



engaging
people +
communities

Leonard Resource Group, Inc.

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GSA SCHEDULES

GENERAL SERVICES ADMINISTRATION

MULTIPLE AWARD SCHEDULE (MAS)

AUTHORIZED FEDERAL SUPPLY SERVICE PRICE LIST



Contract Number: [GS-07F-409AA](#)

Period Covered by Contract: [August 11, 2016 to August 10, 2021](#)

Pricelist current through Modification # PA0022 effective October 6, 2020

Business Size: [SMALL BUSINESS HUBZONE CERTIFIED](#)

General Services Administration For more information on ordering from Federal Supply Schedules go to the [GSA Schedules page at GSA.gov](#).

Multiple Award Schedule (MAS)

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, the internet address for GSA Advantage is: GSAadvantage.gov.

CONTRACT ADMINISTRATION POINT OF CONTACT:

MR. TODD HERBERGHS

Assistant Vice President
The Leonard Resource Group (LRG) Inc.
1201 Connecticut Ave NW #500B
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CUSTOMER INFORMATION

1. AWARDED SPECIAL ITEM NUMBER(S):

Special Item No. OLM	Order Level Material (OLM)
Special Item No. 541511	Web-Based Marketing Services
Special Item No. 561920	Conference, Events & Tradeshow Planning Services
Special Item No. 541430	Graphic Design Services
Special Item No. 541810ODC	Other Direct Costs
Special Item No. 541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

2. MAXIMUM ORDER:

\$1,000,000.

3. MINIMUM ORDER:

\$100.00.

4. GEOGRAPHIC COVERAGE (DELIVERY AREA):

Worldwide. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. POINT(S) OF PRODUCTION (CITY, COUNTY, AND STATE OR FOREIGN COUNTRY):

Washington, D.C.

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE:

Government net prices (discounts already deducted).

7. QUANTITY DISCOUNTS:

LRG will offer a dollar volume discount of 2% for each order exceeding \$500,000.

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 (LIST ITEMS BY COUNTRY OF ORIGIN):

Not applicable.

10A. TIME OF DELIVERY:

Time of delivery is specified in negotiated delivery/task orders.

10B. EXPEDITED DELIVERY:

Not applicable.

10C. OVERNIGHT AND 2 DAY DELIVERY:

Not applicable.

10D. URGENT REQUIREMENTS:

Urgent Requirements are specified in negotiated delivery/task orders.

11. F.O.B. POINT(S):

Destination.

12A. ORDERING ADDRESS:

The Leonard Resource Group (LRG) Inc.
1201 Connecticut Ave NW
#500B
Washington, D.C. 20036-2605

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:

The Leonard Resource Group (LRG) Inc.
1201 Connecticut Ave NW
#500B
Washington, D.C. 20036-2605

14. WARRANTY PROVISION:

Standard Commercial Warranty.

15. EXPORT PACKING CHARGES, IF APPLICABLE:

Not applicable.

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE AND REPAIR (if applicable):

Not applicable.

17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):

Not applicable.

18A. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF APPLICABLE):

Not applicable.

18B. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):

Not applicable.

19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):

Not applicable.

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):

Not applicable.

21. PREVENTIVE MAINTENANCE (IF APPLICABLE):

Not applicable.

22A. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS):

Not applicable.

22B. SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES.

It can be found at: www.lrginc.com. The EIT standards can be found at: www.Section508.gov/.

23. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:

02-6702014

24. LRG IS REGISTERED IN SYSTEM FOR AWARD MANAGEMENT DATABASE (SAM)

GSA PRICELIST

Prices include IFF.

All labor categories listed apply to the following SINs:

Special Item No. 541511 Web-based Marketing Services

Special Item No. 561920 Conference, Events & Tradeshow Planning Services

Special Item No. 541430 Graphic Design Services

LABOR CATEGORY	UNIT OF ISSUE	GOVERNMENT RATE
Senior Advisor II	Per hour	\$271.26
Senior Advisor I	Per hour	\$224.18
Program Director	Per hour	\$172.62
Assistant Program Director	Per hour	\$152.90
Senior Project Manager	Per hour	\$128.23
Project Manager	Per hour	\$103.58
Assistant Project Manager	Per hour	\$93.71
Senior Project Specialist	Per hour	\$83.85
Project Specialist II	Per hour	\$69.05
Project Specialist I	Per hour	\$54.26
Project Coordinator II	Per hour	\$44.39
Project Coordinator I	Per hour	\$35.87

Prices include IFF.

All labor categories listed apply to the following SINs:

Special Item No. 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

LABOR CATEGORY	UNIT OF ISSUE	GOVERNMENT RATE
President	Per hour	\$199.09
Vice President	Per hour	\$164.24
Assistant Vice President	Per hour	\$146.69
Senior Director	Per hour	\$124.43
Director	Per hour	\$104.78
Assistant Director	Per hour	\$90.67
Senior Specialist	Per hour	\$79.62
Specialist II	Per hour	\$64.70
Specialist I	Per hour	\$52.38
Support Staff/Intern	Per hour	\$44.78

OTHER DIRECT COSTS (SIN 541-1000)	UNIT OF ISSUE	DIRECT COST
Rental of Meeting Facility (level 1)	Per conference	\$37,395.53
Room Rental (level 2)	Per conference	\$18,467.67
Printing conference folders	Per conference	\$1,993.02
Printing conference program & badges	Per conference	\$6,000.33
Speaker honorarium / fees	Per speaker / day	\$10,151.13
Food & Beverage	Per conference	\$124,491.15

Signage Printing	Per conference	\$5,052.76
Conference shuttle service	Per day	\$2,710.36
Shipping	Per conference	\$1,250.73
Easel pads & Badge Holders	Per event	\$560.99
Table Tents	Per box	\$18.10
Conference badges / Portfolios	Per unit	\$5.76
Audio Visual Services (level 1)	Per conference	\$62,972.29
Audio Visual Services (level 2)	Per conference	\$76,609.91
Lanyards	Per event	\$2,399.69
Duplicating/Copies	Per event	\$1,136.52
Exhibit Booth	Per booth	\$161.21
Speaker Travel Reimbursement	Per speaker/day	\$341.56
Website Hosting	Per website	\$114.94
Print Advertising	Per advertisement	\$4,307.30
Transcription	Per hour	\$55.42
Exhibit Space Rental	Per event	\$13,904.28
Catering Equipment Rental	Per event	\$26,196.47
Marketing Brochure Printing	Per brochure	\$2.24
Name Badge Holder	Per packet	\$70.86
Videography Services	Per conference	\$ 6,911.84
Photographer	Per conference	\$1,511.34
WiFi Services	Per conference	\$13,098.24

DESCRIPTION OF PRODUCTS/ SERVICES

SPECIAL ITEM NO. 541511 Web-Based Marketing Services

LRG, Inc. develops strategies for agencies to provide the maximum use of their internet capabilities. Typical tasks may involve the consultation, development and implementation of website design and maintenance, search engine development, email marketing and web casting, video conferencing via the web, online media management, and other activities involving electronic marketing services.

SPECIAL ITEM NO. 561920 Conference, Events & Tradeshow Planning Services

LRG, Inc. provides services for making of all necessary arrangements for conferences, seminars, and tradeshows. Event-marketing and pre-conference planning are also included.

SPECIAL ITEM NO. 541430 Graphic Design Services

LRG, Inc. provides commercial art, custom or stock, graphic design, video production, and branding services that education the consumer market about a product or service.

Special Item No. 541611 Integrated Consulting Services

LRG, Inc. consults on management or strategy. This includes research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance and strategy formulation.

Special Item No. 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

LRG, Inc. provides services to assist agencies in their mission-oriented business projects or programs and achieving mission performance goals, including all phases of program or project management, from planning to closeout and operational/administrative business support services in order to carry out program objectives.

LABOR CATEGORY DESCRIPTIONS

All labor categories listed apply to the following SINs:

- Special Item No. 541511** **Web-based Marketing Services**
- Special Item No. 561920** **Conference, Events & Tradeshow Planning Services**
- Special Item No. 54130** **Graphic Design Services**

TITLE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EXPERIENCE	MINIMUM EDUCATION
SENIOR ADVISOR I	Provide overall direction, management, and quality control to all AIMS projects. Oversee negotiation of delivery of task orders, design all phases of AIM task orders, and hold regular meetings with government officials responsible for AIMS tasks.	13 years of experience in an area related to the work to be performed.	Master's degree or equivalent.
SENIOR ADVISOR II	Provide overall direction, management, and quality control to all AIMS projects. Oversee negotiation of delivery of task orders, design all phases of AIMS task orders, and hold regular meetings with government officials responsible for AIMS tasks.	15 years of experience in an area related to the work to be performed.	Master's degree or equivalent.

PROGRAM DIRECTOR	Provide leadership and management expertise internally as well as to clients. Supervise staff in the performance of AIMS tasks. Manage multiple programs. Capable of planning and directing organizational policies, objectives, and initiatives. Experience in planning and accomplishing company set goals.	10 years of experience in a related field.	Bachelor's degree or equivalent.
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<p>ASSISTANT PROGRAM DIRECTOR</p>	<p>Provide direct services to clients on various AIMS tasks. Capable of planning and administering policies, activities, and procedures within the organization. Highly experience in executive level management and leadership.</p>	<p>8 years of experience in a related field.</p>	<p>Bachelor's degree or equivalent.</p>
<p>SENIOR PROJECT MANAGER</p>	<p>Provide direct services to clients on various aspects of AIMS tasks. Act as a senior team member.</p> <p>Professional experience in managing and executing marketing, media and public information services projects. Demonstrate ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact.</p> <p>Perform extremely difficult, high visibility tasks requiring application of new or original concepts.</p> <p>Capable of managing multitask projects of high complexity. Set parameters for optimum utilization and personnel, and direct task execution at all levels to meet work plan schedules and task objectives within budget constraints. Provide Commercial Art and Graphic Design Services. Provide primary interface with client management personnel regarding strategic issues.</p>	<p>6 years' experience in a related field.</p>	<p>Bachelor's degree or equivalent.</p>

<p>PROJECT MANAGER</p>	<p>Provide direct services to clients on various aspects of AIMS tasks. Act as a team member, perform mid-level management assignments on tasks, and provide support and briefings to senior team members. Demonstrate ability to develop and execute work plans, manage performers assigned to tasks, and ensure timely delivery of high quality products within prescribed budget. Disaggregate moderately complex task into discrete work elements, representative of complete task scope.</p> <p>Execute each component as assigned and integrate work product with the final deliverable. Demonstrate flexibility and innovative approaches to perform varying assignments. Deliver presentations and lead strategic client meetings.</p>	<p>5 years experience in a related field.</p>	<p>Bachelor's degree or equivalent.</p>
<p>ASSISTANT PROJECT MANAGER</p>	<p>Provide direct service to clients on various aspects of AIMS tasks. Act as a team member, perform mid-level management assignment on tasks, and provide support and briefings to senior team members.</p> <p>Conduct public relations and media relations, provide web-based marketing services, provide logistical support for conferences, events, and tradeshow, and provide Commercial Art and Graphic Design Services.</p>	<p>3 years experience in a related field.</p>	<p>Bachelor's degree or equivalent.</p>

<p>SENIOR PROJECT SPECIALIST</p>	<p>Provide direct service to clients on various aspects of AIMS tasks. Act as a senior team member.</p> <p>Professional experience in managing and executing marketing, media and public information services projects.</p> <p>Demonstrate ability to independently plan, conduct, and lead extensive research and analysis resulting in products of significant impact.</p> <p>Perform extremely difficult, high visibility tasks requiring application of new or original concepts. Capable of managing multitask projects of high complexity. Set parameters for optimum utilization of resources and personnel, and direct task execution at all levels to meet work plan schedules and task objectives within budget constraints.</p> <p>Provide commercial art and graphic design services. Provide primary interface with client management personnel regarding strategic issues.</p>	<p>2 years experience in a related field.</p>	<p>Bachelor's degree or equivalent.</p>
<p>PROJECT SPECIALIST II</p>	<p>Provide direct service to clients in various aspects of AIMS tasks. Act as a team member and provide support and briefings to senior team members.</p> <p>Professional experience providing organizational research, writing, and editing support to marketing, media, and public information services projects. Interface with clients on a day-to-day basis.</p> <p>Able to perform routine duties in specific task areas. Accomplish assignments and guidance, minimal direction, and supervision. Compile and assemble documents for delivery to multiple clients on a specified schedule.</p>	<p>1 year of experience in a related field.</p>	<p>Bachelor's degree or equivalent Associate's degree or equivalent. Associate's degree or equivalent.</p>

<p>PROJECT SPECIALIST I</p>	<p>Provide direct service to client in various aspects of AIMS tasks. Act as a team member and provide support and briefings to senior team members.</p> <p>Assist with public relations and media relations activities, assist with web-based marketing services, provide support for conferences, events, and tradeshow, provide commercial art and graphic design services, conduct research, assist with the development of materials, and execute other duties assigned by senior staff members.</p>	<p>1 year of experience in related field.</p>	<p>Associate's degree or equivalent.</p>
<p>PROJECT COORDINATOR II</p>	<p>Provide administrative support to team members in the performance of tasks related to conducting public relations and media relations, planning and implementing conferences, events, and tradeshow, providing commercial art and graphic design services, and conducting research. Execute other duties assigned by senior staff members.</p>	<p>1 year of related experience.</p>	<p>High School Diploma or equivalent.</p>
<p>PROJECT COORDINATOR I</p>	<p>Provide administrative support to team members such as: assistance with mass promotional mailings, registration confirmations, on-site registration, answering registrant phone calls and emails, and any other tasks as assigned.</p>	<p>Less than 1 year of office experience.</p>	<p>High School Diploma or equivalent.</p>

All labor categories listed apply to the following SINs:

Special Item No. 541611

Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

TITLE	FUNCTIONAL RESPONSIBILITIES	MINIMUM EXPERIENCE/ EDUCATION
<p>President</p>	<p>Provide overall direction, management, and quality control to all MOBIS projects. Oversee negotiation of delivery or task orders, design all phases of MOBIS task orders, and hold regular meetings with government officials responsible for MOBIS tasks.</p>	<p>Advanced degree in related substantive field such as political science, education/training, or social services. Over fifteen years experience in an area related to the work to be performed.</p>
<p>Vice President</p>	<p>Provide leadership and management expertise internally as well as to clients. Supervise staff as Program Manager, in the performance of training and technical assistance, problem-solving activities, meeting facilitation, survey development and data analysis, product development, and evaluation and assessment. Provide direct service as Team Leader to assist clients in formulating long-term plans and performance measures and indicators.</p>	<p>MS/MA degree in substantive field related to work performed equivalent years in experience. Ten Years experience in an area related to the work to be performed</p>

<p>Assistant Vice President</p>	<p>Provide direct service in training and technical assistance, facilitation, survey development, data analysis, product development, and report development to clients on various MOBIS tasks. Has extensive work experience.</p> <p>Serve as an expert advisor, enable focused decision making, resolve disputes. Work closely with team staff and consultants in problem-solving and brainstorming activities. Prepare briefing materials and other reports required through the services performed. May serve as Team Leader.</p>	<p>BA or BS degree in substantive field related to work performed or equivalent years in experience. Twelve years of experience in an area related to the work to be performed.</p>
<p>Senior Director</p>	<p>Provide direct service in training and technical assistance as well as meeting facilitation, survey development, data analysis, product development, and report development.</p> <p>Work closely with team staff and consultants in problem-solving and brainstorming activities. Prepare briefing materials and other reports required through the services performed. May serve as a Team Leader.</p>	<p>BA or BS degree in substantive field related to work performed or equivalent years in experience. Ten years experience in an area related to the work to be performed.</p>
<p>Director</p>	<p>Provide service to clients on various MOBIS tasks. Provide mid-level management on assignments and oversee aspects of client projects.</p> <p>Support senior staff in delivery of training and technical assistance services for consulting projects, assist senior team members with facilitation of projects, provide support related to conducting and analyzing surveys, and assist with program integration and project management activities.</p>	<p>BA or BS degree in substantive field related to work performed or equivalent years in experience. Ten years experience in an area related to the work to be performed.</p>

<p>Assistant Director</p>	<p>Provide service to clients in various aspects of training and technical assistance as well as meeting facilitation, survey development, data analysis, product development, and report development.</p> <p>Serve as staff on the client service team performing mid-level assignment work including problem-solving and brainstorming activities. Support senior staff in information gathering, client briefing, preparation, report generation, and meeting facilitation.</p>	<p>BA or BS degree in substantive field related to work performed or equivalent years in experience. Five years experience in an area related to the work to be performed.</p>
<p>Senior Specialist</p>	<p>Provide research and staff assistance to the senior staff on various MOBIS tasks. Assist in performing client services including data collection, survey development, report development, and other duties assigned by senior staff.</p>	<p>BA or BS degree in substantive field related to work performed or equivalent years in experience. Three years experience in an area related to the work to be performed.</p>
<p>Specialist II</p>	<p>Provide service to senior team on various aspects of MOBIS tasks. Provide support on consulting, facilitation, survey, program integration and project management activities.</p> <p>Record discussion content. Interface with clients on a day-to-day basis. Able to perform routine duties in specific task areas. Accomplish assignments with guidance, minimal direction, and supervision. Compile and assemble documents for delivery to multiple clients on a specified schedule.</p>	<p>BA or BS degree in substantive field related to work performed or equivalent years in experience. Two years experience in an area related to the work to be performed.</p>

Specialist I	Serve as the junior member on the client services team and provide research and staff assistance to the senior staff. Assist in performing client services including media relations, public relations, meeting planning, data collection, website maintenance, survey development, report development, and other duties as assigned.	BA or BS degree in substantive field related work performed or equivalent years in experience. One year experience in an area related to the work to be performed.
Support Staff / Intern	Provide administrative support to senior staff in the performance of training, technical assistance, strategic planning, meeting facilitation, development of products, data entry of survey data, and other related tasks. May function as an office manager.	

LRG'S EDUCATION/EXPERIENCE SUBSTITUTION POLICY

DEGREE	DEGREE & EXPERIENCE SUBSTITUTION	RELATED EXPERIENCE SUBSTITUTION
Associate's	2 years	2 years
Bachelor's	Associate's + 2 years	4 years
Master's	Bachelor's + 2 years	6 years

SCLS MATRIX - LEONARD RESOURCE GROUP, INC.

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

SCLS ELIGIBLE CONTRACT LABOR CATEGORY	SCLS EQUIVALENT CODE - TITLE	WD- NUMBER
Support Staff/ Intern	01111- General Clerk I	2015-4281
Specialist I	01112- General Clerk II	2015-4281
Specialist II	01113- General Clerk III	2015-4281
Senior Specialist	01013- Accounting Clerk III	2015-4281

MARKETING POINT OF CONTACT:

MR. TIM FORD

President
The Leonard Resource Group (LRG) Inc.
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Washington, D.C.20036-2605
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CONTRACT ADMINISTRATION POINT OF CONTACT:

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