

DFW Group, Inc.  
P.O. Box 768  
Arlington, TX 76004  
972-641-6005  
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General Services Administration  
Federal Supply Schedule  
Contract Number GS-00F-0011P

## 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 either <http://www.gsa.gov> or <http://www.fss.gsa.gov>.

### OOCORP THE CONSOLIDATED SCHEDULE GS-00F-0011P

- C R499** Professional Services Management, Organization, and Business Improvement Services
- C D306** IT Systems Analysis Services
- C D307** Automated Information System Design and Integration Services
- C D308** Programming Services
- C D310** IT Backup and Security Services
- C D311** IT Data Conversion Services
- C D316** Telecommunications Network Management Services

**Schedule 70** General Purpose Commercial Information Technology Equipment, Software, and Services

**132-51** Information Technology Services

**MOBIS** Mission Oriented Business Integrated Services

**874-1** Consulting Services

**874-3** Survey Services

**874-7** Program Integration and Management Support Services

North American Industry Classification System (NAICS) Code: 541611

For more information on ordering from Federal Supply Schedule click on the Federal Supply Schedule at [fss.gsa.gov](http://fss.gsa.gov)

Contract Period: 10/27/03 through 10/26/08

Contractors Internet address/website where information can be found: [www.dfwgroup.com](http://www.dfwgroup.com)  
Contract Administration Source: DFW Group, Inc.

Business Size, Certifications, and Demographics: SDB, HUBZone, Woman-Owned, Minority (Native American), Small

Awarded Special Item Numbers (SINs)

## **SIN: 132-51 Information Technology Services**

Development of PETS – As a result of the optional analysis and systems analysis performed by the Information Technology Unit Head and the problematic information that was developed by the Contract Manager as to the “what if” qualifying statements for each decision block in the schematic of the system design document, PETS was developed into a functional system utilized by DFW Group, Inc. for the last four years.

Development of COMS – DFW Group, Inc.’s Information Technology staff demonstrated the capabilities to develop an electronic information transfer system in the initial pilot of PETS. Analysis of delayed information processing and sharing with other stakeholders in the federal government caused DFW Group, Inc. to commence evaluation of a partnering effort to alleviate the delays. The outcome was the development of a data system service that allowed for automated on-line retrieval of data and reports by HUD officials and the Government Technical Representative’s (GTRs) on an at-will basis. This on-line data system was piloted by HUD’s Fort Worth office and demonstrated for the Atlanta HOC, and specifically for the GTRs involved in construction inspection projects for Alabama and Florida. Based upon the success that DFW Group, Inc. had with PETS, HUD incorporated into its new solicitations for construction inspection support services the requirement for an electronic transmission system to be utilized by all construction inspection contractors.

The following represents specific commercial contracts for IT support services that DFW Group, Inc. has performed, and these are designed to establish capabilities by identifying commercial concerns for which services were provided:

- Consultation of the system structure, database structure, and web administration structure.
- Management of the implementation of the consulted structures of the website.
- Graphic design, web design, and backend programming for database connectivity and graphics design.
- Analyze security of hi-jacking sessions.
- Construction of database tables and queries.
- Built complete computer systems for day-to-day operations and web design.
- Consultation of system structure for credit card processing.
- Systems backup, maintenance of network and computer systems.
- Database maintenance.
- Update and manipulate website.

## **SIN: 874-1 Consulting Services**

Consulting services provides federal agencies and Individual companies information and tools to enhance their abilities to achieve operational goals.

Consulting services include:

1. Pilot tests to develop protocol and responses for Federal Register "Final Rule" procedures
2. Evaluation and recommendations for use of new technology (Example HUD Uniform Physical Condition Standards (UPCS) and mandated use of Automation equipment such as hand-held Data Collection Device (DCD)
3. Prepare Comprehensive Needs Assessments
4. Analysis of program delivery deficiencies and recommended remedies

5. Develop recommendations and option analysis to expand enhance the capacity of program staff in their effective decision-making activities
6. Provide program staff guidance to develop protocol to govern field-testing and evaluation of new software applications
7. Developing strategic plan options and capital fund requirements (Example: For HUD develop capital fund requirements for construction and/or renovation of multifamily housing projects. Produce reports of finding of fact and data.)

### **SIN: 874-3 Survey Services**

Survey services include, by type, telephone, mail and on-site. Scope of survey services includes planning survey design, developing survey instrument, administering survey, compiling data collected and statistically analyzing data. Report of interpretation of analysis of statistical data is part of services.

Examples are Cost of Living Allowance (COLA) surveys for Office of Personnel, and Fair and Reasonable Rent Comparable data for HUD, Handicapped Accessibility Compliance Surveys, HUD, and CONUS COLA Surveys for Office of Personnel.

### **SIN: 874-7 Integration and Oversight Support Services**

Program services are designed to support Quality Assurance in the review of a third-party Contractor's level of performance of either a Statement of Work (SOW) or a Performance Work Statement (PWS). Quality Assurance services are relied upon to produce sufficient data upon which

a program official may accurately assess degree of work completion and any systemic deficiencies. Part of these program services supplied by a contractor is development of accurate reports as to support incentive payments or to assess a disincentive penalty for deficient performance.

Program Support Oversight Services include:

1. Physical Inspections – 100% Physical Inspection of Public Housing Authorities for Compliance with Uniform Physical Condition Standards (UPCS)
2. Single Family Base Line Inspections for Condition and Repair Assessments, Exterior Maintenance Requirements and Security of Real Property Assets Housing Quality Standard (HQS) Inspections. Annual HUD Required Mortgagee Physical Inspections
3. HUD Multifamily Inspections utilizing PASS
4. Compliance Inspections for Accessibility Standards
5. Physical Condition Assessment (PCA) for Multifamily Housing
6. Specific Problem Asset Physical Analysis with Estimates of Repair or Rehabilitation Pricing
7. Environmental Testing for Lead Based Paint
8. Quality Assurance Inspections (HUD SPI)
9. Construction Inspections and Contract Administration
10. Quality Assurance for Real Estate Appraisals

### **SIN: 874-7 Program Management Support Service**

1. Program management support services for real estate management and management of surplus or underutilized properties.
2. Program service for record management, retrieval, archive, and preparation for Federal storage facilities

3. Provide inventory control and accountability.
4. Provide services for negotiation of lease terms, and overseeing and maintaining leased properties.

1 b. SINs offered are for Consolidated Schedule Services. There is no offer for parts or supplies. Thus, there is no identification of any model numbers or lowest unit prices for a model. Rather, hourly rates are quoted based upon a unit of one (1) hour or any 15-minute fraction thereof. The per hour pricing of work performed for the SINs is exclusive of any quantity/dollar volume, prompt payment or any other concession affecting price.

1 c. Pricing is based upon per hour burdened rate. The categories of employees, by job titles, experience, functional responsibility and education are provided on the following pages. No subcontractors will be used to provide any services. Beside each category of employee is listed each SIN for which the employee is used for services provided. There is no delineation of pricing as to geographical areas. Travel is a reimbursable item based upon CONUS and FTR 101.1 provisions.

All pricing is on a firm fixed price basis, and includes all applicable labor. Material costs are also included in the pricing, where indicated in response to Contracting Officer's request for pricing.

The individual price for consulting, survey or program management support services is established at time Statement of Work is provided or the Task/Delivery Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency and the labor category (ies) provided will be shown on the resultant Task/Delivery Order.

If the agency Contracting Officer chooses to purchase from any one of the SINs on a Labor Hour basis, the resultant Task/Delivery Order shall specify the Not-to-Exceed price, the Labor Category proposed (with the hourly and daily rates for each) and the Other Direct Costs (ODCs).

2. Maximum Order: \$1,000,000
3. Minimum Order: \$100.00
4. Geographic Coverage: United States and its territories
5. Point of Production: Not Applicable – No Equipment or Supplies Provided
6. Discount From List Price or Statement of Net Price
7. Quantity Discounts:
8. Prompt Payment Terms: Net 30 Day Upon Acceptance of Services
9. Acceptance of Government Purchase Cards: Contractor accepts Government Purchase Cards at or below the micro-purchase threshold, and above the micro-purchase threshold
10. Foreign Items: None

**TECHNICAL SKILLS AND CERTIFICATIONS POSESSED BY DFW GROUP, INC.,  
CATEGORIZED BY SIN**

***A. Information Technology Services 132-51***

Computer & Information Systems Consultant  
Computer & Information Systems Project Manager  
Computer Programmer  
Computer Systems Analyst  
Database Administrator  
Network & Computer Systems Administrator  
Network System & Data Communications Analyst  
Computer Hardware Engineer  
Web Content Engineer

***B. Consulting Services 874-1***

Systems Analyst  
Political Scientist with Background in Public Administration  
Facilitator  
Technical Writer  
Technical Specialist formerly Warranted Contracting Officer

***C. Survey Services 874-3***

Certified General Appraiser  
Licensed Real Estate Broker  
Management Analyst  
Provisional Appraisers  
Systems Engineer and Data Base Administrator  
Automation Clerks  
Telephone Interviewers  
Schedulers

***D. Program Integration and Oversight Support Services 874-7***

HUD/REAC Certified UPCS Inspectors  
State Certified Lead Base Paint (LBP) Inspectors  
State Certified LBP Risk Assessment Inspector  
Certified Lead Risk Assessor and Lead Inspector by National Lead  
Assessment and Abatement Council (NLAAC)  
OSHA Inspectors for Construction Safety  
HUD-Certified Special Property Inspectors  
HUD-certified Inspectors certified on use of Data Collection Device  
(DCD) utilizing HUD Physical Inspection Software and Protocol

***E. Program Management Support Services 874-7***

Licensed Real Estate Broker  
Licensed Residential Real Estate Appraiser

**PRICE SCHEDULE\*\***

(Travel will be invoiced separately as a reimbursable under CONUS, Federal Travel Regulations FTR 101.1)

**Labor Category****SIN 132-51****Price**

Computer and Information Systems Consultant	213.00
Computer and Information Systems Project Manager	71.00
Computer Programmer	81.00
Computer Systems Analyst	39.00
Database Administrator	89.00
Network and Computer Systems Administrator	77.00
Network Systems and Data Communications Analyst	48.00
Computer Hardware Engineer	65.00
Web Content Engineer	51.00

**SIN 874-1, 874-3, and 874-7**

**03-04 04-05 05-06 06-07 07-08**

Account Specialist	34.36	35.39	36.45	37.55	38.67
Review Specialist	46.74	48.14	49.59	51.07	52.61
Administrative Technician	25.69	26.46	27.25	28.07	28.91
Analyst - Data	34.36	35.39	36.45	37.55	38.67
Appraiser I	71.50	73.65	75.85	78.13	80.47
Appraiser II	40.55	41.77	43.02	44.31	45.64
Clerk Document Control	25.69	26.46	27.25	28.07	28.91
Clerk File	21.98	22.64	23.32	24.02	24.74
Cost Analyst	40.55	41.77	43.02	44.31	45.64
Information Technology Specialist	52.93	54.52	56.15	57.84	59.57
Inspector I	34.36	35.39	36.45	37.55	38.67
Inspector II	40.55	41.77	43.02	44.31	45.64
Procurement Specialist	34.36	35.39	36.45	37.55	38.67
Project Leader	40.55	41.77	43.02	44.31	45.64
Quality Control Plan Coordinator	40.55	41.77	43.02	44.31	45.64
Records Management Supervisor	30.64	31.56	32.51	33.48	34.49
Safety Plan Coordinator	40.55	41.77	43.02	44.31	45.64
Scheduler	24.45	25.18	25.94	26.72	27.52
Project Leader Alternate	49.21	50.69	52.21	53.77	55.39
Technical, Grant Writer	65.31	67.27	69.29	71.37	73.51
Technician - Data Entry	21.98	22.64	23.32	24.02	24.74
Technician Document Control	21.98	22.64	23.32	24.02	24.74
Trainer	48.74	50.20	51.71	53.26	54.86
Work Leader/Foreman	59.12	60.89	62.72	64.60	66.54

## AVAILABLE RESUMES OF KEY PERSONS FOR ONE OR MORE SINS

<u>SINS</u>	<u>INDIVIDUAL STAFF PERSON</u>
132-51	Chris Hight Jeremy Hendrickson Christopher Mai Dat Bui
874-1	Anita Wells Bruce Harris Corey Wells
874-3	Betty McMurtry Tammy Roberts
874-7	Anita Wells Bruce Harris Corey Wells Todd Prather

- 11 a. Time of Delivery: Number of days negotiated based upon level of work described for Task/Delivery Order.
- 11 b. Expedited Delivery: Services under each of the SINS are available subject to pricing for augmentation of manpower, overtime and compensation negotiated for Task/Delivery Order.

Reference in FAR Clause 52 for "urgent requirements."  
DFW Group, Inc. will meet these requirements.

Contact: Anita Wells, President,  
DFW Group, Inc.  
P. O. Box 768  
Arlington, TX 76004  
Phone Number (972) 641-6005  
FAX Number (972) 641-6506  
Email: [dfwgroup@dfwgroup.com](mailto:dfwgroup@dfwgroup.com)

12. F.O.B. Point: Origin, Arlington, Texas
- 13 a. Ordering Address: DFW Group, Inc.  
P. O. Box 768  
Arlington, TX 76004
- 13 b. Ordering Procedures: For services offered under the SINS, the ordering procedure, information on Blanket Purchase Agreements (BPAs), and a sample Blanket Purchase Agreement can be found at the GSA/FSS Schedule home page ([fss.gsa.gov/schedules/ordering](http://fss.gsa.gov/schedules/ordering)).
14. Payment Address: DFW Group, Inc., Inc  
P. O. Box 768  
Arlington, TX 76004

15. Warranty Provisions: Service provided under the terms and conditions of a GSA/FSS contract award is warranted to the extent of due diligence performance.
16. Export Package Charges: Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance: DFW GROUP accepts Government Purchase Card purchases for services up to the micro-purchase threshold, and Purchases for services exceeding the micro-purchase threshold up to the sum of \$100,000.
18. Terms and Conditions of Rental, Maintenance and Repairs: Not Applicable
19. Terms and Conditions of Installation: Not Applicable
20. Terms and Conditions for Any Other Services: Established in a task order based upon delivery dates and site of performance negotiated for the task order with the Contracting Officer. Performance based upon Statement of Work or Performance Work Statement. Travel ordered by the government is reimbursable based upon federal travel regulations and rates. Payment is according to provisions of Prompt Payment Act.
21. List of Service and Distribution Point: Not Applicable
22. List of Participating Dealers: Not Applicable
23. Preventive Maintenance Plan: Not Applicable
- 24a. Special Attributes: Not Applicable
- 24b. Section 508 Compliance for EIT Supplies and Services: Not Applicable
25. Data Universal Numbering System (DUNS) Number: 17-5262922
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: To access certain information for GSA/FSS Schedule Pricing and Descriptions and to use these, the individual must register in the database. ([www.CentralContractRegistration.com](http://www.CentralContractRegistration.com)). DFW GROUP is registered.
27. Net Billing: DFW GROUP does not participate in Net Billing Arrangements
28. Purchases of Incidental Non-Scheduled Items: For administrative convenience, open market (non-contract) items may be added to the Federal Supply Schedule Blanket Purchase Agreement or as an individual order. Added items are permissible provided that on the order these items are clearly labeled as such, all applicable regulations are followed, and price reasonableness is determined by the ordering activity for the open market (non-contract) items.



## **HISTORY Of DFW Group, Inc.**



DFW Group is a woman-owned, minority, SDB, small business incorporated in 1985 within the State of Texas. Anita Wells, a Native American, is founder and president. The corporation graduated on 06/02 by SBA from its 8(a) program; it is SBA SDB certified and HUB certified by the State of Texas. Also, DFW Group is WMBE certified by the State of Texas, and is a HUB Zone corporation.

The corporation's offices are in the Dallas/Fort Worth Metroplex. Satellite offices for Real Estate Asset Management for HUD have been established in Las Vegas, Nevada, Jonesboro, Arkansas, Shreveport, Louisiana and Atlanta, Georgia. Offices in Birmingham, Alabama and Jackson, Mississippi were established for REO Appraisals for HUD in these states. DFW Group is organized to permit it to effectively perform services at remote sites throughout 28 states, Puerto Rico and the Virgin Islands.

At the time of its formation in 1985 DFW Group provided support services that were typically associated with Real Estate Asset Management and the marketing of properties as well as their property management and maintenance. The company operated as a full service real estate broker and as such provided services associated with property management and marketing as well as with the evaluation of rental basis for revenue creation. As a real estate broker, company president, Anita Wells, holds real estate broker licenses in multiple states.

In 1992 DFW Group established insurance adjuster services for emergency response to natural disasters throughout the United States. Following its expansion into these insurance adjuster services, DFW Group contracted with A&E firm to make assessments of compliance with handicapped accessibility factors for public housing properties for HUD.

Over the past 17 years DFW Group grew from a corporation principally involved in real estate operations and property management services to one that expanded to provide contract services for federal and state government agencies and subcontract services for government contractors and commercial concerns. Expansion efforts continue, and the company now provides service support for inspections of multifamily construction and substantial rehabilitation properties along with Quality Assurance inspections of management and marketing contractors for HUD.

Over the past three years major growth and expansion occurred with the concentration on providing appraisal services. These are now a prominent part of the support services provided by DFW Group including commercial appraisals and associated appraisal efforts associated with performing rent comparable studies for HUD and for public housing authorities. In 2000 HUD awarded its Appraisal Quality Assurance Review contract under a nationwide contract, and this one covered the state of Texas. These services included review and oversight of appraisals upon which FHA-direct lenders based their decisions to make guaranteed loans. DFW Group performed contracts awarded for services in the areas of field review appraisals, quality assurance appraisals and HUD REO appraisals.

DFW Group incorporated expansion into facility management, cleaning and mowing including embankment mowing. Industrial mowing equipment, tractors and trailers were acquired to perform industrial mowing over long stretches of interstate highway right-of-ways. Special equipment was acquired to provide facility cleaning and mowing and potable and non-potable water monitoring and treatment for parks and lake areas under contract awards for the U. S. Army Corps of Engineers.

During the past three years DFW Group has concentrated on providing services to public housing authorities throughout the United States. These services include annual inspections, UPCS, HQS and handicapped accessibility inspections as well as performing needs assessments for these entities. DFW Group has a group of HUD-certified, qualified inspectors available to provide inspection services for UPIA and UPCS inspections. Within the past two years DFW Group has expanded its service support for public housing authorities to include providing documentation of fair market rent comparable data and analysis to support administering of Section 8 rental voucher assistance programs. Coupled with these services, DFW Group has provided support services for PHAs to develop preliminary inspection data to permit development of scoring consistent with HUD scoring of PHA's properties. These services including collection of data and recommendations as to approaches that the PHAs may use to mitigate deficiencies and achieve effective utilization of resources. A table of contract awards reproduced as part of this brochure identifies the work performed for individual PHAs, and demonstrates timely and quality performance with repeat contract awards for successive years.

During this same period auctioning services have been provided.

Continuing with the services of property management for HUD in its past performance of HUD Real Estate Asset Management Contracts, DFW Group provides property management services for single-family rental properties. Since 1992 it has concentrated on facets of property management and maintenance support services for Quality Assurance and support for appraisal and valuation of properties. These facets addressed commercial properties and multifamily units.

In 1998 DFW Group established a division in its corporate structure dedicated to providing multifamily and construction management and representation services for federal agencies and for the state of Texas. DFW Group provides support to HUD in the construction inspection and contract administration for more than 400 individual multifamily projects throughout the United States. These support services involve the review of architectural plans and designs, onsite oversight of construction, review for compliance with federal labor laws, and development of construction estimates and options for redesign and selection of materials where construction in progress dictates changes. These services include maintenance of as built plans, and the documentation of basis for equitable adjustments, contract modifications and control of prime contractor's draws as well as control of inventory of materials on the construction site. This work has entailed primarily new construction with some substantial renovations. Services include special property inspections of management and marketing contractors for HUD.

DFW Group, as a general contractor, has contracted for the renovation and construction of both residential and commercial properties.

Services are provided under contract to provide real estate asset management, survey and data collection, disaster relief assistance, and insurance adjuster support.

Trained professional managers and project directors are retained by DFW Group, are detailed for assignment to provide oversight and progressive approaches to delivery of services.

Information technology and automated processes and procedures are critical technical support functions incorporated by DFW Group into its service delivery. Data collection and dissemination are primary functions of the Information Technology Unit of DFW Group. This unit provides technical expertise for automated processes and procedures to accumulate data and produce management reports. The IT Unit operates a system of database records designed to capture significant information, generate reports and document specific information as well as achieving archiving and retrieval services. DFW Group, Inc. has performed for HUD in the development and piloting of the COMS data collection, archiving, reporting and communication system is a significant accomplishment for this small business and it denotes the capabilities of the IT Unit.

Technical specialists in the IT Unit are proficient and experienced in designing, establishing and maintaining an Internet site. DFW Group's web site is an example of its ability to provide these services for clients, and its continued maintenance of cutting edge technology to remain a successful competitor for service delivery.

### **Certifications, Licenses and Professional Memberships**

#### **Certifications and Identification Numbers:**

- Native American Woman Owned
- SBA HUBZone Certification
- SBA 8(a) Certification Number 100378 (graduated June 2, 2002)
- SDB – SBA Certified as Small Disadvantaged Business
- North Central Texas Certification Agency Certification Small Disadvantaged Business Concern Number NFSD4623N0694

#### **Memberships:**

- Member Choctaw Indian Tribe
- National Association of Housing and Redevelopment Officials
- Apartment Association of Tarrant County, Texas
- Texas Association of Realtors
- Institute of Real Estate Management (Candidate)
- National Contract Management Association
- Women's Council of Realtors
- Certified Construction Manager, Construction Managers Association
- Certified Construction Inspector, Association of Construction Inspectors
- Certified in OSHA Ground and Construction Safety Standards
- Certified OSHA Trainer for Health Standards General Industry
- Certified Tax Consultant State of Texas
- Certified Insurance Adjuster, State of Texas
- National Flood Insurance Program Certified Adjuster
- Certified Risk Assessment Company for Lead-Based Paint
- National Contract Management Association I.D.#460153 (1998)
- Certified United States/Canada Joint Certification, Defense Logistics Services Center, Facility Certification for Technical Data Maintenance #0027465

**Licenses:**

- Real Estate Broker, Texas, Georgia, Oklahoma
- Texas Manufactured Housing Broker Retailer
- Texas Mortgage Broker
- Texas Licensed Auctioneer
- Real Estate Appraiser – Texas, North Dakota, Arkansas, Kansas, Iowa, Missouri, Nevada, Nebraska, Mississippi, Wyoming, and Alabama
- Texas Low Impact Pest Control Provider and IPM Coordinator
- Texas Structural Pest Control Board Certified Termite Inspector
- Texas Structural Pest Control Board Applicator Licenses:
  - General Pest Control
  - Pest Control
  - Lawn and Ornamental Insect Control
  - Structural Fumigation
- Weed Control

**Corporate Contract Simplifies Procurement of Services from DFW GROUP:**

Under Corporate no publication in FedBIZOps or other solicitation or announcement is required. For purchases over micro-purchase threshold of \$2,500, contracting officers need only compare DFW Group's catalog of services and its price list with those of two other contractors listed on the Corporate FSS Schedule. While contracting officers should consider price, they may pursue "best value" procurements in accordance with FAR 8.404. This simplified ordering procedure can be completed in just a few hours versus weeks and months often required for traditional procurements under FAR 14 and 15.