General Services Administration
Federal Acquisition Service
Authorized Federal Supply Schedule Price List
Multiple Award Schedule
Federal Supply Group: MAS

Furniture & Furnishings / Office Management Services

<table>
<thead>
<tr>
<th>Special Item Numbers</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIN 541614CF</td>
<td>Comprehensive Furniture Management Services</td>
</tr>
<tr>
<td>SIN 541614OR</td>
<td>Office Relocation &amp; Reconfiguration</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

Contract Number: 47QSMA19D08P7
Contract Period: February 07, 2019 to February 06, 2024

Alfonso & Associates Consulting, Inc.
7925 Jones Branch Dr. Suite 5300
Tysons Corner, VA 22102-3372

703-639-0668 Phone
703-462-9333 Fax
www.alfonsoassociates.net

Point of Contact:
Jose Alfonso
j.alfonso@alfonsoassociates.net

Business Size: Small Disadvantaged Business / Woman-Owned Small Business

Price List current through Modification PS-A812 Effective February 7, 2020

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 https://www.gsaadvantage.gov
1. Table of Awarded SINs – New MAS Consolidation SINs

   SIN 541614CF  Comprehensive Management Services
   SIN 541614OR  Office Relocation and Reconfiguration
   OLM            Order-Level Materials (OLM)

2. Maximum Order Amount: $500,000

3. Minimum order: $100.00


5. Point(s) of production (city, county, and State or foreign country): N/A

6. Discount from list prices or statement of net price: Prices shown are NET prices; Basic discounts have been deducted

7. Quantity discounts: 1% on task orders greater than $250,000

8. Prompt payment terms: Payment terms are Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. **Government Purchase Cards**: are accepted at or below the micro-purchase threshold.

10. **Foreign items** (list items by country of origin): N/A

11a. **Time of delivery**: Negotiated on a task order basis.

11b. **Expedited Delivery**: Contact Contractor’s Representative.

11c. **Overnight and 2-day delivery**: As Agreed Upon between Agency and Contractor.

11d. **Urgent Requirements**: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery.


13a. **Ordering and Payment address**:
   Alfonso & Associates Consulting, Inc.
   7925 Jones Branch Drive, Suite 5300
   Tysons Corner, Virginia 22102 - 3372

   Bank account information for ACH or EFT payments will be shown on the invoice.

13b. **Ordering procedures**: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Warranty provision**: Contractor’s Standard Warranty.

15. **Export packing charges**, if applicable: N/A

16. **Terms and conditions of Government purchase card acceptance**: Accepted, no discount.

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

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

19. **Terms and conditions of repair parts** indicating date of parts price lists and any discounts from list prices (if applicable): N/A
20. **List of service and distribution points** (if applicable): N/A

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

22. **Preventive maintenance** (if applicable): N/A

23a. **Special attributes such as environmental attributes** (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

23b. **Section 508 Compliance**: N/A

24. **Data Universal Number System (DUNS)**: 61-0537420

25. **SAM Registration**: Alfonso & Associates Consulting, Inc. is registered in the SAM Database.

26. **Blanket Purchase Agreements (BPAs)**
   
The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).
## HOURLY LABOR RATES FOR ALL SPECIAL ITEM NUMBERS (SIN)

SIN 541614CF – Comprehensive Furniture Management Services
SIN 541614OR – Office Relocation & Reconfiguration
OLM – Order-Level Materials

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>2/7/19-2/6/20</th>
<th>2/7/20-2/6/21</th>
<th>2/7/21-2/6/22</th>
<th>2/7/22-2/6/23</th>
<th>2/7/23-2/6/24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Interior Designer/ Contract Furniture Specialist</td>
<td>$97.79</td>
<td>100.72</td>
<td>103.74</td>
<td>106.86</td>
<td>110.06</td>
</tr>
<tr>
<td>Financial Manager-Senior</td>
<td>$135.31</td>
<td>139.37</td>
<td>143.55</td>
<td>147.86</td>
<td>152.30</td>
</tr>
<tr>
<td>Help Desk Specialist I</td>
<td>$66.48</td>
<td>68.47</td>
<td>70.53</td>
<td>72.64</td>
<td>74.82</td>
</tr>
<tr>
<td>Help Desk Specialist II</td>
<td>$71.58</td>
<td>73.73</td>
<td>75.94</td>
<td>78.22</td>
<td>80.57</td>
</tr>
<tr>
<td>Management Analyst - Junior</td>
<td>$74.24</td>
<td>76.47</td>
<td>78.76</td>
<td>81.12</td>
<td>83.56</td>
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<tr>
<td>Management Analyst-Middle</td>
<td>$103.92</td>
<td>107.03</td>
<td>110.24</td>
<td>113.55</td>
<td>116.96</td>
</tr>
<tr>
<td>Management Analyst-Senior</td>
<td>$117.09</td>
<td>120.60</td>
<td>124.22</td>
<td>127.94</td>
<td>131.78</td>
</tr>
<tr>
<td>Mid-Level Space Management Advisor</td>
<td>$133.11</td>
<td>137.10</td>
<td>141.21</td>
<td>145.45</td>
<td>149.81</td>
</tr>
<tr>
<td>Project Control Planner-Senior</td>
<td>$157.86</td>
<td>162.60</td>
<td>167.48</td>
<td>172.50</td>
<td>177.68</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$200.35</td>
<td>206.36</td>
<td>212.55</td>
<td>218.93</td>
<td>225.50</td>
</tr>
<tr>
<td>Project Manager (Designer)</td>
<td>$106.33</td>
<td>109.52</td>
<td>112.81</td>
<td>116.19</td>
<td>119.68</td>
</tr>
<tr>
<td>Project Principal</td>
<td>$221.32</td>
<td>227.96</td>
<td>234.80</td>
<td>241.84</td>
<td>249.10</td>
</tr>
<tr>
<td>Senior Space Management Advisor</td>
<td>$150.00</td>
<td>154.50</td>
<td>159.14</td>
<td>163.91</td>
<td>168.83</td>
</tr>
<tr>
<td>Space Management/ Relocation Coordinator</td>
<td>$101.07</td>
<td>104.10</td>
<td>107.22</td>
<td>110.44</td>
<td>113.75</td>
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<tr>
<td>Subject Matter Expert (Technical 3)- Senior (designer)</td>
<td>$101.75</td>
<td>104.80</td>
<td>107.94</td>
<td>111.18</td>
<td>114.52</td>
</tr>
</tbody>
</table>
LABOR CATEGORY DESCRIPTIONS

Alfonso Applies an Experience Equivalency:

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>ASSOCIATES DEGREE</th>
<th>BACHELOR’S DEGREE</th>
<th>MASTERS DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Experience</td>
<td>High School and 2 years of experience</td>
<td>High School and an additional 4 years of experience</td>
<td>Bachelor’s Degree and an additional 6 years of experience</td>
</tr>
</tbody>
</table>

CONSTRUCTION INTERIOR DESIGNER / CONTRACT FURNITURE SPECIALIST

Functional Responsibility:
Provides technical expert advice, guidance, and assistance to the client on matters dealing with Consolidated Furniture Management Services (CFMS) to support all client’s construction and leasing build out projects, alterations to improve space efficiency and space utilization projects, and updating of Client’s Computer Aided Facility Management (CAFM) if available. Coordinate and integrate the planning, programming scheduling, and inspection of Client’s space management projects. Assess Client requirements; develop, plan, schedule and evaluate all project activities. Develop a combination of reports, meetings, site inspections and other appropriate means of documentation related to Space Planning including developing Furniture Plans, Furniture Specifications, Timeline Requirements, and Presentations. Assist in development of schematic drawings, review of design intent and construction documents as necessary to verify space requirements are met, organizes and conducts special studies designed to solve such problems as upgrading specialized facilities and equipment, installation of technology equipment, complete modernization of specialized facilities, and requests for large additions to existing space. Ensures

Minimum Education: Bachelor’s degree in architecture or Interior Design or similar field from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

Minimum Experience: Four years of experience in business.
## FINANCIAL MANAGER - SENIOR

**Functional Responsibility:**
Produce financial reports, cash-flow statements, profit projections and a variety of other analysis related to tracking money. Serves as a leader ensuring that a group of financial management professionals are working in concert with complex business practices within the time frame specified by the customer and that all of the requirements are met. Assesses products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Grasps interrelationships between financial management requirements and automated solutions, considering the existing system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates.

**Minimum Education:** Bachelor's degree in accounting or Business Administration or similar field from accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience:** Eight years of experience in business

## HELP DESK SPECIALIST - I

**Functional Responsibility:**
Provides assistance to the facility and space management teams to ensure the successful completion of client/facility site(s) needs. Answers and logs all incoming calls/tickets to the Help Desk and responds within an hour of opening the ticket. Participates in the planning, coordination and execution of move and relocation projects. Communicates work orders to appropriate staff and assists management in resolving problems. Participates in managing move schedule and furniture requests. Participates in the verification and validation of furniture specified or furniture layouts for each level of employee.

**Minimum Education:** High school diploma or GED. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience (required skills):** Two years of experience in business
HELP DESK SPECIALIST - II

**Functional Responsibility:**
Provides Assistance to the facility and space management teams to ensure the successful completion of client/facility site(s) needs. Creates work orders and assigns work orders to facility and space teams, subcontractors and vendors and follows up with clients to ensure customer satisfaction. Communicates work orders to appropriate staff and assists management in resolving problems. Handles and designates to proper team all requests from the client and ensures they are properly executed. Assists in working with operations managers to develop and implement move coordination schedules, strategies, and special requirements for relocation projects. Provides useful metrics and support the creation of reports that track call data, incident management performance, and problem management performance.

**Minimum Education:** High school diploma or GED. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience (required skills):** Four years of experience in business

MANAGEMENT ANALYST – JUNIOR

**Functional Responsibility:**
Develops and conducts complex qualitative and quantitative studies, research and analysis to evaluate, integrate or improve program/project productivity. Identifies and develops methods, plans, and documentation to streamline operating procedures, reports and systems to improve operations, achieve savings, and encourage long-range planning to assure the program/project produce results in a cost-effective manner. Assist in managing projects in support of workplace transformation and office mobility initiatives. This includes (1) assessing policies, procedures and practices, (2) developing integrated workplace technology strategies, (3) work with early adaptors to assess workplace needs, (4) training and development, and (5) change management.

**Minimum Education:** Professional bachelor’s degree in architecture, Interior Design, Business Administration or Management or similar field from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience (required skills):** Two years of experience in business.
### MANAGEMENT ANALYST - MIDDLE

**Functional Responsibility:**
Assesses and applies multiple organizational, and management improvement techniques in a government or commercial environment. Possesses the ability to conduct and participate in formal and informal reviews at pre-determined points throughout a project lifecycle. Analyzes client needs to determine systems requirements as they apply to the client’s management systems. Reviews client requirements and participates in client problem-solving and in the recommendation process. Identifies best practices, effect re-engineering, change management, business management techniques, organizational development activity. Applies process improvement and re-engineering methodologies and principles. Creates and assesses performance measurements.

**Minimum Education:** Professional bachelor’s degree in Architecture, Interior Design, Business Administration or Management or similar field from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience:** Four years business experience, including two years of increasing responsibilities in analytical methods and techniques.

### MANAGEMENT ANALYST - SENIOR

**Functional Responsibility:**
Independently apply knowledge of management functions, processes, and analytical methods or techniques to gather, analyze, and evaluate information required by program or project managers. Draws conclusion and devises solutions to problems relating to improvement of management effectiveness, organizational structures work methods and procedure efficiency, and resource requirements, utilization or control. Develops and drafts program or project milestone, maps processes, progress monitoring financial, acquisition, quality control, maintenance, or training documentation.

**Minimum Education:** Professional degree (Master or Bachelor) in Architecture, Interior Design, Business Administration or Management from an accredited program.

**Minimum Experience (required skills):** Eight years of experience in business, including six years of increasing responsibility in analytical methods and techniques. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.
MID-LEVEL SPACE MANAGEMENT ADVISOR

**Functional Responsibility:**
Assists in managing and maintaining Computer Aided Facility Management (CAFAM) database information and produce reports and analysis that enable client to monitor, audit, evaluate and modify the use of facilities space to manage their property assets more efficiently and effectively. Possess expertise with AutoCAD. Duties include database management and collaboration with a team of space managers to develop solutions for space utilization responsible for occupancy data. Participates in space walkthroughs and responsible for the validation and update of occupancy metrics in spreadsheets and database.

**Minimum Education:** Professional degree (Master or Bachelor) in in Architecture, Interior design, Engineering from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience:** Five years of experience in business.

PROJECT CONTROL PLANNER - SENIOR

**Functional Responsibility:**
Develops a roadmap for the proper execution of projects. Establishes and achieves clearly defined project milestones and maintaining clear lines of communication, which provides required oversight and improving team effort. Schedules ‘work breakdown structure’, allowing team members the time, money and other resource constraints for each task. Performs a variety of tasks, including critical path analysis, schedule variance analysis, integrated master schedule development and tracking, schedule risk analysis and ad-hoc problem solving.

**Minimum Education:** Professional degree (Master or Bachelor) in in Architecture, Business Administration, Engineering or Management from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience:** Seven years of experience with project management, controls and analysis.
### PROJECT MANAGER

**Functional Responsibility:**
Plans and directs a project or a group of related tasks. Implements and uses project management tools to manage tasks, resources, schedules, budgets, and changes in scope. Coordinates the development of project plans and scope planning, the execution of design and construction, and the overall direction of the project. Coordinates activities at the senior level and oversees all aspects of projects. Serves as a primary customer contact and liaison between the client and contractors for contracting, management and technical issues. Provides direction, guidance and assistance to A/E, furniture and relocation consultants, and contractors. Develops project standards; approves schedules; supervises personnel; reviews deliverables; ensures quality; reviews scopes of work; communicates purpose; oversees project goals and objectives. Directs activities of personnel and/or subcontractors at a facility and is responsible for budget, schedule, quality and performance standards.

**Minimum Education:** Professional degree (Master or Bachelor) in Architecture, Business Administration, Engineering or Management or similar field from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience:** Ten years of experience in business including six years of increasing responsibly in assignment supervision and management.

### PROJECT MANAGER – (DESIGNER)

**Functional Responsibility:**
Implements and uses project management tools to manage tasks, resources, schedules, budgets, and changes in scope. Coordinates the development of project plans and scope planning, the execution of design and construction, the researching of all environmental considerations, and the overall direction of the project. Coordinates activities at the senior level and oversees all aspects of projects. Serves as a primary customer contact and liaison between the client and contractors for contracting, management and technical issues. Provides direction, guidance and assistance to A/E, furniture and relocation consultants, and contractors. Develops project standards; approves schedules; supervises personnel; reviews deliverables; ensures quality; reviews scopes of work; communicates purpose; oversees project goals and objectives.

**Minimum Education:** Professional degree (Master or Bachelor) in Architecture, Interior designer or similar field from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience (required skills):** Five years of experience in business including three years of increasing responsibly in assignment supervision and management.
### PROJECT PRINCIPAL

**Functional Responsibility:**
Directs the performance of or provides technical expertise to a variety of related projects which may be organized by technology, program or client. Oversees the technology development and/or application, marketing, and resource allocation within program client base. Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.

**Minimum Education:** Professional degree (Master or Bachelor) in in Architecture, Engineering, Business or Management or similar field from an accredited program.

**Minimum Experience (required skills):** Twelve years’ experience in business, with increasing responsibility in assignment supervision and management.

### SENIOR SPACE MANAGEMENT ADVISOR

**Functional Responsibility:**
Provides customer support for space planning, and related analytical support services. Possess expertise with AutoCAD. Assists in managing and maintaining Computer Aided Facility Management (CAFAM) database information and produce reports and analysis that enable client to monitor, audit, evaluate and modify the use of facilities space to manage their property assets more efficiently and effectively. Evaluates typical floor plans to determine the actual workplace utilization and space allocations. Document the actual planning factors required for the building and incorporate thee specific planning factors into a copy of the space requirements database to determine the useable area required for the building. Create spreadsheets for each site floor in the site. Includes the name of the group, the number of personnel, and the total required usable area for the group on each row. Prepares stacking matrices for each designated site distributing space to specific floors in each site to optimize floor utilization and desired adjacencies.

**Minimum Education:** Professional degree (Master or Bachelor) in in Architecture, Interior design, Engineering or similar field from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience (required skills):** Five years of experience in business.
### SPACE MANAGEMENT / RELOCATION COORDINATOR

**Functional Responsibility:**
Provides technical expert advice, guidance, and assistance on matters dealing with office relocation and space requirements. Duties include coordinating and integrating the planning, programming, scheduling, and management of resources for space relocations. Produces CAD drawings showing office layouts, furniture plans, reflected ceiling plans, etc. to use in planning reconfiguration of office and utility space within the facility.

**Minimum Education:** Professional degree (Master or Bachelor) in Architecture, Interior design, Business or similar field from an accredited program. Training, certification(s) or license(s) from nationally accredited organizations are highly desired.

**Minimum Experience (required skills):** Five years of experience in business.

### SUBJECT MATTER EXPERT (TECHNICAL III ) – SENIOR (DESIGNER)

**Functional Responsibility:**
Possess significant knowledge and experience associated with the specific area of expertise. Responsible for working with customer and stakeholders to provide analysis and present system implementation or operational options. May be called upon to provide technical research in the area of expertise.

**Minimum Education:** Professional degree (Master or Bachelor) in Management, Architecture, Interior design, Engineering or similar field from an accredited program.

**Minimum Experience (required skills):** Twelve years of experience in business.