

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 are available through GSA Advantage!, a menu-driven database system.

The INTERNET address for GSA Advantage! Is: GSAAdvantage.gov

Federal Supply Schedule: 84

Total Solutions for Law Enforcement, Security, Facilities Management, Fire, Rescue, Clothing, Marine Craft and Emergency Disaster Response

Federal Supply Group: 246

SIN 246-52: Professional Security/Facility Management Services

Contract Number: FS-07F-9341S

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: February 2, 2006 through February 2, 2011

Contractor:

Concentric Security Resources, LLC

915 Holt Avenue, Unit #8

Manchester, NH 03109

Phone: 603-626-9669

Fax: 603-626-9889

Web-Site Address: www.concentric-security.com

Contract Administration:

Administration: Lori Anderson-Steinberg, Phone: 603-626-9669, e-mail: lori@concentric-security.com

Manager: Tom Kitchen, Phone: 603-626-9669, e-mail: tom.kitchen@concentric-security.com

Business Size: Small Business

Customer Information:

1a. **Awarded Special Item Numbers:**

246-52 Professional Security/Facility Management Services

246-50 Ancillary Services

246-51 Installation Requiring Construction

246-52 Professional Security/Facility Management Services

1b. **Lowest Priced Model Number for each Awarded Special Item Number(s):** N/A

1c. **Hourly rate descriptions/titles:** See attached

2. **Maximum Order:** SIN 246-35(1) – \$100,000.00

SIN 246-50 thru 52 – \$200,000.00

3. **Minimum order:** \$100.00

4. **Geographic coverage (delivery area):** Professional Services domestic only

5. **Point(s) of production:** N/A – For Labor – See Company Address

6. **Discount from list prices or statement of net price:** See Attached

7. **Quantity Discounts:** None offered

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

9a. **Government Purchase Cards are accepted below the micro purchase threshold**

9b. **Government Purchase cards are not accepted above the micro purchase threshold**

10. **Foreign Items:** None

11a. **Time of Delivery:** Services only. Delivery of services is specified on task orders

- 11b. **Expedited Delivery:** Services only. Consult with Contractor
- 11c. **Overnight and 2-day delivery:** Services only. Consult with Contractor
- 11d. **Urgent Requirements:** Consult with Contractor
- 12. **F.O.B. Point(s):** FOB Origin
- 13a. **Ordering address (es):** Same as Contractor
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. **Payment address (es):** Same as Contractor
- 15. **Warranty Provision:** Contractor's Standard Commercial Warranty
- 16. **Export packing charges, if applicable:** N/A
- 17. **Terms and conditions of Government purchase card acceptance:** Contractor will accept Government Purchase Card for orders of \$2,500 or less. Contact Contractor for acceptance of larger orders.
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
- 21. **List of service and distribution points (if applicable):** N/A
- 22. **List of participating dealers (if applicable):** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **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:** N/A
- 25. **Data Universal Numbering System (DUNS) Number:** 138567776
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered Cage #3KXN9

SIN 246-50 – Ancillary Services

SIN 246-51 – Installation Requiring Construction

SIN 246-52 – Professional Security/Facility Management Services

Part Number	Labor, Design, Mgmt, Installation, Clerical	
PRG_MGR	Program Manager, Design, Consultant	\$ 102.82 /hr
PRJ-MGR	Project Manager	\$ 81.73 /hr
COMP-SEC	Computer Security Analyst	\$ 81.73 /hr
OPS-MGR	Operations Manager/Supervisor	\$ 72.53 /hr
SR-TECH	Senior Technician	\$ 72.53 /hr
MAINT-TECH	Security Maintenance Technician	\$ 63.28 /hr
FIELD-TECH	Field Service Technician	\$ 63.28 /hr
JR-TECH	Junior Technician	\$ 54.83 /hr
SEC-TRAIN	Security Trainer	\$ 54.83 /hr
CONTRACTS	Contracts Administrator	\$ 72.53 /hr
ADMIN	Clerk	\$ 46.13 /hr

STATEMENT
OF
QUALIFICATIONS, CAPABILITIES AND EXPERIENCE

JANUARY 2005



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Fax: 603-626-9889

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Committed to Service Excellence and Client Trust

CORPORATE PROFILE

CONCENTRIC SECURITY RESOURCES offers over 23 years of professional services from stand-alone security assessments to the full spectrum of design and Engineering, and System Installation and start-up in applying integrated security design solutions to support national homeland security initiatives for both industry and government clients.

MISSION STATEMENT

The *CONCENTRIC SECURITY RESOURCES* mission is to collaborate with our clients by offering professional analysis conclusions for making informed business decisions to maintain a framework for homeland security by employing a proactive business practice with the highest standards of ethics, integrity, and professionalism.

DIVERSE NATIONAL CRITICAL INFRASTRUCTURE ENVIRONMENTS

- CIVIL AVIATION TRANSPORTATION SECTOR
- BANKING AND FINANCE SECTOR
- COMMERCIAL AND RETAIL SECTOR
- DEFENSE INDUSTRIAL BASE SECTOR
- ENERGY SECTOR
- FOOD AND AGRICULTURE SECTOR
- GOVERNMENT SECTOR
- INTERNATIONAL SECTOR
- LAW ENFORCEMENT SECTOR
- NATIONAL AND SPECIAL EVENTS
- PUBLIC HEALTH AND EDUCATION SECTOR
- RAILWAY TRANSPORTATION SECTOR
- TELE-COMMUNICATIONS SECTOR

DIVERSE RANGE OF CAPABILITIES AND AREAS OF EXPERTISE

CONSULTING SERVICES

Requirements Analysis and Program Definitions
Vulnerability Analysis and Risk Mitigation
Conceptual Program Design
Cost Benefit Analyses
Program Evaluation and Reporting

Compliance Reviews and Auditing

DESIGN AND ENGINEERING SERVICES

System Requirements, Functional Analyses
Architecture Definition and System Configuration
Generation of Plans and Specifications
Logistics and Maintenance Engineering
Equipment Fabrication and Factory Testing
Hardware and Software Integration Engineering
Bid Specification and Bid Evaluation
Vendor Selection and Conformance Audits
Acquisition Strategy and Subcontract Management
Cost Estimate to Complete

Quality Assurance/Quality Control Procedures

Preliminary and Critical Design Reviews

Advisor to Architects and Engineering Firms

INSTALLATION AND INTEGRATION SERVICES

Construction Management

Project Scheduling and Controls
WBS/Task Allocations, Resource Allocation
System Integration
Installation Checkout, System Testing & Reporting
Course Development and Course Instruction
Acceptance Test Plans
Acceptance Test Procedures
Project Audit and Transfer Responsibility
Warranty and Support

MANAGEMENT OUTSOURCING

Guard Force Management
Owner's Representative

Client Staff Augmentation
Technical On-Site Assistance
Emergency Services Planning

Policy Development and Program Implementation
Security Plans & Security Operating Procedures
Work Force Assessment and Manpower Analyses
Expertise Testimony

Our approach to business sets it apart from other consultants . . .

CONCENTRIC SECURITY RESOURCES **business goal is to:**

- ❑ Build long-term client relationships, not independent projects by consistent performance
- ❑ Assist clients in maximizing return on investment in minimum time

CONCENTRIC SECURITY RESOURCES' **diverse experience across multiple market segments brings value of industry best practices:**

- ❑ We use performance based contracting techniques to ensure quality performance
- ❑ We provide a systematic evaluation of problems and comprehensive issue solution

An important part of CONCENTRIC SECURITY RESOURCES **success lies in our ability to exercise objectivity through independence of thought and action:**

- ❑ We analyze data within a larger context of needs, bringing elements into perspective
- ❑ We do not presume solutions are always technical - they are not

CONCENTRIC SECURITY RESOURCES **collaborates with its Clients to promote decision-making and ownership of solutions that achieve results:**

- ❑ We identify needs, program constraints, and assesses conditions and operations
- ❑ We develop guidance; manage the development process; and monitor the system integration process

CONCENTRIC SECURITY RESOURCES **in-depth industry expertise combined with our technology knowledge provides us with the business skills and technical sophistication to set us apart from others:**

- ❑ Our skills provide clients with the foundation to define, organize and control operations
- ❑ We integrate the planning and development process into the execution phase

CONCENTRIC SECURITY RESOURCES applies its knowledge and skills using proven frameworks, methodologies, and management tools that represent the best thinking from various threat conditions and work environments around the world.



CONCENTRIC SECURITY RESOURCES BUSINESS VALUES

CONCENTRIC SECURITY RESOURCES CORE BUSINESS VALUES

QUALITY SERVICES: *CONCENTRIC SECURITY RESOURCES* delivers high quality services to our clients. We exercise leadership in advising Clients of progress and in identifying problems early while they are still manageable.

CLIENT CARE: *CONCENTRIC SECURITY RESOURCES* is committed to servicing our clients and in exceeding their expectations. Our highest priority is to provide our Clients with quality value and timely results

STERLING CREDENTIALS: *CONCENTRIC SECURITY RESOURCES* pursues every activity with ethical standards and integrity. We demand total responsibility for ourselves and as professionals; we respect the opinion of others.

OBJECTIVITY: *CONCENTRIC SECURITY RESOURCES* places Client interests at a high priority and serve them with competence.

CUSTOMIZED SOLUTIONS: *CONCENTRIC SECURITY RESOURCES* does not prescribe to a “cookie-cutter” solution. We base our recommendations on the presence of site-specific vulnerabilities, the effectiveness of existing protective measures, and the need to meet Client goals and objectives.

CONFIDENTIALITY: *CONCENTRIC SECURITY RESOURCES* never breaches a trust. We perform services with discretion in accordance with professional ethics.

ETHICS: *CONCENTRIC SECURITY RESOURCES* is professional in all business dealings. We only recommend vendors, suppliers and subcontractors who embrace ethical standards, provide quality services and products, and offer our Clients an acceptable level of confidence.

FREEDOM OF THOUGHT: *CONCENTRIC SECURITY RESOURCES* exercises independence of thought and action. We have no financial interest in or agreement with any company that provides products, or engineering/installation services.

CONFLICT OF INTEREST: *CONCENTRIC SECURITY RESOURCES* has no arrangement, ownership, or invested interest with any individual, organization or agency that would create a conflict of interest in performing services.

For more information or to receive a custom quotation for your assignment please contact us at:



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Security Design, Integration, and Consulting Services

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Organization

The distribution of authority and responsibility for the completion of the various work packages can be illustrated with the following proposed organizational charts:

Program Manager	Project Manager	Operations Manager	Field Operations/QA
Point of Contact	Project Leader	Site Survey	On-Site System Shakedown/ Calibration
Responsible for Program Personnel	Responsible for Project Personnel	Integration Engineering	Performance Testing
Contract Deliverables	Configuration Management	Assembly Fabrication	On-Site Training
	Component Procurement	Engineering/Fabrication Documentation	Schedule Maintenance
	Test Plan Preparation	Test/Install/ Maintenance/Training Documentation	QA/QC Management/ Documentation

Program Manager

Responsible for overall contract performance on complex programs involving multiple projects and/or a wide scope of complex, classified or unclassified task orders in one or more of the functional security areas. Responsible for the performance of all program personnel and the delivery of all reports and contract deliverables. Responsible for formulating and enforcing work standards, assigning work schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Provides guidance on technical and non-technical matters. Develops and implements short- and long-range plans which will insure that work is performed within the schedule and that all security equipment and systems remain at 100% operational readiness. Serves as the single point of contact and liaison between Concentric Security Resources and the Agency for inquires, requests, and contractual matters.

Education Requirements:

Bachelor of Science degree from an accredited college or university with a major in a scientific or technical discipline relevant to program scope or equivalent experience as allowed by Concentric Security's Management.

Training Requirements:

Must possess an active Secret clearance, and a minimum of fifteen years of progressive experience in project development from inception to deployment, demonstrated ability to provide guidance and direction in tasks of varying levels of size and scope of effort, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task contracts of this type and complexity envisioned for this schedule.

Project Manager

The role of the Project Manager is to assure that administrative supporting elements and engineering attention to technical details of the Project are coordinated. Plans and supervises multiple task orders involving complex, sensitive, or classified operations in one of the security functional areas. Under the guidance of the Program Manager, responsible for the overall management of the specific task order(s) and insuring that the technical solutions and schedules in the task order are implemented in a timely manner. Plans, organizes, directs and controls all activities identified in the Government project or task order. Assists the Program Manager in working with the Government's authorized representative, the government management personnel and customer agency representatives and meets independently with Government personnel and contractor personnel to formulate and review task order plans and deliverable items. The Project Manager has direct responsibility and adequate authority to accomplish the project.

Education Requirements:

Bachelor of Science degree from an accredited college or university with a major in a scientific or technical discipline relevant to program scope or equivalent experience as allowed by Concentric Security's Management. Equivalent technical training and/or experience may be substituted for education using the relationship of one year of training and/or experience for each year of education.

Training Requirements:

Must have demonstrated capability for oral and written communications with all levels of management. A minimum of seven years of progressive experience in managing projects involving a combination of analysis, development and/or support activities, of which 5 years is management experience with proven expertise in management and control of funds and resources, and demonstrated capability in managing multiple tasks using project management scheduling tools.

Operations Manager

Responsible for the coordination of the configuration, electrical, structural, and mechanical engineering support available in the home office for the benefit of the project team. The engineering staff under the direction of the Operations Manager conducts calculations and code requirements, the integration checkout, and system testing. This position reports directly to the Project Manager and has authority and responsibility for all engineering disciplines.

Education Requirements:

A bachelor's degree in engineering, mathematics or a physical science is required. An equivalent and appropriate combination of education and experience may be substituted for the degree or years of experience.

Training Requirements

Minimum of ten years experience in an area applicable to program activities, five years of which will have been at the supervisory level in which the individual was in charge of a significant systems engineering effort.

Field Operations/QA

It is the responsibility of the Field Operations/QA Manager for quality control compliance and in this role reports to top management. The responsibilities of this position include the assistance in the formulation of a plan for quality control to be submitted for approval, execution of the approved quality control plan, and the coordination of factory testing of materials.

Education Requirements:

A bachelor's degree in an applicable field is required. An equivalent and appropriate combination of education and experience may be substituted for the degree or years of experience.

Training Requirements:

Minimum of seven years experience in client interface and hardware or software problem diagnosis, trouble shooting and maintenance, including at least four years at the supervisory level.

Computer Security Analyst

Provides technical services to include, but not limited to the system administration of desktop and server systems connected to local and wide area networks. Services should include desktop system management responsibilities involving account monitoring, security, Operating System (OS) installation, and other local area Network System Administration related functions. Analyzes collected data to determine the performance and health of the system and network, recommending and implementing changes to the overall system and the network to ensure service to the customer. May include recommending and making changes to hardware and software configurations across the systems and networks to maximize performance

Education/Training Requirements:

Bachelor's degree in Science or Arts, or 5 years of directly related experience may be substituted for the Bachelor degree requirement.

Senior Technician – Security

Technical Skills:

- Technical knowledge of security, CCTV and access control systems A MUST.
- Achievement of customer satisfaction.
- Work ethics with an eye to cost, quality and customer value creation.
- Cognitive skills: analytical and problem solving skills, as well as ability to provide sound and reliable judgment in complex situations.
- Able to lead implementation change.
- Influencing skills & sensitivity.
- Ability to give feedback.
- Ability to manage & work multiple jobs/technicians.

Education/Training Requirements:

Five years minimum verifiable Access Control, Security Alarm, and Security System Integrations. Must have a thorough understanding of electronic principles and the ability to implement that knowledge; completion of a recognized technical or military school in electronics; and a valid driver's license. Relevant work experience may be substituted for an AS in electronics and 4-5 years of relevant experience. Must be a US citizen and eligible for a federal security clearance.

Junior Technician – Security

Provides technical expertise to customers and customer personnel at field sites. Performs Preventive Maintenance and Remedial Maintenance. Identifies and orders spare and replacement parts. Install and incorporate new software releases, updates, or other changes.

Education/Training Requirements:

This is an entry-level position that requires no prior experience and does not work independently. Must be a US citizen and eligible for a federal security clearance.

Security Maintenance Technician/Field Service Technician

Technical Skills:

- Interpreting and applying blueprints, plans, and specs
- Layout & installations of cabling systems, cable tray, and distribution wiring per code & standards
- Conduit installations
- Understand communication standards, codes, and installations
- Layout, design, commissioning, troubleshooting electronic security systems
- Programming access control systems and program changes to monitored systems
- Install CCTV and access control systems and hardware
- Terminating and testing

Education/Training Requirements:

Must have a thorough understanding of electronic principles and the ability to implement that knowledge; completion of a recognized technical or military school in electronics; and a valid driver's license. Relevant work experience may be substituted for an AS in electronics and 1-2 years of relevant experience. Must be a US citizen and eligible for a federal security clearance.

Security Trainer

Serves as lead instructor in delivering training programs where the subject matter or process is moderately complex in nature. Conducts research necessary to develop, revise, or select training courses. Prepares training material such as course outlines, background material, and training aids. Develops student materials, such as course manuals workbooks, handouts, completion certificates, and course critique forms. Conducts formal classroom courses, workshops seminars, and computer-based training.

Education/Training Requirements

Bachelor's degree or 3 years security systems training experience.

Contracts Administrator

Aids in the preparation of contractual provisions and the administration of contract proposals. Responsible for preparing bids and negotiating specifications and contractual provisions. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under direct supervision; typically reports to a manager. Administers and monitors contract performance on government prime contracts and subcontracts. Negotiates proposals for new business and changes to existing contracts. Reviews contractual documents to ensure adherence to company policy, government specifications and requirements and conformance to master agreements. Responds to inquiries regarding contract obligations and revisions.

Education/Training Requirements:

Requires a Bachelor's degree and 2 years of experience in the field or in a related area or equivalent experience.

Administrative Clerk

Performs administrative and office support activities for multiple supervisors. Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, and faxing. Assists in the preparation of reports, graphs and presentations using spreadsheet and graphic software. Acts as an information source and assists in developing organization policies and procedures. Coordinates appointments, travel arrangements, special projects and department activities.

Education/Training Requirements:

1-3 years experience - Extensive software skills are required, as well as Internet research abilities and strong communication skills.