

**General Services Administration
Federal Acquisition Service
Authorized Federal Acquisition 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!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Mission Oriented Business Integrated Services

FSC Group: 874

Contract No.: GS-10F-0234U

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

Contract Period: 5/14/2008 - 5/13/2013

RTKL

**RTKL Associates Inc.
901 South Bond Street
Baltimore, MD 21231-3300
Telephone: (410) 537-6000
Fax: (410) 276-4177
www.rtkl.com**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).

Pricelist current through PA-0001 dated September 5, 2008



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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to [Page #4](#) for a more detailed description)

- 874-1 / 874-1RC MOBIS Consulting Services
- 874-2 / 874-2RC MOBIS Facilitation Services
- 874-3 / 874-3RC MOBIS Survey Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [Page #11](#)

1c. Labor Category Descriptions: Please refer to [Page #8](#)

2. Maximum Order: \$1,000,000.00
3. Minimum Order: \$300.00
4. Geographic Coverage: Domestic & Overseas
5. Point (s) of Production: Not Applicable
6. Discount from List Price: All Prices Herein are Net
7. Quantity Discounts: Not Applicable
8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: 30 Days ARO

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

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

13a. Ordering Address: RTKL Associates Inc.
Attn: Marisa Leshinsky / GSA Orders
1250 Connecticut Avenue, N.W, Suite 400
Washington, DC 20036

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: RTKL Associates Inc.
Attn: Nelly Chung / GSA Project Accountant
901 South Bond Street
Baltimore, MD 21231

15. Warranty Provision: Not Applicable

- | | |
|---|--|
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms & Conditions of Government Purchase Card Acceptance: | See Section 9 |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | 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. Preventative 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 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/ : | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 047791769 |
| 26. RTKL Associates Inc. <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded RTKL Associates Inc. a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract Number GS-10F-0234U. The current contract period is 5/14/2008 – 5/13/2013. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Cathy Newton
RTKL Associates Inc.
901 South Bond Street
Baltimore, MD 21231
Telephone: (410) 537-6155
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MARKETING AND TECHNICAL POINT OF CONTACT

Marisa Leshinsky
RTKL Associates Inc.
1250 Connecticut Avenue, N.W, Suite 400
Washington, DC 20036
Telephone: (202) 912-8289
Fax Number: (202) 887-5168
Email: mobis@rtkl.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. RTKL Associates Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 874-1 / 874-1RC, MOBIS Consulting Services
- 874-2 / 874-2RC, MOBIS Facilitation Services
- 874-3 / 874-3RC, MOBIS Survey Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

SIN 874-1, MOBIS Consulting Services

Contractors shall provide providing expert advice, assistance, guidance or counseling in support of agencies' mission oriented business functions, as follows: Management or strategy consulting; program planning, audits and evaluations; studies, analyses, scenarios, and reports relating to mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations; educational studies, regulatory studies, economic studies, and preparedness studies; executive/management coaching services; customized training as part of a consulting engagement; policy and regulatory development and review; expert witness services in support of litigation, claims, or other formal cases, and advisory and assistance services in accordance with FAR 37.203(b). Financial audits are covered under GSA Schedule 540, Financial and Business Services, and are not allowed under this SIN. The term consulting as defined herein does not include staff augmentation.

SIN 874-2, MOBIS Facilitation Services

Contractors shall provide facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or integrated product, process, or self-directed teams. Services covered are: defining, refining, and resolving disputes, disagreements, and divergent views, excluding EEO disputes; leading large and small group briefings and discussions; recording discussion content and enabling focused decision-making; stakeholder debriefings; preparing and providing draft and final reports relating to the facilitated issues. Conference planning and management services are excluded from this SIN. These services are specifically covered under Schedule 541, Advertising and Integrated Marketing Services. EEO disputes are covered under Schedule 738X, Human Resources & Equal Employment Opportunity and are excluded.

SIN 874-3, MOBIS Survey Services

Contractors shall provide surveying relating to mission-oriented business issues. Contractors shall assist with or perform all phases of the survey process, as follows: survey planning, design, and development; determining proper survey data collection methodology; pretest/pilot surveying; assessing reliability and validity of data; administering surveys using various types of data collection methods; survey database administration; analyses of quantitative and qualitative survey data; production of reports related to the survey; and briefings of results, to include discussion of recommendations and potential follow-up actions. Any surveys relating condition or status of equipment or property, or to Architect and Engineering services as defined in FAR 36.601-4 are prohibited under MOBIS.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that RTKL Associates Inc. meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
A.A. Degree + 2 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D

Education Substitutions:

A Ph.D. may be substituted for 3 years of required experience with a Masters Degree or 5 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a H.S. Diploma.
An Associates Degree may be substituted for 2 years of required experience with a H.S. Diploma.

Title: Vice President
Minimum/General Experience: 12 years
Functional Responsibility: Primary role consists of full responsibility for interpreting, strategizing, organizing, executing and coordinating assignments of all resources to ensure successful MOBIS project development. Plans, directs and supervises departments or multiple project teams including consultants and vendors. Responsible for configuration management, technical work, quality of work, scheduling, and costs associated with all task orders issued under the contract. Primary client interface conferring with GSA and client agency management on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all MOBIS activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters.
Duties include responding to client goals, objectives and requests while maintaining successful relationships with agencies, consultants and vendors. Provides guidance, direction and ultimate management for all MOBIS projects, and reviews all services and products for conformance to client requirements. Collaborates across organization to manage MOBIS project related staffing decisions. Works well under pressure situations presented by client requirements, schedule and available personnel. Must be able to arbitrate crucial issues with objectivity and professionalism.
Minimum Education: Bachelors Degree

Title: Principal: Project Designer / Manager
Minimum/General Experience: 8 years
Functional Responsibility: Primary role is to plan, coordinate and manage the project process, is completely involved and informed in all facets of the project(s). Represents the project or practice as the primary contact for client interaction. Work requires the use of advanced technical knowledge and skill within the practice. May be recognized as specialist in a particular area. Stays current with innovation and research.
Duties include directing and collaboratively producing quality projects that meet or exceed the firm's quality standards regarding technical delivery and project management. Negotiates critical issues with appropriate parties involved. Resolves problems characterized by their lack of precedents or source of material. Collaborates with other lead professionals to ensure project is in conformance with Client's expectations. High client contact. Serves as the main contributor during client meetings and presentations.
Minimum Education: Bachelors Degree

Title: Associate: Project Designer / Manager
Minimum/General Experience: 6 years
Functional Responsibility: Primary role is to plan and manage a project or a number of small projects through all aspects of the assignment. Presents and discusses planning, design and delivery options and solutions with team and client. Work requires proactive decision-making in selecting appropriate methods and procedures for executing the work. Responsible for fundamental day-to-day decisions.
Duties include evaluating, selecting, and applying techniques, procedures, and criteria for completion of the project. Responsible for quality control supervision of project deliverables. Advises and mentors junior staff. Supports the mission of RTKL by promoting extraordinary care in pursuit of customer service and quality of design and documentation. Regularly attends client meetings as active participant. Capable of discussing key concepts, options, and solutions. Makes effective verbal presentations and is an essential contributor in client meetings and presentations. Develops effective working relationship with client and client's representatives.
Minimum Education: Bachelors Degree

Title: Designer
Minimum/General Experience: 5 years.
Functional Responsibility: Primary role is to support the project team using a wide range of professional skills. Work is focused to portions of a project's broader scope and contributes to the documentation and development of design and technical tasks.
Duties include conducting research, data collection, preparing presentations, report writing, calculations, basic analysis, and other tasks as needed by the project team. Frequently works on multiple projects. Develops understanding of complex requirements to complete the project through all required phases. Effectively utilizes resources across the organization to address project requirements. Presents ideas clearly and persuasively.
Minimum Education: Bachelors Degree

Title: Architect / Engineer / Planner / Interiors
Minimum/General Experience: 3 years
Functional Responsibility: Primary role is to support the project team using a wide range of developing professional skills. Work is focused to portions of a project's broader scope and contributes to the documentation and development of design and technical tasks.
Duties include conducting research, data collection, preparing presentations, report writing, constructing models, calculations, basic analysis, and other tasks as needed by the project team. Frequently works on multiple projects. Develops understanding of complex requirements to complete the project through all required phases. Effectively utilizes resources across the organization to address project requirements. Presents ideas clearly and persuasively.
Minimum Education: Bachelors Degree

Title: Staff Architect / Engineer / Planner / Interiors
Minimum/General Experience: Entry Level Position
Functional Responsibility: Primary role is to support the project team using a wide range of developing professional skills. Work is focused to smaller portions of a project's broader scope and contributes to the documentation and development of design and technical tasks.
Duties include conducting research, data collection, preparing presentations, report writing, constructing models, calculations, basic analysis, and other tasks as needed by the project team. Frequently works on multiple projects. Develops understanding of the requirements to complete the project through all required phases. Effectively utilizes resources to address project requirements. Presents ideas clearly and persuasively.
Minimum Education: Bachelors Degree

HOURLY RATES FOR SERVICES
SIN 874-1 / 874-1RC, 874-2 / 874-2RC, and 874-3 / 874-3RC

<i>GSA Labor Category</i>	<i>GSA Labor Rate with IFF</i>
<i>Vice President</i>	\$222.15
<i>Principal: Project Designer / Manager</i>	\$172.79
<i>Associate: Project Designer / Manager</i>	\$143.17
<i>Designer</i>	\$128.36
<i>Architect / Engineer / Planner / Interiors</i>	\$103.67
<i>Staff Architect / Engineer / Planner / Interiors</i>	\$83.92