

SKYLINE

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**CONSOLIDATED GSA SCHEDULE FOR
MISSION ORIENTED BUSINESS INTEGRATED SERVICES**

**SIN C874-1 & C874-7
(Other Professional Services)
SIN C874-1RC & C874-7RC – Disaster Recovery Purchasing**

**CONTRACT NUMBER:
GS-00F-0001U**

**PERIOD COVERED BY CONTRACT:
June 5, 2011 – June 4, 2016
Includes Mod PO-0015 effective Sept 30, 2011**

**SKYLINE ULTD INC.
16333 South Great Oaks Drive
Suite 121
Round Rock, TX 78681-3661
Phone: (866) 671-9200; Fax: (703) 671-0400
Internet Address: <http://www.skyline-ultd.com>
Contract Administration: Carla Bourgeois
e-Mail: carla@skylinetech.com**

BUSINESS SIZE: Service Disabled, Veteran Owned

DUNS NUMBER: 039425777

**General Services Administration
Management Services Center Acquisition Division**

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 <http://www.fss.gsa.gov>. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>.

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Customer Information

1a. Awarded Special Item Numbers (SINs)

SIN C874-1 & SIN C874-7

1b. Identification of the Lowest Priced Model Number

Not applicable.

1c. Commercial Job Titles

These are provided in Section 2. They are valid for all SINs.

2. Maximum Order

\$1,000,000.

3. Minimum Order

\$300.

4. Geographic Coverage (delivery area)

Continental US, Alaska, Hawaii, and the District of Columbia.

5. Point of Production

Not applicable.

6. Discount from list prices or statement of net price

All prices shown are NET prices.

7. Quantity discounts

None.

8. Prompt Payment Terms

Net 30 Days.

9. Government Purchase Cards

Government Purchase Cards are accepted at or below the micro-purchase threshold.
Government Purchase Cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin)

None.

11a. Time of Delivery

The time of delivery is to be determined between the ordering agency and Skyline Ultd, Inc. on each purchase order.

11b. Expedited Delivery, Overnight and 2-day delivery, and Urgent Requirements

Skyline Ultd, Inc. will do its best to accommodate all ordering agency requests.

12. F.O.B. Points

Not applicable.

13a. Ordering Addresses

Skyline ULTD, Inc.
16333 S. Great Oaks Drive
Suite 121
Round Rock, Texas 78681
Phone: (866) 671-9200
Fax: (703) 671-0400

Skyline ULTD, Inc.
427 North Lee Street
Alexandria, VA 22314
Phone: (866) 671-9200
Fax: (703) 671-0400

13b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address

Skyline ULTD, Inc.
16333 S. Great Oaks Drive
Suite 121
Round Rock, Texas 78681

15. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

None.

16. Data Universal Number System (DUNS) number

DUNS Number: 03-942-5777

17. Notification regarding registration in Central Contractor Registration (CCR) database

Skyline ULTD, Inc. is registered in the Central Contractor Registration (CCR) database.

18. Disaster Recovery Purchasing

SIN C874-1RC & SIN C874-7RC has been incorporated to provide for state and local governments to use GSA Schedules for disaster recovery as provided for in Section 833 of the National Defense Authorization Act for Fiscal Year 2007. It authorizes the use of Federal Supply Schedules by state and local governments to facilitate recovery from major disasters, terrorism, nuclear, biological, chemical, or radiological attack.

SKYLINE

Skyline Ultd, Inc. Position Descriptions

Administrative Assistant

Minimum/General Experience: Five (5) years experience in a word processing environment. Technical knowledge of operation, installation, application and maintenance of word processing systems.

Functional Responsibility: Provides direct support to consultants and other senior personnel conducting consulting activities. Consultant support includes providing various word processing functions that include production of complex documents that are deliverables for the consulting engagement. Also plans the layout of complicated material requiring a high level of speed and accuracy with minimum supervision.

Minimum Education: Requires a High School Diploma or equivalent. Associate's degree/two year business school certificate is recommended.

Associate Organizational Change Specialist

Minimum/General Experience: Three (3) years experience.

Functional Responsibility: As an organizational change specialist will provide change management, organization design, process improvement and associate strategy development. Requires experience in field organizing activities and excellent interpersonal and written communications skills. This position requires the ability to lead and motivate individuals and teams and the ability to think strategically regarding members and employee organizing and use the tools of the trade.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Consultant / Subject Matter Expert I

Minimum/General Experience: Three (3) years of work experience that can be demonstrated to be applicable to the duties listed in the functional responsibility.

Functional Responsibility: As a junior consultant, provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem

has been properly defined and that the solution will satisfy the Government's requirement.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Consultant / Subject Matter Expert II

Minimum/General Experience: Five (5) years of work experience or an equivalent combination of education and experience that can be demonstrated to be applicable to the duties listed in the job description.

Functional Responsibility: As a consultant, provides expert, in-depth knowledge of a business area that enhances the team's understanding. Provides new business processes and applications that behave differently from existing ones. Participates in business modeling and requirements definition activities. Provides input to and make decisions about detailed requirements. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Consultant / Subject Matter Expert III

Minimum/General Experience: Ten (10) years of work experience or an equivalent combination of education and experience that can be demonstrated to be applicable to the duties listed in the job description.

Functional Responsibility: As a consultant, provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Junior Management Analyst

Minimum/General Experience: Minimum three (3) years experience in business environment working in areas directly related to the duties listed in the functional responsibility. Exceptional interpersonal and communication skills. Strong analytical and PC skills.

Functional Responsibility: Provides direct support to consultants and other senior personnel conducting consulting activities including creativity and sound judgment involving unusual and complex management and technical problems.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a management discipline or a related field.

Junior Management Consultant

Minimum/General Experience: Minimum three (3) years experience in business environment working in areas directly related to the duties listed in the functional responsibility. Exceptional interpersonal and communication skills. Strong analytical and PC skills.

Functional Responsibility: As a junior consultant, provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Title: Operations Research Specialist

Minimum/General Experience: Eight (8) years of relevant experience

Functional Responsibility: Researches and analyzes operational data to perform management and organizational assessments. Compiles data and develops information for use by organizations, management teams, and leaders. Provides operation, process, and procedural appraisals to prepare materials for constructing customized workshops and training exercises. Develops customized organizational development, planning, and team building tools. Prepares and conducts surveys, analyzes survey data, and develops trend information. Utilizing modeling techniques, simulates complex operational environments and proposed changes to operational environments to evaluate performance attributes.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in administration, science, or engineering.

Organizational Analyst

Minimum/General Experience: Usually has three (3) years of consulting related experience.

Functional Responsibility: Provides analysis of data. May be responsible for preparing deliverable documents for internal review.

Minimum Education: Requires a Bachelors Degree or technical training equivalent.

Organizational Researcher

Minimum/General Experience: Usually has one (1) year of consulting related experience.

Functional Responsibility: Entry-level position. Performs basic data collection and presentation. Minimal analysis required.

Minimum Education: Requires a Bachelors Degree or technical training equivalent.

Principal Consultant

Minimum/General Experience: Eighteen (18) years of progressive experience in business environment working in areas directly related to the duties listed in the functional responsibility. Exceptional interpersonal and communication skills. Strong analytical and PC skills.

Functional Responsibility: As a principal consultant, provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Minimum Education: Requires a Master's degree or technical training equivalent in a subject matter related field is preferred.

Program Manager

Minimum/General Experience: Twelve (12) years experience, of which at least seven (7) years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in management

Functional Responsibility: As a senior consultant, provides management of projects, ensuring maximum effectiveness in the use of resources for the timely completion of projects.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in computer science, engineering, business, finance, management or other applicable field. Master's degree preferred.

Project Manager

Minimum/General Experience: Eight (8) years experience, of which at least seven (7) years must be specialized. Specialized experience includes: project development from inception to

deployment, expertise in the management and control of funds and resources using complex reporting mechanisms, demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. General experience includes increasing responsibilities in management.

Functional Responsibility: Serves as the manager for large task orders or groups of task orders. Interfaces with client personnel. Under guidance of the Program Manager, responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies and communicating policies, procedures, and goals of the program.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in computer science, engineering, business, finance, management or other applicable field.

Senior Associate I

Minimum/General Experience: Minimum of fifteen (15) years of experience is required, of which nine (9) years must be specialized in a mutually agreed field of endeavor. Processes exceptional, in-depth knowledge of the products/services they support and are capable of providing strategic knowledge for upgrades and process improvement efforts. Experience required includes overall program/project development from inception to execution/completion, and demonstrated ability to provide in depth assessment and advice in a very wide range of tasks across several functional areas including the use of multiple technologies.

Functional Responsibility: Leads teams to develop strategies, initiatives and products that further the Government's priorities and goals. Maintain project management systems to ensure projects are produced on time and within budget. Responsible for process improvement and resolving other macro issues/problems. Capable of managing the conceptualization, planning, development, implementation, logistics and budget for projects focused on critical issues. Capable of supervising a project team, consultants and vendors responsible for various phases of projects.

Minimum Education: Requires a Masters Degree or technical training equivalent.

Senior Associate II

Minimum/General Experience: Minimum of eighteen (18) years of experience is required, of which ten (10) years must be specialized in a mutually agreed field of endeavor. Processes exceptional, in-depth knowledge of the products/services they support and are capable of providing strategic knowledge for upgrades and process improvement efforts. Experience required includes overall program/project development from inception to execution/completion, and demonstrated ability to provide in depth assessment and advice in a very wide range of tasks across several functional areas including the use of multiple technologies.

Functional Responsibility: Leads teams to develop strategies, initiatives and products that further the Government's priorities and goals. Maintain project management systems to ensure

projects are produced on time and within budget. Responsible for process improvement and resolving other macro issues/problems. Capable of managing the conceptualization, planning, development, implementation, logistics and budget for projects focused on critical issues. Capable of supervising a project team, consultants and vendors responsible for various phases of projects.

Minimum Education: Requires a Masters Degree or technical training equivalent

Senior Consultant

Minimum/General Experience: Minimum of eighteen (18) years of experience is required, of which seven (7) years must be specialized in a mutually agreed field of endeavor. Experience required includes overall program/project development from inception to execution/completion, and demonstrated ability to provide in depth assessment and advice in a very wide range of tasks across several functional areas including the use of multiple technologies.

Functional Responsibility: As a senior consultant, provides expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art software/hardware. Coordinates with contractor management and Government personnel to ensure that the problem has been properly defined and that the solution will satisfy the Government's requirement.

Minimum Education: Requires a Masters Degree or technical training equivalent in a subject matter related field.

Senior Organizational Change Specialist

Minimum/General Experience: Ten (10) years experience of which a minimum of six (6) years must be specialized in organizational assessment and evaluation, organizational design, or development of leadership and management skills.

Functional Responsibility: Performs in a professional position requiring an in-depth knowledge. Facilitates independent, complex reviews, applies organizational analysis techniques and performance measurement methodologies. Responsible for planning, organizing, and directing organizational or process reviews.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Systems Integrator

Minimum/General Experience: Five (5) years related experience

Functional Responsibility: Defines problems, collect data, establish facts, and draw valid conclusions. Provides technical expertise in the areas of delivering process and productivity

improvements, solutions, Develops business and strategic plans, provides performance measurement criteria and training and conducts financial and cycle-time analysis.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Senior Trainer / Trainer Designer I

Minimum/General Experience: Five (5) years of relative experience. Responsible for directing the development, implementation and administration of programs to train personnel.

Functional Responsibility: Design of training needs assessments and programs and development of training materials; design and delivery of training sessions and modules; design and delivery of training-of-trainers courses; supervision of trainers.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Senior Trainer / Trainer Designer II

Minimum/General Experience: Seven (7) years of relative experience. Responsible for directing the development, implementation and administration of programs to train personnel.

Functional Responsibility: Design of training needs assessments and programs and development of training materials; design and delivery of training sessions and modules; design and delivery of training-of-trainers courses; supervision of trainers.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Senior Training Consultant

Minimum/General Experience: Minimum of eight (8) years of experience is required, of which five (5) years must be specialized in a mutually agreed field of endeavor. Experience required includes overall program/project development from inception to execution/completion, and demonstrated ability to provide in depth assessment and advice in myriad tasks across several functional areas and including the use of multiple technologies.

Functional Responsibility: Duties includes consultation provided on-site or via long distance communication for technical assistance on preparation and analyses of needs assessments, agenda design, training techniques, preparation of training evaluation methods or forms, identification of qualified trainers, location of training resources, and event planning.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Senior Evaluation Specialist

Minimum/General Experience: Five (5) years experience designing and conducting large-scale qualitative and quantitative evaluations; experience writing evaluation reports; experience supervising field research assistants.

Functional Responsibility: Development of evaluation questions and selection of appropriate methods for answering them; selection, orientation, and supervision of field assistants; implementation of questionnaires and other evaluation instruments, conduct of interviews and focus groups; analysis of information; reporting.

Minimum Education: Requires Bachelors Degree or an equivalent combination of education and experience, which provides comparable knowledge.

Strategic Planner

Minimum/General Experience: Ten (10) years experience.

Functional Responsibility: Assist large and small organizations in the strategic planning process, assist in determining future growth plans for effective organizations. Provide direct consultation to organizational management. Plan, organize, and conduct strategic planning seminars; provide oversight for the facilitation of large and small-group planning sessions and provide immediate feedback to organizational management.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Technical Analyst

Minimum/General Experience: One (1) year related experience.

Functional Responsibility: Conduct a variety of administrative and systemic developmental tasks and projects including application developments and tailoring, metrics determination and tracking, and training of staff in business effectiveness improvement.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Technical Editor

Minimum/General Experience: Three (3) years experience.

Functional Responsibility: Assist in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Must demonstrate an ability to work independently or under only general direction.

Minimum Education: Requires a Bachelors Degree in English, literature, or other related discipline. This position requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents.

Technical Specialist

Minimum/General Experience: Two (2) years related experience.

Functional Responsibility: Prepare and execute plan for establishment, reengineering, and operation for computer networks, tailored applications, and virtual private networks.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Technical Writer

Minimum/General Experience: Three (3) or more years' experience in the preparation and review of technical information in written or illustrated form. Experienced with procurement process, budget cycles, and computer and training device terminology.

Functional Responsibility: Composes and finalizes technical documentation including specifications, user manuals, etc. in the style, content and format required by the relevant standards using input received from technical personnel. Provides direct support to consultants and other senior personnel conducting consulting activities

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field to literature or other liberal arts.

Trainer I

Minimum/General Experience: Three (3) years professional experience.

Functional Responsibility: Development of training session designs in field of expertise; "stand-up" delivery of training sessions; assessment of trainees' progress toward reaching training objectives.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Trainer II

Minimum/General Experience: Five (5) years professional experience.

Functional Responsibility: Design of training needs assessments and programs and development of training materials; design and delivery of training sessions and modules; design and delivery of training-of-trainers courses; supervision of trainers.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.

Training Project Director

Minimum/General Experience: Five (5) years experience in managing large-scale projects. Excellent communication, organizational, and planning skills. Proficient use of MS Office suite and project management software.

Functional Responsibility: Overall personnel supervision and financial management of training program or project; contract compliance, quality control, and client liaison.

Minimum Education: Requires a Bachelors Degree or technical training equivalent in a subject matter related field.