Institute for Building Technology and Safety  
45207 Research Place  
Ashburn, VA 20147-2421  
Phone: 703.481.2000  
www.ibts.org  
Contract Administrator: Craig Bertolett  
Email: schedule@ibts.org

PERIOD COVERED BY CONTRACT:  
March 2, 2022 – March 1, 2027

*Price List is current through Mod PA-0004, Effective April 18, 2022*

Business Size:  
Other than Small Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.
CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611 RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541330ENG</td>
<td>541330ENG RC</td>
<td>Engineering Services</td>
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<tr>
<td>OLM</td>
<td>OLM RC</td>
<td>Order-Level Materials</td>
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. *Not Applicable.*

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. *See below.*

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): *Domestic Only*

5. Point(s) of production (city, county, and state or foreign country): *Same as Contractor*

6. Discount from list prices or statement of net price: *Government net prices (discounts already deducted).*

7. Quantity discounts: *None*

8. Prompt payment terms: *Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.*

9. Foreign items (list items by country of origin): *None*

10a. Time of Delivery (Contractor insert number of days): *30 Days ARO*

10b. Expedited Delivery. *Contact Contractor for details*

10c. Overnight and 2-day delivery. *Contact Contractor for details*
10d. Urgent Requirements. When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Contact Contractor.

11. F.O.B Points: Destination

12a. Ordering Address:
   Institute for Building Technology and Safety
   45207 Research Place
   Ashburn, VA 20147-2421
   Email: schedule@ibts.org

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address:
   Institute for Building Technology and Safety
   45207 Research Place
   Ashburn, VA 20147-2421
   Email: Jbalac@ibts.org

14. Warranty provision: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18a. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A
22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI) number: K4IDJJ7H5X15, DUNS: 070110721

24. Notification regarding registration in System of Award (SAM) database: Contractor is registered and active in SAM.gov (CAGE: 2U099)

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>Year 1 (March 2, 2022 - March 1, 2023)</th>
<th>Year 2 (March 2, 2023 – March 1, 2024)</th>
<th>Year 3 (March 2, 2024 – March 1, 2025)</th>
<th>Year 4 (March 2, 2025 – March 1, 2026)</th>
<th>Year 5 (March 2, 2026 – March 1, 2027)</th>
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<td>541611, 541330ENG</td>
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GSA Pricing
<table>
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<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>Year 1 (March 2, 2022 – March 1, 2023)</th>
<th>Year 2 (March 2, 2023 – March 1, 2024)</th>
<th>Year 3 (March 2, 2024 – March 1, 2025)</th>
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<th>Year 5 (March 2, 2026 – March 1, 2027)</th>
</tr>
</thead>
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</table>

**Labor Category Descriptions**

**Education Substitutions:**
High school diploma, GED or Associates Degree and 4 years of additional relevant experience may be substituted for Bachelor’s Degree.
A Bachelor’s and 6 years of additional relevant experience may be substituted for Master’s Degree.

**Experience Substitutions:**
Master’s Degree may be substituted for 6 years of additional relevant experience.
Bachelor’s Degree may be substituted 4 years of additional relevant.

**Executive Advisor I**
Manages and oversees the largest projects and programs and has regional responsibility. Can commit the firm to fees, scope of work, and schedules. Responsible for delivering services through a combination of a direct contract with the client and through oversight of third parties that hold separate contracts with the client. Responsible for multi-year program planning; working directly with senior level client to set project agenda; working with client to assign taskings to the various contractors; assigning project managers to projects under direct contract; monitoring performance on all projects and contracts; and preparing monthly reports on the status of each project and contract and the overall program.

**Education:** Bachelors
**Experience:** 20 Years

**Program Manager III**
Plans, executes, and manages contracts involving multiple projects in support of a specific client program. Leads development of program objectives and assessment of program policies and methodologies. Responsible for maintaining and managing relationship with senior level management within client program. Responsible for receiving taskings from the client, assigning project managers to projects, monitoring performance on programs, assigning resources, and preparing monthly reports on the status of each project and the overall contract.
Leads development and implementation of the program. Responsible for ensuring quality standards and work performance meets objectives on all projects and work efforts.  
**Education:** Bachelors  
**Experience:** 20 Years

**Program Manager II**  
Assists with management of small contracts involving multiple projects in support of a specific program. Supports the development of program objectives and assessment of program policies and methodologies. Assist with monitoring performance on program, assigning resources, and creating program data for monthly report development. Experienced in a wide range of complex applications of the stated specialty and Supervises others to ensure that the task is completed on time and within budget.  
**Education:** Bachelors  
**Experience:** 15 Years

**Program Manager I**  
Assists with management of small contracts involving multiple projects in support of a specific program. Supports the development of program objectives and assessment of program policies and methodologies. Assist with monitoring performance on program, assigning resources, and creating program data for monthly report development. Experienced in a wide range of complex applications of the stated specialty. May manage portions of projects.  
**Education:** Bachelors  
**Experience:** 10 Years

**Project Manager III**  
Performs routine aspects of assignments and application of basic professional techniques and procedures. Performs day-to-day management of contract operations. Responsible for project staffing, planning, financials, and staff. Reviews quality of work project. Provides technical guidance as required. Assists all levels of Program Manager in contract performance.  
**Education:** Bachelors  
**Experience:** 15 Years

**Project Manager II**  
Assists with management of assignments. Applies knowledge and applies of professional techniques and procedures. Responsible for the management of one or more projects. Performs day-to-day management of contract operations. Responsible for project staffing, planning, financials, and staff. Provides technical guidance as required. May manage multiple subordinates.  
**Education:** Bachelors  
**Experience:** 10 Years

**Project Manager I**  
Assists with management of assignments and application of basic professional techniques and procedures. Assists with day-to-day management of contract operations. Assists with project staffing, planning, financials and staff. Also responsible for performing quality control / quality assurance peer reviews.  
**Education:** Bachelors  
**Experience:** 5 Years
**Engineer III**
Experienced in a wide range of complex applications of the stated specialty and supervises others to ensure that the task is completed on time and within budget. Responsible for the performance of engineering and technical analysis and design tasks. Designs and implements technical solutions for engineering-specific problems. Responsible for requirement development, problem definition, analysis and implementation of engineering procedures and policies. Responsible for briefing and leading engineering teams. Graduate of an accredited engineering degree program licensed as a professional engineer.

**Education:** Bachelors  
**Experience:** 15 Years

**Engineer II**
Experienced in a wide range of complex applications of the stated specialty and supervises others to ensure that the task is completed on time and within budget. Performs engineering and technical analysis and design tasks. Supports implementation of technical solutions for engineering-specific problems. Performs quality control/quality assurance peer reviews. Assists with requirement development. Assists with briefing engineering teams.

**Education:** Bachelors  
**Experience:** 10 Years

**Engineer I**

Education: Bachelors  
Experience: 4 Years

**Subject Matter Expert III**
Senior Subject Matter Expert. Experienced in a wide range of complex applications. Provides supervision. Provides functional expertise for project objectives, requirements, solutions, implementation related to programs and projects. Provides expert technical knowledge. Provides strategic guidance related to area of expertise.

**Education:** Masters  
**Experience:** 20 Years

**Subject Matter Expert II**
Experienced in a wide range of complex applications. Provides supervision. Provides functional expertise for project objectives, requirements, solutions, implementation related to programs and projects. Provides expert technical knowledge. Provides strategic guidance related to area of expertise.

**Education:** Bachelors  
**Experience:** 10 Years

**Subject Matter Expert I**
Experienced in a wide range of complex applications of the stated specialty. May manage portions of projects.
Provides functional expertise for project objectives, requirements, solutions, implementation related to programs and projects. Provides expert technical knowledge. Provides strategic guidance related to area of expertise.

Education: Bachelors
Experience: 5 Years

Specialist III
Experienced in a specific area of expertise. Applies expertise to troubleshoot highly complex problems. Utilizes specialized knowledge to install, configure, maintain equipment/systems as required. Performs routine aspects of assignments requiring knowledge and application of basic professional techniques and procedures. Provides guidance to lower-level specialists.

Education: Masters
Experience: 15 Years

Specialist II
Experienced in a specific area of expertise. Applies expertise to troubleshoot highly complex problems. Performs routine aspects of assignments requiring knowledge and application of basic professional techniques and procedures. Utilizes specialized knowledge to install, configure, maintain equipment/systems as required. Assists lower-level Specialists with basic tasks. Acts as Task Lead on installation and configuration tasks that require multiple Specialists.

Education: Bachelors
Experience: 10 Years

Specialist I
Experienced in a specific area of expertise. Applies expertise to troubleshoot highly complex problems. Performs routine aspects of assignments requiring knowledge and application of basic professional techniques and procedures. Utilizes specialized knowledge to install, configure, maintain equipment/systems as required.

Education: High School
Experience: 3 Years

Administrative Assistant II
Support the program management staff. Assists with deliverables, internal reports, briefings, documentation, drawings, and compliance documentation. Performs scheduling for teams of inspectors. Drafts documentation to support project schedule quality control routine, inspection process, and program requirements. Tracks project progress as dictated by Program and Project Manager. Maintains inspection certification credentials.

Education: Bachelors
Experience: 5 Years

Administrative Assistant I
Support the program management staff. Assists with deliverables, internal reports, briefings, documentation, drawings, and compliance documentation. Performs scheduling for teams of inspectors. Drafts documentation to support project schedule quality control routine, inspection process, and program requirements. Tracks project progress as dictated by Program and Project Manager.

Education: High School
Experience: 3 Years
**Inspector III**  
Experienced in a wide range of plan review disciplines. Lead project inspector on site. Conducts routine inspections and specialized plan reviews. Verifies compliance with building codes, plans, specifications, and program requirements. Inspects conditions prior to the start of project, during project, and upon project completion. Identifies, logs required corrections. Maintains records of inspections. Issues work orders as required. Enforces safety protocols on job. Must be certified as an ICC Combination Inspector.  
**Education:** Bachelors  
**Experience:** 10 Years

**Inspector II**  
Experience supervising plan reviewers. Conducts routine inspection and specialized plan reviews. Verifies compliance with building codes, plans, specifications, and program requirements. Inspects conditions prior to the start of project, during project, and upon project completion. Identifies, logs corrections. Maintains records of inspections. Issues work orders as required. Enforces safety protocols on job. Must be certified as an ICC Residential or Commercial Combination Inspector.  
**Education:** High School  
**Experience:** 5 Years

**Inspector I**  
**Education:** High School  
**Experience:** 3 Years

**Building Official**  
Provides expert advice regarding strategic direction and performance under Building Regulatory guidelines. Includes providing advice regarding applicable utility portfolios, buildings, facilities, and projects. Responsible for development, implementation, and management strategic plans to ensure compliance with regulatory standards. Performs audits on project processes and procedures. Communication with Regulatory Authorities. Must be a Certified Building Official.  
**Education:** Bachelors  
**Experience:** 15 Years

**Plan Reviewer III**  
Serves as the subject matter expert for the standards and processes under review. Provides overall survey methodology and survey tools for the standards and scoring methodology to the supporting compliance team reviewers. Leads review of project deliverables including reports, designs, plans, and specifications. Identifies areas of risk. Conducts project documentation review reports. Coordinates with Program and Project Manager for resolution.  
**Education:** Bachelors  
**Experience:** 10 Years
The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Contract Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
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<tr>
<td>Administrative Assistant I</td>
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<td>2015-4281</td>
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