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 GSA Advantage® is: GSAAdvantage.gov.

**GS-10F-0514N** is listed here for reference purposes only and is replaced by **GS-21F-0107V**. GS-10F-0514 is only to be used for BPAs and orders awarded prior to, or pending an award decision as of March 9, 2021. All new BPAs and orders MUST be awarded against the contractor’s new MAS contract **GS-21F-0107V**.

Multiple Award Schedule
Professional Services – Business Administration Services & Training

[www.feapc.com](http://www.feapc.com)

**Contract Number:** GS-10F-0514N  
**Contract Period:** August 29, 2003 – August 28, 2023

Price list current as of Modification # PS/A812 effective 03/12/2020

**Contract Administrator:** Maureen K. Roskoski
**Email:** maureen.roskoski@feapc.com

Facility Engineering Associates, PC
12701 Fair Lakes Circle  
Suite 101  
Fairfax, Virginia 22033  
Phone: 703-591-4855

[http://www.feapc.com](http://www.feapc.com)

**Business Size:** Small Business

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

1a. Awarded Special item numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611430</td>
<td>Professional and management Development Training</td>
</tr>
<tr>
<td>611512</td>
<td>Flight Training</td>
</tr>
<tr>
<td>ANCILLARY</td>
<td>Ancillary Supplies and Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Please see hourly rate charts below.

2. Maximum order. 541611, 611430, 611512 - $1,000,000
   ANCILLARY & OLM - $250,000

3. Minimum order. $100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country). Same as company’s address

6. Discount from list prices or statement of net price. Government Net prices (discounts already deducted)

7. Quantity discounts. None offered


9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). Not Applicable

11a. Time of delivery. Specified on the task order

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor
12. F.O.B. point(s). Destination

13a. Ordering address(es). Same as company address above.

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(es). Same as company address

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). Contact Contractor

18. Terms and conditions of rental, maintenance, and repair. Not Applicable

19. Terms and conditions of installation. 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. Not Applicable

21. List of service and distribution points. Not Applicable

22. List of participating dealers. Not Applicable

23. Preventive maintenance. Not Applicable

24a. Special attributes such as environmental attributes. Not Applicable

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/.

25. Data Universal Number System (DUNS) number. 80-0498354

26. Notification regarding registration in System Award Management (SAM) database. Registered
Company Overview:

Facility Engineering Associates (FEA) specializes in solving problems with existing facilities. We are dedicated to providing outstanding service and value to our clients. FEA's engineers and facility management consultants are tuned to the driving forces and specific needs of federal, state, and municipal facility managers. Whether your needs are related to Federal Real Property Management, energy audits or executive orders, our experience can help you implement best practices.

We offer diagnostic engineering services in building and property condition assessment, facility management, repair and restoration, building instrumentation and monitoring, and environmental consulting. FEA provides consulting engineering services to a variety of property and facility managers in government agencies and departments to help to maintain facility assets.

Contract GS-10F-0514N

Business Administration Services

SIN 541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. 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.

Personal services as defined in FAR 37.104 are prohibited.
<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>RATE/HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$178.40</td>
</tr>
<tr>
<td>Associate</td>
<td>$148.02</td>
</tr>
<tr>
<td>Senior Professional</td>
<td>$140.24</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>$143.26</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$137.71</td>
</tr>
<tr>
<td>Registered Engineer/Professional</td>
<td>$135.28</td>
</tr>
<tr>
<td>Project Engineer/Professional</td>
<td>$117.82</td>
</tr>
<tr>
<td>Staff Engineer/Professional</td>
<td>$100.88</td>
</tr>
<tr>
<td>Technician**</td>
<td>$82.76</td>
</tr>
<tr>
<td>CADD**</td>
<td>$77.09</td>
</tr>
<tr>
<td>Secretary / Clerical**</td>
<td>$47.16</td>
</tr>
</tbody>
</table>

Service Contract Act: The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS appliable labor categories. Labor categories and fixed price services marked with a (**) in this price list are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

<table>
<thead>
<tr>
<th>SCA Matrix</th>
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</thead>
<tbody>
<tr>
<td><strong>SCA Eligible Contract LCAT</strong></td>
</tr>
<tr>
<td>Technician</td>
</tr>
<tr>
<td>CADD</td>
</tr>
<tr>
<td>Secretary/Clerical</td>
</tr>
</tbody>
</table>
Labor Category Descriptions:

**Principal**

*Responsibilities:* Provide high-level client interface and provide overall leadership of program. Responsible for quality assurance and overall review of deliverables. Conduct project audits and customer satisfaction surveys at completion of project.

*Position Qualification:* Bachelor’s degree*, minimum of 15 years professional experience, professional registration.

**Associate**

*Responsibilities:* Provide overall leadership for project tasks and development of project deliverables. Ensure deliverables meet project scope and client expectations and provide guidance and direction to team. Interface with client, develop scope of work, and oversee execution of scope of work. Responsible for quality, timeliness, and budget of all project tasks.

*Position Qualifications:* Bachelor’s degree*, minimum of 10 years experience, professional registration.

**Senior Professional**

*Responsibilities:* Provide overall leadership for project tasks and development of project deliverables. Ensure deliverables meet project scope and client expectations and provide guidance and direction to team. Interface with client, develop scope of work, and oversee execution of scope of work. Responsible for quality, timeliness, and budget of all project tasks.

*Position Qualifications:* Bachelor’s degree*, minimum of 8 years experience, minimum of 1 year with the firm, professional registration.

**Senior Project Manager**

*Responsibilities:* Provide guidance to project team, and development of deliverables. Interface with client, assist in development of scope of work, and assist in execution of work. Responsible for quality, timeliness, and budget of project assigned under specific task order.

*Position Qualifications:* Bachelor’s degree*, minimum of 10 years professional experience, professional registration, and project management experience.
Project Manager

Responsibilities: Provide daily direction to team. Responsible for ensuring scope of work is followed, assigning appropriate staff, maintaining budget and deadlines, coordination with client, execution of scope of work, and overall preparation of deliverables.

Position Qualification: Bachelor’s degree*, minimum of 5 years professional experience, professional registration and project management experience.

Registered Engineer/Professional

Responsibilities: Provide senior level support and development of deliverables. May interface with client, assist in development of scope of work, and assist in execution of work. Perform tasks associated with the project as assigned.

Position Qualifications: Bachelor’s degree, minimum of 5 years professional experience, professional registration, and technical experience related to the tasks associated with the project.

Project Engineer/Professional

Responsibilities: Execution of project scope tasks under the supervision of Registered Professional and/or Project Manager. Perform data collection, oversee surveys, lead in assessment of organizational structures and activities, evaluations, and assessments, and assist in preparation of deliverables.

Position Qualification: Bachelor’s degree, minimum of 2 years experience.

Staff Engineer/Professional

Responsibilities: Execution of scope tasks under the supervision of Project Engineer and/or Project Manager. Perform data collection, perform surveys, participate in assessment of organizational structures and activities, and assist in preparation of deliverables.

Position Qualification: Bachelor’s degree, no minimum experience required.

Technician

Responsibilities: Perform low-level data collection and documentation of facility management organizational functions.

Position Qualification: High school diploma (or equivalent), minimum of 2 years work
experience, training appropriate for completion of project tasks.

**CADD**

*Responsibilities:* Provide graphic design support for project, including development of deliverables, organizational charts, training materials, and other visual aids.

*Position Qualification:* High school diploma (or equivalent), minimum of 2 years work experience, training appropriate for completion of project tasks.

**Secretary/Clerical**

*Responsibilities:* Provide administrative support, including word processing, assembling of deliverables, document reproduction, mailing, filing, invoicing, and other support services.

*Position Qualification:* High school diploma (or equivalent), appropriate training, no minimum experience required.

*Four years of work experience may be substituted for a bachelor's degree, at our discretion.*
**SIN 611430 – Professional and Management Development Training**

Services include offering an array of short duration courses and seminars for management and professional development. Training for career development may be provided directly to individuals or through employers' training programs, and courses may be customized or modified to meet the special needs of customers. Instruction may be provided in diverse settings, such as the establishment's or agency's training facilities, and through diverse means, such as correspondence, television, the Internet, or other electronic and distance-learning methods. The training provided may include the use of simulators and simulation methods.

Examples include Training Services that are instructor led Training or Web Based Training of Education Courses, Course Development and Test Administration, Learning Management, and Internships; Environmental Training Services in order to meet Federal mandates and Executive Orders; training of agency personnel to deal with media and media responses; Logistics Training Services related to system operations, automated tools for supply and value chain management, property and inventory management, distribution and transportation management, and maintenance of equipment and facilities; Audit & Financial training services related to course development and instruction required to support audit, review, financial assessment and financial management activities.

Any firm offering Defense Acquisition Workforce Improvement Act (DAWIA) and Federal Acquisition Certification in Contracting (FAC-C) Training for Acquisition Workforce Personnel will include an identify only DAWIA and FAC-C courses that have been deemed DAU equivalent or approved by the Federal Acquisition Institute (FAI).

NOTE: In accordance with OMB Policy Letter 05-01, civilian agencies must follow the course equivalency determinations accepted by the Defense Acquisition University (DAU) to ensure that core training is comparable across the workforce and qualifies for certification. When procuring FAC-C and DAWIA training for the audience identified below, the task order level Contracting Officer shall confirm that the courses being acquired are listed on one of the following websites: https://www.fai.gov/drupal/certification/verified-contracting-course-vendor-listing OR http://icatalog.dau.mil/appg.aspx (click on commercial vendors). Training Audience-Acquisition professionals interested in completing FAC-C or DAWIA

### Training Courses

<table>
<thead>
<tr>
<th>SIN</th>
<th>Courses</th>
<th>Current Labor Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>611430</td>
<td>Organizational Assessment 1 Day Course</td>
<td>$4,523.05</td>
</tr>
<tr>
<td></td>
<td>Strategic Planning 2 Day Course</td>
<td>$19,357.30</td>
</tr>
<tr>
<td></td>
<td>Workplace Innovation 2 Day Course</td>
<td>$19,357.30</td>
</tr>
<tr>
<td></td>
<td>Leadership &amp; Management 2 Day Course</td>
<td>$19,357.30</td>
</tr>
<tr>
<td></td>
<td>One Student Manual- Color (140 pages)</td>
<td>$52.90</td>
</tr>
<tr>
<td></td>
<td>&gt; More than one each</td>
<td>$39.84</td>
</tr>
</tbody>
</table>

The above class prices are for a minimum of 10 participants, maximum participants is 50, each student above the minimum number is required to have a student manual,
price for the student manual is shown above. Contact maureen.roskoski@feapc.com for detailed course descriptions.

CLASS DESCRIPTIONS:

Workplace Innovation:

Strategic Planning:
Best corporate practices for developing and deploying business strategy. Leaders will learn to distinguish differences among expectations from different customer segments, as well as from non-customer stakeholders. Articulate why you are in business through purpose, mission, vision and values. Define competitive strengths and weaknesses and select strategic objectives. Identify what key success factors will make it possible to achieve objectives. Clarify who will participate and gain commitment from leaders, staff and higher headquarters to strategy. Illustrate how to integrate work processes and measure interim and strategic results. Set up feedback processes to keep strategy aligned with customer, higher headquarters and other stake holder needs. Special case applications for building and property managers.

Leadership & Management:
This course introduces durable principles that leaders and managers apply to achieve organizational results. Principles are not fads or management "flavors of the month." Instead, they are time-tested truths about building trust and commitment, clarifying purpose and strategy, developing effective leadership and process teams, and measuring and reporting results. Participants will receive a list of best readings on leadership and management and will define their own set of principles on which they base their own roles as leaders.

Organizational Assessment:
Participants will receive tools or assessing how well their organizations function. Thorough a series of surveys, interviews and analyses, they will be able to determine customer expectations and satisfaction, analyze labor needs, assess managerial effectiveness and develop performance metrics for the entire organization as well as for its core processes. Specific case applications are available for building and property managers, and a comprehensive survey based on Baldrige quality principles will be provided.