



GSA Corporate Contract Multiple Award Schedule Proposal

Updated 10/17/06



CirclePoint Federal Supply Schedule Price List

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service**

**AUTHORIZED FEDERAL SUPPLY SERVICE
CORPORATE CONTRACT MULTIPLE AWARD SCHEDULE PRICELIST
Management, Organization, and Business Improvement Services (MOBIS);
Environmental Services; and Marketing, Media, & Public Information Services**

SPECIAL ITEM NUMBERS:

Special Item No. 541-1 (C R422) Advertising Services
Special Item No. 541-2 (C R701) Public Relations Services
Special Item No. 541-4A (C R422, C R701) Market Research and Analysis
Special Item No. 541-4F (C R422, C R701) Commercial Art and Graphic Design Services (Small Business Set-Aside)
Special Item No. 874-1 (C R499) Consulting Services
Special Item No. 874-2 (C R499) Facilitation Services
Special Item No. 874-7 (C R499) Program Integration and Project Management
Special Item No. 874-8 (C R499) Alternative Dispute Resolution (ADR) Services
Special Item No. 899-1 (C F999) Environmental Planning Services & Documentation

CirclePoint
135 Main Street
San Francisco, CA 94105
Tel: (415) 227-1100
Fax: (415) 227-1110
<http://www.circlepoint.com>

Contract number: **GS-00F-0012R**

Period Covered by Contract: **January 26, 2005 to January 25, 2010**

General Services Administration Federal Supply Service

Business Size: **Small Business**

Pricelist current through Modification # **PS04**, dated **10/06/06**.

Online 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. Agencies can access GSA Advantage! via the Internet at www.GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules, visit www.fss.gsa.gov.

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CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Corporate Contract SIN	Skill Category	Unit of Issue	Price Offered to the Government Labor Rates (Loaded) On Site/Off Site
<i>Base Period</i>			
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Principal in Charge	Hourly Rate	\$197.27
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Senior Project Manager	Hourly Rate	\$143.47
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Project Manager	Hourly Rate	\$107.60
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Senior Associate, Planner/Public Involvement	Hourly Rate	\$94.15
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Associate - Public Involvement	Hourly Rate	\$80.70
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Associate - Planner	Hourly Rate	\$80.70
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Coordinator	Hourly Rate	\$62.77
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Assistant Planner	Hourly Rate	\$62.77
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Graphics	Hourly Rate	\$71.73
CR422 (541-1, 541-4A, 541-4F) CR499 (874-1, 874-2, 874-7) CR701 (541-2) CF999 (899-1)	Clerical	Hourly Rate	\$53.80
<i>Option Period: Escalation is governed by the EPA Clause</i>			

1b. **Not Applicable**

1c. **Description of all corresponding commercial job titles, experience, functional responsibility and education for the types of employees or subcontractors who will perform services:**

PRINCIPAL IN CHARGE

This category position involves the monitoring and control of firm wide operations. Individuals under this labor category are skilled in practical knowledge of facilitation, mediation, public involvement, community relations, communications, and environmental planning methods and techniques.

Highest company line management level. Plans, supervises, manages and may participate technically in all projects within the operating unit. Typically supervises multiple project managers. Has authority for unsupervised technical and financial decisions and actions.

Degrees/Minimum Training

- Degree in communications, environmental planning or related field
- 15 years of project related experience plus a minimum of one year managing a staff and multiple projects.
- Knowledge of planning, environmental, and political issues
- Experience with CEQA and NEPA procedural requirements

SENIOR PROJECT MANAGER

This category position involves all aspects of daily project management and performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Confers with project staff to outline work plan and to assign duties, responsibilities, and cope of authority. Directs the completion of tasks within estimated time frames and budget constraints.

Plans, directs, coordinates, and controls administrative and technical activities for an entire program. Supervises and trains staff in accomplishing assigned duties. Reviews and maintains the quality of work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Prepares project reports for management, client, or others.

Degrees/Minimum Training

- Degree in communications, environmental planning, or related field
- Minimum of 9 years of project related experience
- Knowledge of planning, environmental, and political issues
- Experience with CEQA and NEPA procedural requirements

PROJECT MANAGER

This category position involves all aspects of daily project management and performance. Provides overall direction to all project level activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Confers with project staff to outline work plan and to assign duties, responsibilities, and cope of authority. Directs the completion of tasks within estimated time frames and budget constraints.

Plans, directs, coordinates, and controls administrative and technical activities for an entire program. Supervises and trains staff in accomplishing assigned duties. Reviews and maintains the quality of work performed on the program. Makes technical judgments and provides advice on resolving technical problems. Prepares project reports for management, client, or others.

Degrees/Minimum Training

- Degree in communications, environmental planning, or related field
- Minimum of 6 years of project related experience
- Knowledge of planning, environmental, and political issues
- Experience with CEQA and NEPA procedural requirements

SENIOR ASSOCIATE, PLANNER/PUBLIC INVOLVEMENT

This category position involves all aspects of daily project duties including: managing and implementing tasks at the direction of the project manager and supervising and delegating to other team members. Planner responsibilities include: directing and conducting research for projects and project reports; conducting site visits and documenting key project issues; producing reports, correspondence, and technical issue papers; preparing complete budgets including spreadsheets and charts; coordinating subconsultants; and meeting corporate quality and consistency standards. Public Involvement responsibilities include: preparing and conducting surveys, stakeholder interviews, and questionnaires; producing reports, press releases, display ads, and correspondence; preparing public involvement and media action plans; and attending external client meetings, public meetings, and project team meetings with project manager.

Degrees/Minimum Training

- Degree in planning, environmental studies, communications or related field
- Knowledge of California planning, environmental, and political issues
- Minimum of 6 years of project related experience
- Strong communication and presentation skills
- Knowledge of CEQA and NEPA regulations and implementing guidelines
- Experience in proactive public outreach

ASSOCIATE, PUBLIC INVOLVEMENT

This category position involves all aspects of daily project duties including: managing and implementing public involvement tasks at the direction of the project manager; supervising and delegating to other team members; task, schedule, and budget tracking; coordination of subcontractors, vendors, or other special services activities; direct research and preparation of project mailing lists and comment tracking reports; prepare and conduct surveys, stakeholder interviews, and questionnaires; produce reports, press releases, display ads, and correspondence, preparation of public involvement and media action plans; attend external client meetings, public meetings, project team meetings with project manager.

Degrees/Minimum Training

- Degree in planning, environmental studies, or related field
- Knowledge of California planning, environmental, and political issues
- Minimum of 4 years of project related experience
- Experience in proactive public outreach
- Strong communication and presentation skills

ASSOCIATE, PLANNER

This category position involves all aspects of daily project duties including: managing and implementing public involvement tasks at the direction of the project manager; supervising and delegating to other team members; task, schedule, and budget tracking; coordination of subcontractors, vendors, or other special services activities; direct research and preparation of project mailing lists and comment tracking reports; prepare and conduct surveys,

stakeholder interviews, and questionnaires; produce reports, press releases, display ads, and correspondence, preparation of public involvement and media action plans; attend external client meetings, public meetings, project team meetings with project manager.

Degrees/Minimum Training

- Degree in planning, environmental studies, or related field
- Knowledge of California planning, environmental, and political issues
- Minimum of 4 years of project related experience
- Strong communication and presentation skills

COORDINATOR

This category position involves all aspects of daily project duties including: coordinating mailings and list creation, revisions, and maintenance; preparation and implementation of surveys, questionnaires, and stakeholder interviews; research activities; producing reports, press releases, display ads, presentations, and correspondence; and meeting planning. All these activities are done in conjunction with Public Relation and Advertising services, Research and Analysis, Strategic Consulting and Facilitation Services, and General Project Management Support.

Degrees/Minimum Training

- Degree in communications, planning, environmental studies, or related field
- Minimum of 3 years of related project
- Knowledge of California planning, environmental, and political issues
- Strong communication/writing skills and skilled in grammar, punctuation, and proofreading
- Demonstrated proficiency in PC and MAC platforms

ASSISTANT PLANNER

This category position involves all aspects of daily project duties including: conducting technical research as directed by Project Manager; Overseeing creation, maintenance, and updating of project mailing lists; production of reports, report sections, correspondence, meeting summaries, and other products as assigned; evaluation of technical data and prepare written summaries of key points; review of written products for appropriate content, format, pagination, and graphic presentation; oversee distribution of reports and other materials to clients and mailing lists as established by Project Managers; preparation of meeting materials as directed by Project Manager (i.e. agendas, handouts, overheads, etc.).

Degrees/Minimum Training

- Degree in planning, environmental studies, or related field
- Minimum one year of job experience in environmental planning or related field
- Strong communications and presentation skills
- Knowledge of CEQA and NEPA regulations and implementing guidelines

GRAPHICS

This category position involves responsibility for layout, design, and production activities to produce quality graphic-design artwork for a range of project materials, including covers, display boards, newsletters, brochures, presentation materials, signage, project reports, and internal communications and publications. Responsible for designing and printing projects from conception through final production. Provides support to projects regarding Public Relations and Advertising, Strategic Consulting, and Environmental Services.

Degrees/Minimum Training

- Degree in graphic design, art or related field

- Minimum one year of job experience in environmental planning or related field
- Demonstrated proficiency in PC and MAC platforms
- Skilled in computer layout and design techniques

CLERICAL

This category position involves responsibility for general administrative support including: word processing/formatting; text and graphics layout and manipulation; proofreading and editing documents; mailing list and database maintenance; create mailing labels for mailings; photocopying and binding of documents and products; other duties as assigned to support the project staff.

Degrees/Minimum Training

- Demonstrated proficiency in MS Office, Illustrator and PageMaker
- Accurate typist (60 wpm)
- Skilled in grammar, punctuation, and basic math
- Able to work with a diverse workforce using customer service techniques

2. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)

The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000.00:

- Special Item Number C R499 Other Professional Services (MOBIS)
- Special Item Number C F999 Other Environmental Services, Studies and Analytical Support
- Special Item Number C R422 Market Research and Public Opinion Services
- Special Item Number C R701 Advertising Services

3. Minimum Order: **The minimum value for the following Special Item Numbers (SINs) is \$100.00:**

- Special Item Number C R499 Other Professional Services (MOBIS)
- Special Item Number C F999 Other Environmental Services, Studies and Analytical Support
- Special Item Number C R422 Market Research and Public Opinion Services
- Special Item Number C R701 Advertising Services

4. Geographic Scope of Contract: **Domestic and Overseas Delivery**

5. CirclePoint's Ordering Address and Payment Information:

**CirclePoint
135 Main Street, Suite 1600
San Francisco, CA 94105
USA**

6. Discounts: **CirclePoint Prices are shown in Exhibit A, with the basic Discounts deducted.**

7. Quantity Discounts: **None**

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

9a. **Credit cards will be acceptable for payments equal to or less than the micro purchase threshold for oral or written delivery orders.**

9b. **Credit cards will be acceptable for payment above the micro-purchase threshold.**

10. **Not Applicable**

11a. Time of Delivery: **CirclePoint shall deliver or perform services in accordance with the terms negotiated in the agency's order.**

11b. **Not Applicable**

11c. **Not Applicable**

11d. 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 CirclePoint for the purpose of obtaining accelerated delivery. CirclePoint shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by CirclePoint in writing.) If CirclePoint 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.

12. **Not Applicable**

13a. Ordering address:

**CirclePoint
135 Main Street, Suite 1600
San Francisco, CA 94105
Attn: Business Development**

13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**

14. Payment address:

**CirclePoint
135 Main Street, Suite 1600
San Francisco, CA 94105
Attn: Accounts Receivable**

15. **Not Applicable**

16. **Not Applicable**

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

(a) Definitions.

“Governmentwide commercial purchase card” means a uniquely numbered credit card issued by a contractor under GSA's Governmentwide Contract for Fleet, Travel, and Purchase Card Services to named individual Government employees or entities to pay for official Government purchases.

“Oral order” means an order placed orally either in person or by telephone.

(b) CirclePoint shall accept the Governmentwide commercial purchase card for payments equal to or less than the micro-purchase threshold (see Federal Acquisition Regulation 2.101) for oral or written orders under this contract.

(c) CirclePoint and the ordering agency may agree to use the Governmentwide commercial purchase card for dollar amounts over the micro-purchase threshold, and CirclePoint understands that the Government encourages payment by the purchase card. The dollar value of a purchase card action must not exceed the ordering agency's established limit. If CirclePoint will not accept payment by the purchase card for an order exceeding the micro-purchase threshold, CirclePoint shall advise the ordering agency within 24 hours of receipt of the order.

(d) CirclePoint shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or

replacement of a defective or faulty item under other contract requirements, CirclePoint shall immediately credit a cardholder's account for items returned as defective or faulty.

- (e) Payments made using the Governmentwide commercial purchase card are not eligible for any negotiated prompt payment discount. Payment made using a Government debit card will receive the applicable prompt payment discount.

18. **Not Applicable**

19. **Not Applicable**

20. **Not Applicable**

20a. **Not Applicable**

21. **Not Applicable**

22. **Not Applicable**

23. **Not Applicable**

24a. Special attributes such as environmental attributes:

The Contractor agrees to comply with any provision or clause that is incorporated herein by reference to implement provisions of law or Executive Orders applicable to acquisition of commercial items or components. The provision or clause in effect based on the applicable regulation cited on the date the solicitation is issued applies unless otherwise stated herein. The following provisions and clauses are incorporated by reference:

- 552.238-72, Identification of Energy-Efficient Office Equipment and Supplies Containing Recovered Materials or Other Environmental Attributes (SEP 2003)
[This Clause is Applicable to Electronic Office Equipment Items]

24b. **Not Applicable**

25. Data Universal Numbering System (DUNS) Number: **19-418-8736**

26. **CirclePoint has registered with the Central Contractor Registration Database.**

CirclePoint's CAGE code: **1RQD0**