

**874 NISH MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) – NOTE: Sch 69, TRAINING AIDS & DEVICES INSTRUCTOR-LED TRAINING; COURSE DEVELOPMENT; TEST ADMINISTRATION has been incorporated in SINS 4,5,8&9**

Category	Description
<a href="#">874 1</a>	<p>Consulting Services - Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:</p> <ul style="list-style-type: none"><li>o Management or strategy consulting</li><li>o Program planning, audits, and evaluations</li><li>o Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies</li><li>o Executive/management coaching services</li><li>o Customized business training as needed to successfully perform/complete a consulting engagement</li><li>o Policy and regulation development assistance</li><li>o Expert Witness services in support of litigation, claims, or other formal cases</li><li>o Advisory and assistance services in accordance with FAR 37.203</li></ul> <p>Financial audits are covered under GSA Schedule 520, Financial and Business Services, are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.</p>
<a href="#">874 2</a>	<p>Facilitation Services - Contractor shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams. Services covered by this SIN are:</p> <ul style="list-style-type: none"><li>o Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputed)</li><li>o Leading or facilitating group briefings and discussions, enabling focused decision-making</li><li>o Recording discussion content and related facilitation support services</li><li>o Debriefing stakeholders</li><li>o Preparing and providing draft and final reports relating to the facilitated issues</li></ul>
<a href="#">874 3</a>	<p>Survey Services - Contractors shall provide surveying relating to mission-oriented business issues. Contractors shall assist with or perform all phases of the survey process. Services covered by this SIN are:</p> <ul style="list-style-type: none"><li>o Survey planning, design, and development</li><li>o Pretest/pilot surveying</li><li>o Assessing reliability and validity of data</li><li>o Conducting/administering surveys</li><li>o Analyses of quantitative and qualitative survey data</li><li>o Production of reports related to the survey</li><li>o Briefings of results to stakeholders</li></ul>
<a href="#">874 4</a>	<p>Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration - Proposed courses shall be commercially-available off-</p>

the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

[874 5](#) Support Products - Contractors shall provide support products used in support of services offered in SINs 1 through 4, 6, 7 and 99. They can include: workbooks, training manuals, slides, videotapes, CDs, DVDs, software programs (excluding licenses), etc. Any support products offered must be supplied in conjunction with services offered herein and cannot be sold as "stand alone" products.

[874 6](#) Acquisition Management Support - Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.; expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis; contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies; contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/mobis).

[874 7](#) Program and Project Management - Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: Project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services. All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

[874 8](#) DAU and FAI Certified DAWIA and FAC Acquisition Workforce Training for GS-1102 and

non-1102 Personnel - Training for Acquisition Workforce (GS-1102 and non-GS-1102): In accordance with the Office of Federal Procurement Policy's (OFPP) Policy Letter 05-01, training courses shall be certified by the Defense Acquisition University (DAU) and comply with the Federal

Acquisition Institute's (FAI) policy, and based on the Defense Acquisition Workforce Improvement Act's (DAWIA) and the Federal Acquisition Certification (FAC) requirements for certification at the junior, intermediate, and senior levels to reflect the need to meet increasingly more rigorous standards for education, training, and experience. This shall apply to all Contracting Officers (CO) regardless of general schedule series with authority to obligate funds above the micropurchase threshold; all positions in the general schedule purchasing series (GS-1105); program and project managers (FAC-PM), as identified by the agency's Chief Acquisition Officer (CAO), or equivalent; all Contracting Officer's Representatives (CORs) and Contracting Officer's Technical Representatives (COTRs), or equivalent (FAC-COTR); all Emergency Response and Recovery Contracting Personnel; and significant acquisition-related positions identified by the CAO, or equivalent, using the guidance provided in OFPP Policy Letter 05-01.

[874 9](#) Off-the-Shelf and Customizable Print, Audio, and Visual Instructional Training Devices - Off-the-Shelf Training Devices: Proposed training devices shall be commercially-available off-the-shelf training devices available as stand alone or ancillary to other services being offered on this schedule. They can include software programs, teaching machines and devices, simulators such as driving simulators, flight simulators, etc., prepared printed instructional material, medical models and simulators, prepared audio and visual instruction material and multimedia program kits.

[874 99](#) New Services - May be a task, procedure, or product existing in the commercial market which is being developed, improved, or not yet introduced to the Federal Government or not currently available under any GSA Contract, but is categorically related to this procurement