

**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!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is:  
<http://www.gsaadvantage.gov>*

**Mission Oriented Business Integrated Services**

**FSC Group: 874**

**Contract Number: GS-10F-0412M**

*For more information on ordering from Federal Supply Schedules click here: [For Federal Agency Customers - Ordering From Schedules](#)*

**Contract Period: August 20, 2002 – August 19, 2017**



**HCD INTERNATIONAL**  
Providing Excellence in Service

**HCD International, Inc.  
4390 Parliament Place, Suite A  
Lanham, MD 20706-1866  
Telephone: 301-552-8803  
Fax: 301-552-6436  
[www.HCDL.com](http://www.HCDL.com)**

**Business Size/Status: Small, Disadvantaged, Woman-Owned**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through modification # A415 dated June 29, 2015**



**Contract Holder**

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## GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

(Please refer to Page #[18](#) for a more detailed description)

- 874-1, Integrated Consulting Services
- 874-4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
- 874-6, Acquisition Management Support

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on Page #[3](#)

1c. Labor Category Descriptions: Please refer to Page #[5](#)

2. Maximum Order: \$1,000,000.00 per SIN; however, agencies may place, and HCDI may honor, orders exceeding this limit in accordance with FAR 8-404. Ordering agencies are encouraged to seek price reductions for orders in excess of \$1,000,000.

3. Minimum Order: \$100.00

4. Geographic Coverage: Domestic

5. Point of Production: Lanham, MD

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: None Offered

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* accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: Specified at Task Order Level

11b. Expedited Delivery: Contact Contractor

11c. Overnight and 2-Day Delivery: Contact Contractor

11d. Urgent Requirement: Contact Contractor

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

13a. Ordering Address: HCD International Inc.  
Attn: GSA Contracts  
4390 Parliament Place, Suite A  
Lanham, MD 20706

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:   | HCD International Inc.<br>Attn: Accounts Receivable<br>4390 Parliament Place, Suite A<br>Lanham, MD 20706 |
| 15. Warranty Provision:  | Standard Commercial Warranty  |
| 16. Export Packing Charges:  | Not Applicable  |
| 17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):   | Not Applicable  |
| 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:<br><a href="http://www.Section508.gov/">www.Section508.gov/</a> | Not Applicable  |
| 25. Data Universal Number System (DUNS) Number:  | 039608406   |
| 26. HCD International Inc. <i>is</i> registered in the System for Award Management (SAM) database.   |   |

**SUMMARY OF CONTRACT PRICING**

<b>SIN(s)</b>	<b>Labor Category Title</b>	<b>GSA Hourly Rate</b>
<i>Business Processes and Organizational Development</i>		
874-1 874-6	Process Re-Engineer	\$297.19
ALL	Corporate Oversight	\$231.94
874-1 874-6	Business Process Analyst	\$135.53
874-1 874-6	Senior Policy Analyst	\$118.21
874-1 874-6	Organizational Development Specialist	\$108.43
<i>Program and Project Management</i>		
ALL	Senior Program Manager	\$216.86
ALL	Junior Program Manager	\$164.79
ALL	Project Lead	\$110.35
ALL	Senior Program Analyst	\$108.43
ALL	Certified Project Management Professional (PMP)	\$104.38
874-1	Project Director, Consulting	\$75.91
874-6	Project Director, Acquisition	\$79.50
874-1	Project Manager	\$66.42
874-1	Project Coordinator	\$62.07
874-1	Project Assistant	\$47.37
<i>Subject Matter Experts</i>		
ALL	Senior Subject Matter Expert	\$230.88
874-6	Subject Matter Expert	\$162.95
ALL	Junior Subject Matter Expert	\$107.65
<i>Research and Studies</i>		
ALL	Senior Researcher	\$122.50
ALL	Researcher	\$104.38
ALL	Senior Research Assistant	\$81.52
ALL	Junior Research Assistant III	\$81.83
ALL	Junior Research Assistant I	\$51.20
<i>Training Development and Delivery</i>		
874-4	Master Trainer	\$192.53
874-4	Trainer I	\$116.54
874-4	Curriculum Developer	\$81.32
<i>General Consulting</i>		
874-6	Senior Consultant Level II	\$64.36
874-6	Senior Consultant Level I	\$60.58
874-6	Consultant Level II	\$57.42
874-6	Consultant Level I	\$53.63

<b>SIN(s)</b>	<b>Labor Category Title</b>	<b>GSA Hourly Rate</b>
<i>Graphic Design and Arts</i>		
ALL	Senior Designer	\$84.04
874-1	Senior Graphic Artist	\$65.79
874-1	Graphic Artist	\$52.86
<i>Technical Writing and Editing</i>		
ALL	Senior Technical Writer I	\$106.53
ALL	Senior Editor	\$84.04
ALL	Technical Writer I	\$70.48
ALL	Junior Technical Writer I	\$57.45
<i>General Management and Coordination</i>		
874-6	Senior Manager Level II	\$74.33
874-6	Senior Manager Level I	\$70.66
874-6	Manager Level II	\$69.56
874-6	Manager Level I	\$66.24
874-1	Senior Coordinator	\$66.42
874-1	Coordinator	\$62.07
874-1	Assistant Coordinator	\$45.75
<i>Administrative Support</i>		
874-6	Administrative Assistant Level II	\$47.91
874-6	Administrative Assistant Level I	\$40.88

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS 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 wage determination number. Failure to do so may result in cancellation of the contract.

<b>SIN</b>	<b>Training Course Title</b>	<b>GSA Course Rate</b>
874-4	Achieving Success Through Innovative Solutions	\$ 2,500.00
874-4	Business Success Strategies	\$ 6,000.00
874-4	Celebrating Our Success	\$ 3,000.00
874-4	The Invisible Smile	\$ 2,500.00
874-4	Making It Happen: How to Motivate Staff	\$ 2,500.00
874-4	T.E.A.M.	\$ 2,500.00

## LABOR CATEGORY DESCRIPTIONS AND RATES

<b>Process Re-Engineer</b>		<b>GSA Hourly Rate: \$297.19</b>
<b>Minimum / General Experience:</b>	Ten years of proven effective experience in business process reengineering. Excellent understanding of information technology and its role in effective business processes	
<b>Functional Responsibility:</b>	Assist client with improving work processes to improve work flow and customer service both internally and externally, as well as improving operational costs. Create a supportive and innovative business process. Redesign the way work is completed to support the mission and reduce costs.	
<b>Minimum Education:</b>	Masters degree in business, public administration, organizational management or another closely related field.	

<b>Corporate Oversight</b>		<b>GSA Hourly Rate: \$231.94</b>
<b>Minimum / General Experience:</b>	Proven management experience; at least 10 years of contract management knowledge.	
<b>Functional Responsibility:</b>	Provides development guidance and assists with contract compliance. Performs periodic risk assessments to alleviate future issues. Oversees, directs, and ensures timely delivery of contract deliverables. Establishes and monitors procedures for compliance. Understands legal requirements of contracts and ensures operations within those requirements.	
<b>Minimum Education:</b>	Bachelors Degree in business management, public policy, or closely related field.	

<b>Business Process Analyst</b>		<b>GSA Hourly Rate: \$135.53</b>
<b>Minimum / General Experience:</b>	Seven years of general business experience with at least three years experience in progressively responsible experience in business and technical requirements analysis, business process modeling, data modeling, database design related to application implementation.	
<b>Functional Responsibility:</b>	Strong analytical skills and product management skills. Understanding the business needs of clients and convert the needs into operational requirements. Effective interviewing skills with clients to gain requirement using tools. Able to analyze documents, read business processes, and read, understand, and create surveys.	
<b>Minimum Education:</b>	Bachelors degree in specific business function or related field	

<b>Senior Policy Analyst</b>		<b>GSA Hourly Rate: \$118.21</b>
<b>Minimum / General Experience:</b>	Six years of general business experience with at least three years proven experience as a policy analyst.	
<b>Functional Responsibility:</b>	Identifies and conceptualizes project topics and opportunities. Evaluates current policies and procedures and recommends improvements. Assist clients with development and coordination of strategic plans and objectives. In conjunction with the client manage technical investigations. Can serve as a team project lead or project manager.	
<b>Minimum Education:</b>	Bachelors Degree in field of Business, Public Administration, or a related field.	

<b>Organizational Development Specialist</b>		<b>GSA Hourly Rate: \$108.43</b>
<b>Minimum / General Experience:</b>	Five years of general business experience with at least three years experience in organizational development along with a Bachelors Degree in organizational management or development or a closely related field or a Masters Degree in organizational management or development with at least one year of proven work experience in organizational development.	
<b>Functional Responsibility:</b>	Provides leadership and support for improving or developing people, systems, work processes, and work environment. Assist with improving organizational capability by developing organizational assessment mechanisms, interpreting results, developing recommendations, interventions, and action plans.	
<b>Minimum Education:</b>	Bachelors Degree in Organizational Management or Development or a closely related field; Masters Degree in Organizational Management or Development preferred.	

<b>Senior Program Manager</b>		<b>GSA Hourly Rate: \$216.86</b>
<b>Minimum / General Experience:</b>	Seven years of experience in report completion, as well as scheduling and budgeting of projects related to the required task. Must have internal program or office level management responsibility, or previous experience as a project lead.	
<b>Functional Responsibility:</b>	Provides highly effective management and leadership to the program. Conducts management consulting services and directly manages large projects. Ensures the success of individual projects and the program. Takes initiative, resolves problems and creates improved procedures to assure tasks are completed in the most effective manner. Analyzes complex project related problems and finds innovative solutions for issues such as finance, scheduling, technology, and methodology.	
<b>Minimum Education:</b>	M.A. or M.S. degree in relevant field.	

<b>Junior Program Manager</b>		<b>GSA Hourly Rate: \$164.79</b>
<b>Minimum / General Experience:</b>	Five years of experience in report completion, as well as scheduling and budgeting of projects related to the required task. Must have internal program or office level management responsibility, or experience as a group leader.	
<b>Functional Responsibility:</b>	Provides highly effective management and leadership to the program. Conducts management consulting services and directly manages smaller projects. Ensures the success of individual projects and the program. Takes initiative, resolves problems and creates improved procedures to assure tasks are completed in the most effective manner. Analyzes project related problems and finds innovative solutions for issues such as finance, scheduling, technology, and methodology.	
<b>Minimum Education:</b>	Masters of Art or Masters of Science in Public Health.	

<b>Project Lead</b>		<b>GSA Hourly Rate: \$110.35</b>
<b>Minimum / General Experience:</b>	Two years of management experience and six years of business experience. Excellent verbal / written communication skills. Proven experience in team leadership.	
<b>Functional Responsibility:</b>	Leads teams of smaller projects. Assists with managing core groups on larger projects. Assesses the strengths of the team and gives guidance along with performing leadership tasks to comply with deliverables. Manage communication with internal and external stakeholder to ensure contract compliance.	
<b>Minimum Education:</b>	Bachelors Degree in a Health related field.	

<b>Senior Program Analyst</b>		<b>GSA Hourly Rate: \$108.43</b>
<b>Minimum / General Experience:</b>	Excellent quantitative, analytical, interpersonal and communications skills. A thorough knowledge of client and technical requirements. At least five years proven experience as a Program Analyst.	
<b>Functional Responsibility:</b>	Provide analytic support to clients regarding a specific program. Assist with the development of a new program or reinventing an existing program. Provides program execution and management expertise.	
<b>Minimum Education:</b>	A Bachelors Degree in management, public administration or a closely related field.	

<b>Certified PMP</b>		<b>GSA Hourly Rate: \$104.38</b>
<b>Minimum / General Experience:</b>	PMP Certified with a Bachelors Degree in a health related field and five years of experience as a Project Manager or a Masters Degree in Public Health and two years experience as a Project Manager. Strong interpersonal skills.	
<b>Functional Responsibility:</b>	Plan, execute, and finalize projects according to strict deadlines and within budget. Acquire resources and coordinate the efforts of team members and third-party contractors or consultants in order to deliver projects according to the work plan. The Project Manager will also define the project's objectives and oversee quality control throughout the project life cycle.	
<b>Minimum Education:</b>	PMP Certified with a Bachelors Degree in a health related field or Masters Degree in Public Health and two years experience as a Project Manager	

<b>Project Director, Consulting</b>		<b>GSA Hourly Rate: \$75.91</b>
<b>Minimum / General Experience:</b>	Five years general work experience with at least three years' experience in management, organizational and / or business improvement services. Experience with administering the Meyer's Briggs Personality Assessment preferred.	
<b>Functional Responsibility:</b>	Develop strategic work plan. Conducts the research and assessments such as interviews, evaluations, surveys and focus groups necessary to assist management in the development of strategic organizational plans. Facilitate executive strategic meetings. Develops appropriate implementation tools and evaluation criteria to determine goal outcomes and measure effectiveness. Prepares a written documentation of all research and findings, as well as a final recommendation for submission.	
<b>Minimum Education:</b>	Masters Degree	

<b>Project Director, Acquisition</b>		<b>GSA Hourly Rate: \$79.50</b>
<b>Minimum / General Experience:</b>	Five years experience in A-76, Business Process Reengineering or Organizational Development studies and management with a minimum of five study experience.	
<b>Functional Responsibility:</b>	Serves as the primary interface with senior level management. Provides strategic level advice and guidance on competitive sourcing efforts. Conducts internal status meetings to determine if team resources are adequate to deliver assigned tasks, services and expertise delivered meet the contractual and strategic objectives of the customer. Performs quality assurance reviews for deliverables. Delivers presentations and leads meeting with senior management. Conducts negotiations and makes binding decisions for client.	
<b>Minimum Education:</b>	Bachelors Degree in Operations Research, Cost Accounting, Industrial Engineering, Business Administration or Management	

<b>Project Manager</b>		<b>GSA Hourly Rate: \$66.42</b>
<b>Minimum / General Experience:</b>	Five years general work experience with at least two years experience in management, organizational and / or business improvement services.	
<b>Functional Responsibility:</b>	Develop strategic work plan. Conducts the research and assessments such as interviews, evaluations, surveys and focus groups necessary to assist management in the development of organizational goals/plans. Facilitate executive strategic meetings. Develops appropriate implementation tools and evaluation criteria to determine goal outcomes and measure effectiveness. Prepares a written documentation of all research and findings, as well as a final recommendation for submission.	
<b>Minimum Education:</b>	Masters Equivalency	

<b>Project Coordinator</b>		<b>GSA Hourly Rate: \$62.07</b>
<b>Minimum / General Experience:</b>	Three years general work experience; must demonstrate some relevant experience in organizational and/or business improvement services.	
<b>Functional Responsibility:</b>	Conducts the research and assessments necessary such as interviews, evaluations, surveys and focus groups to assist management in the development of organizational goals/plans. Develops appropriate implementation tools as well as assessment tools to determine goal outcomes and measure effectiveness. Prepares a written documentation of all research and findings as well as a final recommendation for submission.	
<b>Minimum Education:</b>	Bachelors Degree.	

<b>Project Assistant</b>		<b>GSA Hourly Rate: \$47.37</b>
<b>Minimum / General Experience:</b>	Two years of general experience in a business-related field and must demonstrate knowledge of management, organizational, and /or business improvement services.	
<b>Functional Responsibility:</b>	Assists in conducting organizational research and assessments, including interviews, evaluations, surveys and focus groups to assist management in the development of organizational goals/plans. Assists in development of appropriate implementation tools and evaluation criteria to determine goal outcomes and measure effectiveness.	
<b>Minimum Education:</b>	Associate Degree in a business-related field	

<b>Senior Subject Matter Expert</b>		<b>GSA Hourly Rate: \$230.88</b>
<b>Minimum / General Experience:</b>	Ten years experience in area of expertise. Thorough understanding and knowledge in subject area. Communicates subject area effectively to diverse audiences. Understands, communicates, and implements best practices in area of expertise.	
<b>Functional Responsibility:</b>	Provides knowledge and analysis of the subject and provides guidance on subject area needs and concerns. Advises on exceptionally complex problems that need extensive knowledge of the subject matter for effective implementation. Participates as needed in all phases of planning, analysis, documentation and presentation phases. Supervises staff and leads initiative following budgetary and personnel guidelines.	
<b>Minimum Education:</b>	Masters Degree in Public Administration or a closely related field.	

<b>Subject Matter Expert</b>		<b>GSA Hourly Rate: \$162.95</b>
<b>Minimum / General Experience:</b>	Seven years experience in the field. Thorough understanding of Human Resources, A-76 Study, Business Process Reengineering or Organizational Development, Operations Research. Has completed ten or more A-76 studies. Also possesses an understanding of the industry and marketplace.	
<b>Functional Responsibility:</b>	Provides subject matter expertise and knowledge of industry. Serves as primary interface with senior level management. Conducts internal status meetings to determine if team resources are adequate to deliver assigned tasks, services, and expertise to meet contractual and strategic objectives of the customer. Delivers presentations and leads meeting with senior management.	
<b>Minimum Education:</b>	Graduate (Masters) Degree	

<b>Junior Subject Matter Expert</b>		<b>GSA Hourly Rate: \$107.65</b>
<b>Minimum / General Experience:</b>	Five years or more experience in the area of expertise. Thorough understanding of and knowledge in subject area.	
<b>Functional Responsibility:</b>	Provides knowledge and analysis of the subject area and provides guidance. Advises on complex problems that need advanced knowledge of the subject matter for effective implementation. Participates as needed in all phases of planning, analysis, documentation and presentation phases.	
<b>Minimum Education:</b>	Masters Degree in Business, Public Administration, or another related field.	

<b>Senior Researcher</b>		<b>GSA Hourly Rate: \$122.50</b>
<b>Minimum / General Experience:</b>	Strong communication and organizational skills; ability to manage several projects simultaneously and under pressure of deadlines; demonstrated capability in managing project tasks; technical expertise and supervisor/staff development skills.	
<b>Functional Responsibility:</b>	Manage ongoing research and evaluation projects. Supervise evaluation projects, contribute to new proposals, prepare evaluation reports, and write relevant articles. Oversee the day-to-day operations of evaluation projects; communicate the evaluation plan and its details to clients; manage the collection of quantitative and qualitative data; summarize and analyze data; summarize and explain research findings and their implications; prepare findings for publication; review and abstract published research.	
<b>Minimum Education:</b>	Ph.D. in relevant discipline with some work experience or a Masters degree with at least seven years experience	

<b>Researcher</b>		<b>GSA Hourly Rate: \$104.38</b>
<b>Minimum / General Experience:</b>	Two years experience in analyzing data, collecting, coding, and validating data. Experience working on research projects that include integration of qualitative and quantitative research methods; statistical analysis skills a plus	
<b>Functional Responsibility:</b>	Responsible for independently collecting, coding, and validating data. Produce high quality analyses and reports using spreadsheets, slide presentations, and peer reviewed articles.	
<b>Minimum Education:</b>	Masters Degree in a related field with experience in statistics	

<b>Senior Research Assistant</b>		<b>GSA Hourly Rate: \$81.52</b>
<b>Minimum / General Experience:</b>	Four years experience in analyzing data, collecting, coding, and validating data. Qualitative research experience. Ability to draft interview protocols, schedule fieldwork, conduct interviews and observations, transcribe interviews, and analyze qualitative data. Excellent written and oral communication skills, including ability to write literature reviews and sections of reports.	
<b>Functional Responsibility:</b>	Designing of questionnaires and other survey methodologies. Study and screen all the subjects that have registered as study subjects and determine their suitability for the research study that is to be conducted. Take care of the follow up that is required after the study is conducted. Track the research participants for the same. Proofread the data that has been researched and added in tables for any mistakes and correct them if any. Prepare special programs for certain tasks like data entry and statistical analysis. Handle the clerical work like data entry and others which are essential for completion of the project. Perform assessment of the needs with the clients. Exhibit the results of the research experiments to groups of people.	
<b>Minimum Education:</b>	Bachelors Degree in relevant field.	

<b>Junior Research Assistant III</b>		<b>GSA Hourly Rate: \$81.83</b>
<b>Minimum / General Experience:</b>	Three years of experience in analyzing data, collecting, coding, and validating data.	
<b>Functional Responsibility:</b>	Responsible for independently collecting, coding, and validating data. Produce high quality analyses and reports using spreadsheets, slide presentations, and peer-reviewed articles	
<b>Minimum Education:</b>	Bachelors Degree in a health related field with some graduate level experience in data analysis.	

<b>Junior Research Assistant I</b>		<b>GSA Hourly Rate: \$51.20</b>
<b>Minimum / General Experience:</b>	Entry level, although experience in analyzing data, collecting, coding, and validating data is preferred.	
<b>Functional Responsibility:</b>	Assist in preparation of presentations, manuscripts and project related topics. Survey the job of survey interviewers. Convert material into code data for computer entry. Conduct research which requires the use of the Internet or the library. Formulate and bring into force varied research quality and control procedures.	
<b>Minimum Education:</b>	Bachelors Degree in a related field with some graduate level experience in data analysis.	

<b>Master Trainer</b>		<b>GSA Hourly Rate: \$192.53</b>
<b>Minimum / General Experience:</b>	Six years experience training federal government clients and proven interpersonal and presentation skills. Excellent verbal and nonverbal communication skills. Ability to adapt to change and create flexibility in training styles based on the needs if the client.	
<b>Functional Responsibility:</b>	Research and design advanced training exercises. Create training theme and development of courses. Design classroom handouts. Conduct advanced seminars, workshops, and other trainings as requested by clients.	
<b>Minimum Education:</b>	Masters Degree in Organizational Development, Communication or related field.	

<b>Trainer I</b>		<b>GSA Hourly Rate: \$116.54</b>
<b>Minimum / General Experience:</b>	Proven knowledge of teaching methodologies and six years general experience with six years experience training clients within the federal government. Excellent verbal and nonverbal communication skills. Ability to adapt to change and create flexibility in training styles based on the needs if the client.	
<b>Functional Responsibility:</b>	Confer with management, supervisors and employees to gain knowledge of work situations requiring training and to better understand changes in policies, procedures, regulations, business initiatives and technologies. Coordinate training schedule with training demands of organization. Formulate teaching outline and determine instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops with assistance from Master Trainer. Conduct training sessions covering specified areas such as on-the-job training, refresher training, etc. Test trainees to measure progress and evaluate effectiveness of training.	
<b>Minimum Education:</b>	A Bachelors degree in Education, Communication, Organizational Management or another closely related field.	

<b>Curriculum Developer</b>		<b>GSA Hourly Rate: \$81.32</b>
<b>Minimum / General Experience:</b>	Excellent computer skills, four years of general experience, and at least two years of proven curriculum development experience.	
<b>Functional Responsibility:</b>	Design and implement curriculum for adult learners. Research and understand current training tools and trends to be incorporated into curriculum. Produce training scripts, design presentations for training conferences and revise/update all training tools.	
<b>Minimum Education:</b>	Bachelors Degree in Education, English, Organizational Development, or another closely related discipline.	

<b>Senior Consultant Level II</b>		<b>GSA Hourly Rate: \$64.36</b>
<b>Minimum / General Experience:</b>	Four years of A-76, Business Process Reengineering or Organizational Development study experiences	
<b>Functional Responsibility:</b>	Interfaces with government officials on a day-to-day basis. Performs data collection, research, analysis and studies. Assists in developing project deliverables. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material Supports presentations and client meetings.	
<b>Minimum Education:</b>	Bachelors Degree in Cost Accounting, Operations Research, or Industrial Engineering	

<b>Senior Consultant Level I</b>		<b>GSA Hourly Rate: \$60.58</b>
<b>Minimum / General Experience:</b>	Three years of A-76, Business Process Reengineering or Organizational Development study experiences or less	
<b>Functional Responsibility:</b>	Serves as technical expert in performing competitive sourcing task. Act as a team lead for sub-task. Interface with government officials on a day-to-day basis. Creates templates and guides to facilitate task completion. Performs data collection, research, analysis and studies. Creates project deliverables. Provides input to progress reports. Identifies and report issues. Supports presentations and clients meetings.	
<b>Minimum Education:</b>	Bachelors Degree in Cost Accounting, Operations Research, or Industrial Engineering	

<b>Consultant Level II</b>		<b>GSA Hourly Rate: \$57.42</b>
<b>Minimum / General Experience:</b>	Four years of A-76, Business Process Reengineering or Organizational Development study experiences.	
<b>Functional Responsibility:</b>	Interfaces with government officials on a day-to-day basis. Performs data collection, research, analysis and studies. Assists in developing project deliverables. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material Supports presentations and client meetings.	
<b>Minimum Education:</b>	Bachelors Degree in Cost Accounting, Operations Research, or Industrial Engineering	

<b>Consultant Level I</b>		<b>GSA Hourly Rate: \$53.63</b>
<b>Minimum / General Experience:</b>	Three years of A-76, Business Process Reengineering or Organizational Development study experiences.	
<b>Functional Responsibility:</b>	Interfaces with government officials on a day-to-day basis. Performs data collection, research, analysis and studies. Assists in developing project deliverables. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material Supports presentations and client meetings.	
<b>Minimum Education:</b>	Bachelors Degree in Cost Accounting, Operations Research, or Industrial Engineering	

<b>Senior Designer</b>		<b>GSA Hourly Rate: \$84.04</b>
<b>Minimum / General Experience:</b>	Four years of experience working or supervising large graphic art projects. Working knowledge of graphic designing software. Demonstrated capability in managing projects and tasks.	
<b>Functional Responsibility:</b>	Create and design art based on the customer's request and specifications. Manages the art projects which could include websites, brochures, and collaterals used to promote an agency's mission.	
<b>Minimum Education:</b>	Bachelors Degree in a related field	

<b>Senior Graphic Artist</b>		<b>GSA Hourly Rate: \$65.79</b>
<b>Minimum / General Experience:</b>	Four years experience in concept graphic design, technical writing and project support services.	
<b>Functional Responsibility:</b>	Provide support in technical writing, graphic design, design and development of brochures, posters, and other materials needed for conferences and campaigns.	
<b>Minimum Education:</b>	High School Diploma.	

<b>Graphic Artist</b>		<b>GSA Hourly Rate: \$52.86</b>
<b>Minimum / General Experience:</b>	Two years general work experience. Must demonstrate some relevant experience in concept design, technical writing and project support services.	
<b>Functional Responsibility:</b>	Provide support in technical writing, graphic design, design and development of brochures, posters, and other materials needed for conferences and campaigns.	
<b>Minimum Education:</b>	High School Diploma.	

<b>Senior Technical Writer</b>		<b>GSA Hourly Rate: \$106.53</b>
<b>Minimum / General Experience:</b>	Must possess impeccable writing, spelling and grammar skills. Additionally, a senior technical writer must know how to manage several projects simultaneously. Five years of technical writing experience.	
<b>Functional Responsibility:</b>	Provides superior writing, editing and formatting services for a product or process for an intended audience. May supervise and mentor less experienced writers, create style guides and manage documentation projects.	
<b>Minimum Education:</b>	Bachelors degree in English, Journalism or Technical Communications. Masters degree or higher is preferred.	

<b>Technical Writer I</b>		<b>GSA Hourly Rate: \$70.48</b>
<b>Minimum / General Experience:</b>	Three years of experience as a technical writer for federal clients.	
<b>Functional Responsibility:</b>	Writes a variety of more advanced technical documents including regulations for federal clients. Writes proposals, reports, manuals, and brochures for a variety of uses.	
<b>Minimum Education:</b>	Bachelors Degree in Communications, English, or a related field	

<b>Junior Technical Writer I</b>		<b>GSA Hourly Rate: \$57.45</b>
<b>Minimum / General Experience:</b>	Two years of experience as a technical writer for federal clients at a junior level.	
<b>Functional Responsibility:</b>	Writes a variety of basic technical documents including regulations for federal clients under the supervision of a more senior technical writer. Assists in writing proposals, reports, manuals, and brochures for a variety of uses.	
<b>Minimum Education:</b>	Bachelors Degree in Communications, English, or a related field	

<b>Senior Editor</b>		<b>GSA Hourly Rate: \$84.04</b>
<b>Minimum / General Experience:</b>	Four years experience in writing and editing is necessary along with experience as a quality assurance editor. Must possess excellent writing and proven proof reading skills.	
<b>Functional Responsibility:</b>	Oversees writers, junior editors, graphic designers and photographers for the design of a publication; coordinating the work of section editors and graphic designers; giving final approval for a publication before it is printed. Reviews content of technical documentation including proposals, deliverables, and web content to ensure quality and consistency. Ensures the quality of the document meet company and client criteria regarding error free and style layout. Coordinates production of several publications and editing assignments simultaneously and plans future publications.	
<b>Minimum Education:</b>	Bachelors Degree in English, Journalism, Communication or a related field.	

<b>Senior Manager Level II</b>		<b>GSA Hourly Rate: \$74.33</b>
<b>Minimum / General Experience:</b>	Four years experience in A-76, Business Process Reengineering or Organizational Development studies and more than three study experiences with at least three years experience in project management	
<b>Functional Responsibility:</b>	Serves as senior advisor in resolving complex sourcing issues. Performs quality assurance reviews and approves deliverables. Monitors the technical and financial performance of the projects monthly. Makes appropriate and timely resources available to carry out the project. Provides input into the formulation of recommendations.	
<b>Minimum Education:</b>	Bachelors Degree in Operations Research, Cost Accounting, Industrial Engineering, Business Administration or Management	

<b>Senior Manager Level I</b>		<b>GSA Hourly Rate: \$70.66</b>
<b>Minimum / General Experience:</b>	Three years experience in A-76, Business Process Reengineering or Organizational Development studies and three study experiences or less with experience in project management	
<b>Functional Responsibility:</b>	Serves as senior advisor in resolving complex sourcing issues. Performs quality assurance reviews and approves deliverables. Monitors the technical and financial performance of the projects monthly. Makes appropriate and timely resources available to carry out the project. Provides input into the formulation of recommendations.	
<b>Minimum Education:</b>	Bachelor's Degree in Operations Research, Cost Accounting, Industrial Engineering, Business Administration or Management	

<b>Manager Level II</b>		<b>GSA Hourly Rate: \$69.56</b>
<b>Minimum / General Experience:</b>	Four years experience in A-76, Business Process Reengineering or Organizational Development studies and at least three years experience in project management	
<b>Functional Responsibility:</b>	Serves as project manager responsible for overseeing work on a specific task. Interface with government officials on a day-to-day basis. Directs the activities of the project team. Monitors the technical and financial performance of the projects monthly. Provides formal progress reports to the government. Identifies tracks and facilitates resolution of issues. Performs intermediate quality assurance reviews. Delivers presentation and leads client meetings. Assists in developing and conducting competitive sourcing training. Makes appropriate and timely resources available to carry out the project. Provides input into the formulation of recommendations.	
<b>Minimum Education:</b>	Bachelors Degree in Business Management, Cost Accounting, Industrial Engineering, or Operations Research	

<b>Manager Level I</b>		<b>GSA Hourly Rate: \$66.24</b>
<b>Minimum / General Experience:</b>	Three years of A-76, Business Process Reengineering or Organizational Development study experiences and some project management experience.	
<b>Functional Responsibility:</b>	Serves as project manager responsible for overseeing work on small tasks. Interface with government officials. Directs the activities of junior project team members. Monitors the technical and financial performance of projects. Assists in developing formal progress reports to the government. Identifies tracks and facilitates resolution of issues. Performs basic quality assurance reviews. Delivers presentations and participates in client meetings. Assists in developing and conducting competitive sourcing training. Makes appropriate and timely resources available to carry out the project. Provides input into the formulation of recommendations.	
<b>Minimum Education:</b>	Bachelors Degree in Business Management, Cost Accounting, Industrial Engineering, or Operations Research	

<b>Senior Coordinator</b>		<b>GSA Hourly Rate: \$66.42</b>
<b>Minimum / General Experience:</b>	Five years general work experience with at least two years experience in meeting support and /or conference planning. Meeting / Conference planning certification required.	
<b>Functional Responsibility:</b>	Directs and supervises conference planning staff. Coordinates all aspects of event, meeting and /or conference management and support, including strategic planning, site arrangements, registration, database development, financial management, development of conference materials, promotion, special events, meal planning, hotel arrangements, travel and others as requested.	
<b>Minimum Education:</b>	Bachelors Degree.	

<b>Coordinator</b>		<b>GSA Hourly Rate: \$62.07</b>
<b>Minimum / General Experience:</b>	Three years general experience with at least two years experience in meeting and /or conference planning and support.	
<b>Functional Responsibility:</b>	Coordinates all aspects of event, meeting and/or conference management and support, including strategic planning, site arrangements, registration, database development, financial management, development of conference materials, promotion, special events, meal planning, hotel arrangements and travel.	
<b>Minimum Education:</b>	Associate Degree in a business-related field.	

<b>Assistant Coordinator</b>		<b>GSA Hourly Rate: \$45.75</b>
<b>Minimum / General Experience:</b>	Two years general experience. Must demonstrate some relevant experience in meeting and /or conference management support services.	
<b>Functional Responsibility:</b>	Provide assistance in the coordination of all aspects of event, meeting and/or conference management and support, including strategic planning, site arrangements, registration, database development, financial management, development of conference materials, promotion, special events, meal planning, hotel arrangements and travel.	
<b>Minimum Education:</b>	High School Diploma.	

<b>Administrative Assistant Level II</b>		<b>GSA Hourly Rate: \$47.91</b>
<b>Minimum / General Experience:</b>	Three years experience in business-related field and must demonstrate some knowledge of A-76 studies, Business Process Reengineering or Organizational Development. Must also be proficient in Microsoft Office and Microsoft Access.	
<b>Functional Responsibility:</b>	Provides administrative and clerical support for project tasks. Performs word processing, graphics development, desktop publishing, and editing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material. Coordinates meeting, travel and other logistical matters. Supports presentations and client meetings.	
<b>Minimum Education:</b>	High School Diploma	

<b>Administrative Assistant Level I</b>		<b>GSA Hourly Rate: \$40.88</b>
<b>Minimum / General Experience:</b>	Two years experience in business-related field.	
<b>Functional Responsibility:</b>	Provides administrative and clerical support for project tasks. Performs word processing, graphics development, desktop publishing, and editing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material. Coordinates meeting, travel and other logistical matters. Supports presentations and client meetings.	
<b>Minimum Education:</b>	High School Diploma	

## TRAINING COURSE DESCRIPTIONS AND RATES

<b>Achieving Success Through Innovative Solutions</b>		<b>GSA Course Cost: \$2,500.00</b>
<b>Length of Course:</b>	Two hours	
<b>Minimum Number Participants:</b>	10	
<b>Maximum Number Participants:</b>	25	
<b>Course Description:</b>	<p>Achieving Success Through Innovative Solutions is an opportunity to learn effective strategic planning methods and how to effectively implement steps to achieve the organizations goals. Frequently plans that are discussed are not executed secondary to a failure of management to effectively communicate. This course which is designed for mid-level to upper-level management staff will provide various alternatives for motivating staff to actively engage in developing steps to ensure the achievement of the organization's mission. The course utilizes management cases and various scenarios to ensure effective adult learning. This course may be designed for web-based learning, upon request.</p>	

<b>Business Success Strategies</b>		<b>GSA Course Cost: \$6,000.00</b>
<b>Length of Course:</b>	Ten days	
<b>Minimum Number Participants:</b>	20	
<b>Maximum Number Participants:</b>	25	
<b>Course Description:</b>	<p>This exciting series will discuss the important skills that are critical for success within a private or public organization. This course will review skills related, but not limited to time management, verbal communication, basic written communication, personal planning, dress codes, presentation skills, conflict resolution, basic decision making skills, accepting responsibility, accountability and teambuilding. In addition, one of the modules will focus on financial planning. The module discusses issues related to basic money management, banking, investing, bill paying, debt management, collection issues, credit reporting and rating, and savings and credit card management. This course can be customized for entry-level administrative staff or persons re-entering the workforce.</p>	

<b>Celebrating Our Success</b>		<b>GSA Course Cost: \$3,000.00</b>
<b>Length of Course:</b>	Four hours	
<b>Minimum Number Participants:</b>	10	
<b>Maximum Number Participants:</b>	25	
<b>Course Description:</b>	<p>The course is a fun-filled educational opportunity to celebrate the success of the administrative staff of an organization. This paperless course acknowledges the past achievements, the present activity and the future opportunities for the administrative staff. This course is replete with educational games, role-plays, skits and team based scenarios that make the course a memorable event for the participants. The course is unique and customized to meet the specific needs of the participants.</p>	

<b>The Invisible Smile</b>		<b>GSA Course Cost: \$2,500.00</b>
<b>Length of Course:</b>	Two hours	
<b>Minimum Number Participants:</b>	10	
<b>Maximum Number Participants:</b>	25	
<b>Course Description:</b>	<p>The Invisible Smile discusses the importance of developing an organization wide commitment to excellence in the area of verbal communication. The first opportunity most customers have to formulate an impression of a company is through the telephone. It is absolutely imperative that each caller receives an invisible, yet visible smile. The smile becomes visible when the customer can see and feel the service commitment of the organization. Each participant will have the opportunity to demonstrate effective telecommunication skills and share new strategies to ensure the customer receives an excellent impression.</p>	

<b>Making It Happen: How to Motivate Staff</b>		<b>GSA Course Cost: \$2,500.00</b>
<b>Length of Course:</b>	Two hours	
<b>Minimum Number Participants:</b>	10	
<b>Maximum Number Participants:</b>	25	
<b>Course Description:</b>	<p>Key to every organization is motivated staff, yet many managers lack the ability to effectively motivate and encourage maximum productivity from staff. The course shares with each participant motivation theory and how to develop applications for the workplace. The participants of this course will learn strategies as to what does and what does not motivate staff and how to remove barriers to productivity within an organization. This is a 'must have' course for the organization undergoing change.</p>	

<b>T.E.A.M.</b>		<b>GSA Course Cost: \$2,500.00</b>
<b>Length of Course:</b>	Two hours	
<b>Minimum Number Participants:</b>	10	
<b>Maximum Number Participants:</b>	25	
<b>Course Description:</b>	<p>The course is a must for every organization endeavoring to build and foster effective working teams. Understanding the various components and phases of teams, the principles of group dynamics and the importance of clear communication are essentials of this course. Participants will also learn how various personality traits impact upon the effectiveness of the teams. The course employs role-play and case scenarios to ensure each participant has achieved the course objectives.</p>	

## **CONTRACT OVERVIEW**

GSA awarded HCD International Inc. a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract Number GS-10F-0412M. HCDI's Option Period 1 was completed on August 19, 2012. GSA has exercised Option Period 2 from August 20, 2012 – August 19, 2017 with one additional 5-year option period remaining. 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**

Jean Drummond  
HCD International Inc.  
4390 Parliament Place, Suite A  
Lanham, MD 20706  
Telephone: (301) 552-8803  
Fax Number: (301) 552-6436  
Email: [jeandrummond@hcdi.com](mailto:jeandrummond@hcdi.com)

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Jean Drummond  
HCD International Inc.  
4390 Parliament Place, Suite A  
Lanham, MD 20706  
Telephone: (301) 552-8803  
Fax Number: (301) 552-6436  
Email: [jeandrummond@hcdi.com](mailto:jeandrummond@hcdi.com)

## **BRIEF COMPANY OVERVIEW**

HCDI provides a broad range of consulting, facilitation and training services that are innovative and customized to fit your agency's needs. With services in management and employee training, organizational development, or business improvement, HCDI is committed to providing "Excellence in Service" to each of our clients. HCDI promises to transcend the customary boundaries of service and provide exceptional and customized services. Our primary goal is to please, excite and reward you for selecting HCDI as your provider of excellence. Come feel the HCDI "Embrace" philosophy of customer satisfaction!

As always, it is a pleasure to serve!

## **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. HCD International Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 874-1, Integrated Consulting Services
- 874-4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
- 874-6, Acquisition Management Support

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**

##### ***874-1, Integrated Consulting Services***

Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

***NOTE: Consulting services where the preponderance of work is specifically covered under other GSA Schedules are not permitted under this SIN; please refer to the Scope of Work in Part I of the MOBIS solicitation for further information.***

##### ***874-4, Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration***

Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Courses shall have a defined course title, length of time (i.e. hours, days, semesters, etc.), description of material to be taught (i.e. syllabi, table of contents, etc.), and whether materials are included (i.e. books, pamphlets, software, etc.). Support materials not included may be offered on SIN 874-5. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. At minimum, proposed professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

##### ***874-6, Acquisition Management Support***

Contractors shall provide professional support services to agencies in conducting federal acquisition management activities. Services covered by this SIN are: acquisition planning assistance, including market research and recommending procurement strategy; acquisition document development, including cost/price estimates, quality assurance surveillance plans, statements of work, synopses, solicitations, price negotiation memoranda, etc.; expert assistance in supporting proposal evaluations, including price/cost analysis or technical proposal analysis; contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies; contract close-out assistance; Competitive Sourcing support, including OMB Circular A-76 studies, strategic sourcing studies, privatization studies, public-private partnerships, and Federal Activities Inventory Reform (FAIR) Act studies. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited under MOBIS. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. For more information, see [www.gsa.gov/mobis](http://www.gsa.gov/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 HCD International 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:

<b>Orders under the Micro-Purchase Threshold (\$3,000)</b>
<ul style="list-style-type: none"> <li>Select the contractor best suited for your needs and place the order.</li> </ul>
<b>Orders in-between the Micro-Purchase Threshold (\$3,000) and the Simplified Acquisition Threshold (\$150,000)</b>
<ul style="list-style-type: none"> <li>Prepare a SOW or PWS in accordance with FAR 8.405-2(b).</li> <li>Prepare and send the RFQ (including SOW and evaluation criteria) to at least <b>three</b> GSA Schedule contractors.</li> <li>Evaluate, then make a "Best Value" determination.</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>
<b>Orders over the Simplified Acquisition Threshold (\$150,000)</b>
<ul style="list-style-type: none"> <li>Prepare the RFQ (including the SOW and evaluation criteria) and post on eBuy to afford all Schedule contractors the opportunity to respond, or provide the RFQ to as many Schedule contractors as practicable, consistent with market research, to reasonably ensure that quotes are received from at least <b>three</b> contractors.</li> <li>Seek price reductions.</li> <li>Evaluate all responses and place the order, or establish the BPA with the GSA Schedule contractor that represents the best value (refer to FAR 8.405-2(d)).</li> </ul> <p><b>Note:</b> The ordering activity should request GSA Schedule contractors to submit firm-fixed prices to perform the services identified in the SOW.</p>

### **Developing 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.

### **Preparing 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

For more information related to ordering services, go to <http://www.gsa.gov/schedules-ordering> and click "Ordering Information". Also see summary guidelines in the [Multiple Award Schedule \(MAS\) Desk Reference Guide, Ordering Procedures.](#)

## **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.