GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List

Schedule for Multiple Award Schedule (MAS) Federal Supply Group: Professional Services Contract Number: GS-10F-0187U

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

Contract Period: April 10, 2008 – April 9, 2023

Price List current as of Modification "PA-0020 effective October 22, 2020."

Contractor: CONSENSUS BUILDING INSTITUTE INC, dba CBI
100 Cambridgepark Drive, Suite 302
Cambridge, MA 02140-2330
Phone: 617-492-1414
Fax: 617-492-1919
www.cbuilding.org

Business Size: ‘Other than Small Business’ Non-Profit Business

Telephone: (617) 492-1414
Extension: 115
FAX Number: (617) 492-1568
Web Site: www.cbuilding.org
E-mail: cohara@cbuilding.org
Contract Administration: Catherine O’Hara

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 GSA Advantage! is: GSAAdvantage.gov.
CUSTOMER INFORMATION:

1a.  Table of awarded special item number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
</tbody>
</table>

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. Not Applicable

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.

Labor Pricing: The rates shown below include the Industrial Funding Fee (IFF)

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Mediator/Trainer</td>
<td>$184.69</td>
</tr>
<tr>
<td>Sr. Associate II</td>
<td>$135.44</td>
</tr>
<tr>
<td>Sr. Associate I</td>
<td>$113.28</td>
</tr>
<tr>
<td>Associate</td>
<td>$83.73</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>$49.25</td>
</tr>
</tbody>
</table>

- Rates are the same for On Site and Off Site work

Individual task orders with a minimum value of $100,000 qualify for an additional 5% discount.

Individual task orders with a minimum value of $200,000 qualify for an additional 7.5% discount.
2. **Maximum order:** $1,000,000.00

3. **Minimum order:** $100.00

4. **Geographic coverage (delivery area):** Domestic only

5. **Point(s) of production:** Not Applicable.

6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See attachment.

7. **Quantity discounts:** Volume discounts based on minimum single order thresholds are also offered. Single orders with a minimum threshold of $100,000 qualify for an additional 5% discount. Single orders of $200,000 qualify for an additional discount of 7.5%.

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.

9. **Foreign items (list items by country of origin):** None

10a. **Time of delivery:** Specified on the Task Order

10b. ** Expedited Delivery:** Contact Contractor

10c. **Overnight and 2-day delivery:** Contact Contractor

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

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

12a. **Ordering address:** Same as Contractor

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment address:** Same as Contractor

14. **Warranty provision:** Contractor’s standard commercial warranty.

15. **Export packing charges, if applicable:** N/A

16. **Terms and conditions of rental, maintenance, and repair:** N/A

17. **Terms and conditions of installation:** N/A
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

18b. Terms and conditions for any other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive maintenance: N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

22b. 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 web site or other location.) The EIT standards can be found at: Information available upon request.

23. Data Universal Number System (DUNS) number: 80-7866421

24. Notification regarding registration in System for Award Management (SAM) database: Registered
**Labor Pricing: The rates shown below include the Industrial Funding Fee (IFF)**

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Mediator/Trainer</td>
<td>$184.69</td>
</tr>
<tr>
<td>Sr. Associate II</td>
<td>$135.44</td>
</tr>
<tr>
<td>Sr. Associate I</td>
<td>$113.28</td>
</tr>
<tr>
<td>Associate</td>
<td>$83.73</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>$49.25</td>
</tr>
</tbody>
</table>

- Rates are the same for On Site and Off Site work

Individual task orders with a minimum value of $100,000 qualify for an additional 5% discount. Individual task orders with a minimum value of $200,000 qualify for an additional 7.5% discount.

**Service Contract Labor Standards Statement**

The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Labor Category Descriptions and Responsibilities

Sr. Mediator/Trainer

**Minimum Experience:** Seasoned professional with 8 or more years of experience in facilitation, mediation, research, evaluation and conflict assessment as well as demonstrated professional and project management skills.

**Duties & Responsibilities:** Responsible for the overall organization and delivery of meetings, training, mediation events, and workshops at the program level. This individual works with team members and participants to achieve the overall objectives and provide formats for conflict resolution. Develops and manages the preparation of all meeting materials (outlines, background material, and session aids). May direct and conduct research in support of project goals. Coordinates large and complex projects with multiple and diverse participants. Responsible for the daily supervision and direction of all assigned staff.

**Minimum Education:** Masters or PhD or PhD candidate from an accredited College or University in a relevant field of study.

Sr. Associate II

**Minimum Experience:** Five years of experience in facilitation, mediation, research, evaluation and conflict assessment as well as demonstrated professional and project management skills.

**Duties & Responsibilities:** Responsible for supporting the Sr. Mediator at the project level in support of overall program objectives. May be called upon to organize or run day-to-day requirements for workshop engagements, meetings, or mediation events. Acts as the on-site Lead. May develop and generate research materials applicable to program objectives.

**Minimum Education:** Masters Degree in Business, Communications, Political Science or related field.

Sr. Associate I

**Minimum Experience:** Three years of experience in facilitation, mediation, research, evaluation and conflict assessment as well as demonstrated professional and project management skills.

**Duties & Responsibilities:** Responsible for supporting the Sr. Mediator and Sr. Associates II at the project level in support of overall program objectives. May be called upon to organize or run day-to-day requirements for workshop engagements, meetings, or mediation events. In absence of more senior professionals, may act as the on-site Lead. May develop and generate research materials applicable to program objectives.

**Minimum Education:** Masters degree in Business, Communications, Political Science or related field.
Associate

**Minimum Experience:** One year of experience in public consensus building, negotiation training, organizational development or related field. Must demonstrate substantive background in public policy issues, possess excellent writing skills, have strong interpersonal skills and be able to work independently.

**Duties & Responsibilities:** Provides professional support to senior staff members at the project level. May assist in organizing and developing meeting agendas, conducting research, tracking project milestones, and other duties as assigned.

**Minimum Education:** Masters Degree in Business, Communications, Political Science or related field.

Administrative Support

**Minimum Experience:** Minimum of 1 year experience successfully supporting professional workshop leaders, mediators or other facilitators with appropriate media.

**Duties & Responsibilities:** Captures, either electronically or manually, information, ideas, and potential solutions to issues discussed in a meeting and workshops. Under the guidance of the Lead facilitator or the Facilitator, identifies the information to be documented and the appropriate method needed to record the identified information. Supports senior staff with all administrative efforts directly connected to the task order. Ability to work with only general supervision.

**Minimum Education:** Bachelors Degree required.

---

**Substitute for Education Requirement Policy**

CBI recognizes varying levels of education and experience in their position descriptions. CBI maintains that many times experience is as or more important than formal preparation. Therefore, it is policy to substitute two years of related experience or industry recognized certification for one or more years of higher education.