



**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through GSA *Advantage!*, a menu-driven database system. The INTERNET address GSA *Advantage!* is <http://www.gsaadvantage.gov>

**SCHEDULE TITLE:** Professional Services Schedule  
**FSC GROUP:** Industrial Group: 00CORP  
**FSC/PSC Code:** R499

**CONTRACT NUMBER:** GS-10F-0182X  
**Price List Current through Modification PO-0007 effective date April 1, 2016**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

**CONTRACT PERIOD:** April 1, 2011 through March 31, 2021

**CONTRACTOR:** Opportunity Knocks, Inc.  
 1418 11<sup>th</sup> Street NW, Suite 4  
 Washington, DC 20001-3301-  
 Phone number: (202) 362-8879  
 Fax number: (202) 986-1093  
  
 Email: denise@opp-knock.com  
 Internet: www.opp-knock.com

**Contract Administrator:** Denise Calore

**BUSINESS SIZE:** Small, Woman Owned Business

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBER (SIN)**

SIN	DESCRIPTION
874-1	Integrated Consulting Services
874-1RC	Integrated Consulting Services – Disaster Recovery

**1b. LOWEST PRICED ITEM**

SIN	PRODUCT NO.	PRICE
874-1	Analyst II	\$48.73
874-1RC	Analyst II	\$48.73

**1c. HOURLY RATES:** See page 4

**2. MAXIMUM ORDER:** \$1,000,000 per order per SIN

**3. MINIMUM ORDER:** \$100.00

**4. GEOGRAPHIC COVERAGE:** Domestic only.

**5. POINT(S) OF PRODUCTION:** Washington, DC

6. **DISCOUNT FROM LIST PRICES:** All prices included herein are NET.
7. **QUANTITY DISCOUNT(S):** None
8. **PROMPT PAYMENT TERMS:** Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.** Yes.
- 9b. **NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE OR ARE NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.** Will accept over \$3,500.
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** As specified on individual Task Orders.
- 11b. **EXPEDITED DELIVERY:** As specified on individual Task Orders.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** As specified on individual Task Orders. Customer may contact the Contractor for rates for overnight and 2-day delivery.
- 11d. **URGENT REQUIREMENTS:** As specified on individual Task Orders. Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** Opportunity Knocks, Inc.  
1418 11<sup>th</sup> Street NW, Suite 4  
Washington, DC 20001-3301
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (PBA's) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. **PAYMENT ADDRESS:** Opportunity Knocks, Inc.  
1418 11<sup>th</sup> Street NW, Suite 4  
Washington, DC 20001-3301
15. **WARRANTY PROVISION:** Contractor's Standard commercial warranty.
16. **EXPORT PACKING CHARGES:** Not applicable.
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):** Not applicable.
19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** Not applicable.
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LIST AND ANY DISCOUNTS FROM THE LIST PRICES (IF APPLICABLE):** Not applicable.
- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** Not applicable.
21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** Not applicable.
22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** Not applicable.



- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** Not applicable.
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not applicable.
- 24b. **SECTION 508 COMPLIANCE FOR EIT:** Not applicable.
- 25. **DUNS NUMBERS:** 61-033-5478
- 26. **NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Registration valid until 09/07/2016.



## OPPORTUNITY KNOCKS, INC.

Opportunity Knocks was established in 1997 as an organization change consulting firm and founded on the core belief that change leads to opportunity. Typically, our clients are facing constant change but are still accountable for: setting direction, resolving issues, attaining goals, executing plans, and making decisions. They may be planning for growth or transformation, facing pressure from external forces, or preparing for deployment of new information technologies that will impact their way of doing business. Or, they could be striving to improve their interpersonal, team, or leadership performance. More often than not, our clients are working in a turbulent, competitive, unpredictable, and inter-connected environment. The parameters can change minute-to-minute, yet they must get results. We help our clients effectively manage their tasks at hand, while simultaneously looking for tomorrow's opportunities. We drive performance by offering our clients more than the typical consultant. Accordingly, we not only assist our clients with establishing organizational strategy, structure, and business processes, but we also work with them on implementing those plans through effective employee and customer communications, training programs, staffing planning, and operational plan development and implementation.

For over a decade, Opportunity Knocks has been dedicated to providing high-caliber consulting services to business, non-profit, and government clients. We know first-hand the challenges faced by our clients, particularly government agencies. As a former Federal government employee, the founder and President of Opportunity Knocks was instrumental in developing strategic public-private partnerships in the environmental, energy, and defense sectors and has spent significant years as a Federal government contractor and consultant in a variety of capacities for the Internal Revenue Service. In addition, all Opportunity Knocks employees have extensive experience working in and with government and non-profit entities to help them solve some of the unique organizational effectiveness and strategic communications issues they face in accomplishing their missions and objectives.

In all of its endeavors, Opportunity Knocks is committed to providing extraordinary service to our clients. We do this by listening, collaborating, and thinking strategically. We tend to the details, find solutions, and have a passion to deliver results.

**PRICING**

**SIN 874-1 and 874-1RC**

**Effective April 1, 2016**

**Contractor will accept Labor Hour and Firm Fixed Price  
Government Awarded Prices (Net Prices)**

<b>GOVERNMENT SITE</b>					
Labor Category	Year 6 4/1/16 – 3/31/17	Year 7 4/1/17 – 3/31/18	Year 8 4/1/18 – 3/31/19	Year 9 4/1/19 – 3/31/20	Year 10 4/1/20 – 3/31/21
Project Manager	\$171.17	\$174.42	\$177.73	\$181.11	\$184.55
Subject Matter Expert/Program Lead	\$164.45	\$167.58	\$170.76	\$174.01	\$177.31
Senior Consultant	\$150.64	\$153.50	\$156.42	\$159.39	\$162.42
Consultant	\$120.95	\$123.25	\$125.59	\$127.98	\$130.41
Trainer	\$108.13	\$110.18	\$112.27	\$114.41	\$116.58
Analyst I	\$69.61	\$70.94	\$72.28	\$73.66	\$75.06
Analyst II	\$48.73	\$49.65	\$50.60	\$51.56	\$52.54

<b>CONTRACTOR SITE</b>					
Labor Category	Year 6 4/1/16 – 3/31/17	Year 7 4/1/17 – 3/31/18	Year 8 4/1/18 – 3/31/19	Year 9 4/1/19 – 3/31/20	Year 10 4/1/20 – 3/31/21
Project Manager	\$177.74	\$181.12	\$184.56	\$188.07	\$191.64
Subject Matter Expert/Program Lead	\$170.63	\$173.87	\$177.17	\$180.54	\$183.97
Senior Consultant	\$156.41	\$159.38	\$162.40	\$165.49	\$168.63
Consultant	\$125.60	\$127.99	\$130.42	\$132.90	\$135.42
Trainer	\$117.30	\$119.53	\$121.80	\$124.12	\$126.48
Analyst I	\$72.63	\$74.01	\$75.41	\$76.85	\$78.31
Analyst II	\$54.06	\$55.09	\$56.14	\$57.20	\$58.29

<b>SCA Matrix</b>		
SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
**		05-2103 Rev. 16

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. 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.”

## LABOR CATEGORY DESCRIPTIONS

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### Project Manager

Provides management and technical direction to Program and Management Consultants, Analysts, and other program or project personnel. He or she regularly exercises independent judgment as well as a high level of analytical skill in solving complex and unusual organizational, managerial, and administrative problems. Recognized expertise in project management, interpersonal communications, and federal or private contract management policies and processes. Works independently with senior officials within the U.S. Government and commercial industry. Develops and manages project schedules and monitors and reports on task status. Accountable for tracking project and task status and project financial as well as ensuring quality of deliverables. Manages client relationships and ensures proper resources are assembled on project to meet client requirements. Provides subject matter expertise, as requested, in organization development, change management, project management, process development, training design, organization communications and event planning.

#### Minimum Education/Minimum/General Experience:

M.S. /M.A. degree in an associated discipline or equivalent experience.                      Fifteen (15) years total experience with at least seven (7) years of experience in a related field including supervisory and management experience or equivalent education.

### Subject Matter Expert / Program Lead

Designs, leads and/or facilitates organization development/change/communications processes at the system, management or executive levels. Ultimately responsible for program level and project planning, execution, and performance. Leads review and design of subject matter client products and training materials; can provide instruction and subject matter mentoring. Provides strategy, leadership, and overall direction at program level and/or oversight for multiple individual projects. Works independently with senior officials within the U.S. Government and commercial industry. Recognized expertise in organization development, change management, process development, training, organization communications and event planning. Provides thought leadership and recommendations on program level organizational and management solutions to clients.

#### Minimum Education/Minimum/General Experience:

M.S. /M.A. degree in an associated discipline or equivalent experience. Twelve (12) years total experience with at least five (5) years of experience in a related field including supervisory and management experience or equivalent education.

### Senior Consultant

Leads teams in development of overall solutions for projects or develops those solutions independently. Works directly with senior officials within the U.S. Government and commercial industry. Recognized expertise in organization development, change management, process development, training design and facilitation, organization communications and/or event planning. Develops and manages schedules for expected deliverables and ensures delivery and quality of those deliverables. Conducts research to gather information and assembles client deliverables. Provides mentoring and coaching to others on project team, if applicable.

#### Minimum Education/Minimum/General Experience:

B.S. /B.A. degree in an associated discipline or equivalent experience. Ten (10) years total experience with at least five (5) years of experience in a related field including supervisory and management experience or equivalent education.

### Consultant

Designs, develops, and delivers client solutions and deliverables independently or with input from other project team members. Conducts research, analyzes findings, and makes recommendations to client or project team. Interfaces directly with staff or management level clients to present deliverables or recommendations as well as to manage expectations or task requirements. Organizes work plans and schedules for assigned tasks to ensure on-time delivery and quality delivery. Background in organization development, change management, process development, training design and facilitation, organization communications and/or event planning.

#### Minimum Education/Minimum/General Experience:

B.S. /B.A. degree in an associated discipline or equivalent experience. Seven (7) years total experience with at least Three (3) years of experience in a related field including supervisory and management experience or equivalent education.

### Trainer

Develops course learning objectives and associated curricula and instructional design materials. Conducts research to develop course curricula and materials. Researches current standards and practices in subject matter of training course. Recognized expert in presentation development and delivery, process design, group facilitation, and interpersonal communications. Delivers training courses and develops course evaluation methodologies. Experience in variety of training delivery methods such as classroom and internet based.

#### Minimum Education/Minimum/General Experience:

B.S. /B.A. degree in an associated discipline or equivalent experience. Five (5) years total experience with at least two (2) years of experience in a related field or equivalent education.

### Analyst I

Provides research and analysis to contribute to the development of client solutions and deliverables. Organizes research and presents findings to project team. Assists with management of schedules and tasks and ensuring accuracy and quality of client deliverables. Contributes to writing and editing of client deliverables based upon project team directions.

#### Minimum Education/Minimum/General Experience:

B.S. /B.A. degree in an associated discipline or equivalent experience. Four (4) years total experience with at least one (1) year of experience in a related field including supervisory and management experience or equivalent education.

### Analyst II

Provide research and analysis support that contributes to development of client deliverables. Summarize findings and provide to project team leads. Ensures accuracy and quality of deliverables and assists project manager with delivery and packaging of required contract reports and deliverables as well as keeping track of all contract requirements to ensure compliance.

#### Minimum Education/Minimum/General Experience:

B.S. /B.A. degree in an associated discipline or equivalent experience. One year of experience in a related field.

**Figure 1. Allowable Substitutions of Education and Experience**

The minimum education and experience will be met when the educational equivalencies in the tables below are considered.

Additional educational achievements in excess of requirements can be substituted for experience requirements:

Required Education	Actual Education Obtained	Additional Years of Experience Credited
MBA/MS/MA	Ph.D.	3
BA/BS	Ph.D.	5
BA/BS	MA/MS	2
HS/GED	BA/BS	4

Additional experience in excess of requirements can be substituted for educational requirements:

Actual Education	Required Education	Additional Years of Experience Needed for Educational Requirements Equivalency
None	HS/GED	2
HS/GED	Tech-Inst. /Military Train.	2
HS/GED	BA/BS	No equivalency
HS/GED	MA/MS	No equivalency
HS/GED	Ph.D.	No equivalency
BA/BS	MA/MS	2
BA/BS	Ph.D.	5
MA/MS	Ph.D.	3