

MATT MARTIN REAL ESTATE MANAGEMENT, LLC

8521 LEESBURG PIKE, SUITE 601
VIENNA, VA 22182-2490
TEL 703-766-5777
FAX 703-348-0077
www.MMREM.COM

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

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>.

Financial and Business Solutions (FABS)
Federal Supply Group: 520

Contract Number: **GS-23F-0009V**
For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>

Contract Period: December 4, 2008 – December 3, 2018

Contractor: Matt Martin Real Estate Management, LLC Business Size: Small Business
8521 Leesburg Pike, Suite 601
Vienna, VA 22182-2490
703-766-5777 (phone)
703-348-0077 (fax)
www.mmrem.com Contract Administrator: Matt Martin

CUSTOMER INFORMATION:

1a. **Awarded Special Item Number(s):**

Special Item Number (SIN)	Description	Pricing
520-1	Program Financial Advisor Services	See Page 5
520-2	Transaction Specialist	See Page 5
520-5	Loan Servicing and Asset Management	See Page 5

1b. **Pricing Schedule:** Please refer to Appendix A for a description of services and pricing.
Please refer to Appendix B for labor category pricing.

1c. **Labor Category Descriptions:** Please refer to Appendix C for Labor Category descriptions.

2. **Maximum Order:** \$1,000,000.00 per SIN

*If the "best value" selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

- 3. **Minimum Order:** \$300.00 per SIN
- 4. **Geographic Coverage:** National
- 5. **Point of Production:** Vienna, VA and other Matt Martin Real Estate Management offices in United States.
- 6. **Discount from list prices or statement of Net Price:** Prices shown herein are Net (discount deducted).
- 7. **Volume Discount:** None
- 8. **Prompt Payment Terms:** Net 30 days
- 9. **Government Purchase Cards:** Government Purchase Cards are accepted below and above the micro-purchase threshold.
- 10. **Foreign Items:** None
- 11a. **Time of Delivery:** Matt Martin Real Estate Management, LLC shall deliver or perform services in accordance with the terms negotiated in an agency's order. Matt Martin Real Estate Management, LLC will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.
- 11b. **Expedited Delivery:** Consult with Contractor
- 11c. **Overnight/2-Day Delivery:** Consult with Contractor
- 11d. **Urgent Requirements:** Consult with Contractor
- 12. **FOB Point:** FOB Destination
- 13a. **Ordering Address:** Matt Martin Real Estate Management, LLC
8521 Leesburg Pike, Suite 601
Vienna, VA 22182-2490
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. **Payment Address:** Matt Martin Real Estate Management, LLC
8521 Leesburg Pike, Suite 601
Vienna, VA 22182-2490
- 15. **Warranty Provisions:** Standard Warranty
- 16. **Export Packing Charges:** Not applicable
- 17. **Terms and Conditions of Government Purchase Card Acceptance:** Government Commercial Credit Cards will be acceptable for payments.

18. **Terms and Conditions of Rental, Maintenance and Repair:** Not applicable
19. **Terms and Conditions of Installation:** Matt Martin Real Estate Management, LLC shall deliver or perform services in accordance with the terms negotiated in an agency's order.
20. **Terms and Conditions of Repair Parts:** Not applicable
21. **List of Service and Distribution Points:** Not applicable
22. **List of Participating Dealers:** Not applicable
23. **Preventive maintenance:** Not applicable
- 24a. **Environmental Attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable
- 24b. **Section 508 Compliance:** To be addressed on a task order basis. The Electronic and Information Technology (EIT) standards can be found at (www.Section508.gov).
25. **DUNS Number:** 607375917
26. **System for Award Management:** Matt Martin Real Estate Management, LLC is registered in SAM.

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CONTRACTOR INFORMATION

Matt Martin Real Estate Management, LLC (MMREM) and its partner companies offer superior professional services to both private-sector and government clients. MMREM was originally founded by three real estate agents who understand the challenges involved in the management, preservation, and disposition of real estate assets. The company has grown exponentially and currently has offices in Pennsylvania, Texas and Virginia.

MMREM employs over 9,000 subcontractors nationwide. This gives MMREM the ability to scale for any project or contract using its "Uniform Standards of Real Estate Marketing and Management," a proprietary program developed to establish standards in the field for real estate disposition and loss mitigation. This program was formulated by taking commercial best practices and enacting training and implementation models which standardize these practices into a standard and replicable set of processes nationwide.

MMREM prides itself on the experience and talent of its people. The company has been blessed with incredible talent choosing to join MMREM over other firms. Many of the firm's managers have over 30 years of experience in the real estate or mortgage industry, both in the commercial and residential fields. The company emphasizes past performance in the identification of its managers, resulting in a team of successful, seasoned veterans serving our client's needs.

MMREM brings its experience, relationships, and track record of success from the private sector to serve the needs of government clients. MMREM's team of professionals can help government agencies maximize the value of its asset portfolios, minimize management costs, and meet their financial goals in support of their missions.

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APPENDIX A

GSA Pricing and Service Descriptions for:

520-1 -Program Financial Advisor Services

520-2 - Transaction Specialist

520-5 - Loan Servicing and Asset Management

Transaction Management and Consulting- includes the verification of a single acquisition; communication with owner or asset manager, lenders and title companies; recommendations regarding asset maintenance and improvements; marketing of the assets through MLS, print media, internet listings, property brochures, TV, radio, billboards, and other mass media ventures; negotiations of contracts to maximize client's return; and performs post sale reconciliation. This is a single sale of a single asset to a single buyer.

Transaction Management and Consulting	for assets at or under \$4.5 Million	5.90% of total asset value
Transaction Management and Consulting	for assets above \$4.5 Million	4.90% of total asset value

Asset Identification and Sales- includes the introduction of an asset, investment opportunity, or company where an investment can be made with MMREM as the acquisition broker. Services include the procurement of a pool of assets, identification of potential investors/buyers, and presentation of assets to investors. This is for a single pool of assets wherein the sale of multiple assets is concluded with one closing. May or may not include services as described under Transaction Management and Consulting. This is the sale of multiple assets to a single buyer.

Asset Identification and Sales	for total assets under \$100,000,000	2.90% of total asset value
Asset Identification and Sales	for total assets between \$100,000,000 and \$250,000,000	1.90% of total asset value
Asset Identification and Sales	for total assets above \$250,000,000.00	1.65% of total asset value

Individual Asset Sales- includes a pool of assets being sold to multiple parties in order to maximize recovery by selling assets at a higher amount to multiple buyers as opposed to a single discounted bulk purchase. May or may not include services as described under Transaction Management and Consulting. This is the sale of multiple assets to multiple buyers.

Individual Asset Sales	each	6.40% of total asset value
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APPENDIX A (continued)

GSA Pricing and Service Descriptions for:

520-1 -Program Financial Advisor Services

520-2 - Transaction Specialist

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Loss Mitigation and Loan Workout- includes the reorganization, reduction, or restructuring of a lien, as well as loan modifications, repayment plans, forbearance plans, and other types of mortgage solutions.

Loss Mitigation and Loan Workout	for assets at or under \$150,000	\$1,470
Loss Mitigation and Loan Workout	for assets above \$150,000	0.90% of total asset value

Broker's Price Opinions- designed to better gauge current and true market value to decrease marketing time and increase the sales price of the asset to market value.

Broker's Price Opinions	each	\$73.95
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Portfolio Management and Consulting- includes review and management of an asset portfolio, the development of a sales program, identification of potential buyer types, reviews and recommendations regarding valuation methods, identification of issues and recommendations on public policy and capital markets, assessment of aging or deteriorating assets and the development and analysis of public/private partnerships to promote sale or disposition, the management of collateral, the management and support of marketing and asset resolution support, and post sale analysis and resolution support. This does not include the sale of any asset.

Portfolio Management and Consulting	for total assets under \$100,000,000	1.90% of total asset value
Portfolio Management and Consulting	for total assets between \$100,000,000 and \$250,000,000	1.75% of total asset value
Portfolio Management and Consulting	for total assets above \$250,000,000	1.50% of total asset value

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APPENDIX B

Labor Rates (All SINS)

Labor Category	Hourly Rate
Director	\$245.63
Senior Manager	\$185.38
Senior Specialist	\$171.48
Junior Specialist	\$120.50
Analyst	\$88.06

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APPENDIX C

Labor Category Descriptions

Director

Functional Responsibilities: Oversees programs to ensure that activities are carried out in accordance with established specifications, schedules, and budgets. Responsible for project planning, contract start-up and administration, work flow design, staff training, and client management. Serves as the senior leader in the field and provides direction to managers, supervisors and team leaders. Serves as the main point of contact with the public and with clients. Assists clients in identifying business problems, developing solutions, and implementing changes that improve efficiencies, quality, and customer satisfaction. Advises client executives as a trusted thought leader. Coordinates interdepartmental functions in order to achieve project goals.

Minimum Education & Experience: Bachelor's degree, preferably in business-related field and/or ten (10) years of professional experience, preferably in real estate development, acquisition, operations asset management and/or consulting.

Senior Manager

Functional Responsibilities: Under the guidance of the Director, responsible for the overall management of specific task order(s) and ensuring that technical/financial solutions and schedules are implemented in a timely manner. Applies extensive knowledge of client's industry to meet the objectives of the engagement. Assists in all aspects of contract management and administration. Supervises project staff across all functions of real estate management and consulting, to include acquisition/disposition, property management & marketing, title review, accounting, taxes & transmittals, closing, and quality control. Plays a major role in developing recommendations and solutions and advises client executives as a trusted thought leader. Assesses products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Ensures that quality products and services are delivered on time. Coordinates interdepartmental functions in order to achieve project goals.

Minimum Education & Experience: Bachelor's degree, preferably in business-related field and/or ten (7) years of professional experience, preferably in real estate development, acquisition, operations asset management and/or consulting.

Senior Specialist

Functional Responsibilities: Leads the development of programs and implementation of solutions based on client business need, workflow, and technical considerations. Responsible for the day-to-day management of client asset portfolios. Supervises other staff members to properly manage, market, and sell client assets. Manages subcontractors from start to finish, to include selection, supervision and payment. Each Senior Specialist typically provides leadership within one or more company department, such as Acquisition/Disposition, Property Management, Marketing, Title Review, Closings, Accounting/Taxes/Transmittals or Quality Control. Each department is described below:

- **Acquisition/Disposition** – Responsible for the evaluation of incoming asset to determine conveyance condition and to ensure compliance with proper procedures. Includes monitoring all initial field activity (such as property inspections), management of the appraisal process and final determination of property list price.
- **Property Management** – Responsible for tracking the performance of both commercial and residential properties to ensure that real estate investments accomplish their anticipated revenues. Includes managing rental properties, ensuring property maintenance, handling each property's financial operations, analyzing market conditions and resolving customer & public complaints.
- **Marketing** – Responsible for directing the listing of real estate assets with local area brokers and providing guidance regarding bids, contracts and appraisals. Also responsible for communicating with brokers, agents and purchasers to resolve issues as they arise, answering property specific inquiries and supporting agents as needed to prepare contract packages.
- **Title Review** – Responsible for the review and resolution of title issues of properties under contract so the property closes in a timely manner. This includes researching existing title policies to protect client assets.
- **Closings** – Responsible for managing the workflow of a real property transaction from contract to close in order to ensure that all parties are compliant with the terms of their contract. This includes working with all parties to the contract to process paperwork, administering the closing, and working with local counties and the tax specialists insure the timely distribution of funds and commissions.
- **Accounting/Taxes/Transmittals** – Responsible for the overall accounting, transmittals and payment of all taxes and fees related to a financial transaction. Includes billing vendors and processing tax settlements between Federal agencies and local, state, or county governments. Also responsible for maintaining ongoing working relationships with taxing authorities and researching tax indebtedness and outstanding taxes to protect assets from potential tax sales.
- **Quality Control** – Responsible for maintaining an on-going data quality methodology for determining, investigating and resolving data quality issues. This includes monitors the performance subcontractors and ensuring compliance with clients' quality control policies and procedures.

Minimum Education & Experience: High School Diploma or GED and/or five(5) years of professional experience, preferably in real estate development, acquisition, operations asset management and/or consulting.

Junior Specialist

Functional Responsibilities: Serves as a junior member of group of financial professionals to efficiently manage, market, and sell client assets. Under minimal direction, provides research and analysis support to develop solutions to client problems. Oversees subcontractor work products for quality and timeliness. Each Junior Specialist typically works within one or more company department, such as Acquisition/Disposition, Property Management, Marketing, Title Review, Closings, Accounting/Taxes/Transmittals or Quality Control. Each department is described below:

- **Acquisition/Disposition** – Responsible for the evaluation of incoming asset to determine conveyance condition and to ensure compliance with proper procedures. Includes monitoring all initial field activity (such as property inspections), management of the appraisal process and final determination of property list price.
- **Property Management** – Responsible for tracking the performance of both commercial and residential properties to ensure that real estate investments accomplish their anticipated revenues. Includes managing rental properties, ensuring property maintenance, handling each property's financial operations, analyzing market conditions and resolving customer & public complaints.
- **Marketing** – Responsible for directing the listing of real estate assets with local area brokers and providing guidance regarding bids, contracts and appraisals. Also responsible for communicating with brokers, agents and purchasers to resolve issues as they arise, answering property specific inquiries and supporting agents as needed to prepare contract packages.
- **Title Review** – Responsible for the review and resolution of title issues of properties under contract so the property closes in a timely manner. This includes researching existing title policies to protect client assets.
- **Closings** – Responsible for managing the workflow of a real property transaction from contract to close in order to ensure that all parties are compliant with the terms of their contract. This includes working with all parties to the contract to process paperwork, administering the closing, and working with local counties and the tax specialists insure the timely distribution of funds and commissions.
- **Accounting/Taxes/Transmittals** – Responsible for the overall accounting, transmittals and payment of all taxes and fees related to a financial transaction. Includes billing vendors and processing tax settlements between Federal agencies and local, state, or county governments. Also responsible for maintaining ongoing working relationships with taxing authorities and researching tax indebtedness and outstanding taxes to protect assets from potential tax sales.
- **Quality Control** – Responsible for maintaining an on-going data quality methodology for determining, investigating and resolving data quality issues. This includes monitors the performance subcontractors and ensuring compliance with clients' quality control policies and procedures.

Minimum Education & Experience: High School Diploma or GED and/or three (3) years of professional experience, preferably in real estate development, acquisition, operations asset management and/or consulting.

Analyst

Functional Responsibilities: Provides analytical and administrative support functions under close supervision. Provides superior customer service to clients through all communication mediums, to include phone, fax, email and other electronic communications. Researches and assists with resolution of problems. Assists project staff in organizing and managing project documents. Maintains and updates electronic and physical files and performs quality reviews of documents. Handles day to day business issues for projects which may include maintaining the calendar, scheduling appointments and meetings, answering the telephone, making travel arrangements, and maintaining files and preparing correspondence.

Minimum Education & Experience: High School Diploma or GED and/or one (1) year of professional experience, preferably in client-facing research or communications roles.

Experience & Degree Substitution Equivalencies

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<u>Equivalent Degree</u>	<u>Experience</u>
Associate's	2 years relevant experience
Bachelor's	Associate's degree + 2 years relevant experience or 4 years relevant experience
Master's	Bachelor's plus 2 years relevant experience or Associate's degree + 4 years relevant experience or 6 years relevant experience
PhD	Master's + 2 years relevant experience, or Bachelor's + 4 years relevant experience or 8 years relevant experience