General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line 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!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov

Multiple Award Schedule
Federal Supply Group: Professional Services - Technical Consulting Services
FSC/PSC Code: R425

Contract #47QRAA22D00CD
For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov

Contract Period: July 12, 2022 – July 11, 2027
(Pricelist current as of Modification PO-0001, dated 7/12/22)

DRB Consulting, LLC
1302 Bellavista Dr.
Buffalo, MN 55313
Telephone: 763-257-7872
www.drbconsults.com
E-mail: deb.brisk@drbteam.com
Contract Administration Contact: Debra Brisk
Business Size: Women-owned Small Business (WOSB)
SBA Certified Small Disadvantaged Business (SDB)
CUSTOMER INFORMATION:

1a. **Table of Awarded Special Item Numbers (SINs):**

<table>
<thead>
<tr>
<th>SIN's</th>
<th>Disaster Recovery</th>
<th>SIN Title</th>
</tr>
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<tr>
<td>541690</td>
<td>541690RC</td>
<td>Technical Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMSTLOC</td>
<td>Order-Level Materials (OLM's)</td>
</tr>
<tr>
<td></td>
<td>OLMRC</td>
<td></td>
</tr>
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</table>

1b. **Lowest Price Item and Model:** Not Applicable

1c. **Hourly Rates:** See Labor Descriptions and Hourly Rates below

2. **Maximum Order:** $1,000,000/Order

3. **Minimum Order:** $100

4. **Geographic Coverage (delivery area):** CONUS, AK, HI, PR

5. **Point(s) of Production (city, county, state):** Not Applicable

6. **Basic Discount:** Prices shown herein are net, discounts deducted.

7. **Volume Discount:**
   - 1% Discount on individual Task Order valued greater than $250,000 to include any amendments
     or individual orders written against BPAs within the period of performance.
   - 2% Discount on individual Task Order valued greater than $450,000 to include any amendments
     or individual orders written against BPAs within the period of performance.
   - 3% Discount on individual Task Order valued greater than $650,000 to include any amendments
     or individual orders written against BPAs within the period of performance.

8. **Prompt Payment Terms:** Net 30 days

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

10a. **Time of Delivery:** Specified in task order.

10b. **Expedited Delivery:** Contact Contractor.

10c. **Overnight and 2-day Delivery:** Contact Contractor.

10d. **Urgent Requirements:** Contact Contractor.

11. **F.O.B. points(s):** Destination

12a. **Ordering Address(es):**
    DRB Consulting LLC
    1302 Bellavista Dr.
    Buffalo, MN 55313

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(es):**
    DRB Consulting LLC
    1302 Bellavista Dr.
    Buffalo, MN 55313
14. **Warranty Provision:** Not Applicable - Services

15. **Export Packaging Charges (if applicable):** Not Applicable

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable

17. **Terms and conditions of installation, (if applicable):** Not Applicable

18a. **Terms and conditions of repair parts (if applicable):** Not Applicable

18b. **Terms and conditions of for any other services (if applicable):** Not Applicable

19. **List of service and distribution points (if applicable):** Not Applicable

20. **List of participating dealers (if applicable):** Not Applicable

21. **Preventive maintenance (if applicable):** Not Applicable

22a. **Special Environmental Attributes:** None

22b. **Section 508 Compliance:** Not Applicable

23. **Unique Entity Identifier (UEI) Number:** FXRDCCMJKLL1

24. **System for Award Management (SAM) Completed:** Yes
## Labor Category Descriptions

**Project Advisor:**

**Functional Responsibility:** Primary client Manager, coordinates and advises DRB project managers. Manages the overall budget, scope and schedule for multiple projects or programs. Provides invoicing to multiple clients & manages the overall DRB company finances, budget, receivables and expenditures. Is the liaison to the DRB Contracted payroll services, accounting and bookkeeping services. Provides overall project quality assurance for the DRB Team.

**Minimum Education:** Minimum Bachelor's degree from a University - including but not limited to engineering, architecture, communications, business, psychology, or public relations. Preferable to have a masters degree -- however not required.

**Minimum/General Experience:** 20+ years of public and/or private agency experience.

**Sr. Program Manager:**

**Functional Responsibility:** A program manager who manages multiple projects at one time and manages each project and program's scope, schedule and budget, coordinates with sub-consultants and DRB team members to perform services and requested tasks. This person could also manage a program for a client. (A program has multiple projects integrated into the program, multiple project numbers, contracts, stakeholders and partners). This person is responsible for quality control for project deliverables -- and maybe assigned to be a quality assurance reviewer for projects not assigned to them.

**Minimum Education:** Minimum Bachelor's degree from a University - including but not limited to engineering, architecture, communications, business, psychology, or public relations.

**Minimum/General Experience:** 15+ years of public and/or private agency experience.

**Sr. Project Manager:**

**Functional Responsibility:** Project manager assigned to a specific project and manages that specific project's scope, schedule and budget. Manages and coordinates DRB team

**Minimum Education:** Minimum Bachelor's degree from a University - including but not limited to engineering, architecture, communications, business, psychology or public relations.

**Minimum/General Experience:** Minimum Bachelor's degree from a University - including but not limited to engineering, architecture, communications, business, psychology, or public relations.

**Technical Expert:**

**Functional Responsibility:** Supports a project with technical supportive services required for the project. This could include specific engineering, environmental review and analysis, communications and engagement or research and analysis for a specified technical area. Usually identified on a person responsible for a specified technical task.

**Minimum Education:** Minimum Bachelor's degree. Technical experience / specialty may require a masters degree within a specialized area such as engineering or public administration. Certifications and professional licensure maybe required for a specified project, such as engineering.

**Minimum/General Experience:** 10+ years of public and/or private agency experience.

**Program Manager:**

**Functional Responsibility:** Supports an assigned project -- including resource management (DRB team and sub-consultants / vendors), liaison to the client's project manager for day-to-day needs, scheduling of deliverable and offering compliance to the contract scope of work and quality control. Provides technical / administrative support as required to deliver the services requested. Comprehends the scope, schedule, budget, risks and needs for a project.

**Minimum Education:** Minimum Bachelor's degree. Technical experience / specialty may require additional certifications, registrations or training including and not limited to project management training and working with multiple stakeholders, agencies, or groups for a project.

**Minimum/General Experience:** 10+ years of experience related to identified tasks for a project. Professional who is certified, registered and/or trained in a specified area of need for a project. Must have experience managing similar projects in scope and similar clients.
**Project Manager:**
**Functional Responsibility:** Project manager assigned to a specific project and manages that specific project's scope, schedule and budget. Manages and coordinates DRB team members and provides direction to sub-consultants. Provides project quality control and develops project invoicing and subcontracting agreements.

**Minimum Education:** Minimum Bachelor's degree from a University - including but not limited to engineering, architecture, communications, business, psychology or public relations.

**Minimum/General Experience:** 10+ years of experience related to identified tasks for a project. Professional engineer, certified or trained specialist for a technical task requested by a client.

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**Document Manager:**
**Functional Responsibility:** An individual, providing skills to catalog, name and manage a document from initial concept thru final delivery. This includes editing, writing, and filing / documents. Utilizing technology and providing supportive services to others to manage the document files. This position can also include setting up a project site for a project to enhance document management within the team and with others such as clients or other project stakeholders.

**Minimum Education:** Bachelor's degree desired, however not required. An Associate degree is required unless years of experience qualify the person for the job requirements. Certified / trained in IT applications to support document management and development of a document with multiple authors. Other requirements may include facilitation, mediation, computer applications / tools and associated programs (depending on project tasks).

**Minimum/General Experience:** 6+ years of experience related to a specified skill, competency or area of expertise required for a project.

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**Technical Manager:**
**Functional Responsibility:** A person skilled in a specialized subject required for a project and has the qualifications to be a subject matter expert (SME). The expertise can be -- communication / writing and editing (APA, ADA style requirements), facilitation (such as facilitating / moderating public hearings, open houses, partnering workshops), engineering (non-registered engineer). The individuals provides technical research, evaluation, analysis and support to specified task within a contract based on being a SME.

**Minimum Education:** Bachelor's degree is desired but may not be required should individual have a certification, registration, or training in a specified area required for a project. An Associate degree is the minimum, however 6 years of experience in a required subject area can substitute for an Associate degree.

**Minimum/General Experience:** 3+ years of experience related to a specified skill, competency or area of expertise required for a project.

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**Data Analyst:**
**Functional Responsibility:** This individual has an understanding of data field / data base management including enterprise data fields, entering data and utilizing technology to support data management, analysis and reporting. Should have a comprehensive understanding of best practices and technical skills to advance data supported charts, graphs and information to support a report, or deliverable to a client. Includes quality review and control of data management.

**Minimum Education:** Minimum High School, Associate degree desired, however not required. Individual shall be certified or skilled (years of experience) in required computer applications or programs.

**Minimum/General Experience:** 3+ years of experience associated to Microsoft products (excel, SharePoint, Project teams), analytical and detailed oriented.

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**Project Communications Specialist:**
**Functional Responsibility:** This individual has experience and knowledge utilizing effective, proactive communications, outreach and engagement to stakeholders, partners, communities and the client. This includes formatting, drafting and finalizing the communications, (newsletters, emails, websites, Twitter, etc) and knowing how to engage with media, and how to market (message) content to various audiences.

**Minimum Education:** Preference is a Bachelor's degree in communications, marketing or media. Experience and knowledge may substitute for a degree should the individual show valid experience and skills to support the project requirements. A Bachelor's degree is the minimum requirement -- however five years of experience can substitute for a degree.

**Minimum/General Experience:** 5+ years of experience utilizing various tools, techniques, and practices to support communications, engagement and outreach. Individual shall understand ADA compliant documentation & APA
requirements. They shall have experience related to delivery of documents based on best / effective practices to support communication, engagement and marketing to varying audiences with various platforms.

**Technical Analyst:**
**Functional Responsibility:** Specialized skills for a specified area for a project -- technically knowledgeable, experienced and educated/certified such as an environmental analyst (natural and built environment) performing an analysis and / or research. Discovery analysis for a specified topic and then providing review and reporting as required for a project.

**Minimum Education:** Minimum High School, Associate degree desired, however not required. A certification or education in a field of expertise required for the project. OR minimum of 3+ years of knowledge and expertise in areas required.

**Minimum/General Experience:** 3+ years of experience in subject area needed for a specified project.

**Research Analyst:**
**Functional Responsibility:** This individual is an analyst who researches and analyses data and reference materials to support a position, statement or requirement for a contract (Project). They are detailed and understand the requirement associated to copyrighted materials, citing information and delivering information within a quality-controlled report or document.

**Minimum Education:** University Degree in specialized area desired or has knowledge of area required for a project. A Bachelor’s degree is required as a minimum for this job classification, unless an individual has 6+ years of experience associated to data analytics, data management and/or data base supported technology.

**Minimum/General Experience:** 3+ years of experience and is detailed oriented, organized, skilled in research and assessing multiple reports and documents to form a position / statement for a project.

**Project Accountant:**
**Functional Responsibility:** This individual supports the project team with detailed accounting needs - such as reporting required for contractual requirements, invoicing, status of contracts (financially and resources), subcontractor monitoring and reporting for EEO, Civil Rights and other requirements as identified in the scope of services requested by the client.

**Minimum Education:** Minimum High School, Associate degree desired, however not required. 3+ years of experience -- related to professional service contracting & public agency contracting. Understanding of invoicing to clients and establishing invoices based on client’s requests. Reporting of human resources, expenses and aligning allocation to tasks specified for a project.

**Minimum/General Experience:** 3+ years of experience and knowledge of public agency accounting, including an understanding and use of Microsoft excel (databases) and income reporting / receivables and expenses.

**Project Administrator:**
**Functional Responsibility:** This person supports a project team -- such as drafting and finalizing meeting notes, developing templates, forms, and providing supportive services to the project team including virtual meetings, on site meeting support and required activities. Could include event (on - site) support such as workshops, seminars, meeting. Including agenda preparation, registration, set up and clean up.

**Minimum Education:** Minimum High School, Associate degree desired, however not required. 3+ years of administrative support services -- specifically providing administrative support to government clients / professional service contracts with private vendors. (Being a sub-consultant)

**Minimum/General Experience:** 3+ years of experience specifically in project organization, customer relationships, and having strong communication skills. Has the passion to be focused on quality service to a project team.

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**Experience Substitutions**

<table>
<thead>
<tr>
<th>No degree with 3 Years Professional Experience*</th>
<th>Equals</th>
<th>Associate degree</th>
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<tr>
<td>Associate degree with 3 Years Professional Experience *</td>
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<td>Bachelor’s degree</td>
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## Labor Rates

**EPA Clause I-FSS-969(b)(1) - Fixed Escalation with Out-Year Pricing Escalation Percent 4.50%**

<table>
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<th>SIN</th>
<th>Labor Category</th>
<th>Site</th>
<th>GSA PRICE Including IFF</th>
<th>GSA PRICE Including IFF</th>
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<tr>
<td>541690</td>
<td>Project Advisor</td>
<td>Both</td>
<td>$222.02</td>
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<td>541690</td>
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### Service Contract Labor Standards Disclosure:

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.