



**Council Rock Consulting, Inc.**

**Keywords:** safety, health, biosafety, management consulting, engineering, occupational safety, laboratory certification, risk assessment, biocontainment, bioterrorism, microbiology, mechanical engineering, industrial engineering, communications, marketing, project facilitation, laboratory, inspection, design review, regulatory compliance, guideline development, JCAHO, investigative studies, indoor air quality management, surveillance program, project management, safety training, emergency activity management, community liaison, food environmental health, quality assurance

**GENERAL SERVICES ADMINISTRATION  
Federal Supply Schedule**

**MISSION ORIENTED BUSINESS INTEGRATED SOLUTIONS (MOBIS)  
Contract No: GS-10F-0054T  
Contract Period: 11/13/06 – 11/12/16**

**COUNCIL ROCK CONSULTING, INC.  
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Rio Rancho, NM 87144**

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**Business Size:** Small, Woman Owned Business

**Services: SIN 874-1:** Integrated Consulting Services



## OVERVIEW

**Council Rock Consulting, Inc. (CRC)** is a professional management firm with a focus on the occupational safety and health field. Our management professionals consult in science, engineering, biosafety and communications. Our team approach assigns the right professionals to the project yielding an optimal solution in a minimal amount of time. The professional diversity of our management team results in significant outcomes.

Special management teams have been designed to effectively consult on biocontainment, bioterrorism, microbiology, mechanical engineering, industrial engineering, communications and marketing programs specific to the occupational safety and health field. We seek unique and innovative solutions that maximize the principles of health and safety, economically yielding reduced operating costs and increased productivity. Our management expertise in the safety and health arena is both varied and extensive and includes the following areas:

- Management and technical consulting
- Project facilitation
- Process and productivity surveys
- Customized training
- Privatization support
- Program management
- Leadership systems and support
- Program audits
- Evaluations
- Systems alignment and strategic business and action planning
- Risk assessments
- Laboratory certification

CRC has been recognized for solving unique problems that agencies could not address internally. Our success is due to our access to a variety of professionals who become a team to solve your unique issue. The team has the expertise to meet Federal guidelines, evaluate regulations, develop necessary criteria with other organizations and agencies, provide benchmarks and conduct program and project audits. The professional diversity of the team will result in the development of unique, client-specific solutions that encompass a variety of disciplines.

## SCOPE OF SERVICES OFFERED

### SIN 874-1 Consulting Services

Situations arise within the safety and health field. Unique problems require unique solutions. CRC management consulting services provide these solutions by using the talents of professionals with expertise in the safety and health and allied fields. Whatever the required level of involvement, we have the ability to provide the following professional services from inception of a project to its completion.

- Owner's advocacy
- Design reviews
- Regulatory compliance
- Microbiological assessment
- Laboratory inspections
- Biosafety assessment
- Federal guideline and regulatory development
- Management analysis of systems and equipment
- Surveillance programs
- Occupational safety and health investigative studies
- Program management
- Evaluation of healthcare building systems
- Crisis management
- Project deployment
- Safety training
- Indoor air quality management
- Emergency activity management
- Community liaison
- Analysis of JCAHO "Statement of Conditions"™ (SOC™)
- Inspection and investigation of food environmental health laws and regulations
- Quality assurance reports

## PARTIAL CLIENT LISTING

### United States Government

National Institutes of Health  
National Institute of Allergy and Infectious Diseases  
Drug Enforcement Agency  
U.S. Customs, J.F. Kennedy Airport  
Federal Bureau of Investigation  
Federal Election Commission  
Internal Revenue Service  
National Oceanic and Atmospheric Administration  
National Park Service  
Food and Drug Administration  
Federal Occupational Health  
Environmental Protection Agency

### Public Health

Rhode Island Department of Health  
North Carolina Department of Health  
Southern Nevada Department of Health  
Utah Department of Health  
New Jersey Department of Health  
El Paso Department of Health

### International Facilities

NIAID – Mali, Africa  
NIH – Chennai, India  
World Health Organization  
DSO Laboratories - Singapore  
Temasek Life Sciences Laboratory – Singapore  
Nanyang Technological University – Singapore  
Singapore General Hospital  
Singapore Environmental Health Institute  
Singapore Ministry of Health

### Private Facilities

New York University  
North Carolina State University  
University of Central Florida  
University of Michigan  
University of Washington  
Johns Hopkins University  
University of Missouri  
University of Nebraska  
New Mexico State University  
Ohio State University  
Iowa State University  
University of Louisville  
University of Hawaii  
University of California  
Utah State University  
University of Maryland  
University of North Carolina  
George Washington University  
Glaxo Smith Kline  
Merck Sharpe and Dohme  
Mount Sinai Medical Center  
Paragon Laboratories  
Fuller Laboratories  
Scripps Laboratories  
Salk Institute

## PRICING STRUCTURE

The following is **Council Rock Consulting, Inc.'s** approved price list for the **MOBIS** contract with the **General Services Administration**.

**Hourly Rates** for GSA Mission Oriented Business Integrated Services Schedule 874.

**Contract Number:** GS-10F-0054T

**SIN 874-1** Consulting Services

All prices include the 0.75% **Industrial Funding Fee**.

### PRICE LIST

<b>Labor Categories</b>	<b>Hourly Rates</b>
Management Consultant I	\$145.08
Management Consultant II	\$93.70
Management Operations Consultant I	\$145.08
Management Operations Consultant II	\$93.70
Management Technical Consultant I	\$145.08
Management Technical Consultant II	\$93.70
Management Consultant Safety and Health I	\$145.08
Management Consultant Safety and Health II	\$70.28
Management Consultant in Disease and Injury Control I	\$145.08
Management Consultant in Disease and Injury Control II	\$117.13
Information Technology Consultant	\$116.23
Management Industrial Hygiene Consultant	\$93.70
Surveyor Consultant	\$93.70
Management Consultant in Communications	\$81.99
Sanitarian Consultant	\$69.11
Scientific and Technical Administrative Services	\$31.94

**Description of Corresponding Commercial Job Titles, Experience, Functional Responsibility and Education**

**SIN 874-1: Consulting Services**

**Catalog No. CR-001 – Management Consultant I**

<b>Minimum/General Experience:</b>
A minimum of five years of experience in consulting and/or evaluation of biocontainment laboratory and healthcare facilities, operations and management. Experienced in the analysis and evaluation of healthcare and biosafety policies and procedures in accordance with the Centers for Disease Control and Prevention (CDC) and the National Institutes of Health (NIH) <i>Biosafety in Microbiological and Biomedical Laboratories Guidelines</i> (BMBL). Ten years of experience as a microbiologist. Experienced in providing organization customized Safety and Health training. Experienced as a technical advisor/consultant to organizations. Possesses skills to read, interpret, evaluate, analyze and comment on biocontainment laboratory and healthcare management objectives, organizational structure, concept drawings, biosafety administrative policies and procedures, operational plans, construction plans and schedules, construction documents, laboratory management, laboratory planning and facilities maintenance programs. Experienced in evaluation of new and existing facilities. A designation as a Certified Biosafety Professional (CBSP).
<b>Functional Responsibility:</b>
Advise executive management on the operations, management, regulatory compliance, training, medical surveillance, and reporting systems for laboratory and healthcare facilities. Provide consulting services to government agencies on development of guidelines and regulations for the laboratory and healthcare industry. Continuously monitor and maintain oversight of all biosafety issues of a project. Provide owner advocacy services for program management of a project. Responsible for making determinations and providing expertise as to appropriateness of healthcare and biosafety policies, procedures, protective equipment and containment devices for compliance with industry guidelines and practices. Responsible for barrier and certification site evaluations for biosafety issues. Provide assessments of healthcare facilities. Provide written microbiological assessment reports for biocontainment and healthcare facilities as part of a team risk assessment to determine suitability for annual certification in accordance with the BMBL and JCAHO. Provide expert advice and interpretations of healthcare and biosafety guidelines and applicable regulations. Provide management analysis of operations.
<b>Minimum Education/Professional Qualifications:</b>
Dr PH / Certified Biosafety Professional (CBSP)

## Catalog No. CR-002 – Management Consultant II

<b>Minimum/General Experience:</b>
A minimum of three years of experience in consulting. Familiar in the analysis and evaluation regarding healthcare and biosafety policies and procedures in accordance with the CDC/NIH BMBL. A minimum of two years of experience as a microbiologist or as an allied professional. Experienced in providing customized Safety and Health training. Possesses skills to read, interpret, evaluate, analyze and comment on biocontainment management objectives, organizational structure, concept drawings, biosafety administrative policies and procedures, operational plans, construction plans and schedules, construction documents and facilities maintenance programs. Experienced in evaluating biosafety programs and facilities.
<b>Functional Responsibility:</b>
Under the supervision of a Management Consultant I, responsible for the assessment of appropriateness of biosafety policies, procedures, protective equipment and containment devices. Perform barrier and certification site evaluations for biosafety issues. Provide written biosafety assessment reports for biocontainment facilities as part of a team risk assessment to determine suitability for annual certification in accordance with the BMBL and operations.
<b>Minimum Education/Professional Qualifications:</b>
MS / Certified Biosafety Professional (CBSP) in Training

## Catalog No. CR-003 – Management Operations Consultant I

<b>Minimum/General Experience:</b>
A minimum of twenty years of experience in consulting and/or evaluation of healthcare and biocontainment facilities, operations and management. Experienced in the analysis and evaluation regarding biosafety policies and procedures in accordance with the CDC/NIH BMBL. Ten years of experience with animal biocontainment facilities. Experienced in providing customized biocontainment safety and health training. Experienced as technical advisor/consultant to organizations. Possesses skills to read, interpret, evaluate, analyze and comment on biocontainment management objectives, organizational structure, concept drawings, biosafety administrative policies and procedures, operational plans, construction plans and schedules, construction documents and facilities maintenance programs. Experienced in evaluation of new and existing facilities management and operations. A designation as a Certified Biosafety Professional (CBSP).
<b>Functional Responsibility:</b>
Advise executive management on the operations, management, regulatory compliance, training, medical surveillance and reporting systems for laboratory and animal facilities. Provide consulting services to government agencies on the development of guidelines and regulations for the laboratory and animal care industry. Continuously monitor and maintain oversight of all biosafety and animal care operations and work flow issues of a project. Responsible for making determinations and expertise as to appropriateness of personnel and animal-related biosafety policies, procedures, protective equipment and containment devices. Responsible for barrier and certification site inspections for operational issues. Provides written

biosafety and animal assessment reports of biocontainment facilities as part of a team risk assessment to determine suitability for annual certification in accordance with the BMBL. Provide expert advice and interpretations of biosafety guidelines and applicable regulations regarding operational and animal issues. Provide management analysis of animal care operations and prototype containment devices.

**Minimum Education/Professional Qualifications:**

BA or HS and Experience / Certified Biosafety Professional (CBSP) or Registered Biosafety Professional (RBP)

**Catalog No. CR-004 – Management Operations Consultant II**

**Minimum/General Experience:**

A minimum of three years of experience in safety operations consulting. Must be familiar in the review of biosafety policies and procedures in accordance with the CDC/NIH BMBL. Five years of experience with animal biocontainment facilities. Two years of experience as an operations specialist or as an allied professional. Possesses skills to read, interpret, evaluate, analyze and comment on biocontainment management objectives, organizational structure, concept drawings, biosafety administrative policies and procedures, operational plans, construction plans and schedules, construction documents and facilities maintenance programs. Experienced in evaluation of new and existing facilities.

**Functional Responsibility:**

Under the supervision of a Management Operations Consultant I, responsible for making determinations and providing expertise of appropriateness of healthcare and biosafety operation policies, procedures, protective equipment and containment devices. Perform barrier and certification site evaluation for microbiological issues. Provide written operations assessment reports for biocontainment facilities as part of a team risk assessment to determine suitability for annual certification in accordance with the BMBL.

**Minimum Education/Professional Qualifications:**

BA or HS and Experience, / Certified Biosafety Professional (CBSP) in Training or Registered Biosafety Professional (RBP)

**Catalog No. CR-005 – Management Technical Consultant I**

**Minimum/General Experience:**

A minimum of twenty years of experience as a registered professional engineer with at least five years of experience in consulting and/or evaluation of the engineering of biocontainment laboratory and healthcare facilities. Experienced in the analysis and evaluation of biosafety engineering controls in accordance with the CDC/NIH BMBL. Experienced in providing customized biocontainment safety and health engineering training. Experienced as technical advisor/consultant to organizations. Possesses skills to read, interpret, evaluate, analyze and comment on biocontainment laboratory and healthcare management objectives, organizational structure, concept drawings, biosafety administrative policies and procedures, operational plans, construction plans and schedules, construction documents and facilities maintenance programs. Experienced in evaluation of new and existing facilities. Licensed as a Professional Engineer (PE).

<b>Functional Responsibility:</b>
Advise executive management on the operations, management, regulatory compliance, training, medical surveillance and reporting systems for laboratory and healthcare facilities. Provide consulting services to government agencies on development of guidelines and regulations for the laboratory and healthcare industry. Responsible for making determinations and providing expertise as to appropriateness of engineering controls and building systems for biocontainment laboratories and healthcare facilities. Responsible for barrier and certification site evaluations for facility issues. Provide consulting services to government agencies on development of guidelines and regulations for the laboratory and healthcare industry. Continuously monitor and maintain oversight of all biosafety issues of a project. Provide owner advocacy services for program management of a project. Provide written engineering, facility and maintenance program evaluations and assessment reports of biocontainment facilities as part of a team risk assessment to determine suitability for annual certification in accordance with the BMBL. Provide assessments of healthcare facilities and complete JCAHO Statement of Conditions. Provide written engineering assessment report of biocontainment and healthcare facilities as part of a team risk assessment to determine suitability for annual certification in accordance with the BMBL and JCAHO. Provide expert advice and interpretations of healthcare and biosafety guidelines and applicable regulations. Provide management analysis of operations.
<b>Minimum Education/Professional Qualifications:</b>
BS / Registered Professional Engineer (PE) (multiple states)

**Catalog No. CR-006 – Management Technical Consultant II**

<b>Minimum/General Experience:</b>
A minimum of ten years of experience as an engineer with at least two years of experience in the consulting and/or evaluation of the engineering of biocontainment and healthcare facilities. Experienced in the analysis and evaluation of healthcare and biosafety engineering controls in accordance with the CDC/NIH BMBL. Experienced as technical advisor/consultant to organizations. Possesses skills to read, interpret, evaluate, analyze and comment on biocontainment management objectives, organizational structure, concept drawings, biosafety administrative policies and procedures, operational plans, construction plans and schedules, construction documents and facilities maintenance programs. Experienced in evaluation of new and existing facilities.
<b>Functional Responsibility:</b>
Under the supervision of Management Technical Consultant I, responsible for making determinations and providing expertise as to appropriateness of healthcare and biosafety policies, procedures, protective equipment and containment devices. Performs barrier and certification site evaluations for facility issues. Provide written operations assessment of biocontainment facilities as part of a team risk assessment to determine suitability for annual certification in accordance with the BMBL.
<b>Minimum Education/Professional Qualifications:</b>
BS / Engineer

## Catalog No. CR-007 – Management Consultant Safety and Health I

<b>Minimum/General Experience:</b>
A minimum of fifteen years of experience in the architectural, engineering, safety and health profession and allied professions. Extensive experience in management consulting and/or evaluation of laboratory and healthcare design and construction projects. Experienced in management analysis of systems and equipment. Experienced in providing safety and health investigative studies and reports for executive management. Experienced in development of Occupational Safety and Health programs to include evaluation and automation of survey processes and development of surveillance programs which provide management feedback. Experienced in providing management consulting services which include program management, operations management, quality assurance and strategic planning for projects. Experienced in the planning and evaluation of new and existing facilities.
<b>Functional Responsibility:</b>
Continuously monitor and maintain scope of work, schedule and budget to assure the project completes on time and within budget. Accomplish projects and management organizational objectives as the owner's representative. Provide consulting services to government agencies on development of guidelines and regulations. Utilize individual professional experience to develop, execute and manage complex projects involving a team approach. Investigate and evaluate technologies for application and deployment which includes research, investigations, evaluations, opinions, reports and presentations externally before community groups and regulators and internally to management. Provide expert advice and guidance and acts as a representative (on the client's behalf) at meetings internally and externally with the local community. Responsible for the successful outcome of the engagement.
<b>Minimum Education/Professional Qualifications:</b>
BS Industrial/Mechanical Professional Engineer (PE) or Microbiologist Dr PH or Certified Industrial Hygienist (CIH) or MS Environmental Scientist

## Catalog No. CR-008 – Management Consultant Safety and Health II

<b>Minimum/General Experience:</b>
A minimum of five years of experience in the architectural, engineering, safety and health profession and allied professions. Extensive experience in consulting and/or evaluation of laboratory and healthcare design and construction projects. Experienced in system and equipment evaluation. Experienced in providing safety and health investigative studies and reports. Experienced in development of Occupational Safety and Health programs to include evaluation and automation of survey processes and development of surveillance programs. Experienced in providing management consulting services which include program management, operations management, quality assurance and strategic planning for projects. Experienced in evaluation of new and existing facilities.
<b>Functional Responsibility:</b>
Under the direction of the Management Consultant Safety and Health I, continuously monitor and maintain scope of work, schedule and budget to assure the project completes on time and within budget. Utilize individual professional experience to develop, execute and manage projects involving a team approach. Assist in the

investigation and evaluation of technologies for application and deployment. Provide expert advice and guidance and act as a representative (on the client's behalf) at meetings and internally and externally with the local community.

**Minimum Education/Professional Qualifications:**

BS Industrial/Mechanical Professional Engineer (PE) or Microbiologist Dr PH or Certified Industrial Hygienist (CIH) or MS Environmental Scientist

**Catalog No. CR-009 – Management Consultant in Disease and Injury Control I**

**Minimum/General Experience:**

A minimum of ten years of experience in consulting with Federal agencies, industry groups and labor unions. Experienced in Federal regulations and U.S. Department of Transportation (DOT) regulations and guidelines. Possesses organizational, logistics and leadership skills in use of personnel and budget resources, crisis management, interagency liaison and consensus-building. Recognized as an expert in hospital safety, epidemiology, biosafety, industrial hygiene and infectious disease control.

**Functional Responsibility:**

Continuously monitor and maintain oversight of all disease and injury control issues of a project. Responsible for analysis and evaluation as to appropriateness of infection control policies, protective equipment, protective procedures, hospital safety, epidemiology, industrial hygiene, infectious disease control and worker safety issues for management policy formulation. Provide written risk assessment reports of work practices and procedures. Provide interpretations of infestation control guidelines and applicable regulations for executive management and government agencies.

**Minimum Education/Professional Qualifications:**

Microbiologist Dr PH or Certified Industrial Hygienist (CIH) or MS Environmental Scientist

**Catalog No. CR-010 – Management Consultant in Disease and Injury Control II**

**Minimum/General Experience:**

A minimum of five years of experience in assisting in consulting in infectious disease engineering controls. Experienced in Federal regulations and U.S. Department of Transportation (DOT) regulations and guidelines. Possesses organizational, logistics and leadership skills in use of personnel and budget resources, crisis management, interagency liaison and consensus-building. Recognized to be experienced in consulting and/or evaluation of healthcare building systems, healthcare design, biosafety, industrial hygiene and infectious disease control.

**Functional Responsibility:**

Continuously monitor and maintain oversight of all engineering controls of infectious control issues of a project. Responsible for analysis and evaluation as to appropriateness of engineering infection controls, facility layout, supporting HVAC systems and infectious disposal. Provide written risk assessment report of work practices and procedures relating to engineering controls for executive management and/or for government agency compliance.

**Minimum Education/Professional Qualifications:**

BS Industrial or Mechanical Professional Engineer (PE) or Certified Industrial Hygienist (CIH) or MS Environmental Scientist.

## Catalog No. CR-011 – Information Technology Consultant

<b>Minimum/General Experience:</b>
A minimum of five years of experience in information technology consulting for executive management. Expert in subject matter specific to project. Possesses skills in systems alignment, logistics and leadership systems in formulation of programming needs, software and device selection, software development and customization. Experienced in consulting evaluation and/or recommendation of software development. Has specialized experience in database management and migration and data input handheld devices applications to support management programs and reporting systems.
<b>Functional Responsibility:</b>
Continuously monitor and maintain oversight of all aspects of information technology projects. Provide recommendations regarding information technology specific to subject matter of project. Responsible for making determinations for project approach, software platforms, hardware, schedule, budget and deliverables. Responsible for coordination of research of scientific and/or technical information to be the basis of technical application. Provide guidance and expert advice for project deployment application support.
<b>Minimum Education/Professional Qualifications:</b>
MS Information Technology

## Catalog No. CR-012 – Management Industrial Hygienist Consultant

<b>Minimum/General Experience:</b>
A minimum of ten years of experience in industrial hygiene and related safety and health fields. Experienced in consulting and/or evaluation for indoor air quality management, safety training, abatement of asbestos, lead, polychlorinated biphenyls, (PCBs), microbiological contamination, chemical and biological threat management, fire/life safety evaluations, emergency activities (Shelter-in-Place) and ergonomics studies. Experienced in reporting to executive management and facilitating emergency responses to building and worker incidents. Experienced in advising executive management in strategic and action planning and development of intervention and surveillance programs. Experienced in providing expert advice and guidance and act as a representative (on the client's behalf) at meetings internally and externally with the local community.
<b>Functional Responsibility:</b>
Meet with executive management in response to a facility and/or personnel emergency. Evaluate situation and develop plans for data collection, situation stabilization and action plan. Advise executive management on response actions. Prepare press release statement and reviews all reports, releases for technical correctness and factual data collected. Implement action plan. Continuously monitor and maintain scope of work, schedule and budget to assure the project completes on time and within budget. Utilize individual professional experience to develop, execute and manage complex projects involving a team approach. Provide evaluations, opinions, reports and presentations externally before community groups and regulators and internally to management. Responsible for the successful outcome of the engagement.

<b>Minimum Education/Professional Qualifications:</b>
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Certified Industrial Hygienist (CIH) or MS Environmental Scientist
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**Catalog No. CR-013 – Surveyor Consultant**

<b>Minimum/General Experience:</b>
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A minimum of five years of experience in preparation of the JCAHO “Statement of Conditions”™ (SOC™). Experienced in the analysis and evaluation of facilities for compliance with the National Fire Protection Codes (specifically the Life Safety Code) and Guidelines for Healthcare Construction. Possesses organizational, logistics and leadership skills in use of personnel and budget resources to accomplish survey and develop the Plan For Improvement (PFI). Experienced in use of Microsoft Access database for preparation of SOC and PFI reports. Experienced in consulting and/or evaluation of healthcare building systems and healthcare design.
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<b>Functional Responsibility:</b>
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Review previous SOC, if applicable. Develop strategy for survey and organize SOC survey team. Continuously monitor and maintain oversight of survey. Responsible for interpretation of data collected. Meet with management to advise facility condition. Develop strategies to resolve deficiencies. Facilitate strategic planning with executive management. Oversee SOC and PFI preparation. Provide liaison and consulting to client on findings.
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<b>Minimum Education/Professional Qualifications:</b>
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BS Industrial or Mechanical Professional Engineer (PE) or Certified Industrial Hygienist (CIH) or MS Environmental Scientist
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**Catalog No. CR-014 – Management Consultant in Communications**

<b>Minimum/General Experience:</b>
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Experienced in consulting in communications for management and technical programs including data collection and organization of data. Possesses skills in organizational, logistics and leadership skills in formulation of recommendations for communications programs and public relations efforts.
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<b>Functional Responsibility:</b>
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Provide management of data collection efforts and organization of data collected. Advise executive management on the results of community interventions, awareness campaigns and public relations. Facilitate public and organizational meetings to obtain data and community reactions. Assist management with evaluation of program effectiveness. Coordinate and facilitate scientific meetings and functions for data and idea exchange.
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<b>Minimum Education/Professional Qualifications:</b>
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MS, BS or BA Marketing and Communications
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## Catalog No. CR-015 – Sanitarian Consultant

<b>Minimum/General Experience:</b>
Experienced in the performance of inspections and investigations to secure compliance with food environmental health laws and regulations.
<b>Functional Responsibility:</b>
Perform evaluations and recommend appropriate actions concerning all food service provided in an organization's facilities. Investigate and take action relative to complaints or violations and conduct general inspections in the interest of protecting the public and environmental health including reports to executive management. Render reports and recommendations in the interest of public health. Assist in the implementation and administration of the sanitarium food program. Interacts with public health regulators and the press in the event of a food incident.
<b>Minimum Education/Professional Qualifications:</b>
BS with Public Health, Environmental Health, Biology or related science field major

## Catalog No. CR-016 – Scientific and Technical Administrative Services

<b>Minimum/General Experience:</b>
A minimum of two years of experience in implementation of administrative policies and procedures without constant supervision for executive level managers of an organization. Experienced in the coordination, management and support services of scientific and technical administrative functions. Ability to research, analyze, process and track files, provide documentation, correspondence and information. Possesses the skills to communicate with government officials, managers and staff at various levels. Experienced in maintaining awareness of program and management functions in order to act as effective intermediary between managers. Possesses the skill to train and delegate assignments to project staff. Experienced in serving an organization's customers and constituents at various levels. Experienced in preparing monthly organizational assessment and quality assurance reports. Possesses the skill to communicate clearly orally and in writing.
<b>Functional Responsibility:</b>
Compile technical and scientific reports to include scheduling of drafts, coordination of production of exhibits, proofing and final publishing for executive managers. Serve as office manager and ensure that the practices and procedures are carried out daily by subordinate staff. Prepare timely monthly reports on a routine basis. Responsible for recommending changes in administrative policies and devise and install procedural practices to further coordinate overall effectiveness of the office. Manage and review the receipt and distribution of incoming correspondence. Maintain and control files, executive calendar and schedule appointments. Handle travel arrangements and other accommodations, when necessary. Coordinate conferences and meetings when applicable. These responsibilities support the work of Council Rock Consulting, Inc. professionals and/or government agencies.
<b>Minimum Education/Professional Qualifications:</b>
HS and Two Years of College

## **SCA APPLICABILITY STATEMENT**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided.

While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories.

If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish an SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number.

Failure to do so may result in cancellation of the contract.

## TERMS AND CONDITIONS

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 874-1
- 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 a 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.**
- 1c. **If the Contractor is proposing hourly rates a description of all 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.**
2. **Maximum Order Limitation:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage (delivery area):** Domestic only
5. **Points of Production:** Rio Rancho, NM, United States
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
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted above the micro-purchase threshold:** Contact Council Rock Consulting, Inc.
10. **Foreign items:** None
- 11a. **Time of Delivery:** Specified on the Task Order
- 11b. **Expedited Delivery:** Contact Council Rock Consulting, Inc.

- 11c. **Overnight and 2-day Delivery:** Contact Council Rock Consulting, Inc.
- 11d. **Urgent Requirements:** Contact Council Rock Consulting, Inc.

12. **F.O.B. Point(s):** Destination

13a. **Ordering Address and Payment Information:**

***Ordering and Payment Address***

Council Rock Consulting, Inc.  
5105 Rae Court NE  
Rio Rancho, NM 87144

The following telephone number and fax number can be used to obtain technical and/or ordering assistance:

Tel (877) 425-8500

Fax (877) 886-5721

- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. **Warranty Provision:** Council Rock Consulting, Inc.'s standard commercial warranty
- 15. **Export Packing Charges:** N/A
- 16. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Council Rock Consulting, Inc.
- 17. **Terms and conditions of rental, maintenance, and repair:** N/A
- 18. **Terms and conditions of installation:** N/A
- 19. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** N/A
- 20. **Terms and conditions for any other services:** N/A
- 21. **List of service and distribution points:** N/A
- 22. **List of participating dealers:** N/A
- 23. **Preventive maintenance:** N/A

24. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** No
25. **Data Universal Numbering System (DUNS) number:** 03-117-8986
26. **Notification Regarding Registration in Central Contractor Registration (CCR) database:** Registered

**Points of Contact:**

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