



U.S. General Services Administration

Witt O'Brien's, LLC



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.

Schedule Title:

The Professional Services Schedule
Federal Supply Group: 00CORP

Contract No.: GS-10F-0176J
Contract Period: August 1, 1999 through July 31, 2019
Business Size: Other than Small Business

WITT | O'BRIEN'S

Witt O'Briens, LLC

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Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules go to the internet address:
<http://www.gsa.gov/schedules>.

Updated through Contract Modification No. PA-0027 April 13, 2015
Updated through Mass Modification No. A474, October 13, 2015



CUSTOMER INFORMATION

1a. Awarded Special Item Number(s): SINs 874-1 and 874-1RC, Integrated Consulting Services

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:
Administrative Support Specialist, \$108.00 per hour.

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

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area): Domestic and Overseas (Worldwide).

5. Point(s) of production (city, county, and State or foreign country): Washington, DC, Houston, TX, Brea, CA, Ft. Lauderdale, FL, Little Rock, AR, Slidell, LA, Plainsboro, NJ, Bellingham, WA and Anchorage, AK

6. Discount from list prices or statement of net price: Prices shown herein are GSA net prices.

7. Quantity discounts: 1% for \$150,000 - \$500,000. 2% for \$500,001 to \$999,999. 3% for \$1,500,000 and above.

8. Prompt payment terms: 1%, 15 days; Net 30.

9a. 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: Yes

10. Foreign items (list items by country of origin):
N/A

11a. Time of Delivery: As negotiated with ordering office.

11b. Expedited Delivery: Contact Contractor for expedited delivery.

11c. Overnight and 2-day delivery: Contact the Contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements: Contact the Contractor to effect a faster delivery.

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

13a. Ordering address: Company's Washington, DC address (see front page).

13b. Ordering procedures: For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (gsa.gov/schedules).

14. Payment address: Same as company's address (see front page).

15. Warranty provision: N/A.

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: N/A.

19. Terms and conditions of installation: N/A.

20. Terms and conditions of repair parts: N/A.

20a. 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.

24a. Special attributes: N/A.

24b. Section 508: N/A.

25. Data Universal Number System (DUNS) number:
962763277

26. Notification regarding registration in the System for Award Management (SAM) database. Registered

27. Uncompensated Overtime: Not Used.



ABOUT WITT O'BRIEN'S, LLC.

Witt O'Brien's is a global leader in preparedness, crisis management, and disaster response and recovery with the depth of experience and capability to provide services across the crisis and disaster life cycle. Witt O'Brien's is uniquely positioned to bring together policy architects and technical experts in public safety, with leaders from all levels of government and private sector partners to forge solutions to emergency management challenges.

Witt O'Brien's brings a new approach to the crisis and disaster industry by combining extensive real world experience with innovative planning, training, exercise, and technology solutions focused on controlling the outcome.

Under our Professional Services Contract's Special Item Number (SIN) 874-1 and 874-1RC for Integrated Consulting Services, we provide a full range of proven and innovative approaches to assist organizations in planning to meet the challenges associated with all hazards. Through our strategic counsel we help our customers in situational analysis and the development of organizational policies and procedures to mitigate the effect of such emergencies and facilitate recovery should the organization be impacted.



GSA FEDERAL SUPPLY SCHEDULE PRICE LIST

SIN 874-1 and 874-1RC, Integrated Consulting Services

Labor Category Titles	GSA Hourly Rate
Principal Executive	\$450.00
Senior Project Manager	\$337.50
Project Manager	\$283.50
Deputy Project Manager	\$225.00
Subject Matter Expert III	\$330.00
Subject Matter Expert II	\$247.44
Subject Matter Expert I	\$168.75
Senior Principal Consultant	\$314.21
Principal Consultant	\$224.44
Staff Consultant	\$179.55
Editor/Technical Writer	\$171.00
Administrative Support Specialist	\$108.00

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 00CORP: Professional Services 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 a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.



DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS

Principal Executive
<p><u>Duties & Responsibilities:</u> Serves as the overall engagement manager for client's projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development.</p> <p>Interfaces and coordinates with client, as needed. Provides strategic advice and overall direction to the project team. Facilitates high-level meetings and briefings of senior officials. Participates in media interviews and assists client with release of deliverables, as appropriate. Provides policy guidance and is responsible for high level coordination. When directed, represents issues with other senior executive officials.</p>
<p><u>Experience:</u> Minimum of fifteen (15) years of related experience of which five (5) must be supervisory or management experience. Many are former Cabinet level political leaders and/or former Executive Agency heads.</p>
<p><u>Minimum Education:</u> Master's or equivalent degree in a relevant field from an accredited college or university.</p> <p>As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).</p>

Senior Project Manager
<p><u>Duties & Responsibilities:</u> Assists client with release of deliverables, as appropriate. Helps assemble project team. Reviews and approves all scopes of work, timelines and deliverables. Helps define goals of projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Is recognized as an authority or expert. Interfaces with senior and executive-level client management. May facilitate and supervise team discussions and meetings. Coordinates with the Project Manager.</p> <p>Interfaces and coordinates with client. Provides strategic advice and overall direction to the project team based on highly sought-after experience in the field. Facilitates high-level meetings and briefings of senior officials.</p>
<p><u>Experience:</u> Minimum of twelve (12) years of related experience of which three (3) must be supervisory or management experience. Five (5) years must be in project management duties.</p>
<p><u>Minimum Education:</u> Master's or equivalent degree in relevant field from an accredited college or university.</p> <p>As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).</p>



Project Manager

Duties & Responsibilities:

Serves as the client's primary point of contact for projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Provides on-site leadership when necessary. Creates staffing plan to meet identified needs for subject matter expertise. Works with the Senior Project Manager to coordinate the efforts of all principals and subcontractors and may provide guidance and training to team members. Serves as a subject matter expert in the development of the deliverables. Possesses facilitation and management skills. Assists or leads in the facilitation of discussions and meetings with client. Develops, implements and monitors project scope, methodology, timelines, deliverables and budgets, providing client with regular status updates. Ensures project milestones are achieved.

Experience: Minimum of ten (10) years of experience of which two (2) must be supervisory or management experience. Two (2) years must be in project management duties.

Minimum Education: Master's or equivalent degree in relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

Deputy Project Manager

Duties & Responsibilities:

Assists Project Manager and team members with assigned duties for projects that cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Establishes/maintains virtual coordination office. Provides information support to project team. May coordinate directly with client to gather materials. Assists in preparing project work plans, reports, and deliverables. Performs research, analysis for deliverables. Coordinates follow up activities with senior staff.

Experience:

Minimum of six (6) years of related experience.

Minimum Education:

Bachelor's degree in a relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree).



Subject Matter Expert III

Duties & Responsibilities:

Oversees activities and provides coordination of functional subject matter experts. Coordinates reviews of documents, such as assessments, operations and recommended policies, regulations or procedures. Oversees, Facilitates and participates in investigative interviews. Oversees and Facilitates writing of deliverables, such as reports and recommendations

Provides technical management and direction for problem definition, analysis and requirements development and implementation in the subject matter area. Provides recommendations and advice on the improvements, optimization and maintenance in the subject matter area.

Experience:

Minimum of fourteen (14) years of related experience of which four (4) must be supervisory or management experience and six (6) must be experience directly related to the required area of expertise.

Minimum Education:

Master's or equivalent degree in relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years experience is equivalent to a Master's degree).

Subject Matter Expert II

Duties & Responsibilities:

Facilitates and participates in investigative interviews. Facilitates writing of deliverables, such as reports and recommendations.

Provides technical management and direction for problem definition, analysis and requirements development and implementation in the subject matter area. Provides recommendations and advice on the improvements, optimization and maintenance in the subject matter area.

Recommendations assist the client in development of policies, regulations and procedures.

Oversees activities and provides coordination of functional subject matter experts. Coordinates reviews of documents, such as assessments, operations and procedures.

Experience:

Minimum of ten (10) years of related experience. At least four (4) of those years must be directly related to the required area of expertise.

Minimum Education:

Master's or equivalent degree in a relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of experience is equivalent to a Master's degree).



Subject Matter Expert I

Duties & Responsibilities:

Conducts investigative interviews with designated officials and other individuals or organizations. Coordinates with other subject matter experts. Contributes to the development of deliverables, including report writing and development of recommended policies, regulations and procedures.

Provides technical management and direction for problem definition, analysis and requirements development and implementation in the subject matter area.

Experience:

Minimum of four (4) years of related experience. At least two (2) of those years must be directly related to the required area of expertise.

Minimum Education:

Bachelor's degree in a relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree).

Senior Principal Consultant

Duties & Responsibilities:

May work with project management to lead a team of consultants or subject matter experts. Working as a team leader or a senior team member, ensures the accomplishment of project activities and objectives. Such projects would cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Maintains own action plan to complete deliverables.

Utilizes highly sought after subject matter expertise to contribute to development of deliverables. Reviews information and requests data. Assists in or leads discussions and meetings with client or project team. May provide client with instruction, training, or exercises or provide guidance to other team members who perform these functions.

Experience:

Minimum of ten (10) years of related experience, of which four (4) years must be supervisory or management experience.

Minimum Education:

Master's degree or equivalent degree in relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of relevant work experience is equivalent to a Master's degree).



Principal Consultant

Duties & Responsibilities:

Works as part of the project team in the accomplishment of project activities and objectives. Such projects would cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Maintains own action plan to complete deliverables.

Utilizes highly sought after expertise to contribute to development of deliverables. Reviews information and requests data. Assists in or leads discussions and meetings with client or project team. May provide client with instruction, training, or exercises

Experience:

Minimum of eight (8) years of related experience of which two (2) years must be in management or supervisory duties.

Minimum Education:

Master's degree in relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., twelve (12) years of relevant work experience is equal to a Bachelor's degree).

Staff Consultant

Duties & Responsibilities:

Utilizes highly sought after expertise to contribute to development of deliverables. Assists the project team in the accomplishment of project activities and objectives. Such projects would cover a broad range of consulting services, including strategy development, program planning, auditing and evaluation, executive management coaching, policy and regulation development. Reviews information and requests data. Assists in discussions and meetings with client or project team.

Experience:

Minimum of five (5) years experience in the assigned technical discipline.

Minimum Education: Bachelor's degree in relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of relevant work experience is equal to a Bachelor's degree).



Editor/Technical Writer

Duties & Responsibilities:

Conducts research in technical areas of expertise. Produces publication-quality written work for the client, including reports, articles, policies, procedures, and advisories. Finalizes written work product on technical subject matter that is tailored to specific audiences, including executive-level leadership, policymakers, legal experts, non-specialists, and the general public. Edits, revises, and proofs written deliverables for accuracy and clarity.

Experience:

Minimum of four (4) years of related experience.

Minimum Education:

Bachelor's degree in a relevant field from an accredited college or university.

As an alternative, two (2) years of experience working in assigned technical discipline may be substituted for one (1) year of education (i.e., eight (8) years of experience is equivalent to a Bachelor's degree).

Administrative Support Specialist

Duties & Responsibilities:

Manages, plans and executes a variety of administrative functions, including preparing and reviewing correspondence; preparing briefings and charts; developing reports; arranging meetings and maintaining calendars; making travel arrangements; screening calls and tracking suspense items with minimal supervision. Provides administrative and logistical support and overall office management for the supervisor and/or staff in connection with the accomplishment of assigned functions. Collaborates with staff members to produce team-based deliverables. Coordinates team member schedules to facilitate task completion, training sessions, and meetings.

Responsible for database management and administration, oversees documentation control system. Coordinates office supply requests.

Experience:

Minimum of eighteen (18) months of related experience.

Minimum Education:

Bachelor's degree.

As an alternative, Associate's degree, and two (2) years of experience in administrative support or data entry projects may be substituted for the Bachelor's degree requirement.