General Services Administration
Federal Supply Service

GSA Advantage! Catalog and Price List
Facilities Maintenance and Management
Federal Supply Schedule 03 FAC

SINs: 871-203, 871-299

Contract No. GS-21F-051AA

Eco-Coach, Inc.
Smarter Sustainability
1380 Monroe St. NW, #329, Washington, DC 20010
Tel. (202) 559-0777    Fax (202) 330-5279
www.Eco-Coach.com

Contract Manager: Anca Novacovici
anca@Eco-Coach.com

Business Size: Small, Woman-Owned
DUNS: 80-6763210    Cage Code: 6HVC4

Primary NAICS: 541620
Other NAICS: 541612, 541613, 611430, 541611, 541690

Industry: Sustainability Consulting, Energy Management
Focus Areas: Energy Efficiency, Sustainability Consulting, Change Management,
Resource Management, Sustainability Strategy, Benchmarking and Reporting, and
Employee Engagement.

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

About Eco-Coach

Services

Schedule of Services

SIN 871 203  Training on Energy Management
SIN 871 299  Introduction of New Services

Partial Client List

Price List

Price List
Labor Categories

Purchasing Information
Eco-Coach is pleased to announce our GSA Federal Supply Schedule Contract. This contract allows us to offer Energy Training and Sustainability Services to Federal agencies, employees and contractors through GSA Advantage!

**About Eco-Coach**

Eco-Coach is a WOSB (woman-owned small business) and has provided sustainability consulting services and training since 2006, with a nationwide reach and metropolitan Washington DC area focus. Clients include government organizations, Fortune 500 companies, non-profit and development organizations as well as small businesses and start-ups. We are committed to helping our clients establish a sustainability competitive advantage and mitigate regulatory risk to achieve long-term organizational success and positive environmental and social impact. We do this by providing customized sustainability strategies to achieve project outcomes efficiently.

We evaluate, design and implement smart sustainability solutions. Our services are designed to increase energy efficiency, conserve energy and water, reduce waste, increase green procurement, and train and engage employees in sustainability practices.

We have a team of over 70 sustainability professionals and partners who are readily accessed to meet our clients’ needs. Our team includes LEED Accredited Professionals, registered engineers, renewable energy experts, waste reduction experts, change management consultants, facilitators, and trainers. Project teams are handpicked from this talent pool for the experience, knowledge, and efficiency the team members can bring to each specific assignment.

**Services**

- **Sustainability and Energy Consulting**
- **Energy Efficiency and Management Training**
- **Sustainability Supply Chain and Procurement Support**
- **GSA and EO Compliance**
- **Sustainability Assessments, Sustainability Strategy and Training**
- **Employee Engagement, Awareness & Behavior Change**
- **Sustainability Content Provider**
- **Sustainability Reporting and Marketing (metrics, benchmarking, report content)**
- **Sustainability Leadership and Green Team Training**
- **Green Staff Augmentation**

---

**Evaluate**
- Regulatory Compliance
- Sustainability Strategy & Planning
- Eco-Assessment and Benchmarking
- Eco-Risk Evaluation
- LEED & Other Certifications

**Design**
- Sustainable Procurement
- ‘Out of the Box’ and Customized Solutions
- Behavioral Change and Employee Engagement

**Implement**
- Sustainability Reporting and Marketing
- Performance Metrics
- Training, Education, and Communication
- Ongoing Expert Green Coaching
The following are some of the services available under the GSA Schedule and our approved Special Item Numbers (SINs):

871 203 Training on Energy Management

Eco-Coach will provide training on energy management including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

With years of experience in providing energy solutions to organizations, Eco-Coach understands the critical challenges facing federal agencies that seek to effectively manage energy and resources. We are adept at developing and implementing interactive strategies, programs, initiatives, and projects to help federal clients comply with the energy and resource conservation requirements and the renewable energy and greenhouse gas emission goals outlined in the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, Executive Order 13423 signed into action in January 2007, and Executive Order 13514 signed into action in October 2009.

Energy Systems

We understand that the systems you choose are important to the long-term viability and effectiveness of your organization. Our advisory services include but not exclusive to:

- Energy system efficiency comparison and recommendations
- Energy management or strategy
- Energy program planning and evaluation
- Using building facility management tools to reduce costs and improve performance
- Energy savings performance contracts
- Management assistance to improve compliance with energy and environmental requirements
- Power Purchase Agreements or Enhanced Use Leases
- Consulting on carbon emissions trading programs
- Consulting on where to obtain renewable energy credits/certificates
- Consulting on greenhouse gas measurement and management
- Operational energy related analyses, benchmarking and reporting such as assessments, and energy behavioral change
- Financial analyses of existing system(s) and processes.
Employee Engagement Training

Engaging consultants is critical in changing behavior. Eco-Coach has many sustainability trainings and engagement programs that are taught by professional instructors with years of practical experience to enable your organization to reduce its energy consumption. The trainings are customized for your organization; we use games, challenges, events, and celebrations to go from awareness to positive actions. This enables you to engage your internal and external stakeholders and generate buzz about your ‘going green’ initiative and energy efficiency efforts.

Our consultants combine expertise in developing training materials with expertise in consulting. Our proprietary tools, such as our on-site assessments, can help identify specific energy and environmental sustainability performance issues and needs. Our trainings are then designed to address these needs. The end goal of the trainings are energy reduction and conservation as well as:

- Behavioral and cultural change, to embed sustainable practices in the organization;
- Organizational transformation in management, organizational, and organization systems; and
- Institutionalization of an improvement-oriented sustainability culture.

Green Building Certification

We provide assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star. We will help you determine if your building or space is LEED-compliant, identify missing components, and coordinate implementation to obtain LEED certification. If LEED certification is not desired, we can assist with Green Globe and Energy Star benchmarking and certification. We are an Energy Star Partner and Energy Star External Trainer.

871 299 Introduction of New Services

Sustainability Services

Eco-Coach’s sustainability consulting solutions are designed to fit each client's specific needs and budget.

Services include:

- Sustainability strategy
- Strategic planning
- Sustainability Leadership and Green Team Support
- Facilitation of Sustainability Discussions
- Sustainability Program and Project Management Coaching
- Program Integration/Management
Capabilities
• Eco-Risk Evaluation
• Sustainability Process Improvement
• Green Procurement /Supply Chain Management Support
• Sustainability Benchmarking, Performance Metrics & Reporting
• Employee Engagement, Awareness & Behavior Change
• Green Staff Augmentation
• Sustainability Content Provider
• Employee Training
• Sustainability Customer and Market Analysis
• Sustainability Surveying
• Integrated Sustainability Solutions

Sustainability Strategy
We will work with senior management to develop or refine your sustainability strategy and ensure alignment with agency strategy and direction. This includes an external market and regulatory review, review of the vision and mission as well as stakeholder mapping. We will help you clarify your sustainability goals, identify top priorities and potential roadblocks, and ensure that these are successfully addressed.

Strategic Planning
Strategic planning is a key element in aligning daily tasks with an organization’s strategic direction. Eco-Coach will review your sustainability strategy and identify key drivers, deliverables and milestones to ensure that your strategic goals are met. We will help you assess where you are, then identify and prioritize sustainability actions to create a baseline profile of your organization’s existing practices. We will then work with you to refine your goals and your plan to implement, achieve and track these goals. This can include:

• Development or enhancement of a strategic sustainability plan aimed at satisfying your missions, achieving your goals, and meeting EO requirements;
• Feasibility study of existing sustainability plan;
• Implementation of new or existing sustainability plan;
• Assessment of sustainability opportunities, including an independent assessment of various sustainability technologies and commercial vendors to help you complete mission functions;
• Sustainability policy planning and analysis to improve performance;
• Development of sustainability performance standards and performance measures.

Sustainability Leadership and Green Team Support
We assist executives in setting and meeting targets and goals, planning for change, and mastering sustainability leadership techniques. In concert with managing sustainability, we can evaluate leadership issues and develop leadership skills, behaviors, and teamwork strategies to increase the effectiveness of your management systems.

In addition to working with leadership, we will work with our clients to develop sustainability champions within the organization and/or to support existing green team members or sustainability champion(s). This can include the following:

• Identify key stakeholders across the organization to lead the drive to a more sustainable
• Introduce and/or effectively lead a sustainability-specific initiative at your organization, then mentor a sustainability champion or team to take the reigns;
• Provide one-on-one or group content-specific training to green teams; and
• Create an ongoing knowledge sharing and management program so that sustainability can be embedded into organizational culture in the future.

**Facilitation of Sustainability Discussions**

We generally provide facilitation services as an integral part of our broader efforts. Our facilitators understand and apply classic facilitation techniques and tools. They also have a professional understanding of the issues and subject matter being addressed.

Our facilitators use a variety of decision-making tools to achieve consensus on a range of issues from highly technical to routine daily decisions, providing stakeholder debriefings, draft and final reports, and recording discussion content as needed. We offer executive-level and team facilitation and support for sustainability leadership, green teams and department-wide sustainability initiatives. Facilitation skills are also part of our leadership and green team training courses.

**Sustainability Program and Project Management Coaching**

Eco-Coach can assist our clients in the management, integration, and oversight of sustainability programs. We begin by defining program goals and objectives and developing strategies to achieve them. We develop the implementation plan and establish performance measures for evaluating their effectiveness. Our goal is to provide a framework for managing organizational changes in an orderly manner without disrupting the ongoing operations of your organization.

We combine management and technical expertise with a strong organization focus to help our clients manage their programs efficiently and effectively.

**Program Integration/Management Capabilities**

Our consultants have extensive experience in successfully managing sustainability programs. Effective planning is the most important way to minimize future risk and ensure that an organization’s sustainability program is successful and that the requisite deliverables are completed on time and within budget. We can support our clients in:

• Developing effective program strategies using our knowledge of public- and private-sector best practices;
• Conducting benchmarking to identify opportunities for reducing resource use and program costs and improve performance;
• Preparing comprehensive cost-benefit analyses, analyses of alternatives, and organization cases to predict whether financial goals can be met; and
• Devising training, testing, evaluation, and implementation of plans that account for resource and schedule constraints as well as technical risks.

We apply sustainability process reengineering techniques and organizational change management processes to help agencies integrate program changes systematically and efficiently. We also develop and implement training programs that focus on the cultural implications of new programs and how those programs will affect existing agency practices.

Equally important is oversight and evaluation of programs to ensure the programs’ goals and objectives are being achieved effectively. When evaluating program operations, we establish and use performance measures to evaluate program performance and effectiveness and identify opportunities for improvement. We conduct program integration/management reviews, risk assessments, and independent verification and validation studies of ongoing programs to mitigate risks, identify lessons learned, and reduce costs.

**Eco-Risk Evaluation**

We offer consulting services that enable organizations to meet government agency Executive Order requirements. We will work with you to analyze current operations against an evolving regulatory framework for sustainability and identify opportunities to proactively minimize risk by aligning more closely to that framework. This includes navigating through governing regulations and helping your organization satisfy all associated compliance reviews. It can also consist of internal and external climate and environmental assessments to understand and mitigate your sustainability risks.

**Sustainability Process Improvement**

In helping organizations improve their sustainability processes, we make use of a variety of leading sustainability tools. We offer the following process management-oriented services:

• Sustainability process improvement and reengineering;
• Sustainability process performance reviews; and
• Sustainability process management and control.

**Green Procurement /Supply Chain Management Support**

It can take time and trial and error to identify environmentally preferable products that are available, cost competitive, and of comparable quality to existing products. Eco-Coach offers consulting services that enhance the ability of agencies to acquire environmentally preferable goods or services. Eco-Coach has experience in green procurement, with knowledge of the leading green vendors.

We assist our clients in enhancing the performance of their supply and value chains. This includes support with all aspects of planning, developing, implementing, acquiring, and managing sustainable supply and value chain solutions. We help clients assess the best combination of eco-friendly resources to optimize the effectiveness and efficiency of their supply chain operations. We use analytical models, advanced technologies, benchmarks, case studies, organization process reengineering, and best practices to reduce costs and improve customer satisfaction. We evaluate supply chain infrastructure, information, and performance and can provide the following services:
• Recycling program management;
• Hazardous material storage and handling;
• Green vendor/acquisition management; and
• System assessment.

**Sustainability Benchmarking, Performance Metrics & Reporting**

Benchmarking enables your organization to identify practical indicators of sustainability and to measure these over time. It also facilitates decision-making because management can monitor progress and prioritize future actions based on quantifiable results. We work with agencies to improve their organization processes by benchmarking them against those of leading public- and private sector organizations providing similar products and services.

We will work with your organization to develop performance metrics to monitor and quantify your progress and to successfully manage your sustainability initiative. We are an Energy Star Partner and an Energy Star External Trainer. We provide in-person and online webinar trainings to enable our clients to track their resource use and decrease their consumption.

Once the metrics are in place and data is collected, your agency has the capability to report on your sustainability efforts. Our sustainability report are based on Global Reporting Initiative (GRI) standards and tailored to your organization.

**Employee Engagement, Awareness & Behavior Change**

Eco-Coach provides interactive educational opportunities and programs to engage your internal stakeholders, create buzz about your ‘going green’ initiative, and communicate your successes internally and externally. We use games, challenges, events, and celebrations to go from awareness to positive actions. We advise agencies and provide support to staff in their transition to any new processes and systems that the sustainability program entails.

**Green Staff Augmentation**

As your sustainability partner, Eco-Coach is in a unique position to step in, promote and manage your sustainability program without you having to hire a whole new sustainability department or even a manager. We create the knowledge in your organization to proceed down the path to enhanced efficiency and sustainability. Once we have completed the specific tasks at hand, we hand the program over to your internal staff and support the transition to ensure ongoing success of the sustainability program.

**Sustainability Content Provider**

Eco-Coach provides customized content for communication campaigns, internal newsletters, blogs, and challenges. We have topic-specific expertise on various aspects of sustainability, including waste, energy, water, procurement, transportation, greenhouse gas emissions and employee engagement.

**Employee Training**

We help agencies develop sustainability-training programs to increase the knowledge and skills of their employees. We offer a variety of sustainability-related training services, in addition to those focused on energy efficiency and energy conservation. Our ‘out of the box’ courses are intended for agencies
beginning improvement efforts. These are straightforward workshops, on-line or in person, with related interactive learning tools and tests for comprehension and retention, as well as handouts and resources provided for on-going education.

In contrast, our custom-designed courses are developed on a case-by-case basis in consultation with agencies that are further along in their sustainability improvement efforts and require more tailored training. The details of all custom-designed courses are negotiated separately with each client.

We believe that all training should be directed toward achieving specific sustainability and organizational objectives and that the planning to satisfy an organization’s training requirements should be an integral part of the improvement planning process. Consequently, we establish a link between our consulting and training services to ensure we train the right people, at the right time, for the right reasons. We also embrace a just-in-time training philosophy to ensure that our clients receive the maximum benefit from their training investments.

Eco-Coach offers a full range of course development and training services, including instructor-led training, technology-based training, hybrid training, job aids, course development, and learning management systems needed by government agencies to improve mission performance and to support their goals now and in the future. We offer sustainability leadership core training, as well as training specific to functional subject matter. Each course has a defined title; a defined length of time (hours, days, semesters, etc.); a syllabus, table of contents, or some other description of the material to be taught; and a list of materials included (workbooks, presentations, webinars, pamphlets, guides, etc.).

Eco-Coach’s approach to training follows the Analyze, Design, Develop, Implement, Evaluate instructional systems design model as the technical framework for training development projects. For shorter trainings, this process is abbreviated. However, for more involved, multi-day trainings, we will take extra time to develop the training to ensure it meets our client’s needs and desired end goal. This includes:

1. Requirements analysis and diagnostics: The analysis ensures that we identify important contextual information, including target population characteristics, work environment and tools, professional standards, and performance requirements. We use different tools for this analysis, including written questionnaires, in-person interviews and focus groups, on-the-job observation of job performers and their performance tools, and review of performance data and procedural documentation.

2. Innovative solution design: The team prepares an instructional design document addressing the data and insights gathered in the previous phase, and recommending the types of instructional products to be developed. The design document also defines the instructional media, methods, and materials to be developed. Media types can include: print, web, video, and interactive multimedia learning simulations.
3. Development: The development phase focuses on building the instructional product using the specifications in the design document. This phase may include developing and integrating content, media, and visual assets (such as graphics, photographs, and animations).

4. Implementation: The learning solutions are then implemented in a full production work environment. Depending upon the evaluation method used, data may be collected upon completion of the training or as a follow-up to measure changes in job performance. We work closely with our clients to ensure that solutions are implemented properly.

5. Program evaluation: Evaluation can include learner satisfaction, learning achievement, improved job performance, and improved program or organizational performance. The evaluation strategy and metrics are defined during the design phase of the project. We prepare data collection methods and instruments during the development phase of the project.

Sustainability Customer and Market Analysis

We use a variety of tools to help agencies identify and understand their customers and their requirements, then help them deploy effective feedback mechanisms for tracking and monitoring customer satisfaction, needs and expectations. This includes designing and conducting sustainability surveys and using other methods for obtaining customer and supplier information. We also assist in the analysis, communication, and use of that information.

Sustainability Surveying

Feedback is an important part of embedding sustainability in an agency. Our survey instruments and procedures create meaningful, high-quality data. They are also geared toward providing sufficient quantitative data. This enables our clients to reliably gauge performance throughout their processes and to target areas most in need of improvement. Surveys are open enough to develop possible solutions from all stakeholders. Eco-Coach offers the following survey services – these are applicable for larger-scale surveys:

• Sustainability survey requirements determination;
• Sustainability survey planning to achieve high-quality results within your budget and schedule constraints;
• Survey sample design to ensure accurate, reliable results;
• Sustainability sampling assessment to ensure use of the most efficient sample designs;
• Survey instrument design, development, and testing;
• Survey instrument assessment and improvement to achieve maximum survey effectiveness;
• Survey administration to obtain meaningful results and high response rates;
• Survey data management to ensure efficient processing and high-quality data entry;
• Statistical analyses of sustainability survey results to yield useful and reliable statistical results;
• Evaluating and interpreting results;
• Survey results briefing and report development; and
• Improvement strategy development.

Integrated Sustainability Solutions

Offered in partnership with 4GreenPs, ISS helps organizations incorporate both operational and strategic issues into leading-edge sustainability programs. We conduct a comprehensive assessment of your agency’s goals and sustainability imperatives, as well as the broader
competitive landscape and market dynamics impacting your organization then translate our findings into an actionable program that result in:

- Reduced costs
- Improved regulatory compliance
- Reduced regulatory risk
- Improved perception of how well your organization is managed
- Access to new markets
- Increased margins or market share
- Improved brand reputation
- Enhanced employee productivity
- Improved ability to attract top talent
- More innovative product and service offerings and organization processes
Below are some of our past and current clients:

**Government**
- Architect of the Capitol (Senate)
- Canadian Embassy
- Montgomery County Department of the Environment (DEP)

**Non-Profit**
- AARP
- American Public Health Association (APHA)
- CharityWorks GreenHouse
- Downtown DC Business Improvement District (BID)
- Gallaudet University
- Goodwill Industries International
- KaBoom!
- North Atlantic Health Science Libraries (NAHSL)
- National Education Association (NEA)
- National Restaurant Association (NRA)
- National Quality Forum (NQF)
- Special Libraries Association (SLA)

**For Profit**
- Akridge Properties
- Booz Allen Hamilton
- BusBoys and Poets
- Capital One
- Cardinal Bank
- Congressional Seafood Co.
- Greater Goods
- Intelsat
- KaBoom!
- Perfect Settings
- LECG
- Liquidnet
- SpaFinder
- Town & Number 9
- Washington Gas
## Price List

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>GSA Awarded Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>BA/BS</td>
<td>8</td>
<td>$246.85</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>BA/BS</td>
<td>6</td>
<td>$175.31</td>
</tr>
<tr>
<td>Subject Matter Expert/ Mid Consultant</td>
<td>BA/BS</td>
<td>2</td>
<td>$148.11</td>
</tr>
<tr>
<td>Trainer</td>
<td>BA/BS</td>
<td>8</td>
<td>$123.43</td>
</tr>
<tr>
<td>Junior Consultant</td>
<td>BA/BS</td>
<td>7</td>
<td>$83.93</td>
</tr>
</tbody>
</table>

### Labor Category Descriptions

**Education:** An Associate’s degree will equal - 2 years of experience. A Bachelor’s degree will equal - 4 years of experience. A Master’s Degree will equal - 6 years of experience. A Doctorate will equal - 8 years of experience.

**Experience:** For every year of applicable experience, the person shall be credited with one year of degree qualifications toward the values stated in the labor category descriptions. GSA and/or the ordering activities may have access to any Eco-Coach’s Services employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee’s labor category.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Education</th>
<th>Years of Experience</th>
<th>Functional Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>BA/BS</td>
<td>10</td>
<td>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.</td>
</tr>
<tr>
<td>Labor Category</td>
<td>Education</td>
<td>Years of Experience</td>
<td>Functional Responsibility</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------</td>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>BA/BS</td>
<td>8</td>
<td>Provides expert technical and managerial guidance and direction for problem definition, analysis, requirements development, and implementation for extremely complex energy and other sustainability and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy and other sustainability related issues.</td>
</tr>
<tr>
<td>Subject Matter Expert/Mid Consultant</td>
<td>BA/BS</td>
<td>7</td>
<td>Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex energy and other sustainability and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy and other sustainability related issues.</td>
</tr>
<tr>
<td>Trainer</td>
<td>BA/BS</td>
<td>5</td>
<td>Responsibilities include conducting training events to develop a process for integrating strategic energy and sustainability planning, organizational development and professional development to successfully improve energy and other sustainability related operations. Also the trainer will lead meetings/events detailing recommended metrics, strategies and processes for improvement, team building, values-based leadership and team development.</td>
</tr>
<tr>
<td>Junior Consultant</td>
<td>BA/BS</td>
<td>3</td>
<td>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 other sustainability related issues.</td>
</tr>
</tbody>
</table>
16  Purchasing Information

Contractor: Eco-Coach, Inc.

Ordering/Payment Address: 1380 Monroe St. NW, #329, Washington, DC 20010

Ordering Email: anca@Eco-Coach.com

Company Website Address: http://www.Eco-Coach.com

Contract Number: GS-21F-015AA

1. Authorizes Special Item Numbers (SINs):
   a. 871-203 Training on Energy Management
   b. 871-299 Introduction of New Services
   c. Pricing: Labor Category rates proposed in support of all authorized SINs are valid for all sites.
   d. Hourly Labor Rates: See Pricing List above

2. Maximum Order: $1,000,000.00 – all SINs

3. Minimum Order: $100.00 – all SINs

4. Geographic Coverage (delivery Area): Domestic and Overseas

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


7. Quantity discounts: 1% for task orders of $250,000 or more

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will not accept over $3,000

10. Foreign items (list items by country of origin): None

11. Delivery:
   a. Time of Delivery: Specified on the Task Order
   b. Expedited Delivery: Contact Contractor
   c. Overnight and 2-day delivery: Contact Contractor
   d. Urgent Requirements: Contact Contractor
12. **F.O.B Points(s):** Destination

13a. **Ordering Address(es):** Same as Contractor

13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. **Payment address(es):** Same as company address

15. **Warranty provision:** Contractor’s standard commercial warranty.

16. **Export Packing Charges (if applicable):** N/A

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 (if applicable):** N/A

19. **Terms and conditions of installation (if applicable):** N/A

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

20a. **Terms and conditions for any other services (if applicable):** N/A

21. **List of service and distribution points (if applicable):** N/A

22. **List of participating dealers (if applicable):** N/A

23. **Preventive maintenance (if applicable):** N/A

24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A

24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/. N/A

25. **Data Universal Numbering System (DUNS) number:** 80-6763210

26. **Notification regarding registration in SAM Central Contractor Registration (CCR) database:** Registered