



*J. M. Neil & Associates, Inc.*

*"WBE Certified Diversity Supplier"*

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General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule

Logistics Worldwide, Schedule 874 V (LOGWORLD)

Logistics Worldwide (LOGWORLD) Schedule 874 V is a worldwide Federal Supply Schedule contract issued by the General Services Administration. LOGWORLD is a Multiple Award Indefinite Delivery, Indefinite Quantity (MAIQ) contract intended to qualify vendors and help establish long-term supplier relationships with federal agencies. Logworld will help agencies utilize the latest concepts, methodologies and technologies in material and resource acquisition, distribution, and supply chain management in order to enhance or replace existing logistics operations.

**J.M. Neil & Associates Inc.**  
Ms. Colleen K. Ellis President/CEO

**GS-10F-0275R**  
April 6, 2005 – April 5, 2010  
Business Size – Small Woman Owned

Awarded Special Item Numbers (SINs)

SIN 874-501JMN Supply and Value Chain Management Services  
SIN 874-503JMN Distribution and Transportation Logistics Services  
SIN 874-504JMN Deployment Logistics Services  
SIN 874-507JMN Operations & Maintenance Logistics Management Support Services



## **Section – 1 Information for Ordering Activities**

1. Special Item Numbers with North American Industry Classification System Codes for Products and Services.
  - SIN 874-501JMN – Supply and Value Chain Management NAICS - 541614
  - SIN 874-503JMN – Distribution and Transportation Logistics Services NAICS –541614
  - SIN 874-504JMN -- Deployment Logistics Services NAICS – 541614
  - SIN 874-507JMN – Operations & Maintenance Logistics Management Support Services NAICS- 561210
2. Maximum Order:  
The maximum task order limit is \$1,000,000. However requiring activities may place orders exceeding this limit in accordance with FAR 8-404.
3. Minimum Order:  
The minimum dollar value is \$100.00
4. Geographic Coverage (delivery area):  
Domestic only
5. Points of Production:  
Same as company address
6. Discount from list prices or statement of net price:  
Government net prices (Discounted already deducted)
7. Quantity Discounts:  
Not applicable
8. Prompt Payment Terms:  
Net 30 days
9. Government Purchase Cards accepted or not accepted below the micropurchase threshold:  
Yes
10. Government Purchase Cards accepted or not accepted above the micropurchase threshold:  
Will accept over \$2,500.00
11. Foreign Items:



None

12. Time of Delivery:  
Task Order specific
13. Expedited Delivery:  
Subject to agreement on a Task Order basis
14. Overnight and Two-Day Delivery:  
Subject to agreement on a Task Order basis
15. Urgent Requirements:  
Subject to Agreement on Task Order basis
16. F.O.B. Point(s):  
Destination
17. Ordering Address:  
Same as company address
18. Payment Address:  
Same as company address
19. Warranty Provision:  
Contractor's standard commercial warranty
20. Data Universal Numbering System (DUNS) Number:  
15-641-8386
21. Central Contractors Registration (CCR):  
J.M. Neil & Associates Inc. is registered with the CCR

## **Section – 2 LOGWORLD SINS and Descriptions**



### **SIN 874-501JMN - Supply and Value Chain Management Services (NAICS: 541614)**

Includes all phases of planning, acquisition and management of logistics systems. These services include, but are not limited to planning, acquisition, design, development, testing, production, fielding, management, operation, maintenance, sustainment, improvement, modification and disposal.

Logistics consulting for planning for the acquisition and life cycle phases of supply and value chain systems including the following:

- Defining and establishing program objectives, strategies, plans and schedules;
- Develop milestone documentation; market research and acquisition planning;
- Material requirements identification, planning, acquisition and management;
- Develop specifications or performance based work statements and task estimates;
- Develop, document and support maintenance procedures and technical manuals;
- Configuration data management and related documentation; expansion and consolidation studies, field problem analysis and recommendation of corrective actions and system modernization;
- Needs assessment/system assessment; inventory/asset/vendor management; inventory management and operation (inclusive of salvage, recycle and/or disposal management); operation of warehouses, stockrooms, storage facilities or depots.
- Fulfillment systems and operations; platform management; information logistics processing systems analysis design, and implementation;
- Staging, shipping, receiving, packing, crating, moving and storage (excluding household goods);
- Packaging, labeling, bar coding system consultation, design, implementation, operation and maintenance;
- Design and installation of material handling systems;
- Hazardous material storage and handling (**non-radioactive only**);
- Warehouse and location management systems;
- Recycling program management of warehousing materials; preservation and protection of specialized inventory or documents;
- Maintenance, repair and overhaul (MRO) support and/or support process management;
- Aircraft repair and maintenance;
- Ship repair and maintenance;
- Property disposal management;
- Logistics strategic planning services;
- Logistics systems engineering services;
- Logistics program management services and support;
- Unique Identification (UID)/Radio Frequency Identification (RFID) services;
- Program and project management;



- Acquisition and life cycle management; spares modeling;
- Supply chain integration planning; and,
- Global integrated supply chain solutions – planning and implementation. (Note: Acquisition functions cannot be procured as stand-alone services.)

**874-501/874-503JMN Distribution & Transportation Logistics Services NAICS 541614**

***Types of services that may be performed under this Special Item Number include:***

- Distribution and transportation logistics services such as planning and designing, implementing or operating systems or facilities for the movement of supplies, equipment or people by road, air, water or rail.
- Movement and short-term storage (excluding household goods);
- Transportation system development and management;
- Distribution and transportation logistics consulting;
- Carrier management and routing;
- Freight forwarding, consolidation and management;
- Third-party logistics (3PL);
- Facilitating customs processing;
- Electronic Freight Manifest (EFM) systems;
- Tracking system analysis, design, operations and management;
- Shuttle services;
- Program and project management.

***Note: Commercial passenger airline services covered by the Airline City Pair Program and courier services covered by Schedule 48, Transportation, Delivery and Relocation Solutions are excluded.***



### **SIN 874-504JMN - Deployment Logistic Services (NAICS: 641614)**

Services that include, but are not limited to:

- Providing expert advice, assistance, guidance, management, or operational support services that permit the deployment of supplies, equipment, materials and associated personnel.
- Deployment logistics consulting;
- War gaming (field exercises);
- Contingency planning;
- Inventory and property requirements planning, movement, storage and accountability systems;
- Asset management (including pre-positioning assets); space planning and project integration/implementation;
- Public and private sector support and/or resources;
- Facilitating customs processing/accountability;
- Scenario based field exercises;
- Communication and logistics systems design, plan, deployment and operation;
- Medical and emergency unit storage and restocking management;
- Program and project management.

### **SIN 874-507JMN - Operations and Maintenance Logistics Management and Support Services (NAICS: 561210)**

The purpose of this SIN is to provide a turnkey/total solution in support of a logistics function. Under the turnkey solution, a combination of support services may include, but are not limited to: janitorial services, maintenance, trash disposal, laundry, mail routing, guard, reception and related services, **however, these services must be incidental to and in support of the logistics function.**

**Individual support services may not be offered, ordered, or sold separately under this SIN.**

Examples of the type of logistics related services under this SIN include:

- Logistical support services;
- Integrated facility management and operations management support;
- Supply support services;
- Equipment asset management and maintenance support services;
- Fleet management and maintenance support services;



- Preventative maintenance planning support services;
- Property management and maintenance support services;
- Strategic and tactical planning support services;
- Strategic account management support services;
- Mobile utility support equipment operation, maintenance and repair support services;
- Base operations support (BOS);
- Depot maintenance;
- Project management.

***Note: Contractors are strongly encouraged to team with other GSA Schedule holders for the services noted above.***

***Note: For separate SIN requirements NOT a part of logistics management and support, refer to Schedule 03FAC, Facilities Maintenance and Hardware, SIN(s) 811 002, Complete Facilities Maintenance 811 003, Complete Facilities Management. Excluded from this SIN are services involving the operation of computer centers.***

## **Section – 3 J.M. Neil & Associates Inc. Labor Category Descriptions**

### **Administrative Support I:**

Provide support to management, including scheduling, planning, providing document, making appointments. Entry level, HS diploma

### **Administrative Support II:**

Provides clerical support for project staff using commercial software packages, maintaining project records and providing reception duties and control records of incoming correspondence.

Associates Degree and 2 years of administrative experience. OR equivalent education and experience.

### **Administrative Support III:**

Serves as executive assistant to Program or Project Manager. Maintains schedule, filing correspondence of assigned manager. Serves as office manager and provides clerical support using commercial software. Bachelor s Degree and 5 years of experience.



#### **Administrative Support IV:**

Serves as executive assistant to Program or Project Manager. Maintains schedule, filing and correspondence of assigned manager. Serves as office manager and provides clerical support using commercial software. Bachelor's Degree and 5 years of experience, or equivalent education and experience.

#### **Business Analyst I**

Defines client's problems and translates them into program specifications (problems and objectives) and design solutions. These specifications and solutions are then usually passed to Business Analyst IV or Project Manager. Bachelor's Degree and 1 year of experience.

#### **Business Analyst II**

Analyzes user requirements, procedures, and problems to automate processing or to improve existing computer system. Writes detailed description of user needs, program functions, and steps required to develop or modify computer program. Bachelor's Degree and 2 years experience.

#### **Business Analyst III**

Serves as lead computer automation expert for the research, design, development experience and implementation of logistic system process automation. Directs technical efforts of all systems analysts. Bachelor's Degree and 4 years experience.

#### **Business Analyst IV**

Senior analyst directs all tasks for business analysis of business process. Master's Degree and 6 years experience.

#### **Business Specialist I**

Defines clients' problems and translates them into program specifications (problem and objectives) and design solutions. These specification solutions are then usually passed to the Project Manager. Bachelor's and 2 years experience or education & experience.

#### **Business Specialist II**

Analyzes user requirements, procedures, and problems to identify areas in existing processes needing improvement. Writes detailed description of user needs, program functions, and steps required to develop or modify process. Studies existing information



processing systems to evaluate effectiveness. Bachelor's Degree and 3 years of experience or equivalent combination of E&E

### **Business Specialist III**

Higher level of responsibility and leadership, responsible for recommending actions on written reports and providing guidance for process users. Bachelor's Degree and 4 years of experience or equivalent combination of E&E.

### **Business Specialist IV**

Works independently, reviewing, studying and writing reports, applying results of analysis and directing other specialists or analysts. Bachelor's Degree and 6 years of experience or equivalent E&E.

### **Engineering Technician I**

Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. Performs one or a combination of such typical duties as: Gathers and maintains specified records of engineering data such as tests, drawings, etc. Bachelor's Degree or equivalent E & E

### **Engineering Technician II**

Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical work is reviewed on completion; non-routine work may also be reviewed in progress. Bachelor's degree and 2 years experience, or equivalent E&E

### **Engineering Technician III**

Performs assignments that are not completely standardized or prescribed. Selects or adapts standard procedures or equipment, using fully applicable precedents. Receives initial instructions, equipment requirements, and advice from supervisor or engineer as needed. Bachelor's degree and 3 years experience, or equivalent E&E

### **Engineering Technician IV**

Performs non-routine assignments of substantial variety and complexity, using operational precedents, which are not fully applicable. May also plan such assignments. Bachelor's degree and 4 years experience, or equivalent E&E



### **Engineering Technician V**

Performs non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Selects and adapts plans, techniques, designs, or layouts. Bachelor's degree and 5 years experience, or equivalent E&E

### **Order Filler**

Accepts telephone orders, fills out order form, obtains merchandise from shelves or bins, calculates costs, place order on conveyor belt. H. S. diploma or equivalent

### **Procurement Manager**

Provides oversight and leadership to team of procurement specialists. Possesses experience in management and skills, knowledge and abilities required for researching, leading, managing and training. Bachelor's degree and 10 years experience in procurement and purchasing activities, or combination of E & E.

### **Procurement Specialist I**

Entry-level position. Responsible for determining requirements and preparing documentation with supervision for acquisitions. Works under supervision. Bachelors; degree with general knowledge of procurement terms and process.

### **Procurement Specialist II**

More specialized knowledge, skills and abilities. Familiar with more complex issues and can work with supervision. Bachelor's degree and 2 years experience in acquisitions procurement activity.

### **Procurement Specialist III**

Advanced level of procurement activity, skills and abilities. Works with direction. Bachelor's degree and 4 years experience in acquisitions procurement or E&E.

### **Program/Project Manager I**

Overall responsibility for completion of assigned tasks, deliverables and schedule. Bachelor's degree and 6 years of management experience, or equivalent combination



### **Program/Project Manager II**

Senior position in large program/project management situation. Oversees project manager and has less direct involvement in day-to-day operations. Directs and coordinates program activities, and exercises control over personnel responsible for

specific functions or phases of program. Bachelors' Degree and 8 years of management experience or E & E.

### **Secretary I**

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Bachelor's degree or equivalent combination of E&E.

### **Secretary II**

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Works fairly independently, receiving a minimum of detailed supervision and guidance. Bachelor's degree and 2 years experience, or equivalent combination.

### **Secretary III**

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Bachelor's degree and 4 years experience or combination education and experience.

### **Secretary IV**

Uses greater judgment and initiative to determine the approach or action to take in non-routine situations. Bachelor's degree and 5 years experience, or combination of equivalent education and experience

## **Secretary V**

Provides principal secretarial support in an office, usually to one individual, and, in some cases, also to the subordinate staff of that individual. Handles a wide variety of situations and conflicts involving the clerical or administrative functions, relieving



managers of admin responsibility, decisions, deadlines. Bachelor's degree and 6 years experience, or equivalent E&E.

## **Systems Analyst I**

Provides support for the design and installation of automation projects for logistics processes. A. A. degree and 1 year experience

## **Systems Analyst II**

Serves as automation expert for the research, design, development and implementation of process automation. May direct technical efforts of other system analysts. Capable of designing and installing automation projects on less complex, logistic processes, Bachelor's Degree and 1 years experience

## **Systems Analyst III**

Serves as lead computer automation expert for the research, design, development and implementation of logistic system process automation. Directs technical efforts of all systems analysts. Bachelor's Degree and 4 years of experience or equivalent combination of E&E

## **Shipping Packer**

Prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment H.S. diploma

## **Shipping Receiving Clerk**

Fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. Keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties. H.S. diploma.

### **Supply Technician**

Receives, stores, issues equipment, stores, stock, prepares reports, uses tools to uncrate goods. Fills orders, collects unusable goods for salvage. H.S. diploma and 2 years experience in warehouse, shipping/receiving, supply.



### **Technical Writer**

Interprets technical specifications and requirements, writes procedures, instructions, and technical documents for procurement. Bachelor's degree and 6 years of experience in technical writing.

### **Travel Clerk I**

Responsible for making of travel arrangements, using federal travel regulations. A. A. degree and training in Federal Travel Regulations.

### **Travel Clerk II**

Makes Travel arrangements, prepares itineraries, files travel claims. Bachelor s Degree and 2 years experience or combination of education and experience.

### **Travel Clerk III**

Responsible for scheduling and planning travel, making itineraries, determining best values, filing travel claims. Bachelor s Degree and 5 years experience, training in Federal Travel Regulations, or combination of education and experience.

### **Warehouse Specialist**

As directed, performs a variety of warehousing duties, which require an understanding of the establishment s storage plan. H. S. Diploma and 1 year experience.

## **Section – 4 J.M. Neil & Associates Inc. 874V Labor Category Price List**

### ***LOGWORLD PRICE LIST***

Labor Category	Service Contract Act	Base Year
Administrative Support	No	\$25.87
Administrative Support II	No	\$29.29
Administrative Support III	No	\$32.81
Administrative Support IV	No	\$37.44
Business Analyst I	No	\$33.87
Business Analyst II	No	\$41.89
Business Analyst III	No	\$49.56
Business Analyst IV	No	\$57.24
Business Specialist I	No	\$36.37
Business Specialist II	No	\$41.89
Business Specialist III	No	\$52.06
Business Specialist IV	No	\$58.45
Procurement Manager	No	\$59.95
Procurement Specialist I	No	\$41.34
Procurement Specialist II	No	\$45.66
Procurement Specialist III	No	\$49.99
Program/Project Manager I	No	\$59.99
Program/Project Manager II	No	\$65.75
Systems Analyst I	No	\$53.20
Systems Analyst II	No	\$59.99
Systems Analyst III	No	\$59.99
Engineering Technician I	Yes	\$35.43
Engineering Technician II	Yes	\$42.92
Engineering Technician III	Yes	\$47.02
Engineering Technician IV	Yes	\$48.85
Engineering Technician V	Yes	\$51.93
Order Filler	Yes	\$25.02
Secretary I	Yes	\$28.36
Secretary II	Yes	\$31.27
Secretary III	Yes	\$32.26
Secretary IV	Yes	\$35.78
Secretary V	Yes	\$38.65
Shipping Packer	Yes	\$30.17
Shipping/Receiving Clerk	Yes	\$30.17
Supply Technician	Yes	\$35.78
Technical Writer I	Yes	\$49.45
Travel Clerk I	Yes	\$23.28
Travel Clerk II	Yes	\$25.29
Travel Clerk III	Yes	\$27.54
Warehouse Specialist	Yes	\$31.09

**Section – 5 J.M. Neil & Associates Inc. Professional Associations, Certifications, and Honors**

**MEMBER OF:**

- Kansas City Chamber of Commerce (KCCC)
- Women Impacting Public Policy (WIPP)
- National Contract Management Association (NCMA)



- Kansas City Council of Women Business Owners (KC-CWBO) Charter member

**CERTIFIED BY THE:**

- Women's Business Enterprise National Council (WBENC)
- Women's Business Enterprise (WBE) - State of Missouri
- Women's Business Enterprise (WBE) - City of Kansas City, Missouri
- National Women Business Owners Corporation (NWBOC)

**RECOGNITION AND HONORS:**

- Selected by *Kansas City Business Journal* – “**2009 Women Who Mean Business Award.**” Recognized for significant contributions made to business in Kansas City.
- Achieved rating of “**#1 Overall Vendor**” out of 76 for a large Fortune 100 company in 2008.
- Nominated for the “**Small Business of the Year Award**” granted by the *Kansas City Chamber of Commerce* in 2008.
- Recognized by *Ingram's Magazine* as one of the “**Top Ten Small Businesses**” for 2006, 2005, 2004, 2003 and 2002.
- Selected by the *K.C. Small Business Monthly* as one of twenty-five small businesses in Kansas City to be honored in 2004 with the “**25 Under 25 Award**” for business excellence.
- Received the prestigious “**Mr. K Award,**” honoring the Small Business Person of the Year from the Kansas City Chamber of Commerce in May, 2002.
- In 2001, J. M. Neil & Associates, Inc. was recognized as one of the 100 fastest growing IT Staffing/Services firms in the U.S. and was selected by *The Purple Squirrel*, a strategy magazine for the IT staffing/services industry, as “**One of the Top 100 Agencies in the Country.**”

- Interviewed on video as a “**Model of Successful Business**” in 2000 by the *Southwestern Bell Yellow Pages*.
- *Ingram’s Magazine* rated J.M. Neil & Associates, Inc. in the top 20 of the “**100 Fastest Growing Companies in Kansas City Hall of Fame**” in July, 2000.