



U.S. General Services Administration



**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: <http://www.gsaadvantage.gov>*

**General Services Administration  
Federal Acquisition Service  
The Professional Services Schedule (PSS)  
Schedule 00CORP**

**CONTRACT NUMBER:  
GS-10F-0287M**

Period Covered by Contract:  
**May 14, 2012 to May 14, 2017**

**Monitor Associates, Inc.**  
9109 Taos Trail  
Lone Tree, CO 80124-3089  
Telephone: (703) 242-0535  
Fax: (303) 838-7185  
<http://monitorassociates.com/>

General Services Administration  
Management Services Center Acquisition Division  
Supplement # PS-0027, dated 12/4/2015.

Contract Administrator:  
Mickey A. Benson, Ph.D.  
[mbenson@monitorassociates.com](mailto:mbenson@monitorassociates.com)

Business Size: **Small Business, Woman Owned Business, Women Owned (WOSB), Woman Owned (EDWOSB), SBA Certified Small Disadvantaged Business**

DUNS: **119621402**

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

**GSA AWARDED TERMS AND CONDITIONS  
MONITOR ASSOCIATES, INC.**

- 1a. Table of awarded Special Item Number (SIN):  
**874-1 & 874-1RC: Integrated Consulting Services**  
**874-7 & 874-7RC: Integrated Business Program Support Services**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each SIN awarded in the contract:  
**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.  
**Please see attached pricelist for details**
2. Maximum Order:  
**\$1,000,000**
3. Minimum Order:  
**\$100**
4. Geographic Coverage:  
**48 contiguous United States, including Washington, DC, Alaska, Hawaii, and US Territories.**
5. Point of Production:  
**Monitor Associates, Inc.  
9109 Taos Trail  
Lone Tree, CO 80124-3089  
T: (703) 242-0535 / Fax: (303) 838-7185**
6. Discount from List Prices or Statement of Net Price:  
**Net GSA pricing is listed in the attached pricing tables**
7. Quantity Discounts:  
**None**
8. Prompt Payment Terms:  
**0%, Net 30 days**
- 9a. Government purchase cards *are accepted* at or below the micro-purchase threshold of \$2,500.
- 9b. Government purchase cards *are not accepted* above the micro-purchase threshold of \$2,500.
10. Foreign Items:

**Not Applicable**

- 11a. Time of Delivery:  
**The contractor shall deliver or perform services in accordance with the terms negotiated in the agency's Statement of Work (SOW).**
- 11b. Expedited Delivery:  
**Expedited delivery time is to be negotiated between Contractor and Ordering Agency**
- 11c. Overnight and 2-day delivery:  
**Overnight and 2-day delivery time is to be negotiated between Contractor and Ordering Agency**
- 11d. Urgent Requirements:  
**Urgent Requirements delivery time is to be negotiated between Contractor and Ordering Agency**
12. F.O.B. Point:  
**Destination**
- 13a. Ordering Address:  
**Monitor Associates, Inc.  
9109 Taos Trail  
Lone Tree, CO 80124-3089  
T: (703) 242-0535 / Fax: (303) 838-7185**
- 13b. 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.
14. Payment Address:  
**Monitor Associates, Inc.  
9109 Taos Trail  
Lone Tree, CO 80124-3089  
T: (703) 242-0535 / Fax: (303) 838-7185**
15. Warranty Provision:  
**Not Applicable**
16. Export Packing Charges (if applicable):  
**Not Applicable**
17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level).  
**Please contact Monitor Associates, Inc. for more details.**
18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable):  
**Not Applicable**

19. Terms and Conditions of Installation (if applicable):  
**Not Applicable**
- 20a. Terms and Conditions of Repair Parts indicating Date of Parts Price Lists and any Discounts from List Prices (if applicable):  
**Not Applicable**
- 20b. Terms and Conditions for 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):  
**None**
- 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/).  
**Not Applicable**
25. Data Universal Number System (DUNS) Number: **119621402**
26. Notification regarding Registration in System for Award Management (SAM) Database:  
**Active**

**Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract as it applies to the entire PSS 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.



**Monitor Associates, Inc.**

**GSA Awarded Pricelist**

<b>Labor Category</b>	<b>Unit of Issue</b>	<b>Awarded GSA Price (5/15/15 - 5/14/16 Year 14)</b>	<b>Awarded GSA Price (5/15/16 - 5/14/17 Year 15)</b>
Senior Advisor -2	Hour	\$206.55	\$210.68
Senior Advisor - 1	Hour	\$183.60	\$187.27
Professional Level - 4	Hour	\$153.43	\$156.50
Professional Level - 3	Hour	\$132.26	\$134.91
Professional Level - 2	Hour	\$121.69	\$124.12
Professional Level - 1	Hour	\$95.23	\$97.13
Conf. Planner/Facilitator*	Hour	\$110.16	\$112.36
Technical Editor/Writer	Hour	\$89.76	\$91.56
Support Specialist - 4	Hour	\$68.83	\$70.21
Support Specialist - 3	Hour	\$52.90	\$53.96
Support Specialist - 2	Hour	\$42.33	\$43.18
Support Specialist - 1	Hour	\$31.74	\$32.38



## **Monitor Associates, Inc.**

### **GSA Awarded Labor Categories**

#### **Description of Labor Categories Monitor Associates, Inc.**

##### **Category: Senior Advisor -2**

**Education & Experience:** Advanced degree, 25+ years of senior and/or executive level experience, 10 years of managing complex projects and programs and experience as a Subject Matter Expert in areas including, but not limited to:

- Alternative Dispute Resolution; Mediation; Conflict Management; Facilitation
- Strategic and Contingency Planning
- Individual and Organizational Assessment and Development; Process Improvement
- Change Management

**Capabilities:** Ability to assist individuals, teams, organizations and agencies achieve a superior level of capability in all areas, including planning, preparedness, operations and internal communications.

##### **Category: Senior Advisor -1**

**Education & Experience:** Advanced degree, 20 years of senior and/or executive level experience, 10 years of professional or technical experience in specific assigned areas. Experience providing technical and management advice to senior and technical personnel.

**Capabilities:** Demonstrated capacity: to design, develop and deliver process improvement strategies; to provide strategic and contingency planning training and assistance; to support process revitalization; to conduct organizational, financial and performance analysis and assessments.

##### **Category: Professional - Level 4**

**Education & Experience:** Advanced degree, 20+ years of progressive senior and/or executive level experience, knowledge and experience providing expert advice, assistance and counseling in support of agency management; MOBIS contract experience preferred. Knowledge of and experience in all aspects of organizational change, developing "learning" organizations and learning management.

Capabilities: Ability to design and implement collaborative communication systems, design and guide revitalization and organizational change activities, and manage multiple activities for complex or multi-year projects.

Category: ***Professional – Level 3***

Education & Experience: Advanced degree, 12+ years of progressive mid and senior level management experience; experience providing expert advice, assistance and guidance in support of frontline and executive management; MOBIS contract experience preferred. Knowledge of and experience in multiple organizational and individual capacity development settings.

Capabilities: Ability to implement collaborative communication systems, guide and implement revitalization and organizational change activities and manage multilevel activities within complex projects.

Category: ***Professional – Level 2***

Education & Experience: Advanced degree, 5+ years of progressive management experience or equivalent combination of experience and education; experience providing assistance and guidance in support of agency management; MOBIS contract experience preferred. Knowledge of and experience in managing organizational change activities and building a “learning” organization.

Capabilities: Ability to manage collaborative and revitalization activities within organizationally complex environments.

Category: ***Professional – Level 1***

Education & Experience: Advanced degree, less than 5 years of management experience or equivalent combination of experience and education; experience as consultant in support of agency management; MOBIS contract experience preferred.

Capabilities: Ability to support change and revitalization activities within organizationally complex environments.

Category: ***Conference Planner/Facilitator***

Education & Experience: Undergraduate degree, minimum of 10 years’ experience in business or technical field or equivalent combination of experience and education; MOBIS contract experience preferred. Knowledge of and experience in designing and managing a process to energize, focus and guide a group or organization in achieving goals, while minimizing problems; skilled in the use of event management software.

Capabilities: Ability to coordinate planning and logistical arrangements, present technical information on an interactive basis and work with diverse groups to achieve specific results. Proven capacity to organize, schedule and manage meetings and events; capable of problem solving in relation to facilities, equipment and conference and meeting requirements.

Category: **Technical Writer/Editor**

Education & Experience: Undergraduate degree in business, communications, education or related field and 10+ years' experience in the following:

- Technical writing, editing or publishing
- Composing, reviewing revising and reorganizing and redesigning documents, manuals, training materials and product literature
- Development of press releases, marketing materials and virtual learning content

Capabilities: Able to communicate clearly, accurately, and appropriately, using multiple media, with a variety of audiences.

Category: **Support Specialist – Level 4**

Education & Experience: Undergraduate degree and 10+ years' experience or equivalent combination of experience and education; MOBIS contract experience preferred. Consultative experience and ability to provide analytical, consultative support; state-of-the-art knowledge of various analytical techniques, including software applications and learning management systems.

Capabilities: Able to coordinate technical and administrative details of complex projects and work independently to complete projects on schedule and within budget.

Category: **Support Specialist – Level 3**

Education & Experience: Undergraduate degree and 5+ years' experience or equivalent combination of experience and education; MOBIS contract experience preferred. Consultative experience and ability to provide analytical, consultative support; state-of-the-art knowledge of various analytical techniques, including software applications and learning management systems.

Capabilities: Able to coordinate technical and administrative details of complex projects and work independently to complete projects on schedule and within budget.

Category: **Support Specialist – Level 2**

Education & Experience: Associate degree and 5 years of experience or equivalent combination of experience and education; MOBIS contract experience preferred. Knowledge of and capacity to use and recommend state-of-the-art business software. Progressive experience in data analysis and documentation.

Capabilities: Strong communication, organizational and administrative skills; ability to exercise sound judgement in variety of circumstances.

Category: **Support Specialist – Level 1**

Education & Experience: High School diploma; preference for relevant specialized business training; 5+ years of experience or equivalent combination of experience and education; MOBIS contract

experience preferred. Capacity to use state-of-the-art business application software and prepare technical documents.

Capabilities: Strong communication, organizational and administrative skills; office management capacity and ability to exercise sound judgement in variety of circumstances.