

NO synopsis

NO RFP

NO cost or pricing data

NO proposal audit

NO lengthy source selection

NO fair reasonable price determination

Information for Ordering Offices

1. Geographic Scope of Contract

The geographic scope of this contract is destination/worldwide with the exact delivery time to be specified on each individual task order.

2. Contractor's Duns Number: 17-529-1061

The KEVRIC Company Inc., is registered in the Central Contractor Registration (CCR) database as well as the Source One© database for GSA Schedule Contractors.

3. Contractor's Ordering Address

- a. The following representative should be contacted for computer-to-computer electronic data exchange orders regarding establishment of the appropriate electronic interface:

Chief Executive Officer
The KEVRIC Company, Inc.
8484 Georgia Avenue, Suite 550
Silver Spring, MD 20910-5630

Voice: (301) 588-6000
FAX: (301) 588-1777
E-mail: ceo@kevrinc.com

- a. The representative for orders by facsimile transmission is as follows:

Chief Executive Officer
FAX: (301) 588-1777

- b. Letters of interest and mailed orders should be addressed to:

Chief Executive Officer
The KEVRIC Company, Inc.
8484 Georgia Avenue, Suite 550
Silver Spring, MD 20910-5630

4. Payment Address and Information

The KEVRIC Company, Inc.
ATTN: Accounts Payable
8484 Georgia Avenue, Suite 550
Silver Spring, MD 20910-5630
Payment Terms: Net 30 days

Government commercial credit cards are acceptable for payment. Bank account information for wire transfer payments will be shown on the invoices.

5. Ordering Assistance

Chief Executive Officer
Voice: (301) 588-6000
FAX: (301) 588-1777
E-mail: ceo@kevr.com

Technical Assistance

Chief Operation Officer
Voice: (301) 588-6000
FAX: (301) 588-1777
E-mail: coo@kevr.com

GSA MOBIS SCHEDULE FREQUENTLY ASKED QUESTIONS

What is the GSA Multiple Award Schedule (GSA MAS)?

The GSA Multiple Award Schedule (GSA MAS) is an Indefinite Delivery, Indefinite Quantity (IDIQ) contract available to all Federal Agencies worldwide. Agencies place orders directly with the contractor. The middle man has been removed and the process shortened. But, best of all the GSA MAS can be used to purchase a wide variety of management, organizational and business improvement services.

What exactly is the difference between a Government Wide Acquisition Contract (GWAC) and a GSA MAS contract?

A Multiple Award Schedule (MAS) is an Indefinite Delivery, Indefinite Quantity (IDIQ) contract available to all Federal agencies worldwide. Agencies place orders directly with the contractor. The middle man has been removed. Interagency Agreements are not required to use Multiple Award Schedules.

GWACs are contracts for various resources owned by one Federal agency but all other federal agencies can use them on a limited basis. The owning (host) agency establishes the maximum value of the contract based on their requirements plus an additional 20% for the use by other agencies.

What is the difference between the GSA MAS IDIQ and other agencies' IDIQ contracts?

GSA MAS program provides Federal customers worldwide with a multitude of services from more than 6,000 vendors, without ordering restrictions.

Other agencies' IDIQs primarily are for use by the host agency. Access is limited to other agencies and limited sources are available. In some cases ordering must go through the "host" agency. Some require approval letters, documentation for best value selection, price determination, etc.

How is purchasing from MAS better than purchasing on the open market?

GSA has already determined the price to be fair and reasonable. Synopsis is not required.

MAS contracts have been awarded in compliance with all applicable laws and regulations.

Administrative time is reduced.

A wide selection of commercial items is available. Easy ordering.

GSA MOBIS SCHEDULE FREQUENTLY ASKED QUESTIONS

What exactly is a Blanket Purchase Agreement (BPA) under the Multiple Award Schedule (MAS)?

Setting up a Blanket Purchase Agreement (BPA) with a MAS contractor is a way to fill recurring needs while taking advantage of quantity discounts, thus saving administrative time and reducing paperwork.

In the past, individual orders under a BPA could not exceed the maximum order limitation. Today, that is no longer true. With the removal of the maximum order limitation, agencies are no longer restricted by any dollar limitations when placing orders under a BPA.

With a MAS BPA an agency can order as much as they want, as little as they want and as often as they want. The agency can use a BPA as an ordering device for field offices worldwide, allowing them to place orders directly. In doing so, the entire agency reaps the benefits of additional discounts negotiated into their own BPA.

Teaming agreements are permitted with MAS Contractors in accordance with FAR 9.6. Teaming agreements may be incorporated into an agency BPA!

Are BPA's only for Simplified Acquisition Purchases and are they still restricted to \$100,000?

The use of BPA's under Multiple Award Schedules has been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.202(c): "BPA's may also be established with Federal Supply Schedule contracts...". In the past, individual orders under a BPA could not exceed the maximum order limitation. Today, that is no longer true. With the removal of the maximum limitation, agencies are no longer restricted by any dollar limitations when placing orders under a schedule BPA.

What is the new Maximum Order Threshold?

The new commercial practice brings more value and choice to our customers. The minimum order is \$300 per order. Customer orders will no longer be restricted by a maximum order limitation. New procedures have been developed that allow Schedule contractors to accept "any size" order. In accordance with FAR 8.404(b)(3) the maximum order threshold represents the point where it is advantageous for customers to seek a price reduction. In fact, for orders exceeding this threshold, after a customer reviews the price list(s) or GSA *Advantage!*TM, the FAR instructs customers to generally seek price reductions from schedule contractor(s) which provide best value (considering price and other factors).

GSA MOBIS SCHEDULE FREQUENTLY ASKED QUESTIONS

Can an agency use a Government credit card for payment?

Acceptance of the government credit card is a strongly encouraged payment method. Generally, contractors that accept the credit card commercially will accept it under the Schedule for orders of \$2,500 or less.

How can an agency be certain that they will always be able to get the latest technology under Schedule?

With the new modification process, schedule contractors can continually refresh their MAS contracts. With our GSA Schedules a continual open season permits offers to be submitted at any time.

Is it true ordering from MAS is as easy as 1-2-3?

YES! An Agency simply:

1. Obtains the Federal Supply Schedule from companies that the agency is interested in, or clicks on the *GSA Advantage!*TM web site address at <http://www.fss.gsa.gov>.
2. Reviews products or services to make a best value selection. (Seeks price reductions; see FAR 8.404(b)(3) + (5).
3. Places an order.

THE KEVRIC GSA MOBIS MAS CONTRACT

The KEVRIC GSA MOBIS Multiple Award Schedule (GSA MAS) contract GS-10F-0071J, is an Indefinite Delivery, Indefinite Quantity (IDIQ) contract available for use by all Federal Agencies worldwide. The period of performance for this contract is April 1, 2004 through March 31, 2009 with option to renew.

KEVRIC's professional capabilities span the entire spectrum of management services including:

Consulting

Strategic and Business Planning

Performance Measures and Indicators

Organizational Assessments

Program Audits and Evaluations

Business Process Re-engineering

Survey Design, Administration, and Data Analysis

Training and Training Support

Support Products

Facilitation

Group Decision Facilitation

Conference and Meeting Management and Support

**GSA Management, Organizational, and Business Improvement Services (MOBIS)
Multiple Award Schedule (MAS)**



GSA has approved KEVRIC as a MAS contractor for the following Special Item Numbers (SINs):

SIN 874-1: CONSULTING SERVICES

SIN 874-2: FACILITATION SERVICES

To view KEVRIC's complete GSA Multiple Award Schedule Catalog and Pricelist visit our web site at www.kevric.com or contact KEVRIC for more information.

The KEVRIC Company, Inc.
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**THE KEVRIC GSA MOBIS
PRICE LIST
BASE YEAR 5 – 4/1/2004 to 3/31/2009**

GENERAL SERVICES ADMINISTRATION
 Federal Supply Schedule GS-10F-0071J
 Modification to GS-10F-0071J



Position Number	Position Title	Hourly Rates (As of April 1, 2003)		Daily Rates (As of April 1, 2003)	
		KEVRIC Site	Client Site	KEVRIC Site	Client Site
1	Senior Project Manager	\$ 189.78	\$ 137.34	\$ 1,518.27	\$ 1,098.76
2	Project Manager	\$ 100.17	\$ 72.49	\$ 801.35	\$ 579.90
3	Subject Matter Expert	\$ 78.62	\$ 56.83	\$ 628.98	\$ 454.67
4	Senior Consulting Scientist	\$ 79.08	\$ 57.23	\$ 632.65	\$ 457.82
5	Consulting Scientist	\$ 70.63	\$ 51.06	\$ 565.06	\$ 408.52
6	Management Analyst/Consultant	\$ 77.25	\$ 59.50	\$ 617.97	\$ 476.04
7	Senior Facilitator	\$ 95.92	\$ 69.72	\$ 767.36	\$ 557.80
8	Facilitator	\$ 54.47	\$ 39.60	\$ 435.79	\$ 316.77
9	User Relations Specialist/Consultant	\$ 60.84	\$ 44.02	\$ 486.70	\$ 352.19
10	Information Specialist	\$ 63.50	\$ 45.90	\$ 508.01	\$ 367.18
11	Graphics Specialist	\$ 59.84	\$ 43.31	\$ 478.72	\$ 346.46
12	Writer/Editor	\$ 75.69	\$ 54.71	\$ 605.52	\$ 437.65
13	General Clerk	\$ 19.19	\$ 13.88	\$ 153.54	\$ 111.08
14	Administrative Assistant I	\$ 28.89	\$ 20.88	\$ 231.10	\$ 167.03
15	Administrative Assistant II	\$ 32.95	\$ 23.85	\$ 263.58	\$ 190.80
16	Administrative Assistant III	\$ 38.32	\$ 27.70	\$ 306.59	\$ 221.60
17	Senior Meeting Planner	\$ 55.03	\$ 39.77	\$ 440.26	\$ 318.16
18	Meeting Planner	\$ 44.02	\$ 31.82	\$ 352.16	\$ 254.53
19	Meeting Assistant	\$ 41.28	\$ 29.83	\$ 330.21	\$ 238.62
20	Professional/Technical Expert I	\$ 57.10	\$ 41.33	\$ 456.78	\$ 330.61
21	Professional/Technical Expert II	\$ 69.29	\$ 50.15	\$ 554.29	\$ 401.23
22	Professional/Technical Expert III	\$ 81.21	\$ 58.70	\$ 649.65	\$ 469.62
23	Professional/Technical Expert IV	\$ 134.22	\$ 97.57	\$ 1,073.79	\$ 780.52
24	Professional/Technical Expert V	\$ 159.68	\$ 116.08	\$ 1,277.44	\$ 928.63
25	Professional/Technical Expert VI	\$ 193.72	\$ 140.82	\$ 1,549.80	\$ 1,126.54

GENERAL SERVICES ADMINISTRATION
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Position Number	Position Title	Hourly Rates (As of April 1, 2004)		Daily Rates (As of April 1, 2004)	
		KEVRIC Site	Client Site	KEVRIC Site	Client Site
1	Senior Project Manager	\$ 196.42	\$ 142.16	\$ 1,571.41	\$ 1,137.23
2	Project Manager	\$ 103.68	\$ 75.03	\$ 829.40	\$ 600.21
3	Subject Matter Expert	\$ 81.37	\$ 58.83	\$ 650.99	\$ 470.61
4	Senior Consulting Scientist	\$ 81.85	\$ 59.23	\$ 654.79	\$ 473.83
5	Consulting Scientist	\$ 73.10	\$ 52.85	\$ 584.84	\$ 422.80
6	Management Analyst/Consultant	\$ 79.95	\$ 61.58	\$ 639.60	\$ 492.67
7	Senior Facilitator	\$ 99.28	\$ 72.17	\$ 794.22	\$ 577.32
8	Facilitator	\$ 56.38	\$ 40.99	\$ 451.04	\$ 327.90
9	User Relations Specialist/Consultant	\$ 62.97	\$ 45.56	\$ 503.73	\$ 364.49
10	Information Specialist	\$ 65.72	\$ 47.50	\$ 525.79	\$ 380.01
11	Graphics Specialist	\$ 61.93	\$ 44.83	\$ 495.48	\$ 358.62
12	Writer/Editor	\$ 78.34	\$ 56.61	\$ 626.71	\$ 452.94
13	General Clerk	\$ 19.86	\$ 14.38	\$ 158.91	\$ 114.97
14	Administrative Assistant I	\$ 29.90	\$ 21.61	\$ 239.19	\$ 172.87
15	Administrative Assistant II	\$ 34.10	\$ 24.68	\$ 272.81	\$ 197.48
16	Administrative Assistant III	\$ 39.66	\$ 28.67	\$ 317.32	\$ 229.36
17	Senior Meeting Planner	\$ 56.96	\$ 41.16	\$ 455.67	\$ 329.30
18	Meeting Planner	\$ 45.56	\$ 32.93	\$ 364.49	\$ 263.47
19	Meeting Assistant	\$ 42.72	\$ 30.87	\$ 341.77	\$ 246.95
20	Professional/Technical Expert I	\$ 59.10	\$ 42.78	\$ 472.77	\$ 342.18
21	Professional/Technical Expert II	\$ 71.72	\$ 51.91	\$ 573.69	\$ 415.27
22	Professional/Technical Expert III	\$ 84.05	\$ 60.75	\$ 672.39	\$ 486.06
23	Professional/Technical Expert IV	\$ 138.92	\$ 100.98	\$ 1,111.37	\$ 807.84
24	Professional/Technical Expert V	\$ 165.27	\$ 120.14	\$ 1,322.15	\$ 961.13
25	Professional/Technical Expert VI	\$ 200.50	\$ 145.75	\$ 1,604.04	\$ 1,165.97

GSA Approved Rates

GENERAL SERVICES ADMINISTRATION
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Position Number	Position Title	Hourly Rates (As of April 1, 2005)		Daily Rates (As of April 1, 2005)	
		KEVRIC Site	Client Site	KEVRIC Site	Client Site
1	Senior Project Manager	\$ 203.30	\$ 147.13	\$ 1,626.41	\$ 1,177.04
2	Project Manager	\$ 107.30	\$ 77.65	\$ 858.43	\$ 621.21
3	Subject Matter Expert	\$ 84.22	\$ 60.89	\$ 673.78	\$ 487.09
4	Senior Consulting Scientist	\$ 84.71	\$ 61.31	\$ 677.71	\$ 490.42
5	Consulting Scientist	\$ 75.66	\$ 54.70	\$ 605.31	\$ 437.60
6	Management Analyst/Consultant	\$ 82.75	\$ 63.74	\$ 661.98	\$ 509.91
7	Senior Facilitator	\$ 102.75	\$ 74.70	\$ 822.02	\$ 597.53
8	Facilitator	\$ 58.35	\$ 42.42	\$ 466.83	\$ 339.37
9	User Relations Specialist/Consultant	\$ 65.17	\$ 47.16	\$ 521.37	\$ 377.24
10	Information Specialist	\$ 68.02	\$ 49.16	\$ 544.19	\$ 393.31
11	Graphics Specialist	\$ 64.10	\$ 46.39	\$ 512.82	\$ 371.17
12	Writer/Editor	\$ 81.08	\$ 58.60	\$ 648.65	\$ 468.79
13	General Clerk	\$ 20.56	\$ 14.88	\$ 164.48	\$ 118.99
14	Administrative Assistant I	\$ 30.95	\$ 22.37	\$ 247.56	\$ 178.92
15	Administrative Assistant II	\$ 35.30	\$ 25.55	\$ 282.40	\$ 204.39
16	Administrative Assistant III	\$ 41.05	\$ 29.67	\$ 328.43	\$ 237.38
17	Senior Meeting Planner	\$ 58.95	\$ 42.60	\$ 471.61	\$ 340.82
18	Meeting Planner	\$ 47.16	\$ 34.09	\$ 377.28	\$ 272.69
19	Meeting Assistant	\$ 44.22	\$ 31.95	\$ 353.73	\$ 255.59
20	Professional/Technical Expert I	\$ 61.17	\$ 44.27	\$ 489.31	\$ 354.16
21	Professional/Technical Expert II	\$ 74.23	\$ 53.72	\$ 593.77	\$ 429.81
22	Professional/Technical Expert III	\$ 86.99	\$ 62.88	\$ 695.92	\$ 503.07
23	Professional/Technical Expert IV	\$ 143.78	\$ 104.52	\$ 1,150.27	\$ 836.11
24	Professional/Technical Expert V	\$ 171.05	\$ 124.35	\$ 1,368.43	\$ 994.77
25	Professional/Technical Expert VI	\$ 207.52	\$ 150.85	\$ 1,660.18	\$ 1,206.78

GSA Approved Rates

GENERAL SERVICES ADMINISTRATION
 Federal Supply Schedule GS-10F-0071J
 Modification to GS-10F-0071J



Position Number	Position Title	Hourly Rates (As of April 1, 2006)		Daily Rates (As of April 1, 2006)	
		KEVRIC Site	Client Site	KEVRIC Site	Client Site
1	Senior Project Manager	\$ 210.41	\$ 152.28	\$ 1,683.33	\$ 1,218.23
2	Project Manager	\$ 111.06	\$ 80.37	\$ 888.47	\$ 642.96
3	Subject Matter Expert	\$ 87.17	\$ 63.02	\$ 697.36	\$ 504.13
4	Senior Consulting Scientist	\$ 87.68	\$ 63.45	\$ 701.43	\$ 507.58
5	Consulting Scientist	\$ 78.31	\$ 56.61	\$ 626.49	\$ 452.91
6	Management Analyst/Consultant	\$ 85.65	\$ 65.97	\$ 685.15	\$ 527.76
7	Senior Facilitator	\$ 106.35	\$ 77.31	\$ 850.79	\$ 618.44
8	Facilitator	\$ 60.39	\$ 43.91	\$ 483.17	\$ 351.25
9	User Relations Specialist/Consultant	\$ 67.45	\$ 48.81	\$ 539.61	\$ 390.45
10	Information Specialist	\$ 70.40	\$ 50.88	\$ 563.24	\$ 407.08
11	Graphics Specialist	\$ 66.35	\$ 48.02	\$ 530.77	\$ 384.16
12	Writer/Editor	\$ 83.92	\$ 60.65	\$ 671.35	\$ 485.20
13	General Clerk	\$ 21.28	\$ 15.40	\$ 170.23	\$ 123.16
14	Administrative Assistant I	\$ 32.03	\$ 23.15	\$ 256.22	\$ 185.18
15	Administrative Assistant II	\$ 36.53	\$ 26.44	\$ 292.24	\$ 211.54
16	Administrative Assistant III	\$ 42.49	\$ 30.71	\$ 339.92	\$ 245.69
17	Senior Meeting Planner	\$ 61.01	\$ 44.09	\$ 488.12	\$ 352.75
18	Meeting Planner	\$ 48.81	\$ 35.28	\$ 390.45	\$ 282.24
19	Meeting Assistant	\$ 45.77	\$ 33.07	\$ 366.11	\$ 264.54
20	Professional/Technical Expert I	\$ 63.31	\$ 45.82	\$ 506.44	\$ 366.55
21	Professional/Technical Expert II	\$ 76.82	\$ 55.60	\$ 614.55	\$ 444.85
22	Professional/Technical Expert III	\$ 90.04	\$ 65.08	\$ 720.28	\$ 520.68
23	Professional/Technical Expert IV	\$ 148.81	\$ 108.18	\$ 1,190.53	\$ 865.38
24	Professional/Technical Expert V	\$ 177.04	\$ 128.70	\$ 1,416.32	\$ 1,029.59
25	Professional/Technical Expert VI	\$ 214.78	\$ 156.13	\$ 1,718.29	\$ 1,249.02

GSA Approved Rates

GENERAL SERVICES ADMINISTRATION
 Federal Supply Schedule GS-10F-0071J
 Modification to GS-10F-0071J



Position Number	Position Title	Hourly Rates (As of April 1, 2007)		Daily Rates (As of April 1, 2007)	
		KEVRIC Site	Client Site	KEVRIC Site	Client Site
1	Senior Project Manager	\$ 217.78	\$ 157.61	\$ 1,742.25	\$ 1,260.88
2	Project Manager	\$ 114.95	\$ 83.18	\$ 919.57	\$ 665.46
3	Subject Matter Expert	\$ 90.22	\$ 65.23	\$ 721.77	\$ 521.78
4	Senior Consulting Scientist	\$ 90.75	\$ 65.67	\$ 725.98	\$ 525.35
5	Consulting Scientist	\$ 81.05	\$ 58.59	\$ 648.42	\$ 468.76
6	Management Analyst/Consultant	\$ 88.65	\$ 68.28	\$ 709.13	\$ 546.23
7	Senior Facilitator	\$ 110.07	\$ 80.02	\$ 880.56	\$ 640.09
8	Facilitator	\$ 62.51	\$ 45.44	\$ 500.08	\$ 363.55
9	User Relations Specialist/Consultant	\$ 69.82	\$ 50.51	\$ 558.50	\$ 404.11
10	Information Specialist	\$ 72.87	\$ 52.66	\$ 582.95	\$ 421.32
11	Graphics Specialist	\$ 68.67	\$ 49.70	\$ 549.34	\$ 397.61
12	Writer/Editor	\$ 86.86	\$ 62.77	\$ 694.85	\$ 502.18
13	General Clerk	\$ 22.02	\$ 15.94	\$ 176.19	\$ 127.47
14	Administrative Assistant I	\$ 33.15	\$ 23.96	\$ 265.19	\$ 191.66
15	Administrative Assistant II	\$ 37.81	\$ 27.37	\$ 302.46	\$ 218.95
16	Administrative Assistant III	\$ 43.97	\$ 31.79	\$ 351.82	\$ 254.29
17	Senior Meeting Planner	\$ 63.15	\$ 45.64	\$ 505.21	\$ 365.10
18	Meeting Planner	\$ 50.51	\$ 36.51	\$ 404.11	\$ 292.11
19	Meeting Assistant	\$ 47.37	\$ 34.23	\$ 378.92	\$ 273.80
20	Professional/Technical Expert I	\$ 65.52	\$ 47.43	\$ 524.17	\$ 379.38
21	Professional/Technical Expert II	\$ 79.51	\$ 57.55	\$ 636.06	\$ 460.42
22	Professional/Technical Expert III	\$ 93.19	\$ 67.36	\$ 745.49	\$ 538.90
23	Professional/Technical Expert IV	\$ 154.02	\$ 111.96	\$ 1,232.20	\$ 895.66
24	Professional/Technical Expert V	\$ 183.24	\$ 133.20	\$ 1,465.89	\$ 1,065.62
25	Professional/Technical Expert VI	\$ 222.30	\$ 161.59	\$ 1,778.43	\$ 1,292.73

GSA Approved Rates

GENERAL SERVICES ADMINISTRATION
 Federal Supply Schedule GS-10F-0071J
 Modification to GS-10F-0071J



Position Number	Position Title	Hourly Rates (As of April 1, 2008)		Daily Rates (As of April 1, 2008)	
		KEVRIC Site	Client Site	KEVRIC Site	Client Site
1	Senior Project Manager	\$ 225.40	\$ 163.13	\$ 1,803.23	\$ 1,304.99
2	Project Manager	\$ 118.97	\$ 86.10	\$ 951.75	\$ 688.75
3	Subject Matter Expert	\$ 93.38	\$ 67.51	\$ 747.03	\$ 540.04
4	Senior Consulting Scientist	\$ 93.92	\$ 67.97	\$ 751.39	\$ 543.73
5	Consulting Scientist	\$ 83.89	\$ 60.64	\$ 671.11	\$ 485.17
6	Management Analyst/Consultant	\$ 91.75	\$ 70.67	\$ 733.95	\$ 565.35
7	Senior Facilitator	\$ 113.92	\$ 82.82	\$ 911.38	\$ 662.49
8	Facilitator	\$ 64.69	\$ 47.03	\$ 517.58	\$ 376.27
9	User Relations Specialist/Consultant	\$ 72.26	\$ 52.28	\$ 578.05	\$ 418.26
10	Information Specialist	\$ 75.42	\$ 54.50	\$ 603.36	\$ 436.07
11	Graphics Specialist	\$ 71.07	\$ 51.44	\$ 568.57	\$ 411.52
12	Writer/Editor	\$ 89.90	\$ 64.97	\$ 719.17	\$ 519.76
13	General Clerk	\$ 22.79	\$ 16.50	\$ 182.36	\$ 131.93
14	Administrative Assistant I	\$ 34.31	\$ 24.80	\$ 274.47	\$ 198.37
15	Administrative Assistant II	\$ 39.13	\$ 28.33	\$ 313.05	\$ 226.61
16	Administrative Assistant III	\$ 45.51	\$ 32.90	\$ 364.13	\$ 263.19
17	Senior Meeting Planner	\$ 65.36	\$ 47.23	\$ 522.89	\$ 377.87
18	Meeting Planner	\$ 52.28	\$ 37.79	\$ 418.26	\$ 302.34
19	Meeting Assistant	\$ 49.03	\$ 35.43	\$ 392.19	\$ 283.38
20	Professional/Technical Expert I	\$ 67.82	\$ 49.09	\$ 542.51	\$ 392.66
21	Professional/Technical Expert II	\$ 82.29	\$ 59.56	\$ 658.32	\$ 476.54
22	Professional/Technical Expert III	\$ 96.45	\$ 69.72	\$ 771.58	\$ 557.76
23	Professional/Technical Expert IV	\$ 159.41	\$ 115.88	\$ 1,275.33	\$ 927.01
24	Professional/Technical Expert V	\$ 189.65	\$ 137.87	\$ 1,517.20	\$ 1,102.92
25	Professional/Technical Expert VI	\$ 230.08	\$ 167.25	\$ 1,840.68	\$ 1,337.98

GSA Approved Rates

**THE KEVRIC GSA MOBIS
POSITION DESCRIPTION CATALOG**

Senior Project Manager

Provides management and technical direction to program managers or other program or project personnel. Regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual technical, administrative, and managerial problems. Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel. Ultimately responsible for project planning, execution, and performance. Serves as KEVRIC counterpart to Government Senior Project Manager. Demonstrates extensive subject matter expertise and communication skills to interface with all levels of management.

Plans, directs, coordinates, and controls technical and administrative activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Supervises program managers in accomplishing their assigned tasks. Reviews and maintains the quality of work performed on the project. Makes administrative judgments and provides advice on resolving problems. Coordinates project activities with activities of government regulatory or other governmental agencies.

REQUIRED EXPERIENCE

Minimum five (5) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Project Manager

Responsible for all aspects of project performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority. Directs the completion of tasks within estimated time frames and budget constraints.

Plans, directs, coordinates, and controls administrative and technical activities for an entire program. Supervises staff in accomplishing assigned duties. Reviews and maintains the quality of work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Prepares project reports for management, client, or others.

REQUIRED EXPERIENCE

Minimum two (2) years of experience including supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, contract and subcontract management, and personnel management and supervision.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Subject Matter Expert

Develops requirements from a project's inception to conclusion in a subject matter area, for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

REQUIRED EXPERIENCE

Minimum four (4) years experience in specified subject matter, including two (2) years of combined experience directly related to the required area of expertise.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Senior Consulting Scientist

Conducts research, analysis, synthesis, and experimentation, for such purposes as product and process development and application, quantitative analysis, and improvement of analytical methodologies.

Devises new equipment, and develops formulas, processes, and methods for solution of technical problems. Confers with scientists and engineers regarding research and prepares technical papers and reports. Prepares standards and specification for processes, facilities, products and tests.

Analyzes project requirements and evaluates problems of flow, organization, and planning. Develops appropriate corrective action. Assists in development of specialized systems and procedures. Participates at all levels of project analysis design and implementation. Engages in frequent contact with clients and works with scientific, technical and nontechnical sources.

REQUIRED EXPERIENCE

Minimum three (3) years of experience in a scientific, research or academic environment.

MINIMUM EDUCATION

Ph.D. or M.D. degree or equivalent experience in scientific/biomedical field. M.A./M.S. may be acceptable with eight (8) years of additional experience.

Consulting Scientist

Conducts studies or analysis in the fields of physics, biology, chemistry, medicine, nursing, or related areas. Capable of working with complex management or computer systems to refine the information therein. **Produces final reports.**

REQUIRED EXPERIENCE

Minimum one (1) year of experience in a scientific, research or academic environment.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Management Analyst/Consultant

Provides management and policy analysis support, and assists in or independently performs analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions. Provides options for developing organizational and procedural strategies for implementing new programs/business functions. Develops new or improved mechanisms to support interaction with external organizations. Identifies needs for inter-office coordination and designs ways to meet these needs.

Develops strategic and implementation plans and other mission-critical agency documents using knowledge of specific agency mission and goals. Performs independent research on specific agency requirements, communications and management information systems planning requirements and other efforts using strong oral and written communication skills. Evaluates Federal government plans, policies, organization, and implementation. Supplies knowledge of systems management from a business viewpoint, including staffing, budgeting, costing, process improvement, and acquisitions.

Financial management duties can include the preparation of monthly profit and loss presentations, budgeting and forecasting, EAC's, profitability analysis, task order proposal pricing, and various internal financial reports.

REQUIRED EXPERIENCE

Minimum two (2) years of experience with a fully functional knowledge of applicable industry standards and specific agency requirements.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Senior Facilitator

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

Supports technical training and documentation for various subject matter in both a classroom environment and a one-on-one/small group setup. Organizes or conducts the necessary research to develop and revise training courses. Prepares appropriate training catalogs. May also prepare instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, and seminars.

REQUIRED EXPERIENCE

Minimum one (1) year of facilitator experience with a fully functional knowledge of applicable industry standard applications and, if required, subject matter expertise.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Facilitator

Provides structure and ensures progression of working groups and teams by maintaining focus and avoiding unnecessary digression. Works closely with group members to enhance team building, communication, interpersonal relations, meetings, and decision-making. Provides support for task teams involved in quality and process improvement projects.

REQUIRED EXPERIENCE

Minimum six (6) months of facilitator experience with a fully functional knowledge of applicable industry standard applications and, if required, subject matter expertise.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

User Relations Specialist/Consultant

Facilitates the exchange of information and data to meet customer needs and expectations. Attends meetings when needed to provide support for clients. Also provides information and resource materials for client projects, including regulations, chemical information, journal articles, and government documents.

REQUIRED EXPERIENCE

Minimum two (2) years of applicable experience in similar client environment. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

MINIMUM EDUCATION

A.A./A.S. degree. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

Information Specialist

Provides user services support for database access and submissions. Provides computer information search and retrieval for client staff. Capable of supervising and training support staff. Familiar with service desk procedures. Provides resource materials and literature searches for a wide variety of projects. Conducts research and production of bibliographies for clients and users. Responsible for deciding which sources to consult, how search strategies would be formulated, and for reviewing retrieved material for inclusion bibliographies.

Performs all necessary functions for support of client libraries, including collection development and acquisitions; searching databases, the Web, and other electronic sources; answering reference questions; organizing and publicizing new acquisitions to employees.

REQUIRED EXPERIENCE

Minimum one (1) year experience in library systems and procedures. Familiar with web-based search engines.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Graphics Specialist

Uses advanced desktop publishing, page layout, and/or typesetting software to design and develop high quality textual and graphic compositions to communicate complex technical information. Provides computer-based graphic art utilizing a variety of commercial-off-the-shelf software applications to edit and create original artwork and other documents such as certificates, publication, charts, posters, forms, labels, brochures, meeting and conference handouts, slides, posters, and other presentation aids and exhibits. Also maintains basic skills and working knowledge of Web development programming tools, including HTML. Develops a system for scheduling and tracking requests for graphics/artwork to insure timely and efficient completion of all work products.

To provide graphical user interface design, offers specialized expertise in the design and layout of graphical user interfaces particularly screen layouts and functionality for client-server applications (e.g. Microsoft Windows presentation screens). Conducts studies, testing and evaluation of screen prototypes for functionality, ease of use, efficiency, and accuracy.

REQUIRED EXPERIENCE

Minimum one (1) year experience in graphic arts and design using computer-based applications.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience. Course work and training in college, trade school, vocational school, or military.

Writer/Editor

Develops, writes, and edits materials for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications in print or electronic media. Assists in collecting and organizing information for preparation of client products. Supports documentation activities such as writing, editing, proofreading, production of technical documents, on-line help, and other interactive documentation. Engages in frequent interdepartmental contact and acts as liaison between customers and technical staff.

Observes production, developmental, and experimental activities to determine operating procedure and detail. Familiar with current product technologies and production methods. Prepares or arranges for preparation of index. Provides documentation in presentation-ready quality output using advanced word processing or desk top publishing software.

REQUIRED EXPERIENCE

Minimum three (3) years of experience with one (1) year experience in writing/editing.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

General Clerk

Performs a combination of clerical tasks to support office, business, or administrative operations, such as: maintaining records; receiving, preparing, or verifying documents; searching for and compiling information and data; and responding to routine requests with standard answers (by phone, in person, or by correspondence).

SPECIALIZED EXPERIENCE

No prior experience necessary, if education and skill levels are adequate.

EDUCATION

High School diploma, GED, or equivalent experience.

Administrative Assistant I

Performs administrative assignments requiring the ability to follow directions and procedures. Proofreads for error and proper format. Other duties include reviewing materials to be typed, answering telephones, taking messages, and making copies. May also perform receptionist duties as required. May also provide aspects of meeting planning support (i.e. the production of confirmation letters; charts and tables; name badges, table tents, etc.).

REQUIRED EXPERIENCE

Minimum six (6) months experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). B.A. with requisite word processing skills may be substituted for experience.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience in a related field.

Administrative Assistant II

Responsible for the effective administration of the business operations for an office or department. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. May assign and supervise the work of support personnel. For conference and meeting support, may also select and schedule sites for courses; arrange travel and hotel accommodations; confirm all logistics; process applications, prepare letters of confirmation; develop charts and tables; prepare name badges, table tents, etc. for participants; implement event evaluation procedures; and complete documentation of participant attendance.

REQUIRED EXPERIENCE

Minimum three (3) years experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word). Familiar with database and spreadsheet packages (i.e. Lotus 123 and MS Excel). B.A. and mastery of software can be substituted for two (2) years of experience.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience in a related field.

Administrative Assistant III

Responsible for the effective administration of the business operations for a office, department, or division. Assures that acceptable administrative services are provided to the client within budget, on schedule and with a minimum of disruption. Assist in the preparation of budgets. Carries out recurring office procedures independently. Reviews outgoing materials and correspondence for internal consistency and conformance with office procedures; assures that proper clearances have been obtained. Composes correspondence requiring some technical understanding. May assign and supervise the work of support personnel.

REQUIRED EXPERIENCE

Minimum five (5) years experience with thorough knowledge of most commonly used word processing packages (i.e. WordPerfect and MS Word) and with database and spreadsheet packages (i.e. Lotus 123 and MS Excel). B.A. and mastery of software can be substituted for two (2) years of experience.

MINIMUM EDUCATION

A.A./A.S. degree in related field. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

Senior Meeting Planner

Responsible for providing management oversight and planning of pre, on-site, and post meeting/conference activities; budgeting; delegation of conference tasks to staff; and negotiating and contracting with hotels and vendor for related services. Ensuring that the objectives of each task are met according to applicable regulations and standards and within the proposed cost and time frame. Responsible for liaison with client senior staff.

REQUIRED EXPERIENCE

Minimum five (5) years of applicable experience which includes at least three (3) years of meeting/conference/exhibit experience and one (1) year of supervisory or management experience. Specific experience areas include requirements definition, work planning, control of budget, schedule, and task execution, and personnel management and supervision.

MINIMUM EDUCATION

A.A./A.S. degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

Meeting Planner

Supports planning and implementation of meetings, training programs, and trade show activity by: reviewing content and format of instructors materials; selecting and scheduling sites for courses/events; arranging travel for participants and staff; arranging hotel accommodations; organizing required catering services and room and communication equipment setup; confirming logistics; processing registrations, preparing letters of confirmation; implementing event evaluation procedures; and completing documentation of participant attendance.

REQUIRED EXPERIENCE

Minimum three (3) years of applicable experience which includes at least one (1) year of meeting/conference/exhibit experience. Specific experience areas include requirements definition, work planning, scheduling, and task execution.

MINIMUM EDUCATION

A.A./A.S. degree or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. four (4) years experience is equivalent to an Associate's degree.)

Meeting Assistant

Acts as support personnel for meeting activities. Duties may include such activities as: preparing and shipping event materials; on site assistance at events; processing registrations, preparing letters of confirmation; developing charts and tables; preparing name badges, tents, certificates, etc. for speakers, presenters and participants; duplicating and distributing event materials; setting up conference meeting rooms; implementing meeting evaluation procedures; and aiding in the completion of documentation of participant attendance.

REQUIRED EXPERIENCE

Minimum one (1) year of applicable experience.

MINIMUM EDUCATION

High School diploma, GED, or equivalent experience.

Professional/Technical Expert

Develops requirements from a project's inception to conclusion for simple to moderately complex programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions.

REQUIRED EXPERIENCE

Minimum two (2) years experience in specified subject matter, including one (1) year of combined experience directly related to the required area of expertise.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Professional/Technical II

Develops requirements from a project's inception to conclusion for moderately complex and advanced programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of client-specific, system-specific, or mission-critical programs.

REQUIRED EXPERIENCE

Minimum three (3) years experience in specified subject matter, including two (2) years of combined experience directly related to the required area of expertise.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Professional/Technical III

Develops requirements from a project's inception to conclusion for moderately complex and advanced programs. Provides analysis, evaluation and recommendations for improvements, optimization, development, and/or maintenance efforts for client-specific or mission-critical proficiencies. Consults with client to define need or problem, conducts studies and surveys to obtain data, and analyzes data to advise on or recommend solutions. Coordinates and manages the preparation of analysis, evaluations, and recommendations for proper implementation of client-specific, system-specific, or mission-critical programs.

REQUIRED EXPERIENCE

Minimum four (4) years experience in specified subject matter, including two (2) years of experience directly related to the required area of expertise.

MINIMUM EDUCATION

B.S./B.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. eight (8) years experience is equivalent to a Bachelor's degree).

Professional/Technical Expert IV

Define problems and analyze and develop plans and requirements for simple to moderately complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. Provides expertise to the client to bringing best practices from prior work to be utilized in solving the clients problems.

REQUIRED EXPERIENCE

Minimum four (4) years experience in specified subject matter, including one (1) year of experience directly related to the required area of expertise.

MINIMUM EDUCATION

M.S./M.A. or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. a B.A./B.S. plus four (4) years experience is equivalent to a Master's degree).

Professional/Technical Expert V

Define the problems and analyze and develop plans and requirements for moderately complex to complex systems. Ability to coordinate and manage the preparation of analysis, evaluations, and recommendations for proper implementation of programs and systems specifications in the areas of risk management; life-cycle management; policy development, methodologies, and modeling, and simulation in the functional area being addressed. Provides expertise to the client to bringing best practices from prior work/research to be utilized in solving the clients problems.

REQUIRED EXPERIENCE

Minimum three (3) years experience in specified subject matter, including two (2) years of combined experience directly related to the required area of expertise.

MINIMUM EDUCATION

Ph.D., M.D., J.D., or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. a Masters degree plus 8 years experience is equivalent to a Ph.D., M.D., or J.D.).

Professional/Technical Expert VI

Provide managerial, and administrative direction for problem definition, analysis, requirements development and implementation for complex to extremely complex systems in the subject matter area. Ability to make recommendations and advise on system-wide improvements, risk management; automation, modeling and simulation, optimization and maintenance efforts in the functional area being addressed. Ability to provide technical demonstration of concepts utilizing various proof-of-concept methodologies. Provides expertise to the client to bringing best practices from prior work/research to be utilized in solving the clients problems.

REQUIRED EXPERIENCE

Minimum four (4) years experience in specified subject matter, including two (2) years of combined experience directly related to the required area of expertise.

MINIMUM EDUCATION

Ph.D., M.D., J.D., or equivalent experience. Two (2) years experience is equivalent to one (1) year of education (i.e. a Masters degree plus 8 years experience is equivalent to a Ph.D., M.D., or J.D.).

**The KEVRIC Company, Inc.
Capabilities Statement
in
Management, Organizational, and
Business Improvement Services (MOBIS)**

GSA Multiple Award Schedule (MAS) Federal Supply Group 874
Contract Number GS-10F-0071J
Contract Period: April 1, 2004 through March 31, 2009
Special Item Numbers: 874-1 Consulting Services and 874-2 Facilitation
Services



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Contents

Corporate Overview	1
Consulting Services	2
Facilitation Services.....	2
Related Support Services	3
Communications and Publications Support.....	3
Library and Information Resource Support.....	4
Program Development and Evaluation	4
Education and Training.....	4
Conference and Meeting Management	6
Summary	7
Representative Clients	8

The KEVRIC Company, Inc.

Corporate Overview

The KEVRIC Company, Inc. (KEVRIC), was founded in 1981 to provide management and technical support services to private and public sector clients.

KEVRIC is headquartered in Silver Spring, Maryland, and maintains branch offices in Atlanta, Georgia; Durham, North Carolina; and San Antonio, Texas along with satellite offices in Colorado, Florida, and Rhode Island. Today, KEVRIC employs approximately 150 employees and has a proven track record for providing comprehensive, interdisciplinary services to government, institutional, and corporate clients. Our staff service a variety of government and private clients both on and off-site.

KEVRIC is a fiscally sound business, holding the highest possible credit rating from national corporate rating agencies. Our Dun and Bradstreet number is 17-529-1061.

KEVRIC's Management, Organizational, and Business Improvement Services are provided by our diverse, interdisciplinary, professional staff; which includes:

Analysts and statisticians	Biological and physical scientists
Management and training professionals	Economists
Medical professionals	Engineers
Meeting planners	Information technology specialists
Publications experts	Librarians/technical information specialists

KEVRIC has a proven track record and a high level of expertise in management services that apply to our approved Special Item Numbers (SINs): **Consultation** and **Facilitation**. Under the GSA Schedule for Management, Organizational, and Business Improvement Services (MOBIS), KEVRIC provides management consulting support to a variety of government agencies and private companies to improve performance, quality, timeliness, and efficiency.

KEVRIC is fully equipped to provide automated support to all projects. Our in-house computer technology is state-of-the-art and is continuously updated to meet client needs and improve our ability to manage projects efficiently. KEVRIC also maintains a management and technical library consisting of periodicals, directories, reports, and other publications that contain the latest information on subject-matter-specific law, regulations, and policy. These are supplemented by an array of available online database services.

Consulting Services

KEVRIC furnishes expert advice, assistance, counseling, and guidance in support of mission-critical agency requirements. Examples of consultation services we provide to clients are:

- Alternative courses of action analysis
- Analysis and redesign of business processes
- Development and application of innovative management strategies
- Execution of organizational change
- Management and policy analysis support
- Conference and meeting planning
- Organizational performance support
- Performance of program assessments
- Quality Management
- Team training exercises
- Technical research

Facilitation Services

KEVRIC provides decision support services to assist with group dynamics to effect better group functionality. We assist in defining and refining agenda and issues, identifying problem-solving techniques, resolving disputes, recording proceedings, and focusing on outcomes and creative decision making.

KEVRIC provides personnel trained as both facilitators and technographers to support the following group and meeting facilitation activities:

- Creation of open communications
- Promotion of interaction among participants
- Execution of meeting support software
- Completion and analysis of evaluation surveys
- Report generation

Related Support Services

Communications and Publications Support

The combined expertise of KEVRIC's communications and publications staff ensures the delivery of communications products of the highest quality, both in content and in presentation. Our staff include management, and information systems, health, and environmental writers and editors; graphic artists; desktop publishing specialists; and other publications professionals. In addition, KEVRIC's corporate emphasis on building a multicultural staff provides a high degree of understanding and sensitivity to social marketing issues and the needs of underserved populations.

KEVRIC's expertise in communications planning and social marketing extends to market research; audience identification; message development and testing; campaign strategizing, planning, and implementation; and message dissemination and evaluation. KEVRIC has developed communications materials targeted to diverse audiences. For example, KEVRIC has supported a number of projects for the Office on Women's Health, such as writing and disseminating fact sheets on a broad range of women's health issues for governmental, professional, academic, community, and consumer audiences. Our approach emphasizes the design and selection of appropriate pretests during the process of materials development. These initial assessments may take the form of focus groups, field interviews, surveys, or questionnaires.

KEVRIC's publications support services include research, writing, substantive and copy editing (on hard copy or online), proofreading, reference verification, and publications planning and management. In addition, we provide a wide range of graphic services, including conceptual design and layouts, figure and table preparation, photography, production, desktop publishing, and all other elements of preparing publications for printing. Using desktop-publishing software such as QuarkXPress and PageMaker, our desktop publishing specialists create final, camera-ready copy in the specified format. One example of our publications capabilities is an ongoing project to oversee the writing, editing, design, and production of the Surgeon General's Report on Oral Health, now being managed by KEVRIC staff for the National Institute of Dental and Craniofacial Research.

Our project experience covers a wide range of materials, both print and nonprint, including the following:

Presentation materials	Scientific reports
Technical documentation	Brochures
Web sites	Fact sheets
Interactive technology	Newsletters
Online services	Journal articles

Library and Information Resource Support

KEVRIC provides a full range of library and information resource services. KEVRIC's staff of information specialists excel at putting their knowledge into practice. Our staff include subject-matter specialists with advanced degrees and technical information specialists (librarians) with backgrounds in humanities and the social and life sciences. Our in-house capabilities include customized search strategies; broad-based, online database and Web search and data retrieval; and document retrieval.

Program Development and Evaluation

KEVRIC's staff bring a strong and diverse experience base to provide support for our clients' program development and evaluation needs. KEVRIC project managers ensure satisfaction by emphasizing client interaction and evaluation at critical project phases. Our staff recognize there is no "one size fits all" approach and seeks to understand each client's unique needs and objectives. KEVRIC's staff will design programs to support both development and evaluation or will act as independent evaluators of existing program development efforts. Our staff have developed and successfully applied a variety of program evaluation techniques, using both formative and summative methods. KEVRIC's subject-matter experts provide technical oversight in their areas of expertise. These staff members provide analysis, evaluation, and recommendations. They also maximize the development efforts for client-specific requirements. Staff procedures dictate consultation with clients to define need or potential problems, construction of studies and surveys to obtain data, and analysis of data to recommend solutions. KEVRIC is experienced at eliciting information to determine client needs. We understand how to accommodate every client's needs in regard to technical competence, information preferences, and service requirements.

Education and Training

KEVRIC has supported the Agency for Toxic Substances and Disease Registry (ATSDR), Division of Health Education, by providing technical recommendations and guidance to ATSDR's public health network partners (i.e., state and local health organizations) on continuing medical education and credits in environmental health.

KEVRIC provided comprehensive services to the National Center for Health Statistics, Applied Statistics Training Institute, in support of its program to train state and local public health professionals in public health statistical methods.

For the Federal Emergency Management Agency (FEMA), KEVRIC created a complete training program for the FEMA to support the Integrated Financial Management Information System (IFMIS). KEVRIC completed all IFMIS course design and development phases, including creation of the plan of instruction, the instructor's guide, and evaluation instruments for the four-and-a-half day course.

This project featured education course development; integrated, electronic, classroom instruction; educational testing; course/instructor evaluation; and design, writing, formatting, and production of over 300 pages of educational training materials.

In addition, KEVRIC manages and operates a computer laboratory for the FEMA Emergency Management Institute (EMI) programs, which is designed to deliver emergency management training for on-site and home-study programs. The laboratory supports EMI's curriculum and the FEMA program office's special training activities.

KEVRIC has the resources to write technical training manuals and design courses for both agency- specific and off-the-shelf software. Our staff of information management specialists, information technology professionals, technical editors, and health and environmental specialists provide the knowledge base necessary for developing quality, instructional materials and courses.

KEVRIC is also on the forefront of exploring the use of current and emerging interactive technology in health communications and education programs. Our staff developed a plan for an Occupational Health and Safety Learning Center (OHSLC), to be housed at the NIOSH research facilities in Morgantown, West Virginia. The purpose of the proposed learning center is to communicate occupational health and safety messages to adolescents using a variety of "edutainment" media, such as immersion virtual reality, game format, and the Internet.

Conference and Meeting Management

KEVRIC offers a full spectrum of conference, meeting, and exhibit planning services. Our team of planning professionals work on the clients' behalf to reduce overall meeting costs and to complete the details of producing a high-quality meeting. KEVRIC is committed to the total success of the event, allowing clients to focus their resources on content. Our professional staff have experience in managing and promoting meetings, conferences, instructional classes, and trade shows. Whether the event is large or small, corporate or nonprofit, local or national in scope, we provide complete coordination of every element to produce a successful event.

Representative conferences and events planned and coordinated by KEVRIC include:

- National Institutes of Health Gender and Pain Conference
- Oral Infectious Diseases and Adverse Pregnancy Outcomes Workshop - National Institute of Dental and Craniofacial Research
- National Center for Health Statistics/Applied Statistics Training Institute Conference on Healthy People 2000 - Centers for Disease Control and Prevention
- Chapter 1 National Recognition Program - U.S. Department of Education
- Surgeon General's Report on Oral Health
- "About Faces" Exhibition at the Smithsonian Institution for the National Institute of Dental Research
- Advisory Committee Meetings - U.S. Department of Transportation/ Research and Special Programs Administration
- GroupSystems® Facilitation and Management - Federal Emergency Management Agency
- Implications for Preterm Delivery Prevention - Centers for Disease Control and Prevention

Summary

The KEVRIC Company, Inc. is dedicated to the delivery of quality management services to our clients. Our multidisciplinary experts ensure innovative services and timely, efficient, and cost-effective project planning, implementation, and delivery.

KEVRIC offers a proven track record of successful client support and a full range of expertise related to management support requirements. Our service-oriented approach consists of three main components to ensure the best value to our clients:

Build a personal relationship of trust and respect for the client

Assign the most qualified employees to serve the client

Maintain a center of excellence that combines staff expertise and information resources to preserve intellectual knowledge

KEVRIC stands ready to provide clients with the Management, Organizational, and Business Improvement Services and solutions that can best meet their needs. Please contact us for additional information and further details on how to secure our services under this user-friendly contract vehicle.

Representative Clients

Agency for Toxic Substances and Disease Registry
Allied Technology, Inc.
Booz-Allen and Hamilton
Centers for Disease Control and prevention
Centers for Disease Control – Office of Biotechnology Activities
Computer Sciences Corporation
Federal Emergency Management Agency
Food and Drug Administration
Foster Wheeler Environmental Corporation
Howard University, Washington, DC
Lockheed Martin Energy Systems
Maryland National Capital Park and Planning Commission
Montgomery County, Maryland
Morrison Knudsen Corporation
National Aeronautics and Space Administration
National Cancer Institute
National Cancer Institute – Center for BioInformatics
National Center for Health Statistics
National Institute on Dental and Craniofacial Research
National institute of Mental Health
National Library of Medicine
National Science Foundation
Peter Kiewit Sons’ Inc.
Research Triangle Institute
Roy F. Weston
Science Applications International Corp (SAIC)
TRW Systems and Information Technology Group
U.S. Air Force
U.S. Army
U.S. Army Corps of Engineers
U.S. Department of Agriculture
U.S. Department of Defense
U.S. Department of Energy
U.S. Department of Health and Human Services
U.S. Department of Transportation
U.S. Department of the Treasury
U.S. Coast Guard
U.S. Environmental Protection Agency
U.S. Navy
U.S. Nuclear Regulatory Commission
Washington Suburban Sanitary Commission