



**871-202 Energy
Management
Planning & Strategies**

**FSC GROUP 03FAC
Energy Services**

**FSC CLASS: Services
Business Size: S**

**CONTRACT NUMBER:
GS-21F-0030U**

Contract Period: Jan 15, 2008 - Jan 14, 2018

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST



**General Services Administration
Federal Supply Service**

Online access to contract ordering information, terms and conditions, up to date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu driven database system.

The INTERNET address for GSA Advantage! is <http://www.gsa.gov>

ThinkBox Group LLC

**408 Crosman Ct.
Purcellville, VA 20132
540-338-8572 (Phone)
571-482-3787 (Fax)**

**GSA@thinkboxgroup.com
www.thinkboxgroup.com**

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SIN 871-202 - ENERGY MANAGEMENT PLANNING & STRATEGIES CUSTOMER ORDERING INFORMATION

1a. Awarded Special Item Number: SIN 871-202
Energy Management Planning & Strategies

1b. Labor Rates: Please see page 4

1c. Labor Category Descriptions: Please see page 5

2. Maximum Order: \$1,000,000*

3. Minimum Order \$100

4. Geographic Coverage: Domestic

5. Point of Production: N/A

6. Basic Discount: 10%

7. Quantity Discount: None

8. Prompt Payment terms: 1%-20,Net 30

9. Government Purchase Card Accepted: Yes
(excludes prompt payment discounts)

10. Foreign Items: None

11. Time of Delivery ARO:

Normal: Varies per service performed

Emergency: None

Expedited: Varies per service performed

Overnight and 2nd day Delivery: None

Urgent requirement: Clause I-FSS-140-B applies

12. FOB: Destination

13. Ordering address:

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Purcellville, VA 20132

540-338-8572 (Phone)

571-482-3787 (Fax)

GSA@thinkboxgroup.com

14. Payment address: same as ordering address

15. Warranty Provision: Standard Commercial Warranty

16. Export Packing Charges: N/A

17. Terms of GCCC Acceptance: Government credit cards will be accepted for all orders at, above or below the micro-purchase threshold.

18. Terms & Conditions of Rental, Maintenance and Repair: N/A

19. Terms & Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: N/A

20a. Terms & Conditions for any other services: N/A

21. List of service & distribution points: N/A

22. List of Participating Dealers: N/A

23. Preventive Maintenance: N/A

24. Environmental Attributes: Services performed in an environmentally sustainable manner

25. Data Universal Number System (DUNS) Number: 807176263

26. Central Contractor Registration (CCR) Status: Active

* If the "best value" selection places the order over the Maximum Order, please contact ThinkBox Group for a better price

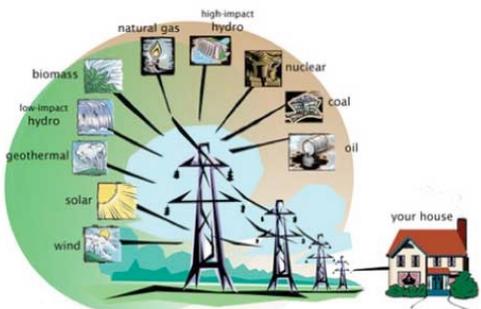


ENERGY MANAGEMENT PLANNING & STRATEGIES- THE TBG eZ-ENERGY SOLUTION

TBG offers government agencies a streamlined way to procure energy program management solutions to help meet their energy efficiency goals. Our solutions enable your agency to cut energy costs, meet federal energy executive orders, and save energy by planning and supporting your efforts to improve energy management.



CONSERVATION



DISTRIBUTED ENERGY MANAGEMENT



RENEWABLE FUELS



ENERGY & ENVIRONMENTAL STRATEGIC PLANNING

SPECIFIC SERVICES OFFERED FOR SIN 871-202

TBG eZ-ENERGY SOLUTION

Consulting/ Auditing/ Energy Management Solutions

Concept Development and Requirements Analysis

Implementation, Risk and Change Management

Measurement & Verification

Energy Conservation Measures / Renewables

Water Conservation / Wastewater Management

Distributed Energy Management

Technical Data Package /Procurement Support

Utility Aggregation and Procurement Support

Renewable Fuels

ThinkBox Group LLC

T/ 540-338-8572 F/ 571-482-3787

408 Crosman Ct. Purcellville, VA 20132

CONTRACT ADMIN: Paul Orentas

GSA@thinkboxgroup.com



THE TBG EZ-ENERGY SOLUTION

TBG provides a comprehensive energy management solution providing for all four phases of any energy & water project including energy efficiency, renewable energy, renewable fuels, and sustainable development.

- 1. Consulting/ Auditing/ Energy Management Solutions** - This includes strategic planning, energy assessments, feasibility studies, energy audits, project development documentation, and other energy management solutions. The first step is the creation of a *TBG Energy & Environmental Master Plan*. ©
- 2. Concept Development and Requirements Analysis** - This includes analytical research and analysis of audit results. This also includes the preparation of program documents such as the *TBG Energy Capital Improvement Program (ECIP)* ©
- 3. Implementation and Change Management** - This includes program management and administration support for the projects developed. This includes procurement, design, construction, commissioning and training support.
- 4. Measurement & Verification (M&V)** - This includes the performance assessment and measurement of the effectiveness and energy efficiency of the project and includes long-term monitoring, verification of savings and results, benchmarking, and periodic reporting. *You cannot manage what you cannot measure!*

ABOUT THINKBOX GROUP LLC

ThinkBox Group, LLC (TBG) is a privately held, Virginia- based energy management consulting firm. The members of TBG have been serving its consulting client base since March 1995 with an established set of core competencies:

- ✓ Innovative solutions approach;
- ✓ Energy & Environmental Master Planning capability;
- ✓ Energy Policy Analysis and Composition;
- ✓ Demand & supply side management;
- ✓ Measurement & verification protocol development;
- ✓ Renewable Fuel and Renewable Energy Project Development
- ✓ World-class research & development skills with expertise technologies;

Our partners are experienced energy and environmental policy analysts, scientists, project managers and developers, whose goal is to provide our clients with a clean, flexible, efficient, and equitable energy supply and end-use program which maximizes operational performance, energy efficiency, and clean energy solutions while minimizing capital requirements.

DETAIL ON TBG SERVICES OFFERED

Energy Program Support Services

TBG provides **billing and management oversight** and assistance in preparing energy services related agency statements of work, and other procurement documents. Energy efficient building certification programs such as LEED may be subcontracted. TBG will create a client specific utility database to manage the data.

Energy Audit Services

TBG develops, executes and reports on audit plans and performs cursory to comprehensive energy and water audits. This includes data collection and analysis, database creation and maintenance, benchmarking with tools such as Energy Star. The result of an audit is an *Energy Capital Improvement Program (ECIP)* audit report and suggested upgrades of electrical, mechanical and water related infrastructure. The ECIP audit report includes a detailed life cycle cost analysis of energy and environmental impacts of the suggested measures. Alternative clean energy source, including combined heat and power applications may be included.

Resource Efficiency Management

TBG will conduct a study, provide analysis, and draft a report detailing an agency's energy management, implementation and compliance plan. Entitled Energy & Environmental Master Plan this planning document serves as the primary energy program description and execution document.

To develop an Energy & Environmental Master Plan, TBG conducts extensive research into the organizational goals, local market conditions, as well as, regulatory and compliance requirements. This includes policy research and analysis and the review of best practices throughout the country. TBG works with executive decision makers to review power needs, evaluate current operations, explore procurement options which leverage opportunities in the new energy markets, determine the feasibility of generating their own power, and evaluate energy use and management practice to develop a comprehensive energy & environmental strategy.

Innovations in Energy Management

TBG will investigate innovative approaches to sustainable energy management, technology and services. This includes the development of projects to provide renewable energy (solar, wind, biomass, hydropower) and other carbon-neutral strategies lessening the dependence on imported and domestic fossil fuels. This includes a carbon management audit that includes analysis, carbon footprint calculations, measurement & verification protocols, mitigation strategies, and training on new energy technologies.

Water Conservation & Project Development

TBG provides consulting services related to the reduction of water usage, recycling of water, retention of water, improvement of water quality, and innovative technologies to increase water availability (such as desalinization). TBG performs facility water audits and water system analysis as well as wastewater project development and management.

Technical Data Package and Procurement Support Services

TBG will assist the agency's procurement office by preparing a package that provides the technical information needed by energy service companies or internal contractors to submit proposals. The package includes a detailed Project Description Document which details a scope of work, evaluation criteria, benchmark information, compliance and regulatory issues and other procurement criteria.

Additional procurement support services include Strategic Source Support to identify world-class suppliers, cost benefit analysis of responses, and source selection evaluation criteria and third-party data to enable the agency to select the best performer. This includes the design and drafting of all procurement support documents including an acquisition strategy, RFI, RFQ, RFP, and source selection decision matrices and support documents.

Measurement & Verification Support

TBG will monitor, report and conduct annual energy surveys to validate Energy Service Company and Energy Conservation Measure performance. Utilizing its Utility Accounting system, TBG will assist the agency in tracking and reporting program performance and budget results.

Project Management and Administration Support

TBG will act as the agency's technical project manager and project administrator for the implementation of all Energy Capital Improvement Programs. TBG will verify all Energy Conservation Measures and distributed generation sources are properly designed, installed, commissioned and performing according to expectations. TBG will track performance of capital project economics, including monitoring actual vs. baseline energy consumption.

Other PM services include construction management planning and execution, operations and maintenance planning and execution, resource training development, procurement, execution and reporting. Project administration standardized reporting describes project progress and deviation from expected performance, budget and schedules.



SIN 871-202 - ENERGY MANAGEMENT PLANNING & STRATEGIES

HOURLY RATES

GS-21F-0030U

Labor Category Offered	Government Hourly Rate Offered	Government Daily Rate Offered
Sr. Program Director	\$225	\$1,800
Energy & Utility Analyst	\$135	\$1,080
Admin Assistant	\$45	\$360

LABOR CATEGORY DESCRIPTIONS

SENIOR PROGRAM DIRECTOR / DIRECTOR

Education: M.B.A. or M.S. degree

General Experience: Ten years' experience in business, including 8 years of increasing responsibility in assignment supervision and management.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple project and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control program

ENERGY & UTILITY ANALYST

Education: B.A. or B.S. degree

General Experience: Ten years' experience in business and energy.

Duties: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex energy and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy and energy-related issues. Conducts research tasks. Searches literature; conducts surveys and experimental tasks; and collects, analyzes, and summarizes data. Contributes to client reports as directed, including documentation preparation, writing, editing, and graphics.

ADMINISTRATIVE ASSISTANT

Education: High school diploma or A.A. degree in business or related field.

General Experience: Up to 2-years experience in technical writing and data entry.

Duties: Provide administrative support to the consulting staff. Provide documentation control, office coordination, reproduction support, and other office administration functions.