



## Management, Organizational and Business Improvement Services (MOBIS)

### Small, Service-Disabled Veteran-Owned Business

#### Why Hire TBC?

TBC Solutions is a small business with over 15 years of experience focused on being responsive to client requirements and successfully delivering results. TBC Solutions is 100% Native Hawaiian Owned

Our commitment to clients and their priorities is evident in our approach to each project and its deliverable. We encourage prospective clients to evaluate our methods and our past project performance and end products. We are committed professionals using our knowledge and proven strategies to consistently achieve a standard of excellence that our clients deserve.



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 for GSA Advantage!™ is:  
<http://www.GSAAdvantage.gov>

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

#### Basic Facts about TBC Solutions

**Contractor:** TBC Solutions, Inc.

**Contract Administration:** Jeff Holt

**Mail Address:** PO Box 7054  
Oak Ridge, TN 37831-7054

**Physical Address:** 104 Caldwell Drive  
Oak Ridge, TN 37830

**Telephone:** 865-621-9306

**E-Mail:** JKHolt@tbcsolutions.com

**Web Site:** [www.tbcsolutions.com](http://www.tbcsolutions.com)



### CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:  
*SIN 874-1: Integrated Consulting Services*

TBC Solutions has over 15 years of experience providing strategic planning and business improvement services, and has provided those services for the past 9 years to numerous federal government agencies, prime federal contractors, and others. Specific services provided by TBC Solutions during previous consulting projects have included the following:

- ☞ Facilitating meetings.
- ☞ Strategic planning, particularly involving natural resources related projects.
- ☞ Technical writing and editing of books, reports, research studies, general manuscripts, procedures, instructions, and presentations for accuracy, consistency, readability, grammar, spelling, punctuation, sentence and paragraph construction, and usage of acronyms.
- ☞ Copyediting, proofreading, indexing, researching, fact-checking, and outlining all types of documents.
- ☞ Preparation of graphics, tables, photographic images, maps, statistics, and illustrations incorporated into professional publications.
- ☞ Preparation (design and layout) of final reports, procedures, instructions, manuals, and presentations for hard copy and electronic distribution to clients, including both print and electronically published media.

Some past performance include:

- ☞ A Collaborative Approach for Reducing Wildland Fire Risks to Communities and the Environment (Office of Wildland Fire Coordination)
- ☞ Comprehensive National Strategy for Use of Aviation Resources in Wildland Fire Management (Office of Wildland Fire Coordination)
- ☞ Region 1 Wildland Fire Management Program Review (FWS, National Interagency Fire Center)
- ☞ Region 5 Wildland Fire Management Program Review (FWS, National Interagency Fire Center)
- ☞ Region 6 Wildland Fire Management Program Review (FWS, National Interagency Fire Center)
- ☞ Region 8 Wildland Fire Management Program Review (FWS, National Interagency Fire Center)
- ☞ Region 2 Wildland Fire Management Program Review (FWS, National Interagency Fire Center)
- ☞ Region 3 Wildland Fire Management Program Review (FWS, National Interagency Fire Center)
- ☞ Region 4 Wildland Fire Management Program Review (FWS, National Interagency Fire Center)

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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. If hourly rates are *N/A*, indicate "*N/A*" for this item.

**Government Awarded Prices (Net Prices)**

<b>Labor Category</b>	<b>Hourly Rate</b>
	<b>Option Two</b>
<b>SIN No. 874-1</b>	<b>2009-2014</b>
Principal Professional II	\$93.98
Principal Professional I	\$75.18
Senior Professional	\$62.24
Professional	\$50.43
Technician/Analyst II	\$29.43
Technician/Analyst I	\$25.20
Secretary/Clerk	\$19.66

**Labor Categories and Descriptions**

<b>Cat#</b>	<b>Labor Category</b>	<b>Job Description/Duties/Functional Responsibilities/Education</b>
1	Principal Professional II	Leads group in design of project solutions, task/scheduling review, and performance tracking. May lead more complex or multi-project activities. Consults with client to review and assess needs, define requirements, make recommendations for implementation, and develop solutions. Supervises administrative and technical staff. Responsible for project deliverables and all critical aspects of program management including, but not limited to, budgeting, scheduling, performance review, costing, quality control, and risk management. Works directly with client. Reports and communicates project status regularly to client and other senior managers as required. Requires Master Degree (or two Bachelor's Degrees) and 16 years or more experience. Professional registration not required for category.
2	Principal Professional I	Leads group in design of project solutions, task/scheduling review, and performance tracking. Consults with client to review and assess needs, define requirements, make recommendations for implementation, and develop solutions. Supervises administrative and technical staff. Responsible for project deliverables and all critical aspects of program management including, but not limited to, budgeting, scheduling, performance review, costing, quality control, and risk management. Works directly with client. Reports and communicates project status regularly to client and other managers as required. Requires Master Degree (or two Bachelor's Degrees) and 13 years or more experience. Professional registration not required for category.

Contract Period: March 29, 2014 through March 28, 2019

Federal Supply Group: 874, Schedule No. 874 1 Contract Number: **GS-10F-0245P** Class: R499

General Services Administration, Federal Supply Service  
Authorized Federal Supply Schedule Price List for GS-10F-0245P



Cat#	Labor Category	Job Description/Duties/Functional Responsibilities/Education
3	Senior Professional	Plans, conducts, and manages projects of significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Oversees projects, reviews progress, and evaluates results. Supplies technical advice and counsel to other professionals. Requires Master's Degree and 4 or more years of experience, Bachelor's Degree and 6 years or more experience, OR no degree and 20 or more years of experience.
4	Professional	Plans and conducts assignments. Also estimates and schedules work to meet completion dates. Requires Bachelor Degree and 0 to 3 years.
5	Technician/Analyst II	Assist project analysis and provides specific functional support of mission objectives, including analysis of records, data, systems, procedures, training and operational processes. Requires demonstrated specialized experience in required area of expertise and 2 to 5 years of experience. High School Diploma required, BA/BS/equivalent in a scientific, technical, business or related field and applicable hands on experience preferred. Post-secondary education may be substituted for experience.
6	Technician/Analyst	Gathers and correlates basic project related data. Work assignments are varied and require originality and ingenuity. High School Diploma or GED required. Requires 0 to 2 years of experience.
7	Secretary/Clerk	Works under the close supervision of managerial personnel. Gathers and correlates basic data and performs routine tasks. High School Diploma required, AA/AS in Business, Accounting, or other related discipline preferred Requires 2 to 5 years of experience

**SCA MATRIX WITH ASSOCIATED NARRATIVE:  
Service Contract Act (SCA) Matrix**

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Secretary/Clerk	01311-Secretary I	2005-2493
<p>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 SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).</p>		

2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic Coverage (delivery Area): Domestic only
5. Point of production: *Same as company address*
6. Discount from list prices or statement of net price: *Government net prices (discounts already applied)*
7. Quantity discounts: *None Offered*

General Services Administration, Federal Supply Service  
Authorized Federal Supply Schedule Price List for GS-10F-0245P



8. Prompt payment terms: *Net 30 days*
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: *Yes*
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: *Will Accept Over \$ 500*
10. Foreign items: *None*
- 11a. Time of Delivery: *Specified on the Task Order*
- 11b. Expedited Delivery: *Contact Contractor*
- 11c. Overnight and 2-day delivery: *Contact Contractor*
- 11d. Urgent Requirements: *Contact Contractor*
12. F.O.B. Point(s): *Domestic*
- 13a. Ordering Address: *TBC Solutions, Inc., PO Box 7054, Oak Ridge, TN 37831-7054*
- 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: *TBC Solutions, Inc., PO Box 7054, Oak Ridge, TN 37831-7054*
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*

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23. Preventive maintenance (if applicable): *N/A*

24a. Special attributes such as 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: *14-076-8909*

26. Notification regarding registration in Central Contractor Registration (CCR) database: *Registered*