



## **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: GSAAvantage.gov.*

**Schedule Title: Financial and Business Solutions**

**FSC Group: 520**

**Contract Number: GS-23F- 0024V**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules at [fss.gsa.gov](http://fss.gsa.gov).*

**Contract Period: February 19, 2009 through February 18, 2014**



**HomeTelos, LP, dba HomeTracker**

**14651 Dallas Parkway, Suite 414**

**Dallas, TX 75254-8875**

**Phone Number: 972.233.5559**

**Fax Number: 972.233.3688**

**Web site: <http://www.hometelos.com>**

**Contact for Contract Administration:**

**Robbi Rice Dietrich**

**[rdietrich@hometelos.com](mailto:rdietrich@hometelos.com)**

**Business Size: Woman-Owned, Large**

**Prices Shown Herein are Net (discount deducted)**

**Date: May 20, 2009**

## CUSTOMER INFORMATION PAGE

- 1a. Awarded Special Item Numbers:
  - 520 1 – Program Financial Advisor
  - 520 2 – Transaction Specialist
  - 520 3 – Due Diligence & Support Services
  - 520 5 – Loan Servicing & Asset Management
- 1b. See Price List information on pages 5-8.
2. Maximum order: \$1,000,000
3. Minimum order: \$300.00
4. Geographic coverage (delivery area): Domestic and overseas delivery
5. Point(s) of production (city, county, and state or foreign country):
  - HomeTelos, LP dba HomeTracker, LP
  - 14651 Dallas Parkway, Suite 414
  - Dallas, TX 75254
  - Dallas County
  - U.S.
6. Discount from list prices or statement of net price: Additional discounts may be negotiated at the Task Order Level
7. Quantity discounts: Such discounts may be negotiated at the task order level.
8. Prompt payment terms: Not applicable
- 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. Not accepted
10. Foreign items: Not applicable.
- 11a. Time of delivery: To be negotiated at task order level
- 11b. Expedited delivery: To be negotiated at task order level
- 11c. Overnight and 2-day delivery: To be negotiated at task order level
- 11d. Urgent requirements: See contract clause I-FSS-14-B. Agencies can contact the contact for contract administration to obtain faster delivery.
12. F.O.B. point(s): Destination.

- 13a. Ordering address:
- HomeTelos, LP d.b.a. HomeTracker, LP  
14651 Dallas Parkway, Suite 414  
Dallas, TX 75254  
Fax: 972.233.3688
- 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](http://fss.gsa.gov/schedules)).
14. Payment address:
- HomeTelos, LP d.b.a. HomeTracker, LP  
5040 Addison Circle, Suite 400  
Addison, TX 75001
15. Warranty provision: Not applicable
16. Export packing charges: Not applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not applicable
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 – 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. Preventative 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/](http://www.Section508.gov/).
25. Data Universal Number System (DUNS) number: 137211426
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered, and Registration valid until 09/19/2009.



## HomeTelos Overview

HomeTelos, LP, headquartered in Dallas, Texas, specializes in technology solutions and services for real estate assets. The company's suite of services and products has supported more than 250,000 properties, improving efficiency and communication for all parties involved in the management, marketing and disposition of real estate assets. Founded in 2001, our company created the first in-market-real-time solutions meeting the need for end-to-end management and marketing of large portfolios of real estate assets, including Real Estate Owned (REO) properties.

HomeTelos has extensive experience in working with large portfolios of federally-owned real estate assets and a first-class team of real estate, technology and service experts uniquely suited to provide federal agencies with complete solutions that reduce holding time and costs, protect and preserve assets and improve workflow efficiency and communications. Products and services offered by HomeTelos include:

**Asset Center:** Complete solutions for managing real estate assets from pre-foreclosure through REO, combining workflow management and real time communications with all parties involved in the successful management and sale of assets.

**BidSelect®:** A robust, online marketplace providing a unique combination of extensive online exposure of assets to the market with client-specific offer management workflow to maximize sales and efficiency.

**Lender Center:** A real time solution for managing property preservation requests for approval, responses and requests for clarification with an auditable review process and standardized rules and processes for all users.

**Real Estate Property Management Services:** With an on-line system to connect all the users in the real estate process (inspectors, appraisers, property managers, brokers, lenders and federal contractors), HomeTelos provides continuous management of services, including property inspections, removal of debris, cleaning, lawn and landscape services, etc. within large and geographically diverse portfolios.

**Real Estate Marketing Services:** Using BidSelect® and a national network of local real estate professionals, HomeTelos provides valuation services, lists properties for sale, creates marketing plans, manages and negotiates offers from potential buyers, implements special marketing promotions and provides closing management services to facilitate successful sales transactions.

## HomeTelos Services & Price List

### **Asset Center**

Asset Center is a comprehensive workflow and document management system for clients to manage and market their real estate assets and REO properties. It provides real-time reporting and inventory status for management and automates daily tasks for properties to ensure critical processes are followed. A complete history of notes, tasks and actions performed on the property can be accessed and viewed by all users, including tracking of customer service calls. The workflow, task and document management functions of Asset Center can be customized to support the client's overall processes and quality control requirements. It can also be customized to support different processes and requirements.

Asset Center fast tracks data and communications and enhances the productivity of staff. The availability of real-time, accurate data at the property and portfolio levels gives clients a critical management and oversight tool to keep property expenses in line which results in a quicker, higher return on sales.

Asset Center provides a complete solution for asset management and has the ability to integrate with a client's existing applications. Designed to improve workflow and efficiency, Asset Center includes extensive reporting and cost tracking capabilities providing oversight of all assets in inventory and a record of all transactions for each property, including appraisals, inspections, photographs, work orders, offers, contracts, addendums and other information to improve the accuracy of real time decisions on an entire real estate portfolio, properties within specific geographic regions or individual properties.

### **Fee for Asset Center Services**

0-3,000 assets*	\$15.87 per property per month
Greater than 3,000 assets*	\$15.87 per property per month, with a max. of six months (\$95.22 max.)

\*Quantity determined by number of properties in the system at the end of each calendar month.

### **BidSelect®**

BidSelect® is an electronic real estate marketplace and offer management system that expands market exposure, increases buyer enthusiasm and produces shorter marketing times and higher returns. Since its release, more than 630,000 offers have been managed and more than 110,000 properties listed and sold. With over 250,000 registered users growing at a rate of 5,000 per month, BidSelect® is an efficient sales channel supported by a large, trained brokerage network.

Among the features of this complete listing and offer management solutions are real-time offer review and counter offer negotiation, special marketing promotions and configurable offer submission and review processes. The solution supports flexible marketing options such as sealed bids, interactive bidding events and bulk sales. Customizable forms and addendums and linkage to loan products are also features of BidSelect®.

### **Fee for BidSelect®**

0-500 listings**	\$50.38 per listing
501-1,000 listings**	\$40.30 per listing
1,001-3,000 listings**	\$30.23 per listing
Greater than 3,000 listings	\$20.15 per listing

\*\*Additional one-time \$15,000 Integration and Implementation fee applies.

## **All Other Services**

**Lender Center:** HomeTelos' Lender Center allows lending and mortgage servicing institutions to streamline the process for receiving and responding to requests for approval of property preservation and maintenance expenses. Lender Center has facilitated the processing of more than 300,000 property preservation transactions, managing a complete history of requests for actions related to properties and requests for clarifications and explanations of determinations made. It provides information for an objective and auditable review process and standardizes the rules and processes for all users.

**Custom Development Services:** HomeTelos offers customization services so that our menu of solutions can be tailored to specific client requirements. We work with our clients to define their customized requirements which drive the design of special screens, reports, scorecards and other services that we develop, test and implement.

**Training:** HomeTelos provides a variety of training to meet the needs of our clients, including training of property management and maintenance subcontractors and other vendors to meet the specific and often unique requirements of our clients. A series of training modules are available to assist real estate professionals in submitting electronic offers on properties, explaining how to register on BidSelect, and registering as part our national network of property management and real estate listing professionals to provide subcontracted services.

### **Fees for All Other Services**

Lender Center Service	\$8.06 per property
Custom Development	\$151.12 per hour
Training	\$1,259.38 per day

## **Real Estate Property Management**

### **Basic Services for Real Estate Residential Property Management:**

HomeTelos offers a fixed residential property management fee structure based on the total number of properties in inventory at the beginning of a calendar month. This fee covers coordination and oversight of services and costs to bring a vacant property to market and maintain its marketing condition. The basic services residential property management fee includes the following. All other costs will be paid directly by the client.

- Initial Property Inspection
- Review of Claims for Insurance Benefit
- Community Outreach
- Online Real-Time Information Available to Client via HomeTracker
- Oversight of Services and Accounting Reconciliation of Expenses

## **Basic Services Fee for Real Estate Residential Property Management Services**

Properties Located In:	Fee (including the IFF) per property paid at assignment		
	0-500 Properties	501-1,500 Properties	Over 1,500 Properties
<b>North East U.S.:</b> States of Michigan, Ohio, West Virginia, Virginia, Pennsylvania, Maryland, Delaware, New Jersey, Connecticut, Rhode Island, Massachusetts, New York, Vermont, New Hampshire, Maine, Illinois, Indiana and the District of Columbia	\$ 2,666.40	\$ 2,613.08	\$ 2,559.75
<b>South East U.S.:</b> States of Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Puerto Rico and The Virgin Islands	\$ 2,346.43	\$ 2,299.50	\$ 2,252.57
<b>North Central U.S.:</b> States of Montana, Wyoming, North Dakota, South Dakota, Minnesota, Wisconsin, Iowa, Nebraska, Utah and Colorado	\$ 2,346.43	\$ 2,299.50	\$ 2,252.57
<b>South Central U.S. :</b> States of Kansas, Missouri, Arizona, New Mexico, Texas, Oklahoma, Arkansas and Louisiana	\$ 1,971.75	\$ 1,904.49	\$ 1,850.00
<b>Western U.S.:</b> States of California, Nevada, Idaho, Oregon, Washington, Alaska and Hawaii	\$ 2,533.08	\$ 2,482.41	\$ 2,431.75

## **Expanded Services for Real Estate Residential Property Management Services:**

HomeTelos offers a fixed residential property management fee structure based on the total number of properties in inventory at the beginning of a calendar month. This fee covers routine costs to bring a vacant property to market and maintain its marketing condition. The expanded services residential property management fee includes:

- Initial Property Inspection
- Initial Services
  - Removal of all interior and exterior debris (up to 60 cubic yards, \$35 per cubic yard thereafter)
  - Sweep, mop and vacuum all floors
  - Detail clean all sinks, toilets, tubs, showers, vanities, appliances, counter tops and windows
  - Replace missing light bulbs
  - Cap wires and replace missing switch covers
  - Replace batteries in smoke detectors
  - Provide access to utility company for service commencement
  - Winterization
  - Initial lawn service
  - Bids to address repairs, health and safety, broken windows, pool service and roof repairs
- Routine Property Services (up to 6 months from initial assignment, \$150 per month thereafter)
  - Routine bi-monthly property inspections
  - Routine bi-monthly lawn services
- Review of Claims for Insurance Benefit
- Community Outreach
- Online Real Time Information Available to Client via HomeTracker
- Oversight of Services and Accounting Reconciliation of Expenses

## **Expanded Services Fee for Real Estate Residential Property Management Services**

Properties Located In:	Fee (including the IFF) per property paid at assignment		
	0-500 Properties	501-1,500 Properties	Over 1,500 Properties
<b>North East U.S.:</b> States of Michigan, Ohio, West Virginia, Virginia, Pennsylvania, Maryland, Delaware, New Jersey, Connecticut, Rhode Island, Massachusetts, New York, Vermont, New Hampshire, Maine, Illinois, Indiana and the District of Columbia	\$ 4,040.00	\$ 3,959.20	\$ 3,878.40
<b>South East U.S.:</b> States of Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Puerto Rico and The Virgin Islands	\$ 3,555.20	\$ 3,484.09	\$ 3,412.99
<b>North Central U.S.:</b> States of Montana, Wyoming, North Dakota, South Dakota, Minnesota, Wisconsin, Iowa, Nebraska, Utah and Colorado	\$ 3,555.20	\$ 3,484.09	\$ 3,412.99
<b>South Central U.S. :</b> States of Kansas, Missouri, Arizona, New Mexico, Texas, Oklahoma, Arkansas and Louisiana	\$ 2,921.75	\$ 2,854.49	\$ 2,804.88
<b>Western U.S.:</b> States of California, Nevada, Idaho, Oregon, Washington, Alaska and Hawaii	\$ 3,838.00	\$ 3,761.24	\$ 3,684.48

## **Real Estate Asset Marketing Services**

HomeTelos offers a real estate asset marketing services fee based on a percentage of the sales price at closing. This percentage is tiered based on value bands related to the sales prices. As the value of the property is larger the percentage reduces. The fee is set as a percentage of the average sales price of the client's historical (previous 12 months) portfolio. This fee covers the activities necessary to market and sell real estate assets owned by the client. The marketing fee covers the following:

- Real Estate advertising and marketing (does not include the real estate listing and sales commission at a rate consistent with customs of the property location and type)
- Engagement and management of local listing broker/agent on behalf of the seller (commissions related to this is paid on the closing statement by the Seller)
- Property title review and management of the resolution of title exceptions
- Contract negotiations and preparation of sale documents
- Oversight of sales closings
- Accounting reconciliation of the transfer of closing funds to the client
- Utilization of an electronic marketplace for listing, sales and negotiation of offers for properties in inventory
- Broker Training and Community Outreach

All other marketing costs, including but not limited to valuations, will be paid directly by the client.

## **Real Estate Asset Marketing Fee**

Properties Located In:	\$35,000 - \$50,000 Average Sales Price of Historical Client Portfolio*	\$50,001 - \$100,000 Average Sales Price of Historical Client Portfolio*	\$100,001-\$500,000 Average Sales Price of Historical Client Portfolio*	Over \$500,000 Average Sales Price of Historical Client Portfolio*
Continental United States, Hawaii, Alaska, District of Columbia, Puerto Rico and U.S. Virgin Islands	6.0% of Sales Price	4.32% of Sales Price	2.25% of Sales Price	1.20% of Sales Price

\*Average Sales Price of Historical Client Portfolio over the past 12 months.