



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <http://www.gsaadvantage.gov>

**General Services Administration
Federal Supply Service
Facilities Maintenance and Management
Schedule 03FAC**

CONTRACT NUMBER:
GS-21F-045BA

Period Covered by Contract:
January 29, 2014 through January 28, 2019

RETTEW Associates, Inc.

**3020 Columbia Avenue,
Lancaster, PA 17603
Phone: (717) 394-3721
Fax: (717) 394-1063
<http://www.rettew.com/>**

General Services Administration
Management Services Center Acquisition Division
Supplement # _____, dated _____.

Business Size: **Other than Small**
DUNS: **084871276**

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

GSA AWARDED TERMS AND CONDITIONS
RETTEW Associates, Inc.

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

SIN 871-202: Energy Management Planning and Strategies

SIN 871-207: Energy Audit Services

SIN 871-209: Innovations in Renewable Energy

SIN 871-210: Water Conservation

SIN 871-211: Energy Consulting Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

Please see attached pricelist for details.

- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate not applicable for this item.

Please see attached pricelist for details.

2. Maximum order.

\$1,000,000; per SIN/per Order

3. Minimum order.

\$100

4. Geographic coverage (delivery area).

48 contiguous states and Washington, DC, Alaska, Hawaii and Puerto Rico.

5. Point(s) of production (city, county, and State or foreign country).

**RETTEW Associates, Inc.
3020 Columbia Avenue,
Lancaster, PA 17603**

6. Discount from list prices or statement of net price.

Net GSA pricing is listed in the attached pricing tables

7. Quantity discounts.

None

8. Prompt payment terms.

2% 10 days, Net 30

- 9a. Government purchase cards *are accepted* at or below the micro-purchase threshold.

- 9b. Government purchase cards *are not accepted* above the micro-purchase threshold.

10. Foreign items (list items by country of origin).

Not Applicable

11a. Time of delivery.

The contractor shall deliver or perform services in accordance with the terms negotiated in the agency's Statement of Work (SOW).

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.

Expedited delivery time is to be negotiated between Contractor and Ordering Agency

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.

Overnight and 2-day delivery is to be negotiated between Contractor and Ordering Agency

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.

Urgent Requirements delivery time is to be negotiated between Contractor and Ordering Agency

12. F.O.B. point(s).

Determined per Statement of Work (SOW)

13a. Ordering address(es).

**RETTEW Associates, Inc.
3020 Columbia Avenue,
Lancaster, PA 17603**

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).

**RETTEW Associates, Inc.
3020 Columbia Avenue,
Lancaster, PA 17603**

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).

RETTEW Associates, Inc. will accept Government Purchase Cards for purchases up to and above the micro-purchase threshold of \$3,000.

18. Terms and conditions of rental, maintenance, and repair (if applicable).
Not Applicable
19. Terms and conditions of installation (if applicable).
Not Applicable
- 20a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).
Not Applicable
- 20b. Terms and conditions for 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. Preventive 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. 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/.
Not Applicable
25. Data Universal Number System (DUNS) number:
08-487-1276
26. Notification regarding registration in SAM database.
RETTEW Associates, Inc. is registered; CAGE Code No. 099H8 active in SAM

RETTEW Associates, Inc.
Labor Category Descriptions
6FEC-E6-030292-B
Facilities Maintenance and Management



SIN#	POSITION	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
871-202, 871-207, 871-209, 871-210 & 871-211	Vice President	Vice President manages or supervises the organization composed primarily of engineers, technicians and/or scientists and assures all energy management project goals and objectives are achieved. Develops the overall strategy, approach, philosophy, and vision for complex organizational efforts. Carries out technical development and setting of technical standards for assigned areas, and monitors firm-wide activities being undertaken. Ensures compliance with industry procedures, codes and regulations. This position requires high degree of professional skill and knowledge. Develops new resources and new revenue streams. Evaluate operational processes and procedures, and develop strategies and implementation plans to improve and standardize all aspects of operations. Provide leadership for the overall operating performance of the business. Develop, monitor and administer financial program to maintain efficient, quality services.	B.S. Degree in an Engineering, Science, or related academic field	Sixteen years of experience in strategic planning, strategic project management, budget management, business strategy and operations management; certification/license
871-202, 871-207, 871-209, 871-210 & 871-211	Regional Manager	Directs and administers the activities of a portion of the firm's practice, and is responsible for completing projects assigned to the portion of the practice which he or she directs. Guides the implementation and identification of program/project inadequacies and/or deficiencies that affect the team's ability to support or meet program/project goals. Guide the development of technical services strategies, goals, and efficiency. Act as the contact point for technical services requests and the liaison between customers and technicians. Encourage and coach team members to perform at optimal levels and provide feedback. Support business plan development, and compile and analyze financial results.	B.S. Degree in an Engineering, Science, or related academic field	Sixteen years of experience in budget management, business development, client relationship management, operations management, strategic sales and marketing, strategic planning, leadership, and contract negotiation
871-202, 871-207, 871-209, 871-210 & 871-211	Director	Carries out technical development and setting of technical standards for assigned areas. The Director assures that project staff is appropriately trained and that the firm develops and maintains knowledge of leading edge science and energy management methodology. In addition, he or she may serve as a QA/QC function on projects of the firm's practices and provides technical review of all associated proposals and reports. Assist in developing strategies and implementation plans to improve and standardize all aspects of operations. Ensure that operational processes stay within agreed upon budgets and timelines. Implement, manage and evaluate operation processes and procedures, in accordance with the standards and procedures set out by the organization.	B.S. Degree in an Engineering, Science, or related academic field	Fourteen years of experience in operational leadership and people management, client relationship management (CRM), market research and analysis, sales management and strategic planning
871-202, 871-207, 871-209, 871-210 & 871-211	Sr. Project Manager	Oversees the management of project portfolio and establishes project delivery plans. Responsible for coordination with the client stakeholders for allocating resources to meet project objectives. Provides technical expertise and leadership in project definition and planning phases of projects. Manage, supervise, and schedule execution of projects. Prepare budgets, bids, contracts, funding requests, and communication plans. Work with team to identify all project risks and develop mitigation strategies. Serves as a technical mentor to lower level professionals and technical staff. Develops and implements project QA/QC standards, and integrates diverse project elements. Monitors and guides staff in the production of project deliverables	B.S. Degree in an Engineering, Science, or related academic field	Twelve years of experience in project management, budgeting, construction estimating, contractor management, and team Leadership; Certification/license
871-202, 871-207, 871-209, 871-210 & 871-211	Project Manager 3	Lead a team of engineers and produce detailed project development plans. Translate customer requirements into project strategy. Ensure conformity with safety regulations and promote a culture of best practices. Prepare cost proposals and maintain financial records. Project Manager 3 oversees the total energy management effort to ensure project is constructed in accordance with design, budget, and schedule; assures that the clients receive the designs, reports and opinions described in the contract between the firm and the client; interfacing with client representatives; and that the cost of the project shall be within established budgets.	B.S. Degree in an Engineering, Science, or related academic field	Twelve years of experience in budgeting, scheduling, cost estimating, technical analysis, project, team and sub-contractor management

SIN#	POSITION	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
871-202, 871-207, 871-209, 871-210 & 871-211	Program Manager	Responsible for the overall coordination of projects including conformity with safety regulations and best practices that support the client's Strategic Business Outcome (SBO). Effectively communicates with the client, project teams, and subcontractors to ensure projects achieve SBOs with regard to project financial records and development plans. Develops and executes initial delivery/task orders and insure compliance under the contract terms and conditions. Assists in strategy development. Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight, and preparing agency statement of work.	B.S. Degree in an Engineering, Science, or related academic field	12 years of experience in relevant field
871-202, 871-207, 871-209, 871-210 & 871-211	Client Account Manager	Directs efforts related to energy efficiency, energy assessment, design of energy solutions including alternative energy choices. Integrates engineering with other team members as required by task. Work directly with key accounts, strengthening, and managing relationships while identifying new product needs. Identify new products, markets, and opportunities to maintain profitability. Develop, implement, and train staff in national and key sales strategies, marketing programs, and policies. Analyze competitive data to target marketing and align products with client needs. Identify, address and resolve any project issues impacting client goals, objectives and/or client satisfaction. Proactively manage costs, resources, and expenses associated with effective program execution in support of project management team.	B.S. Degree in an Engineering, Science, or related academic field	Eight years of experience in client relationship management, including project management, sales, business development and market analysis
871-202, 871-207, 871-209, 871-210 & 871-211	Business Manager	Manages financial systems and oversees administrative contractual requirements. Tracks budgets for multiple projects and communicates frequently internally and externally with the key principal and principal and externally with the client regarding adherence to budgets and contract terms and conditions. Provides financial forecasts and reviews past performance with the client regarding funding. Achieve revenue goals. Maintain good working relationships with existing clients previously to enhance client retention and new sales through referrals and references. Identify and develop new and existing referral sources to develop successful referring relationships. Actively identify and generate prospects through strategic sales strategies focusing on customers in target markets.	B.S. Degree in an Engineering, Science, or related academic field	Ten years of experience in account management, financial analysis, market research, new business development, sales management, strategic sales, and client relationship management (CRM)
871-202, 871-207, 871-209, 871-210 & 871-211	Group Manager	This position is primarily responsible for managing group resources to meet group and project goals. Ensures employees are properly fit for position and role by appropriately placing and ensuring continuous training and development. Effectively resolves conflict by initiating and facilitating communication. Mentor and coach project managers to manage projects. Analyze, assemble and direct appropriate resources across all projects. Monitor scope, budget and schedules and ensure project managers effectively plan their projects. Develop project budget, suggest changes, and determine project profitability. Create project construction plans and timelines, decide project goals and milestones. Meet project deadlines, identify possible delays, and make progress reports to management and clients. Manage and direct the daily work of personnel throughout the building of a project. Communicate project goals, deadlines, and expectations to workers, management, and clients.	B.S. Degree in an Engineering, Science, or related academic field	Twelve years of experience in account, budget, client, and people management, process development and improvement, and sub-consultant and vendor management
871-202, 871-207, 871-209, 871-210 & 871-211	Engineer 2	Interprets, defines, organizes, executes and coordinates engineering assignments. Design portions of a project. Makes calculations, using engineering formulas and skills. Has responsibility to specify items where original design is not required. Instructs drafters how to reduce designs into completed drawings. Performs research and writes opinions, working under the supervision of project, program, group, and client account managers. As a member of a project team independently evaluates, selects, and applies standard techniques and procedures while using judgment when making minor modifications. Assignments have clear and specific objectives. Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance provided for unusual problems and normally reviewed for application of sound judgment.	B.S. Degree in an Engineering, Science, or related academic field	Three years of experience in related field

SIN#	POSITION	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
871-202, 871-207, 871-209, 871-210 & 871-211	Sr. Designer	Assist with compliance, permits, inspections, surveys, and other documentation. Calculate effects of many factors and produce comprehensive reports to inform design. Create site and civil designs to account for grade, water, sewer, roads, erosion and other factors. Collaborate with team members to produce quality designs and construction. The Designer assists the engineering staff by producing CAD drawings, visual and presentation materials of a routine to moderately complex nature and applies knowledge in the design, installation of building systems to the execution of projects.	B.S. Degree in an Engineering, Science, or related academic field	Eight years of experience in AutoCAD, Civil 3D and engineering design
871-202, 871-207, 871-209, 871-210 & 871-211	Program Analyst	Carries out data collection and analysis in support of project objectives as defined by project leadership. Performs quantitative analysis, qualitative analysis, and benchmarking on project progress. Define and communicate project budgets. Identify and resolve risks and financial discrepancies or variances. Oversee project closings and update processes. Create financial reports and forecasts, and fit them to known trends.	B.S. Degree in an Engineering, Science, or related academic field	Five years of experience in relevant field
871-202, 871-207, 871-209, 871-210 & 871-211	Business Analyst	Assists in the analysis of programmatic, organizational, and operational requirements, and assessment of needs. Provides research and analytical support during conduct of strategic planning, auditing, choice analysis, and life cycle cost analysis. Has substantial responsibility for collecting, analyzing, and reporting data. Employs advanced research and analytical skills to analyze marketing and statistical data. Assists with departmental business development efforts. Identify key opportunities for new initiatives, generate sales forecasts, and make appropriate recommendations. Develop metrics and strategies to test and enhance performance. Conduct marketing program, business, and trend analysis through the use of predictive statistics, customer profiling, and data analysis. Collaborate with internal departments to prepare and present findings to clients.	Associates Degree	Six years of experience in business analysis, market analysis, and market research



SIN	AWARDED GSA SERVICE (e.g. Labor Category/Task)	UNIT OF ISSUE (e.g. Hour, Task, or Sq ft)	Base Term				
			GSA Rate w/ IFF Year 1	GSA Rate w/ IFF Year 2	GSA Rate w/ IFF Year 3	GSA Rate w/ IFF Year 4	GSA Rate w/ IFF Year 5
871-202, 871-207, 871-209, 871-210 & 871-211	Vice President	Hour	\$174.56	\$178.05	\$181.61	\$185.24	\$188.95
871-202, 871-207, 871-209, 871-210 & 871-211	Regional Manager	Hour	\$174.56	\$178.05	\$181.61	\$185.24	\$188.95
871-202, 871-207, 871-209, 871-210 & 871-211	Director	Hour	\$174.56	\$178.05	\$181.61	\$185.24	\$188.95
871-202, 871-207, 871-209, 871-210 & 871-211	Sr. Project Manager	Hour	\$174.56	\$178.05	\$181.61	\$185.24	\$188.95
871-202, 871-207, 871-209, 871-210 & 871-211	Project Manager 3	Hour	\$146.88	\$149.82	\$152.81	\$155.87	\$158.99
871-202, 871-207, 871-209, 871-210 & 871-211	Program Manager	Hour	\$154.61	\$157.70	\$160.86	\$164.07	\$167.35
871-202, 871-207, 871-209, 871-210 & 871-211	Client Account Manager	Hour	\$146.88	\$149.82	\$152.81	\$155.87	\$158.99
871-202, 871-207, 871-209, 871-210 & 871-211	Business Manager	Hour	\$154.61	\$157.70	\$160.86	\$164.07	\$167.35
871-202, 871-207, 871-209, 871-210 & 871-211	Group Manager	Hour	\$146.88	\$149.82	\$152.81	\$155.87	\$158.99
871-202, 871-207, 871-209, 871-210 & 871-211	Engineer 2	Hour	\$85.99	\$87.71	\$89.47	\$91.26	\$93.08
871-202, 871-207, 871-209, 871-210 & 871-211	Sr. Designer	Hour	\$87.72	\$89.47	\$91.26	\$93.09	\$94.95
871-202, 871-207, 871-209, 871-210 & 871-211	Program Analyst	Hour	\$87.78	\$89.53	\$91.32	\$93.15	\$95.01
871-202, 871-207, 871-209, 871-210 & 871-211	Business Analyst	Hour	\$79.13	\$80.71	\$82.33	\$83.97	\$85.65