



BCT PARTNERS
Your Partner in Solutions that Matter

**General Services Administration (GSA)
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: GSAAvantage.gov.

Mission Oriented Business Integrated Services (MOBIS)

**Contract GS-10F-0299U
Schedule 874**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract period: 07/22/2008 – 07/21/2013

**BCT PARTNERS, LLC
105 Lock Street, Suite 203
Newark, NJ 07103
(973) 622-0900 (Phone)
(973) 622-0655 (Fax)
<http://www.bctpartners.com> (Web)**

Business Size: Small

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

SIN	Category Name/Title	Description	Hourly Rate
874-1 874-7	Project Executive	Leads and organizes company resources to accomplish management, organizational and business objectives. Provides high-level strategic guidance on budgetary and contractual matters.	\$185.10
874-1 874-7	Project Director	Provides team leadership and project management for cross-functional teams, including, but not limited to, directors, research associates, program associates, information specialists and meeting coordinators. Ensures contractual compliance and project performance. Manages relationships with several clients simultaneously.	\$162.85
874-1 874-7	Project Manager	Provides overall project oversight, including scheduling, logistics, project planning, resource allocation and human and financial resource management. Must be able to provide direction to staff, interface with clients and efficiently execute complex problems to ensure project deliverables are completed successfully.	\$133.59
874-1 874-7	Project Supervisor	Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks within a designated area of the project. Reviews documents and deliverables for quality assurance.	\$116.79
874-1 874-7	Team Leader III	Director and supervisor of project and program teams; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	\$87.57
874-1 874-7	Team Leader II	Director and supervisor of technical assistance and training teams; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their	\$69.16

SIN	Category Name/Title	Description	Hourly Rate
		work.	
874-1 874-7	Team Leader I	Director and supervisor of communication and outreach efforts; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	\$49.59
874-1 874-7	Management Consultant	Provides leadership and liaison between separate discipline teams, senior management or senior level client personnel. Plans, develops and administers policies covering several broad functional areas, or key contracts. Oversees the work of staff, which includes management and senior level professionals.	\$133.47
874-1 874-7	Management Analyst II	Conducts logical examination of management structure, systems and problems. Based on a thorough analysis of a system, then plans, develops and administers policies covering several broad functional areas or key contracts in order to improve functionality and efficiency.	\$101.19
874-1 874-7	Management Analyst I	Assists in developing plans and policies covering several broad functional areas or key contracts. Conducts interviews to retrieve essential information that will guide in the development of improved policies.	\$83.07
874-1 874-7	Subject Matter Specialist IV	Provides expert consultative support to functional technical areas of a project. Able to conduct quantitative and qualitative research, write white papers, and provide testimony on specific topics.	\$258.72
874-1 874-7	Subject Matter Specialist III	Develops solutions to complex problems. Assist in research, writing and preparation of information to support project and/or provide technical assistance to clients.	\$186.79
874-1 874-7	Subject Matter Specialist II	Possesses requisite knowledge and expertise for particular tasks. Is available to write, speak or report on specific topics in order to build the credibility of a project, theory or policy.	\$142.41
874-1 874-7	Subject Matter Specialist I	Provide recommendations for the improvement of services. Researches	\$105.47

SIN	Category Name/Title	Description	Hourly Rate
		and provides supportive documentation for documents or presentations or specific topics.	
874-1 874-7	Technical Assistance Coordinator III	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for complex technical projects. Understands clients' needs, and develops resources to address those needs. Develop new relationships with TA providers in order to maintain a relevant pool of resources.	\$120.00
874-1 874-7	Technical Assistance Coordinator II	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for moderately complex technical projects. Understands clients' needs, and develops resources to address those needs. Supports the development of relationships with TA providers.	\$92.00
874-1 874-7	Technical Assistance Coordinator I	Coordinates the provision of technical assistance and training activities with clients, including both on-site and remote assistance. Maintains a database of relevant TA providers who can be assigned to particular projects.	\$84.31
874-1 874-7	Technical Writer/ Editor III	Provides supervisory guidance related to the creation and editing of specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision for the document and instruct team members appropriately.	\$108.67
874-1 874-7	Technical Writer/Editor II	Capable of creating and editing specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision and purpose of the document and construct user-friendly content.	\$89.78
874-1 874-7	Technical Writer/Editor I	Performs various writing and editing tasks in support of the creation of specific subject matter documents or manuals.	\$60.11
874-1 874-7	Administrative Support II	Experience in support of a program area. Knowledge and skill in word processing, database processing, meeting coordination, and document development. Able to assist in proposal	\$49.07

SIN	Category Name/Title	Description	Hourly Rate
		preparation.	
874-1 874-7	Administrative Support I	Provide general office and operational support to all business functions, including answering telephones, filing, copying, errands, and data entry.	\$38.00
874-1 874-7	Program Associate II	Senior-level and experienced program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to take the initiative in a variety of program areas with using education and experience in the areas of community development, organizational development, or strategic planning.	\$67.08
874-1 874-7	Program Associate I	Junior-level program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to support a variety of program areas with a general knowledge of community development, organizational development, or strategic planning.	\$58.49
874-1 874-7	Program Assistant	Performs administrative support duties to program, project and research staff. Excellent secretarial and administrative skills, including accurate typing and proficiency with Microsoft Office 2000 suite.	\$36.72
874-1 874-7	Trainer III	Develops course curricula and student materials. Performs group and individual training on all aspects of complex organizational development, strategic planning, and management solutions.	\$162.66
874-1 874-7	Trainer II	Proficient in the delivery of moderately complex training materials. Capable of training large audiences.	\$124.94
874-1 874-7	Trainer I	Develops course curricula and student materials. Capable of providing individual and small group training.	\$123.12

- 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 not applicable, indicate "Not applicable" for this item.

SIN	Category Name/Title	Min. Education	Min. Years Experience	Description	Hourly Rate
874-1 874-7	Project Executive	MBA or comparable degree, or equivalent experience.	10	Leads and organizes company resources to accomplish management, organizational and business objectives. Provides high-level strategic guidance on budgetary and contractual matters.	\$185.10
874-1 874-7	Project Director	Bachelor's Degree (BA/BS)	5	Provides team leadership and project management for cross-functional teams, including, but not limited to, directors, research associates, program associates, information specialists and meeting coordinators. Ensures contractual compliance and project performance. Manages relationships with several clients simultaneously.	\$162.85
874-1 874-7	Project Manager	Bachelor's Degree (BA/BS)	7	Provides overall project oversight, including scheduling, logistics, project planning, resource allocation and human and financial resource management. Must be able to provide direction to staff, interface with clients and efficiently execute complex problems to ensure project deliverables are completed successfully.	\$133.59
874-1 874-7	Project Supervisor	Bachelor's Degree (BA/BS)	3	Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks within a designated area of the project. Reviews documents and deliverables for quality assurance.	\$116.79
874-1 874-7	Team Leader III	Bachelor's Degree (BA/BS)	4	Director and supervisor of project and program teams; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	\$87.57
874-1 874-7	Team Leader II	Bachelor's Degree (BA/BS)	3	Director and supervisor of technical assistance and training teams; coordinates team efforts	\$69.16

SIN	Category Name/Title	Min. Education	Min. Years Experience	Description	Hourly Rate
				and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	
874-1 874-7	Team Leader I	Bachelor's Degree (BA/BS)	2	Director and supervisor of communication and outreach efforts; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	\$49.59
874-1 874-7	Management Consultant	Ph.D. or Master's Degree (MA/MS)	10	Provides leadership and liaison between separate discipline teams, senior management or senior level client personnel. Plans, develops and administers policies covering several broad functional areas, or key contracts. Oversees the work of staff, which includes management and senior level professionals.	\$133.47
874-1 874-7	Management Analyst II	Master's Degree (MA/MS)	7	Conducts logical examination of management structure, systems and problems. Based on a thorough analysis of a system, then plans, develops and administers policies covering several broad functional areas or key contracts in order to improve functionality and efficiency.	\$101.19
874-1 874-7	Management Analyst I	Bachelor's Degree (BA/BS)	5	Assists in developing plans and policies covering several broad functional areas or key contracts. Conducts interviews to retrieve essential information that will guide in the development of improved policies.	\$83.07
874-1 874-7	Subject Matter Specialist IV	Ph.D. or Master's Degree (MA/MS)	20	Provides expert consultative support to functional technical areas of a project. Able to conduct quantitative and qualitative research, write white papers, and provide testimony on specific topics.	\$258.72
874-1 874-7	Subject Matter Specialist III	Master's Degree (MA/MS)	15	Develops solutions to complex problems. Assist in research, writing and preparation of	\$186.79

SIN	Category Name/Title	Min. Education	Min. Years Experience	Description	Hourly Rate
				information to support project and/or provide technical assistance to clients.	
874-1 874-7	Subject Matter Specialist II	Bachelor's Degree (BA/BS)	12	Possesses requisite knowledge and expertise for particular tasks. Is available to write, speak or report on specific topics in order to build the credibility of a project, theory or policy.	\$142.41
874-1 874-7	Subject Matter Specialist I	Bachelor's Degree (BA/BS)	6	Provide recommendations for the improvement of services. Researches and provides supportive documentation for documents or presentations or specific topics.	\$105.47
874-1 874-7	Technical Assistance Coordinator III	Master's Degree (MA/MS)	7	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for complex technical projects. Understands clients' needs, and develops resources to address those needs. Develop new relationships with TA providers in order to maintain a relevant pool of resources.	\$120.00
874-1 874-7	Technical Assistance Coordinator II	Bachelor's Degree (BA/BS)	5	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for moderately complex technical projects. Understands clients' needs, and develops resources to address those needs. Supports the development of relationships with TA providers.	\$92.00
874-1 874-7	Technical Assistance Coordinator I	Bachelor's Degree (BA/BS)	2	Coordinates the provision of technical assistance and training activities with clients, including both on-site and remote assistance. Maintains a database of relevant TA providers who can be assigned to particular projects.	\$84.31
874-1 874-7	Technical Writer/ Editor III	Bachelor's Degree (BA/BS)	6	Provides supervisory guidance related to the creation and editing of specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision for the document and	\$108.67

SIN	Category Name/Title	Min. Education	Min. Years Experience	Description	Hourly Rate
				instruct team members appropriately.	
874-1 874-7	Technical Writer/ Editor II	Bachelor's Degree (BA/BS)	4	Capable of creating and editing specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision and purpose of the document and construct user friendly content.	\$89.78
874-1 874-7	Technical Writer/ Editor I	Bachelor's Degree (BA/BS)	2	Performs various writing and editing tasks in support of the creation of specific subject matter documents or manuals.	\$60.11
874-1 874-7	Administrative Support II	Bachelor's Degree (BA/BS)	3	Experience in support of a program area. Knowledge and skill in word processing, database processing, meeting coordination, and document development. Able to assist in proposal preparation.	\$49.07
874-1 874-7	Administrative Support I	Associates Degree (AA) or HS Diploma/GED	1	Provide general office and operational support to all business functions, including answering telephones, filing, copying, errands, and data entry.	\$38.00
874-1 874-7	Program Associate II	Bachelor's Degree (BA/BS)	3	Senior-level and experienced program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to take the initiative in a variety of program areas with using education and experience in the areas of community development, organizational development, or strategic planning.	\$67.08
874-1 874-7	Program Associate I	Bachelor's Degree (BA/BS)	2	Junior-level program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to support a variety of program areas with a general knowledge of community	\$58.49

SIN	Category Name/Title	Min. Education	Min. Years Experience	Description	Hourly Rate
				development, organizational development, or strategic planning.	
874-1 874-7	Program Assistant	Associates Degree (AA) or High School Diploma/ GED	1	Performs administrative support duties to program, project and research staff. Excellent secretarial and administrative skills, including accurate typing and proficiency with Microsoft Office 2000 suite.	\$36.72
874-1 874-7	Trainer III	Master's Degree (MA/MS)	8	Develops course curricula and student materials. Performs group and individual training on all aspects of complex organizational development, strategic planning, and management solutions.	\$162.66
874-1 874-7	Trainer II	Bachelor's Degree (BA/BS)	6	Proficient in the delivery of moderately complex training materials. Capable of training large audiences.	\$124.94
874-1 874-7	Trainer I	Bachelor's Degree (BA/BS)	4	Develops course curricula and student materials. Capable of providing individual and small group training.	\$123.12

2. Maximum order: **\$1,000,000**
3. Minimum order: **\$100**
4. Geographic coverage (delivery area): **48 Contiguous States**
5. Point(s) of production (city, county, and State or foreign country): **N/A**
6. Discount from list prices or statement of net price: **Discount of 11.5% from list prices.**
7. Quantity discounts: **None**
8. Prompt payment terms: **Net 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: **Government purchase cards are accepted above the micro-purchase threshold.**
10. Foreign items (list items by country of origin). **N/A**
- 11a. Time of delivery: **As determined by BCT Partners and ordering agency.**
- 11b. Expedited Delivery: **N/A**
- 11c. Overnight and 2-day delivery: **N/A**
- 11d. Urgent Requirements: **N/A**
12. F.O.B. point(s): **Destination**
- 13a. Ordering address(es): **BCT Partners, LLC, Randal Pinkett, 105 Lock St., Suite 203, Newark, NJ 07103.**
- 13b. Ordering procedures: **The ordering activity shall provide a statement of work for requirements covered by the BPA. All orders shall specify a price for the performance of the tasks identified in the statement of work.**

14. Payment address(es): **BCT Partners, LLC, 105 Lock St., Suite 203, Newark, NJ 07103**
15. Warranty provision: **N/A**
16. Export packing charges, if applicable: **N/A**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **No thresholds above the micro-purchase level.**
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**
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/: **N/A**
25. Data Universal Number System (DUNS) number: **06-142-3377**
26. Notification regarding registration in Central Contractor Registration (CCR) database: **BCT Partners is registered in CCR (This system has been moved to SAM.gov).**
27. Uncompensated Overtime. (Indicate if used): **Uncompensated overtime is not used.**