



**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service**

**Authorized Federal Supply Schedule Price List**

**Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is: <http://www.GSAAdvantage.gov>**

**Schedule 874 – Mission Oriented Business Integrated Services (MOBIS)  
FSC Group 874  
FSC Class R499  
GSA Contract No. GS-10F-0131Y**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

**Special Item Numbers (SINs)**

**874-1 / 874-1RC: Integrated Consulting Services  
874-6 / 874-6RC: Acquisition Management Support  
874-7 / 874-7RC: Integrated Business Program Support**

**Contract Period:** January 5, 2012 through January 4, 2017 (Plus Three 5-Year Options)  
**Contract Current Through:** Solicitation No. TFTP-MC-000874-B, Refresh 21

**Contractor:** Portage, Inc.  
1075 S. Utah Ave., Suite 200  
Idaho Falls, ID 83402 3573

**Business Size:** Large Under NAICS Code 541611 – Administrative Management and General Management Consulting Services

**Telephone:** (208) 419-4152  
**FAX Number:** (208) 523-8860  
**Web Site:** [www.portageinc.com](http://www.portageinc.com)  
**E-mail:** [kheard@portageinc.com](mailto:kheard@portageinc.com)  
**Contract Administration:** Kristi Heard

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# Customer Information:

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

SIN	Page No.
874-1 / 874-1RC	5
874-6 / 874-6RC	5
874-7 / 874-7RC	5

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. See pages 10 through 13.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Pricing Page 8
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified at Task Order Level
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor

- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Portage, Inc., 1075 S Utah Ave., Suite 200, Idaho Falls, ID 83402
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address(es):** Portage, Inc., 1075 S Utah Ave., Suite 200, Idaho Falls, ID 83402
- 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 (any thresholds above the micro-purchase level):** Contact Contractor
- 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. 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 (e.g. contractor’s website or other location.) The EIT standards can be found at:**  
[www.Section508.gov/](http://www.Section508.gov/). N/A
- 25. Data Universal Numbering System (DUNS) number:** 83-8285914
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

# SIN Services

## **874-1 / 874-1RC – Integrated Consulting Services**

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

## **874-6 / 874-6RC – Acquisition Management Support**

Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are:

- Acquisition planning assistance, including market research and recommending procurement strategy
- Acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.
- Expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis
- Contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies
- Contract close-out assistance
- Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies.
- Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination.

Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/mobis).

## **874-7 / 874-7RC – Integrated Business Program Support Services**

Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives

- Stakeholder briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Orders for services under this SIN without an accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project awarded under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

## Business

Portage is the Idaho Falls, Idaho-based services provider offering its clients comprehensive mission oriented business services since 1992. Portage provides multi-media consulting, engineering, and technical support to federal clients throughout the United States.

Today, Portage provides over \$100 million per year in consulting services for the DOE, the DOD, state and tribal governments, and private industry clients with Portage's experienced multi-disciplinary staff of over 400 professionals. Portage has the qualifications and resources to provide Mission Oriented Business Integrated Services identified in a reliable, cost-effective manner.

Portage has built its business by providing services such as mission oriented business services support at commercial, U.S. Department of Defense (DOD) and Department of Energy (DOE) sites at CONUS and OCONUS locations around the world. Portage is able to provide immediate support to federal customers through multiple offices CONUS and OCONUS. Our quality of work and focus on client needs has resulted in rapid growth and return business. Portage has been recognized on Inc. magazine's list of the nation's fastest growing small businesses for eight years, ranking as high as 57th in 2003. Engineering New Record (ENR) has ranked Portage at Number 45 in its listing of 200 top environmental firms and at Number 7 in the category of top nuclear waste companies.

## Certifications

Portage is staffed with highly skilled technical and professional personnel, including:

- Professional Engineers
- Professional Geologists
- Certified Industrial Hygienists
- Certified Health Physicists
- Certified Project Managers
- Certified NQA-1 Lead Auditors

Portage has received its certificates of conformance for the following:

- ISO 9001:2008 - Portage has demonstrated its ability to consistently provide services that meet customer and applicable statutory and regulatory requirements, and aims to enhance customer satisfaction through the effective application of its system, including processes for continual improvement of the system and the assurance of conformity to customer and applicable statutory and regulatory requirements.

# Corporate

Corporate Office  
1075 S. Utah Ave., Suite 200  
Idaho Falls, ID 83402  
Main Phone: 208-528-6608  
Fax: 208-523-8860

Additional Authorized Negotiators:

Jim Holm, Chief Financial Officer  
Main Phone: 208-419-4110  
Fax: 208-523-8860  
E-mail: [jholm@portageinc.com](mailto:jholm@portageinc.com)

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# Locations



# Pricing

<b>Customer Facility Rates (SINs 874-1/1RC, 874-6/6RC, 874-7/7RC)</b>			<b>Base Period</b>		
Labor Category or Job Title/Task	Min Edu	Min Exp	Year 3	Year 4	Year 5
Administrative Specialist IV Customer's Facility	HS/GED	9	\$ 62.94	\$ 64.76	\$ 66.64
Administrative Specialist III Customer's Facility	HS/GED	8	\$ 55.18	\$ 56.78	\$ 58.42
Administrative Specialist II Customer's Facility	HS/GED	6	\$ 46.05	\$ 47.38	\$ 48.76
Administrative Specialist I Customer's Facility	HS/GED	5	\$ 32.55	\$ 33.49	\$ 34.46
Business Specialist IV Customer's Facility	AD	16	\$ 83.18	\$ 85.59	\$ 88.07
Business Specialist III Customer's Facility	AD	12	\$ 65.46	\$ 67.36	\$ 69.32
Business Specialist II Customer's Facility	AD	8	\$ 56.65	\$ 58.29	\$ 59.99
Business Specialist I Customer's Facility	AD	5	\$ 47.66	\$ 49.04	\$ 50.46
Contracting Support Specialist IV Customer's Facility	AD	8	\$ 84.17	\$ 86.61	\$ 89.12
Contracting Support Specialist III Customer's Facility	AD	6	\$ 65.73	\$ 67.63	\$ 69.59
Contracting Support Specialist II Customer's Facility	AD	4	\$ 52.79	\$ 54.32	\$ 55.90
Contracting Support Specialist I Customer's Facility	AD	2	\$ 42.54	\$ 43.77	\$ 45.04
Functional Specialist IV Customer's Facility	AD	14	\$ 102.87	\$ 105.86	\$ 108.93
Functional Specialist III Customer's Facility	AD	11	\$ 87.14	\$ 89.67	\$ 92.27
Functional Specialist II Customer's Facility	AD	9	\$ 84.17	\$ 86.61	\$ 89.12
Functional Specialist I Customer's Facility	AD	7	\$ 67.90	\$ 69.86	\$ 71.89
Program Manager IV Customer's Facility	AD	12	\$ 172.27	\$ 177.26	\$ 182.40
Program Manager III Customer's Facility	AD	11	\$ 134.89	\$ 138.81	\$ 142.83
Program Manager II Customer's Facility	AD	9	\$ 116.90	\$ 120.29	\$ 123.78
Program Manager I Customer's Facility	AD	7	\$ 106.61	\$ 109.70	\$ 112.89
Project Manager V Customer's Facility	AD	12	\$ 101.17	\$ 104.10	\$ 107.12
Project Manager IV Customer's Facility	AD	10	\$ 91.28	\$ 93.92	\$ 96.65
Project Manager III Customer's Facility	AD	8	\$ 82.73	\$ 85.13	\$ 87.60
Project Manager II Customer's Facility	AD	6	\$ 73.28	\$ 75.41	\$ 77.59
Project Manager I Customer's Facility	AD	4	\$ 47.20	\$ 48.57	\$ 49.98
<b>Contractor Facility Rates (SINs 874-1/1RC, 874-6/6RC, 874-7/7RC)</b>			<b>Base Period</b>		
Labor Category or Job Title/Task	Min Edu	Min Exp	Year 3	Year 4	Year 5
Administrative Specialist IV Contractor's Facility	HS/GED	9	\$ 74.95	\$ 77.12	\$ 79.36
Administrative Specialist III Contractor's Facility	HS/GED	8	\$ 65.71	\$ 67.61	\$ 69.57
Administrative Specialist II Contractor's Facility	HS/GED	6	\$ 54.84	\$ 56.43	\$ 58.06

Administrative Specialist I Contractor's Facility	HS/GED	5	\$ 38.76	\$ 39.88	\$ 41.04
Business Specialist IV Contractor's Facility	AD	16	\$ 99.05	\$ 101.92	\$ 104.88
Business Specialist III Contractor's Facility	AD	12	\$ 77.96	\$ 80.22	\$ 82.54
Business Specialist II Contractor's Facility	AD	8	\$ 67.46	\$ 69.42	\$ 71.43
Business Specialist I Contractor's Facility	AD	5	\$ 56.75	\$ 58.40	\$ 60.09
Contracting Support Specialist IV Contractor's Facility	AD	8	\$ 100.23	\$ 103.14	\$ 106.13
Contracting Support Specialist III Contractor's Facility	AD	6	\$ 78.27	\$ 80.54	\$ 82.87
Contracting Support Specialist II Contractor's Facility	AD	4	\$ 62.86	\$ 64.68	\$ 66.55
Contracting Support Specialist I Contractor's Facility	AD	2	\$ 50.65	\$ 52.12	\$ 53.63
Functional Specialist IV Contractor's Facility	AD	14	\$ 122.50	\$ 126.06	\$ 129.71
Functional Specialist III Contractor's Facility	AD	11	\$ 103.77	\$ 106.78	\$ 109.88
Functional Specialist II Contractor's Facility	AD	9	\$ 100.23	\$ 103.14	\$ 106.13
Functional Specialist I Contractor's Facility	AD	7	\$ 80.85	\$ 83.20	\$ 85.61
Program Manager IV Contractor's Facility	AD	12	\$ 205.14	\$ 211.09	\$ 217.21
Program Manager III Contractor's Facility	AD	11	\$ 160.64	\$ 165.30	\$ 170.09
Program Manager II Contractor's Facility	AD	9	\$ 139.21	\$ 143.25	\$ 147.40
Program Manager I Contractor's Facility	AD	7	\$ 126.96	\$ 130.64	\$ 134.43
Project Manager V Contractor's Facility	AD	12	\$ 120.48	\$ 123.97	\$ 127.57
Project Manager IV Contractor's Facility	AD	10	\$ 108.70	\$ 111.85	\$ 115.09
Project Manager III Contractor's Facility	AD	8	\$ 98.52	\$ 101.37	\$ 104.31
Project Manager II Contractor's Facility	AD	6	\$ 87.27	\$ 89.80	\$ 92.40
Project Manager I Contractor's Facility	AD	4	\$ 56.22	\$ 57.85	\$ 59.53

## Labor Category Descriptions, Education, and Years of Experience

### Program Manager IV, III, II, I

Education/Experience: See Table Below. Specialized experience includes: complete project development from inception to deployment, demonstrated ability to provide guidance and direction for contracted work. Must have experience managing large contracts and/or concurrent projects at multiple locations on MOBIS activities. Must have proven expertise in the management and control of funds and resources, and have demonstrated capability in managing multi-task contracts of this type and complexity.

Functional Description: Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations.. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks.

Minimum Years Experience Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level IV	6	8	10	12
Level III	5	7	9	11
Level II	3	5	7	9
Level I	1	3	5	7

### **Project Manager V, IV, III, II, I**

Education/Experience: See Table Below. Specialized experience includes field operations experience in the subject matter of the effort, proven supervisory skills and project management expertise.

Functional Description: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project including earned value analysis. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others.

Minimum Years Experience Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level V	6	8	10	12
Level IV	5	6	8	10
Level III	4	4	6	8
Level II	3	3	4	6
Level I	1	1	2	4

### **Functional Specialist IV, III, II, I**

Education/Experience: See table below. Relevant experience in specialized and unique subject matters is required to successfully perform the work.

Functional Responsibility: The Functional Specialist provides advice and assistance, and guidance in support of the company's project-oriented business functions. Monitors the reliability of reporting of results by projects. Evaluates the internal controls and efficiency of administrative procedures and monitors compliance at the project level with prescribed Company policies and procedures by performing management assessments, audits and evaluations. Provides management or strategy consulting. May be used as an expert witness in support of litigation or claims.

Minimum Years Experience Level	Ph.D.	Master's Degree	Bachelor's Degree	Associate's Degree
Level IV	8	10	12	14
Level III	5	7	9	11
Level II	3	5	7	9
Level I	1	3	5	7

### **Contracting Support Specialist IV, III, II, I**

Education/Experience: See table below. Progressive management experience, including extensive contracting management experience.

Functional Responsibility: The Contracting Support Specialist performs acquisition support for complex programs. which includes but is not limited to pricing support, proposal review and analysis, preparation of memorandum of

negotiation, develops acquisition planning and strategies including acquisition development documentation, cost/price analysis, prepares weighted guidelines, coordinates statement of work development, provides source selection documentation, compliance to terms and conditions, and contract closeouts. The Contracting Support Specialist performs other contract support as needed including change order management. The Contracting Support Specialist performs contract management from project inception to contract closeout for many contract and service type agreements.

<b>Minimum Years Experience Level</b>	<b>Ph.D.</b>	<b>Master's Degree</b>	<b>Bachelor's Degree</b>	<b>Associate's Degree</b>
Level IV	3	5	6	8
Level III	2	3	4	6
Level II	1	1	2	4
Level I	0	0	1	2

### **Business Specialist IV, III, II, I**

Education/Experience: See table below. Progressive management and organizational experience.

Functional Responsibility: Compiles and analyzes information for an organization. Develops integrated analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures information has been recorded accurately. Identifies trends and developments and presents findings to senior management. Performs forecasting and reconciliation of information. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

<b>Minimum Years Experience Level</b>	<b>Ph.D.</b>	<b>Master's Degree</b>	<b>Bachelor's Degree</b>	<b>Associate's Degree</b>
Level IV	10	12	14	16
Level III	6	8	10	12
Level II	3	4	6	8
Level I	1	2	3	5

### **Administrative Specialist IV, III, II, I**

Education/Experience: See table below. Relevant experience related to performing administration and implementation support

Functional Responsibility: The individual provides support for day-to-day as well as long-range program planning, administration and processes.. Other activities may include the following duties: Create invoices, prepare spreadsheets, upload monthly information into government statements and obtain correct financial and other data from managers, update web pages with administrative information as needed, manage correspondence. Facilitate conference calls and meetings with customers and other project stakeholders. Prepare and provided quality control for memorandums and reports. Analyze incoming correspondence to establish office of primary responsibility. Facilitate conferences to include lodging and all protocol actions. Assist project managers with timekeeping management. Coordinate in-processing of personnel. Develop presentations. Coordinate with project managers to provide weekly reports. Perform other administrative/facilitation duties as required. Support personnel provide support to technical and program management in the direction, preparation, and coordination of management plans, budgets, and schedules. This individual may perform duties related to the production, collection and analysis of samples, surveys and data. This individual follows established procedures.

<b>Minimum Years Experience Level</b>	<b>Bachelor's Degree</b>	<b>Associate's Degree</b>	<b>High School/GED</b>
Level IV	4	6	9
Level III	3	5	8
Level II	2	4	6
Level I	1	3	5

**Equivalency Relationships**

Three (3) years experience (in addition to minimum experience requirements) may be substituted for an Associate's degree.

Four (4) years experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.

Two (2) years experience (in addition to minimum experience requirements and a Bachelor's degree) may be substituted for a Master's degree.

Two (2) years experience (in addition to minimum experience requirements and a Master's degree) may be substituted for a Ph.D.

For categories where Bachelor's degrees are required, a Master's degree may be substituted for two (2) years experience; or a doctoral degree may be substituted for three (3) years experience.

Certifications (PE Certification) and unique experience in specialized or emerging technologies may be substituted for one year of experience.

**Service Contract Act (SCA) Matrix**

<b>SCA Eligible Labor Category</b>	<b>SCA Equivalent Code /Title</b>	<b>Wage Determination No.</b>
Administrative Specialist I	01311 Secretary I	05-2521 Rev. 11
Administrative Specialist II	01312 Secretary II	05-2521 Rev. 11
Administrative Specialist III	01313 Secretary III	05-2521 Rev. 11

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.