

GENERAL SERVICES ADMINISTRATION (GSA)



The Government Services Administration (GSA) Management, Organizational and Business Improvement Services (MOBIS) contract is a Firm Fixed Price and Labor hour Indefinite Delivery Quantity agreement with a base of five years and an option of an additional five years. This contract is open to all federal government agencies and their prime contractors worldwide. EI Review is qualified to offer highly professional, business, and management improvement services under most all the GSA MOBIS SINS. The approved SINS are: consulting, facilitation, survey design and implementation, training, support products and privatization initiatives. EI Review's approach is simple; exceed client cost expectations and complete tasks ahead of schedule. The firm specializes in offering executive level, seasoned professionals at competitive pricing.

Federal Supply Code (FSC): 8742 – MOBIS

Awarded SINS: 874-1, 874-2, 874-3, 874-4, 874-5, 874-6

Contract Period: 1-15-2000 through 1-14-2010

Contractor: EI Review & Company, Inc.

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Business Classification:

Small, Woman-Owned Business

General Services Administration (GSA):

Online 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!™, menu-driven database systems.

For more information, go to GSA Advantage!™

www.fss.gsa.gov.

For more information on ordering from Federal Supply Schedules, go to FSS Schedules at www.fss.gsa.gov.

Scope Title: Training, Records, and Procedures Management

EI Review and Company, Inc.

SIN 874-1 Consulting Services

EI Review & Company provides expertise in a variety of technical and non-technical consulting areas for U.S. Government Agencies and various private industry clients. EI Review fosters the growth of business by acting as a trusted partner in the development and implementation of consulting services that target major areas of opportunity for the client.

SIN 874-2 Facilitation Services

EI Review & Company implements facilitation services for U.S. Government Agencies and various private industry clients. Facilitation services provide the client with increased efficiency in the work environment, better team building skills, enhanced group knowledge, and integration of process knowledge.

SIN 874-3 Survey Services

EI Review & Company's consultation experience with various clients generally involves aspects of either formal or informal survey services. Formal surveys are those required for specific objective improvement by the client. Informal surveys are those directed at overall quality improvement and aspects of the client's systems and methodologies. The planning and determination of appropriate action is an objective of survey services and is incorporated at each possible location and survey situation.

SIN 874-4 Training Services

EI Review offers extensive training expertise, both technical and non-technical. For support materials, EI Review uses various workbooks, manuals, and related reference materials. In addition to the traditional classroom setting, subject matter assistance may be customized for computer-based training, instruction by videotape, or by broadcast web transmission. Complex scenarios, including (but not limited to) field walkdowns, board question development, Subject Matter Expert (SME) training, and oral examinations enhance the overall business advantage of each client.

SIN 874-5 Support Products

EI Review's support products are custom-designed to fit the budget, and scope of the training being provided. In accordance with the requirements of this solicitation, only those products that support SIN 874-4, Training Services, are listed. The variety of support products currently offered are audio media formats, CDs, videotape instruction, computer-based training software, and still-frame picture files. In addition, traditional formats are on hand, such as: slide shows, overhead slide presentations, workbooks, training manuals, study guides, and topical desk reference booklets. EI Review seeks the best allocation of the client's money, time, and resources. This concept is in concurrence with the MOBIS objectives of process and quality improvement.

SIN 874-6 Privatization Support Services and Documentation

EI Review is one of the few firms that has had direct assistance experience with both the start up, interim setup, and establishment of a privatization initiative in the transition of government-owned buildings and equipment to private industry lease arrangements.

EI Review & Company, Inc.

DOE Facility Representative Training and Qualification:

- Training and Qualification Program Control Documentation (plans and procedures)
- Personnel Training and Qualification Matrixes
- Facility and Program Specific Qualification, Requalification, and Interim Qualification Documentation
- Facility Walkdowns and Oral Board Exams
- Written Examination /Test Bank Development
- Evaluation Administration
- Training Documentation and Recordkeeping
- Job and Task Analysis
- Training Program Design and Development
- Certificates of Completion with CEUs
- Interactive Multi Media
- Training Program Delivery of Technical and Performance Based Training
 - Integrated Safety Management
 - Industrial / Construction / Facility Safety
 - Fire Protection
 - Industrial Hygiene
 - Hazard Communication
 - Radiation Protection
 - Conduct of Operations
 - Occurrence Reporting/Root Cause Analysis
 - Emergency Preparedness
 - Spill Prevention and Countermeasures
 - Environmental Compliance
 - Criticality Safety
 - Decontamination and Decommissioning
 - Transportation
 - Price Anderson Amendment Act





**Active GSA MOBIS Contract in Place
for DOE UT Battelle/ORNL**

Client: Oak Ridge National Laboratory; UT-Battelle, LLC
Prime DOE Contract Number: DE-AC05-00OR22725
Proc/Contract Officer: Clint Rash rashcd@ornl.gov
Phone: (865)574-6938
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Training Scope

- Management and integration entity for the training programs at ORNL
- Support the development and creation of training for individuals and organizations
- Perform periodic program and records assessments for deficiencies
- Evaluate program against all requirements for deficiencies
- Tailor training to the work being performed

Records Management Scope

- Administer cost effective and compliant records management process
- Maintain electronic and hard copy records using a life-cycle approach
- Preserve information to document the management and accountability for ORNL projects and activities
- Protect the legal and financial rights of UT-Battelle and DOE for records management
- Ensure proper use of the records and information resources

Procedures Management Scope

- Translate laws, orders, and regulatory requirements into Laboratory procedures and guidelines
- Maintain procedures and guidelines current, accurate, and relevant to the work being performed
- Deliver when requested:
 - Process/system integration
 - Web interfaces
 - Technical reports
 - Management reports
 - White papers
 - Program reports

At EI Review, each assignment is planned so the client's needs will be effectively and efficiently exceeded. The firm will identify and complete all tasks necessary to ensure a level of success that will secure a long term relationship with the client.

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East Tennessee Technology Park



Oak Ridge National Laboratory