Multiple Award Schedule
Federal Supply Group: Professional Services

Contract Number: GS-10F-0019X

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

Contract Period: October 27, 2020 through October 26, 2025
Price list is current as of Modification #PO-0023, effective October 27, 2020

Contract Administrator: Katoshia Artis Ford
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Upper Marlboro, Md 20772
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info@fordmanagementsvcs.com
www.fordmanagementsvcs.com

Business Size:
Small Business
Woman Owned Small Business (WOSB)
Economically Disadvantaged WOSB (EDWOSB)
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COMPANY INFORMATION

FORD Management Services is a woman – owned, small business that provides Project, Construction, and Facilities Management services. Our MISSION is to create full-service workspace solutions for the design and construction of Government and commercial office and support spaces. We focus on your work environment so you can focus on your mission.

FORD is 100% minority and woman-owned. Incorporated in the state of Maryland in 2001, FORD is a certified Woman Owned Small Business and Minority Business Enterprise.

FORD has extensive experience in supporting a multitude of project types, including research, warehouse, and educational facilities, but focuses primarily on Class-A and Class-B office markets. Project scopes entail phased, occupied renovations/ modernizations and newly constructed facilities. Specifically, we manage interior tenant alterations from the planning stage through final construction, move and occupancy.

Most notably, FORD has provided extensive design management, construction management, cost management, quality assurance, contract administration, post construction support, and facilities support for the world’s largest tenant – the General Services Administration, throughout the United States.

Services:
- Owner’s Representation
- Program Management
- Administrative Support

Pre-Design Phase, Design Phase, and Construction Phase Services
- Design Oversight
- Construction Oversight
- Time Management – Scheduling
- Cost Management – Budgeting, Estimating, Cost Control
- Quality Management – Quality Assurance, Inspections
- Contract Administration

Procurement Phase
- Furniture, Fixtures & Equipment Coordination and Management

Post Construction Phase Services
- Move Strategy Development
- Move Management

Past Performance Highlights

Multiple Award Schedule
SIN’s 541330ENG, OLM
Contract Number GS-10F-0019X
CUSTOMER INFORMATION

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

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541330ENG OLM</td>
<td>Professional Services – Technical and Engineering Services (non-IT) Order Level Materials</td>
</tr>
</tbody>
</table>

1b. **Identification of lowest priced model number and lowest unit price for each special item number awarded under 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. Not applicable.

1c. **Labor Category Descriptions:** 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.

2. **Maximum Order:** $1,000,000

3. **Minimum Order:** $100.00

4. **Geographic coverage (delivery area):** Domestic CON US

5. **Point (s) of production:** 10410 Brightfield Lane Upper Marlboro, MD 20772

6. **Statement of Net Price:** Government Net Pricing. (Discounts already deducted.)

7. **Quantity Discounts:** None

8. **Prompt Payment Terms.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days or 1% - 10 days.

9. **Foreign Items:** None

10a. **Time of Delivery:** Contact Contractor
10b. **Expedited Delivery:** Contact Contractor

10c. **Overnight and 2-Day Delivery:** Contact Contractor

10d. **Urgent Requirements:** Contact Contractor

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

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

14. **Warranty provision:** Not Applicable

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:** Not Applicable

20. **List of Participating Dealers:** Not Applicable

21. **Preventive maintenance:** Not Applicable

22a. **Special Attributes such as Environmental Attributes:** Not Applicable

22b. **Section 508 compliance:** Not Applicable
23. **Data Universal Numbering System (DUNS) number:** 033-786-810

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

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$92.26</td>
</tr>
<tr>
<td>Assistant Project Manager</td>
<td>$80.06</td>
</tr>
<tr>
<td>Space Planner</td>
<td>$76.44</td>
</tr>
<tr>
<td>Scheduler</td>
<td>$80.06</td>
</tr>
<tr>
<td>Cost Estimator</td>
<td>$80.06</td>
</tr>
<tr>
<td>Inspector</td>
<td>$80.66</td>
</tr>
<tr>
<td>Move Manager</td>
<td>$72.82</td>
</tr>
</tbody>
</table>

**LABOR CATEGORIES AND DESCRIPTIONS**

**Project Manager**
Responsible for management and execution of assigned project(s) in accordance with the quality standards and requirements specified for the projects. Serves as the point of contact with the client on project execution, budget, and schedule. Approves project reporting and project deliverables. Provides comprehensive project oversight; including cost management, time management, safety management, quality management, and contract administration. Bachelor’s degree or higher in Construction Management, Engineering, or Architecture. Minimum five (5) year’s relevant experience.

**Assistant Project Manager**
Supports the Project Manager as required. Gathers data and performs basic analysis of the gathered information. Bachelor’s degree or higher in a technical field. Minimum two (2) year’s relevant experience.

**Space Planner**
Assists clients to achieve their most productive adjacencies while maximizing efficient use of space. Possesses a high degree of customer relationship management, keen ability to assess, analyze and evaluate office space utilization and maintain current allocations. Maintains a high degree of ability to master complexity and to communicate with all levels.
of staff. Is aware of evolving product design, energy management and building and safety codes. Bachelor’s degree or higher in a technical field. Minimum two (2) years relevant experience.

**Scheduler**
Develops illustrative schedules to show integration of various time aspects of the task. Prepares and analyzes sequencing of activities; activity interdependencies and proposed program schedules. Supports Project Manager in all scheduling requirements. Bachelor’s degree or higher in a technical field. Minimum five (5) years relevant experience.

**Cost Estimator**
Performs construction cost estimating. Provides conceptual cost estimates during pre-design phase. Performs quantity surveys from design documents and applies cost to quantities of materials. Identifies unusually high cost items in relation to other facilities. Supports Project Manager in all estimating requirements. Bachelor’s degree or higher in a technical field. Minimum five (5) years relevant experience.

**Inspector**
Performs audits of construction and quality control. Checks compliance to client requirements, specifications, standards and construction practices. Supports Project Manager in all inspection needs. Bachelor’s degree or higher in a technical field. Minimum two (2) years relevant experience.

**Move Manager**
Organizes the entire logistics process of the project. Responsible for the strategic oversight of all Pre-move, Move, Installation and Close-out phase activities for specified assigned projects. Ensures the budget and schedule for moves and meet with relevant Project Architects and Project Managers. Is able to prepare office layouts and work with the office occupants to plan furniture and equipment relocation to the move location. Bachelor’s degree or higher in technical field. Minimum two (2) years relevant experience.

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract and as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contactor adds SCLS labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.