

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 is available through **GSA Advantage!**[™], a menu-driven database system. The INTERNET address for **GSA Advantage!**[™] is: <http://www.GSAAdvantage.gov>.

Multiple Award Schedule (MAS)

Large Category	Subcategory	PSC
Professional Services	Business Administrative Services	R408
Professional Services	Marketing and Public Relations	R701
Professional Services	Marketing and Public Relations	R422
Professional Services	Marketing and Public Relations	R499
Professional Services	Training	R704
Professional Services	Training	U006
Miscellaneous	Complementary Special Item Numbers (SINs)	0000

Contract Number: GS-00F-135CA

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

Price list current through modification #PA-0017 effective 11/17/2020

Contract Period: May 28th 2015-May 27th 2025



GS-00F-135CA

Contractor: JRogers Consulting
 14 Rosecrest Avenue
 Alexandria, VA 22301-1538

Business Size: Small, Woman Owned Small Business (WOSB)

Telephone: (703) 568-0715

Extension:

FAX Number: (703) 842-6162

Web Site: www.jrcllc.com

E-mail: jill.rogers@jrcllc.com

Contract Administration: Jill Rogers

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

Large Category	Subcategory	SIN	SIN Description
Professional Services	Business Administrative Services	541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
Professional Services	Marketing and Public Relations	541613	Marketing Consulting Services
Professional Services	Marketing and Public Relations	541910	Marketing Research and Analysis
Professional Services	Marketing and Public Relations	561920	Conference, Meeting, Event and Trade Show Planning Services
Professional Services	Training	611430	Professional and Management Development Training
Professional Services	Training	611512	Flight Training
Miscellaneous	Complementary Special Item Numbers (SINs)	OLM	Order-Level Materials (OLM)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. SEE PRICE TABLE BELOW.

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. If hourly rates are not applicable, indicate "Not applicable" for this item. SEE LABOR CATEGORY DESCRIPTIONS BELOW.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted).
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days. Information to Ordering Offices: Prompt Payment terms cannot be negotiated out of the contractual arrangement in exchange for other concessions.
9. **Foreign items (list items by country of origin):** None
- 10a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 10b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 10c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 10d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):** Same as Contractor
- 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):** Same as company address
14. **Warranty provision:** Contractor’s standard commercial warranty.
15. **Export Packing Charges (if applicable):** N/A
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
17. **Terms and conditions of installation (if applicable):** N/A
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. **Terms and conditions for any other services (if applicable):** N/A
19. **List of service and distribution points (if applicable):** N/A
20. **List of participating dealers (if applicable):** N/A
21. **Preventive maintenance (if applicable):** N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/: N/A

23. Data Universal Numbering System (DUNS) number: 828460043

24. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM

Labor Categories Pricing - The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	SIN Description						
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services						
541613	Marketing Consulting Services						
541910,	Marketing Research and Analysis						
561920	Conference, Meeting, Event and Trade Show Planning Services						
611430	Professional and Management Development Training						
611512	Flight Training						
#	Labor Category	Site	Year 6	Year 7	Year 8	Year 9	Year 10
1	Administrative Support Specialist	Both	\$72.99	\$72.99	\$72.99	\$72.99	\$72.99
2	Web Technician	Both	\$95.40	\$95.40	\$95.40	\$95.40	\$95.40
3	Instructional Systems Designer	Both	\$110.83	\$110.83	\$110.83	\$110.83	\$110.83
4	Event Planner	Both	\$118.49	\$118.49	\$118.49	\$118.49	\$118.49
5	Project Manager	Both	\$132.08	\$132.08	\$132.08	\$132.08	\$132.08
6	Subject Matter Expert	Both	\$132.31	\$132.31	\$132.31	\$132.31	\$132.31
7	Marketing Consultant	Both	\$102.47	\$102.47	\$102.47	\$102.47	\$102.47
8	Senior Level Facilitator	Both	\$287.15	\$287.15	\$287.15	\$287.15	\$287.15
9	Senior Program Manager	Both	\$149.13	\$149.13	\$149.13	\$149.13	\$149.13
10	Consultant I	Both	\$76.92	\$76.92	\$76.92	\$76.92	\$76.92
11	Consultant II	Both	\$102.47	\$102.47	\$102.47	\$102.47	\$102.47
12	Senior Consultant	Both	\$113.55	\$113.55	\$113.55	\$113.55	\$113.55
13	Project Manager	Both	\$128.03	\$128.03	\$128.03	\$128.03	\$128.03
14	Subject Matter Expert	Both	\$132.31	\$132.31	\$132.31	\$132.31	\$132.31
15	Program Executive	Both	\$149.13	\$149.13	\$149.13	\$149.13	\$149.13

Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Contract Labor Category/Fixed Price Service	SCLS Equivalent Code Title	WD Number
Administrative Support Specialist	01020 - Administrative Assistant I	2015-4281

Service Contract Labor Standards: 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

JRC offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. JRC allows education to substitute for minimum years of relevant experience. JRC criteria for substitution are as follows:

Undergraduate: An associate degree will equal 2 years of experience. A relevant bachelor's degree will equal 4 years of experience. A relevant Master's Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

GSA and/or the ordering activities may have access to any JRC employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee's labor category.

Position	Minimum Educational Requirements	Minimum/Relevant Years of Experience	Functional Job Description
Administrative Support Specialist	High school Diploma	5	Conducts a variety of administrative activities in support of the marketing needs of a client. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs high quality project support. May have contact with most levels of Government/client personnel. Handles highly sensitive and confidential information. Develops and maintains logs, records, archives and/or working files and deliverables. Given minimum instruction and supervision, handles correspondence, prepares reports, arranges meetings and/or travel arrangements. Handles event planning and logistics requirements for events, expos, meetings etc.

Position	Minimum Educational Requirements	Minimum/Relevant Years of Experience	Functional Job Description
Web Technician	Bachelor's degree in an IT Related Field	4	<p>Develops, designs, and delivers the web site structure for Internet/Intranet sites in support of an agencies' marketing objectives. Documents, tests, implements and maintains web pages and multimedia design using appropriate web publishing, editing and graphics applications.</p> <p>Implements design standards and styles that ensure a high level of design and coding efficiency consistent with current standards, laws, and trends. Serves as a client contact regarding web site maintenance and enhancements. Investigates web site issues and coordinates resolutions.</p> <p>Monitors and reports web statistics and makes recommendations to managers to improve visibility and usability of web site.</p> <p>Oversees implementation of minor and major site-wide upgrades. Maintains technical expertise in web design tools and acts as technical resource for software in field of expertise.</p>
Instructional Systems Designer	Bachelors of Science or Arts	5	<p>Designs and develops training or communications material for customer workshops, training courses for events that support client's mission objectives.</p> <p>Demonstrates and utilizes effective needs analysis, project management, course development, and course evaluation skills. Can independently develop entry and advanced level courses for both internal and external audiences. Able to utilize multimedia technology and authoring tools.</p>

Position	Minimum Educational Requirements	Minimum/Relevant Years of Experience	Functional Job Description
Event Planner	Bachelors of Science or Arts	5	<p>Coordinate all details and logistics support required for client events.</p> <p>Responsible for managing event budget and related expenses. Visit venue to plan layout of seating and decorations. Schedule speakers, vendors, and participants. Coordinate and monitor event timelines and ensure deadlines are met.</p> <p>Initiates, coordinates and/or participates in all efforts to publicize event. Edit and design promotional materials. Prepare presentations and other event materials.</p> <p>Negotiate and secure event space. Manage correspondence with event vendors and participants. Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations. Keep inventory of backdrops, projectors, computers, and other display materials. Manage administrative personnel.</p>
Project Manager	Bachelors of Science or Arts	6	<p>Oversees the development, design, implementation, and management of projects. Directs the completion of projects within estimated time frames and budget constraints, coordinating project specific parties and reviewing work products for quality assurance.</p> <p>Performs day-to-day management of overall marketing project operations, possibly involving multiple projects and groups of personnel at multiple locations.</p> <p>Organizes, directs and coordinates the planning and production of all contract support activities related to marketing and outreach efforts. Demonstrates strong written and oral communication skills. Has authority and responsibility to identify and commit resources required to support the project effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.</p>
Subject Matter Expert	Bachelors of Science or Arts	8	<p>Provides marketing support, guidance, and leadership to a client business function in their area of related expertise. As required, serves in a facilitator capacity to coordinate, communicate to, and/or advise client groups in support of contract requirements. Identifies and implements best practices related to marketing and outreach services as it relates to a customer's requirements.</p>

Position	Minimum Educational Requirements	Minimum/Relevant Years of Experience	Functional Job Description
Senior Level Facilitator	Master's Degree	15	Works with client and program leadership team to facilitate events, workshops, focus groups, strategic planning sessions, etc. Assists the client with planning strategic approaches and marketing strategies that will meet the needs of the organization. Serves as the program senior point of contact for addressing all marketing issues. Deliver, present, and facilitate strategic client meetings and working sessions.
Senior Program Manager	Bachelors of Science or Arts	10	Provides executive advice and counseling in support of agencies management, organizational and business improvement efforts. Areas of expertise may include, but are not limited to, marketing strategy, management and process improvement, strategic analysis & organizational redesign, resource management, strategic communications, stakeholder relationship management, and complex problem solving. Direct the completion of projects within estimated time frames and budget constraints, coordinate parties' efforts on tasks, and review work products for completeness and adherence to applicable regulations and customer requirements. Deliver, present, and facilitate strategic client meetings.
Marketing Consultant	Bachelors of Science of Arts	4	Supports the completion of marketing project specific tasks within estimated timeframes and budget constraints based on a comprehensive understanding of overall purpose of task assignment. Conducts marketing activities involving the identification of core marketing issues and development of strategic marketing polices and plans and the creation and evaluation of potential solutions, and the corresponding completion of related marketing work products. Performs a variety of tasks that require both practical experience and theoretical or technical knowledge.
Administrative Specialist	High school Diploma	5	Conducts a variety of administrative activities in support of the client. Personal computer literate with knowledge of email, word processing, and spreadsheet software. Uses common office equipment, e.g., facsimile (fax) machines, copiers, projectors, and PC printers. Performs high quality project support. May have contact with most levels of Government/client personnel. Handles highly sensitive and confidential information. Maintains logs, records, archives and/or working files. Given minimum instruction and supervision, handles correspondence, prepares reports, arranges meetings and/or travel arrangements.

Position	Minimum Educational Requirements	Minimum/Relevant Years of Experience	Functional Job Description
Consultant I	Bachelors of Science or Arts	3	Under guidance supports the completion of project specific tasks within estimated timeframes and budget constraints. Conducts activities involving the identification of problems, root cause analysis, the creation and evaluation of potential solutions, and the corresponding completion of related work products. Contributes to project deliverables and tasks as set forth by task or project leads.
Consultant II	Bachelors of Science or Arts	4	Supports the completion of project specific tasks within estimated timeframes and budget constraints based on a comprehensive understanding of overall purpose of task assignment. Conducts activities involving the identification of problems, root cause analysis, the creation and evaluation of potential solutions, and the corresponding completion of related work products. Performs a variety of tasks that require both practical experience and theoretical or technical knowledge.
Senior Consultant	Bachelors of Science or Arts	5	Responsible for ensuring successful task completion within the scheduled timeframe consistent with the established scope of work to include both the technical and financial solutions. Organizes, directs, and coordinates the planning and production of all activities associated with assigned tasks.
Project Manager	Bachelors of Science or Arts	7	Performs day-to-day management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates strong written and oral communication skills. Has authority and responsibility to identify and commit resources required to support the project effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.
Subject Matter Expert	Bachelors of Science or Arts	8	Provides expert guidance and leadership in their specific business operation functional capability or discipline. Oversees the design, implementation, and management of projects. Directs the completion of projects within estimated time frames and budget constraints, coordinating project specific parties and reviewing work products for quality assurance.

Position	Minimum Educational Requirements	Minimum/Relevant Years of Experience	Functional Job Description
Program Executive	Bachelors of Science or Arts	10	Provides executive advice and counseling in support of agencies management, organizational and business improvement efforts. Areas of expertise may include, but are not limited to, management and process improvement, strategic analysis & organizational redesign, resource management, strategic communications, stakeholder relationship management, and complex problem solving. Direct the completion of projects within estimated time frames and budget constraints, coordinate parties' efforts on tasks, and review work products for completeness and adherence to applicable regulations and customer requirements. Deliver, present, and facilitate strategic client meetings.