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: www.GSAAdvantage.gov.

Schedule Number: 47QSMD20R0001
Schedule Title: Multiple Award Schedule (MAS)

FSC Group: Professional Services
Product Services Code: R701, R708, R422, F999

Contract Number: GS-00F-0012R

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


CIRCLEPOINT
200 Webster ST STE 200
Oakland, CA 94607
Phone Number: (510) 285-6700
Fax Number: (510) 285-6799
www.circlepoint.com

Contacts for Contract Administration
Scott Steinwert, President – s.steinwert@circlepoint.com
Christine Carter, Marketing Manager – info@circlepoint.com

Business size: Small Business

Current as of Modification Number 0041 effective January 12, 2021
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN/Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<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>541620/RC</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>541810/RC</td>
<td>Advertising Services</td>
</tr>
<tr>
<td>541820/RC</td>
<td>Public Relations Services</td>
</tr>
<tr>
<td>541910/RC</td>
<td>Marketing Research and Analysis</td>
</tr>
<tr>
<td>OLM/RC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced service for each special item number awarded in the contract.

See page 5

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.

See page 6

2. Maximum order for each SIN:

<table>
<thead>
<tr>
<th>SIN#</th>
<th>MAXIMUM ORDER*</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541620</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541810</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541820</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>541910</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

3. Minimum order: **$100.00**

4. Geographic coverage (delivery area): **Domestic Only (50 States, DC, Puerto Rico)**

5. Point(s) of production: **Same as company address**

6. Discount from list prices or statement of net price: **Net prices shown (discount applied)**

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: **Not applicable**

10a. Time of delivery: **As negotiated**

10b. Expedited delivery: **Not Applicable**

10c. Overnight and 2-day delivery: **Not Applicable**

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 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.**

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

12a. Ordering address(es): **Same as company address**

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: **Same as company address**

14. Warranty provision: **Not Applicable**

15. Export packing charges: **Not Applicable**

16. Terms and conditions of rental maintenance, and repair: **Not Applicable**

17. Terms and conditions of installation: **Not Applicable**

18a. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices: **Not Applicable**

18b. Terms and conditions for any other services: **Not Applicable**

19. List of service and distribution points: **Not Applicable**

20. List of participating dealers: **Not Applicable**

21. Preventative maintenance: **Not Applicable**

22a. 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:**
22b. Section 508 compliance: **Not Applicable**

23. Data Universal Number System (DUNS) number: **194188736**

24. Notification regarding registration in the System for Award Management (SAM) database. **CIRCLEPOINT is registered and active in SAM, CAGE Code: 1RQD0**

### PRICING

*The rates shown below include the Industrial Funding Fee (IFF) of 0.75%*

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Years of Experience</th>
<th>GSA Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>541810, 541820, 541910, 541611, 541611, 541620</td>
<td>Principal-in-Charge</td>
<td>Bachelors</td>
<td>15</td>
<td>$215.20</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611, 541620</td>
<td>Senior Project Manager</td>
<td>Bachelors</td>
<td>8</td>
<td>$156.38</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611, 541620</td>
<td>Project Manager</td>
<td>Bachelors</td>
<td>5</td>
<td>$117.28</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611, 541620</td>
<td>Senior Associate – Public Involvement/Planner</td>
<td>Bachelors</td>
<td>3</td>
<td>$102.62</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611, 541620</td>
<td>Associate – Public Involvement/Planner</td>
<td>Bachelors</td>
<td>2</td>
<td>$85.18</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611, 541620</td>
<td>Coordinator – Public Involvement/Assistant Planner</td>
<td>Bachelors</td>
<td>1</td>
<td>$67.25</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611, 541620</td>
<td>Clerical**</td>
<td>High School</td>
<td>5</td>
<td>$53.80</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611</td>
<td>Art Director</td>
<td>Bachelors</td>
<td>10</td>
<td>$125.54</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611</td>
<td>Senior Graphic Designer</td>
<td>Bachelors</td>
<td>5</td>
<td>$71.73</td>
</tr>
<tr>
<td>541810, 541820, 541910, 541611, 541611</td>
<td>Graphic Designer</td>
<td>Bachelors</td>
<td>2</td>
<td>$53.80</td>
</tr>
</tbody>
</table>
Service Contract Labor Standards (SCLS) Matrix

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>01111 - General Clerk I</td>
<td>2015-5637</td>
</tr>
</tbody>
</table>

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).

LABOR CATEGORY DESCRIPTIONS

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

- Bachelor’s 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 scope 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**

- Bachelor’s Degree in communications, environmental planning, or related field
- Minimum of 8 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 scope 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**

- Bachelor’s Degree in communications, environmental planning, or related field
- Minimum of 5 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**

- Bachelor’s Degree in planning, environmental studies, communications or related field
- Knowledge of California planning, environmental, and political issues
- Minimum of 3 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, PLANNER/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**

- Bachelor’s Degree in planning, environmental studies, or related field
- Knowledge of California planning, environmental, and political issues
- Minimum of 2 years of project related experience
- Experience in proactive public outreach
- Strong communication and presentation skills

**COORDINATOR/ASSISTANT PLANNER**

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. 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**

- Bachelor’s 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

**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**

- High School Diploma
- 5 years of job experience
- 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

**ART DIRECTOR**

This category position provides art direction for the full range of Circlepoint products and services to all Circlepoint project teams and offices; oversees and manages all creative services at Circlepoint including product and materials development, QA/QC procedures, production schedules, staffing levels and vendor services; supervises and manages the creative services staff at Circlepoint; identifies and develops additional business opportunities for creative services both internally and externally; and partners with Circlepoint Project Managers and teams to deliver high quality creative services to our clients.

**Degrees/Minimum Training**

- Degree in graphic design, art or related field
- 10 years of job experience in managing a graphic design team.
- Demonstrated proficiency in PC and MAC platforms
- Skilled in computer layout and design techniques
SENIOR GRAPHIC DESIGNER

This category position involves developing and establishing graphic guidelines for company products. It’s also includes 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, and internal communications and publications. Senior Graphic Designer is responsible for design and printing projects from conception through final production and providing art direction to in-house support staff.

Degrees/Minimum Training

- Bachelor’s Degree in graphic design, art or related field
- 5 years of job experience in graphic design or related field
- Demonstrated proficiency in PC and MAC platforms
- Skilled in computer layout and design techniques

GRAPHIC DESIGNER

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, and internal communications and publications. Graphic Designer is responsible for design and printing projects from conception through final production.

Degrees/Minimum Training

- Bachelor’s Degree in graphic design, art or related field
- Minimum one year of job experience in graphic design or related field
- Demonstrated proficiency in PC and MAC platforms
- Skilled in computer layout and design techniques