



GSA 874 MOBIS

**Management, Organizational and Business
Improvement Services**



**Contract Number
GS-10F-0125N**

Small Business

 **INTEK INC.**
2300 Clarendon Blvd., Suite 310
Arlington, VA 22201, (703) 465-2200

COMPANY PROFILE

WHO WE ARE

INTEK, Inc. is a small business, management consulting firm headquartered in Arlington, VA. We combine the knowledge of our management, technical staff, and senior consultants to meet the demands of our public and private clients. With over 20 years of experience, our staff members have unique and demonstrated capabilities in the evaluation of alternative programmatic and policy options as they relate to the oil and gas resources, exploration, production, processing, and use.

We apply proven processes to complete Agency tasks assigned under MOBIS. We work closely with our clients to better understand their requirements and expectations and assist them in achieving expected outcomes. We are committed to our clients and through our experience and expertise we guarantee quality services.

WHAT WE DO

We provide a wide array of services to government clients in the following areas:

1. Analysis of economic and regulatory policy issues and their impacts on domestic oil & gas industry.
2. Cost and benefit analysis of Federal oil and gas R&D programs and support in their justification.
3. Oil and gas resource assessment, market analysis, modeling, and forecast.
4. Design and development of decision support systems for oil and gas E&P, processing, and storage.
5. Assessment of domestic and international oil and gas industry trends
6. Oil and gas E&P, processing, and transportation management and operation support
7. Assessment of crude oil supply disruption and its impact on the national economy and consumers.
8. National assessment of the vulnerability of critical oil and gas infrastructures and R&D needs.
9. Technical support for technology road mapping, program planning, and facilitation.
10. Assessment of Federal land management policies related to oil and gas activities.

WHAT WE OFFER

INTEK offers solution based consulting services. We are dedicated to becoming a working partner with you. We offer an efficient and effective way to experience positive bottom-line impacts, to experience increases in quality service, and to gain more over-all satisfaction.

MOBIS SERVICES

SIN 874-1 Consulting Services

INTEK offers a wide range of expert advice, assistance, guidance, and counseling to support a broad array of management, organizational and business improvement efforts. The variety of consulting services provided include:

- Strategic, business and action planning
- Systems alignment
- Cycle time
- High performance work
- Performance measures and indicators
- Process and productivity improvement
- Program audits and evaluations

SIN 874-2 Facilitation Services

Knowledgeable facilitation is a vital element in most business settings. INTEK provides facilitation and related decision support services to agencies engaging in collaborative efforts, working groups, or integrated product, process, or self-directed teams. We also assist in bringing together diverse groups with common and divergent interests for various agencies. The existing facilitation services provided by INTEK are:

- Problem solving technique
- Resolving disputes, disagreements, and divergent views
- Providing a draft for the permanent record
- Defining and refining the agenda
- Logistical meeting/conference support when performing technical facilitation
- Recording discussion content and focusing decision-making
- Debriefing and overall meeting planning
- Convening and leading large and small group briefings and discussions
- Preparing draft and final reports for dissemination

OUR CONTRACT

CONTRACT INFORMATION

- o Schedule for: MOBIS
- o Federal Supply Group: 874
- o Class: R499
- o Contract Number: GS-10F-0125N
- o Contract Period: December 03, 2002 through December 02, 2007
- o Contractor's Name: INTEK, Inc.
- o Contractor's Address: 2300 Clarendon Blvd. Suite 310
Arlington, VA 22201
- o Phone Number: (703) 465-2200
- o FAX Number: (703) 465-2225
- o E-mail: callen@inteki.com
- o Contract Administrator: Cortney Allen
- o Business Size: Small Business

ORDERING INFORMATION

1. Special Item Number: 874-1 and 2
2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
4. Geographic Coverage (Delivery Area): Domestic Only
5. Points of Production: Same as company address
6. Statement of Net Price: Government net prices (Discounts Already Deducted) [Includes 1% Industrial Funding Fee (IFF)]
7. Quantity Discounts: None Offered
8. Prompt Payment Terms: Net 30 days
- 9a. Government Purchase Cards Accepted at or below: Yes
- 9b. Government Purchase Cards Accepted or Not Accepted Above: Accept Over \$2,500
10. Foreign Items: None
11. Time of Delivery: Specified on the Task Order
12. F.O.B. Point(s): Destination
- 13a. Ordering Address: INTEK INC.
2300 Clarendon Blvd. Suite 310
Arlington, VA 22201, USA
Phone No. (703) 465-2200
Fax No. (703) 465-2225
- 13b. Payment Address: INTEK INC.
2300 Clarendon Blvd. Suite 310
Arlington, VA 22201, USA
Contractor's standard commercial warranty
14. Warranty Provision:
15. Data Universal Numbering System (DUNS) number: 04-2815642
16. Notification Regarding Registration In Central Contractor Registration (CCR) Database: Not Registered

USING the GSA MOBIS

ADVANTAGES OF USING GSA MOBIS

The GSA MOBIS Federal Supply Schedule offers Federal agencies a streamlined procurement vehicle for obtaining services and products for implementation of business improvement, quality management, organizational and system change processes, and program integration and project management services. Advantages of using the GSA MOBIS Schedule include:

- Dramatic reduction in lead time to obtain services and products (a few weeks or less);
- Delivery Order awards are based on Best Value:
 - CBD Synopsis is NOT required;
 - Competitive requirements have been met;
 - Prices have been determined to be fair-and-reasonable, and;
 - All applicable laws and regulations have been applied (including small business set-asides).
- Can be used by all Federal agencies and the District of Columbia;
- NO maximum order limitations;
- Contractor/Customer direct relationship – no transfer of funds to GSA;
- Blanket Purchase Agreements can be established to negotiate even better pricing, and;
- Use of contractor teams and subcontractors is encouraged.

PLACING AN ORDER

GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. GSA has accomplished this by pre-qualifying vendors to perform a wide range of services, and identified terse vendors, by type of service, on its *Advantage!* Website. This approval is valid for all organizations in the federal government and other governmental agencies, and the entire process can be completed in as little as a few weeks.

To obtain GSA MOBIS Schedule services and products, Federal agencies work directly with approved GSA MOBIS contractors. For delivery orders under \$2,500, agencies can order services by placing an order with their contractor of choice. For delivery orders over \$2,500, agencies use the following simplified procedure for placing an order:

Step 1: Customer prepares the Performance-Based Statement of Work (SOW) that addresses work to be accomplished, deliverables, period of performance, and other applicable requirements;

Step 2: Customer issues a Request for Quotes (RFQ) to three approved GSA MOBIS vendors. The vendors submit their proposals, or a "no bid" response to the customer's contracting organization;

Step 3: Customer conducts a review and selects the best value contractor, and;

Step 4: Customer places a delivery order directly with the selected contractor.

If desired, GSA Regional Offices are available to assist the agency during the procurement process.



LABOR CATEGORIES

Director

- Bachelor's Degree
- 20 Years Experience
- 12 Years Specialized

Provides strong senior-level management and direction with client projects, defining project strategy, objectives, and scope including defining project deliverables. Provides executive level leadership in strategic, business, and action planning. Demonstrates understanding of the client's industry, and possesses extensive consulting skills to assist the client. Provides leadership role in facilitating group discussion and resolutions.

Project Manager

- Bachelor's Degree
- 15 Years Experience
- 8 Years Specialized

Provides leadership in strategic, business, and action planning. Provides oversight of important business, process enablers, and management of project resources. Provides management and technical review for tasks including industry insight, issue resolution, facilitation convening and leading group discussions and meetings, and overall quality assurance. Capable of managing multiple projects, and works effectively under pressure. Sets parameters for optimum utilization of resources and personnel by directing task execution to meet work plan schedules and task objectives within budget constraints. Provides primary interface with client management personnel regarding strategic issues.

Sr. Application Specialist

- Bachelor's Degree
- 10 Years Experience
- 4 Years Specialized

Demonstrates ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact to the industry. Performs extremely difficult, highly visible tasks requiring application of new or original concepts. Actively involved in facilitation and issue resolution efforts using new and original concepts. Provides primary interface with client management personnel regarding strategic issues. Capable of managing multiple projects, and works effectively under pressure. Successfully expresses ideas both in writing and orally, and possesses technical/ management expertise and prior experience with associated analytical disciplines. Delivers presentations and leads strategic client meetings.

Application Specialist

- Bachelor's Degree
- 5 Years Experience
- 2 Years Specialized

Demonstrated ability to develop and execute work plans, manage performers assigned to task, and ensure timely delivery of high quality products within prescribed budget. Performs highly complex technical, economic, and financial studies and analyses. Disaggregates moderately complex tasks into discrete work elements, representative of complete task scope. Executes each component as assigned and integrates work product(s) with the final deliverable. Demonstrates flexibility and innovative approaches to perform varying assignments.

Jr. Application Specialist

- Bachelor's Degree
- Training

Performs highly complex technical, economic, and financial studies and analyses. Works effectively under pressure and in the conduct of demanding assignments and expresses ideas well both orally and in writing. Disaggregates moderately complex tasks into discrete work elements, representative of complete task scope. Executes each component as assigned and integrates work product(s) with the final deliverable. Demonstrates flexibility and innovative approaches to perform varying assignments.

Sr. Associate

- Bachelor's Degree
- 10 Years Experience
- 4 Years Specialized

Provides leadership in judgment and technical competence in the use of economic principles and professional methods of analyses in solving regulatory or policy issues. Provides leadership role in formulating difficult cost and benefit scenarios and its implications on the industry.

Associate

- Bachelor's Degree
- 5 Years Experience
- 2 Years Specialized

Provides technical skills in the use of underlying economic principles/methods in solving complex regulatory or policy issues. Assist in designing and implementing cost and benefit scenarios, collecting economic and industry related data for analysis.

Research Assistant

- Bachelor's Degree

Provides assistance in collection, research and analyses of various industries, economic and financial data. Develop statistical correlations and assist in modeling efforts.

Senior Modelor

- Bachelor's Degree
- 8 Years Experience
- 4 Years Specialized

Provides assistance in understanding client needs, industry insight and issue resolution. Exceptional skills in understanding functional requirements, systems design and architecture. Provides management and technical review, and overall quality control.

Modelor

- Bachelor's Degree
- 3 Years Experience
- 1 Year Specialized

Provides expertise in functional requirements, systems design and architecture, simulation and modeling. Uses latest technology to meet industry standards.

Data Base Developer

- Bachelor's Degree
- 8 Years Experience
- 4 Years Specialized

Provides experience in database management methods, techniques, and procedures for storing, revising, and retrieving data, designing and maintaining requisite databases and data dictionaries, supporting backup and recovery of data stored in data base management systems and designing distributed data base architectures.

Administrative Assistant

- 1 Year Experience

Provide administrative support services, which include but not limited to word processing, writing technical progress reports and presentations. Knowledge of most recent software and computer applications, recent graphics, desktop publishing, and word processing software to produce state-of-the-art presentation materials and technical documents.

MOBIS

Points of Contact

Khosrow Biglarbigi, Program Director

Tel: (703) 465-2230

Fax: (703) 465-2225

kbiglari@inteki.com

Cortney Allen, Contract Administrator

Tel: (703) 465-2235

Fax: (703) 465-2225

callen@inteki.com

www.inteki.com

A GSA PARTNER

▲ INTEK INC.