

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 16, 22, 23, & 28</i>				1. REQUISITION NUMBER AC-08-00816	PAGE OF 1 2
2. CONTRACT NO. DTFAAC-06-D-00090		3. AWARD/ EFFECTIVE DATE 12/03/2007	4. ORDER NUMBER 0003	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Linda Hull		b. TELEPHONE NUMBER (No collect calls) 405-954-8751	8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY AMQ-210 CONTRACTING TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 312 OKLAHOMA CITY OK 73125		CODE AMQ0210-ARC		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE <input type="checkbox"/> SMALL BUSINESS SIC: 541611 SIZE STANDARD: \$6.0	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE
14. DELIVER TO A697393M 697393 FAA MM AERO CNTR AMC-8 MGMT SYS DIV HDQRS BLDG, BLDG 167 PO BOX 25082 OKLAHOMA CITY OK 731250082 US		CODE A697393M		15. ADMINISTERED BY AMQ-240 CONTRACT MANAGEMENT TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 302 OKLAHOMA CITY OK 73125	
16a. CONTRACTOR/ OFFEROR KENROB & ASSOCIATES INC KENROB INFORMATION TECHNOLOGY SOLUTIONS, INC. 44084 RIVERSIDE PKWY, SUITE 125 LEESBURG VA 20176		CODE 541217110		FACILITY CODE	
TELEPHONE NO.		17a. PAYMENT WILL BE MADE BY FAA AC ACCTG OFC DOT/FAA AMZ-110 PO BOX 25710 OKLAHOMA CITY OK 73125		CODE FAA AC ACCTG O	
<input type="checkbox"/> 16b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		17b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 17a. UNLESS BLOCK BELOW IS CHECKED. <input type="checkbox"/> SEE ADDENDUM			
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY	21. UNIT
	AMC-3 DUNS: 121337257 CCR: YES DISTR: T Delivery: 15 Days After Award Continued ...				
24. ACCOUNTING AND APPROPRIATION DATA See schedule				25. TOTAL AWARD AMOUNT (For Contract Authority Use Only) \$29,320.00	
26. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <input type="checkbox"/> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				27. AWARD OF CONTRACT: REFERENCE _____ OFFER <input checked="" type="checkbox"/> DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:	
28a. SIGNATURE OF OFFEROR/CONTRACTOR				29a. CONTRACT AUTHORITY (SIGNATURE OF CONTRACTING OFFICER) <i>Linda Hull</i>	
28b. NAME AND TITLE OF SIGNER (Type or Print)		28c. DATE SIGNED		29b. NAME OF CONTRACTING OFFICER (Type or Print) Linda L. Hull	
29c. DATE SIGNED 8 Dec 2007		30a. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED		31. SHIP NUMBER	
32b. SIGNATURE OF AUTHORIZED CONTRACT AUTHORITY REPRESENTATIVE		32c. DATE		32. VOUCHER NUMBER	
39a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		39c. DATE		33. AMOUNT VERIFIED CORRECT FOR	
39b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		40a. RECEIVED BY (Print)		34. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
		40b. RECEIVED AT (Location)		35. CHECK NUMBER	
		40c. DATE REC'D (YY/MM/DD)		36. S/R ACCOUNT NUMBER	
		40d. TOTAL CONTAINERS		37. S/R VOUCHER NUMBER	
				38. PAID BY	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
DTFAAC-06-D-00090/0003

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NAME OF OFFEROR OR CONTRACTOR
KENROB & ASSOCIATES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Period of Performance: 08/18/2007 to 08/17/2008 1st Option Year Project Management Office (PMO) Development ISO9000: N Electronic & IT: 03 Project Data: 12XXACMCPMO.PLICY.OR0600.ACR0110000.25100.11/08/2007.12X3000000.R70000 Accounting Info: 12X3000000.2008.XX81R70000.ACR0110000.25100.61006600.000000000000.0000000000.0000000000 .0000000000 acct1: 12X3000000 acct2: 2008 acct3: XX81R70000 acct4: ACR0110000 acct 5: 25100 acct6: 61006600 Funded: \$24,320.00				24,320.00
0002	1st Option Year ESTIMATED TRAVEL ISO9000: N Electronic & IT: 03 Project Data: 12XXACMCPMO.PLICY.OR0600.ACR0110000.25100.11/13/2007.12X3000000.R70000 Accounting Info: 12X3000000.2008.XX81R70000.ACR0110000.25100.61006600.000000000000.0000000000.0000000000 .0000000000 acct1: 12X3000000 acct2: 2008 acct3: XX81R70000 acct4: ACR0110000 acct 5: 25100 acct6: 61006600 Funded: \$5,000.00				5,000.00
	The total amount of award: \$29,320.00. The obligation for this award is shown in box 25.				

Statement of Work
For
Change Management Assessment &
Recommendations

November 8, 2007

Steve Miller
AMC-3

1.0 Introduction and Overview

On August 18, 2006, the Mike Monroney Aeronautical Center (Center) awarded contract DTFAAC-06-D-00090 to KENROB IT Solutions, Inc. (KENROB). MMAC has initiated several change initiatives to increase the effectiveness of its operations. These initiatives currently include Project Management, Quality Management, CMMI, ICCM, Six Sigma, Lean Six Sigma, and ISO9000.

The Center needs to identify elements of their change management approaches that have contributed to successful systems and process implementations in the past. Additionally, the Center needs to identify previously unused change management approaches that will increase the likelihood of achieving the intended results of present and future initiatives. The Center wishes to issue a task order in accordance with the terms of contract DTFAAC-06-D-00090, extending KENROB's tasks to include the Scope of Work defined below.

1.1. *Scope of Work*

Activities to be performed:

- 1.1. Assess the change management approaches of the ISO, CMMI, ICCM, PMO, and Six Sigma change initiatives to identify successful elements and areas for improvement.
- 1.2. Analyze the assessment results of the change management approaches of the ISO, CMMI, ICCM, PMO, and Six Sigma change initiatives.
- 1.3. Develop recommendations for improvements to develop a standard change management methodology for MMAC change initiatives.
- 1.4. Provide 80 hours of coaching in change management to managers tasked with implementing Lean Six Sigma principles in a contracting organization and managers tasked with the implementation of several strategic objectives at the Mike Monroney Aeronautical Center.

2.0 References

- Contract DTFAAC-06-D-00090

3.0 Requirements

3.1. *End Results/Deliverables*

- 3.1.1. Matrix of assessment results
- 3.1.2. PowerPoint presentation on recommendations for improvements
- 3.1.3. Coaching sessions (80 hours)

3.2. *Schedules/Milestones*

This task will begin as soon as possible after agreement between the FAA and KENROB; the FAA will give the contractor a minimum of 15 workdays to commence work, unless otherwise agreed between the parties. Duration of the period of performance/task completion will be as agreed between the FAA and KENROB.

3.3. *Other Considerations*

All terms and conditions will be in accordance with the existing contract, DTFAAC-06-D-00090.