

**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>

Financial and Business Solutions

FSC Group: 520

Contract No.: GS-23F-0027T

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

Contract Period: 2/16/2012 - 2/15/2017

CBRE

**CBRE, Inc.
750 9th Street N.W, Suite 900
Washington, DC 20001
Telephone: (202) 585-5587
Fax: (202) 783-1723
www.cbre.com**

Business Size/Status: Large

Prices shown herein are NET (discount deducted).



Contract Holder

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to page #4 for a more detailed description)

SIN 520-1 Program Financial Advisor Services

SIN 520-2 Transaction Specialist

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #13

1c. Labor Category Descriptions: Please refer to page #11

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

3. Minimum Order: \$300

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card is accepted at or below the micro – purchase threshold.

9b. Government Purchase Card is not accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: CBRE Real Estate Services, Inc.
Attn: Molly Murphy/GSA Orders
750 9th Street, NW, Ste 900
Washington, DC 20001

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

- | | |
|---|--|
| 14. Payment Address: | CBRE, Inc.
Attn: Molly Murphy/Accounts Receivable
750 9 th Street NW, Ste 900
Washington, DC 20001 |
| 15. Warranty Provision: | Not Applicable |
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms & Conditions of Government Purchase Card Acceptance: | None |
| 18. Terms and conditions of rental, maintenance, and repair: | Not Applicable |
| 19. Terms and conditions of installation (if applicable): | Not Applicable |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Not Applicable |
| 20a. 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. Preventative 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. 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/ | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 039839683 |
| 26. CB Richard Ellis is registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded CBRE Real Estate Services, Inc. a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract No. GS-23F-0027T. The current contract period is 2/16/2012 - 2/15/2017. GSA may exercise a total of up to two additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Molly Murphy
CBRE, Inc.
750 9th Street N.W. Suite 900
Washington, DC 20001
Telephone: (202) 585-5587
Fax Number: (202) 783-1723
Email: molly.murphy@cbre.com

MARKETING AND TECHNICAL POINT OF CONTACT

Molly Murphy
CBRE, Inc.
750 9th Street N.W. Suite 900
Washington, DC 20001
Telephone: (202) 585-5587
Fax Number: (202) 783-1723
Email: molly.murphy@cbre.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. CB Richard Ellis has been awarded a contract by GSA to provide services under the following SINs:

SIN 520-1 Program Financial Advisor Services

SIN 520-2 Transaction Specialist

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

520 1 PROGRAM FINANCIAL ADVISOR SERVICES

The Contractor shall provide program financial advisor services to assist the Government in crosscutting issues and considerations associated with the overall development and management of an asset program. This may include but is not limited to the following:

- Develop and manage an asset resolution program
 - review asset base or some portion thereof and provide specific recommendations/strategies as to the best management and/or disposition vehicle to use in order to maximize recoveries in the current marketplace
 - develop an Asset Resolution Plan
 - develop and/or modify task orders for financial advisory services
 - raise issues on public policy and capital markets and offer recommendations
 - implement a coherent approach to communications and interactions among policy, procurement, information systems, general counsel, Inspector General, congressional and legislative affairs, field offices, Government agencies, stakeholders, non-Government entities, and the public at large
 - analyze new products to be offered for sale to determine potential marketability
 - review appropriate laws to determine disposal authority and rights for real property
 - determine the value of an overall asset portfolio
 - identify individuals or entities that are disqualified from participating or bidding
 - provide advice on compliance, execution, or implementation issues relating to OMB Circulars A-11 and A-34, other OMB guidance, and other opinions
 - estimate and report the effects of asset programs for purposes of budget formulation and execution
 - analyze credit reform
- Asset sales
 - review, design, and reposition a strategic plan, business plan, and/or policies for an asset sale
 - develop asset sales schedules and financial projections for budgetary, performance management, and capacity planning purposes
 - conduct individual asset sales
 - prepare reports or analyses in support of an asset sales program
- Develop, manage and/or implement an origination program
 - perform in-depth feasibility studies and cost/benefit analysis to evaluate public/private partnership opportunities assess aging or deteriorating assets and develop and analyze public/private partnership scenarios to rehabilitate the assets provide specific recommendations/strategies including public/private partnerships to promote rehabilitation
 - identify private entities capable of contributing sufficient financial capital and borrowing ability to redevelop or renovate assets (e.g. federal real property) in exchange for a portion of the asset
 - design and secure the most efficient financing vehicle, given market and contractual considerations, to fund real property or non-real property assets.
 - re-engineer financing structures to provide the most advantageous financing for an asset.
 - develop and/or manage a system to find a lender, select a mortgage product, originate a mortgage or choose among other settlement service providers and products
- Trust fund management/institutional trust services/investment banking
 - invest, control, and arrange for audit of trust fund asset/portfolios
 - administer benefit payments
 - buy, sell, and lend securities
 - manage collateral
 - assess risk

- implement an agency's assessment processes in order to maximize value of an agency's funds
- Equity oversight and transaction administration
 - Cash Management: track cash generated and distributed through partnerships, from closing to post-closing and termination, to ensure effective management of cash accounts and timely and accurate distributions to the partners.
 - Asset Management: monitor the operations and performance of the partnership through review of the general partner's business plans, financial reports and projections to protect against reduction in value or mismanagement of assets.
 - Investor Reporting: Use various financial indicators to provide a detailed reporting package for each transaction representing the current financial status and performance of a portfolio.
- Marketing and asset resolution support
 - prepare a marketing plan and provide support services to ensure that a group of assets are resolved
- Post sale analysis and resolution support
 - assist on post-closing matters
 - analyze management of the portfolio in terms of credit extension and servicing to assist the agency in improving its processes
 - handle special investor/buyer and borrower problems that may arise
 - create and update Asset Sale Design Records kept by the agency and report any lessons learned
 - develop, gather, scrub, and store data relevant to support the asset resolution program
 - develop and maintain an electronic presence that will be a principal point of contact for agencies and constituencies interested in an asset resolution program

520 2 TRANSACTION SPECIALIST

The Contractor shall provide transaction specialist services to advise the Government on assets, disposal of an asset, any resulting asset sales structure, pricing, and bid acceptance. These may include but are not limited to the following:

- Pricing/valuation of an asset or group of assets
 - value or price an asset on an asset and/or portfolio basis
 - monitor an asset or group of assets
 - obtain or develop a valuation/pricing model
 - estimate cash flows and net sales proceeds based on the use of the model
 - produce reports and records
 - update asset valuation/pricing
- Review of pending sale
 - estimate the recovery value for each disposition option considered
 - explain the valuation methodology
 - run bid evaluation models showing advantages and disadvantages
 - estimate cost of resolution and gather and analyze data to develop and model the input assumptions
 - identify appropriate timeline for resolution of the specific asset packages
 - conduct market sensitivity analysis
 - report on relevant assumptions and issues and legal requirements for Government asset disposal
- Conduct transactions
 - manage the bid process including preparing and/or controlling, reviewing receipt of bids and bid deposits, analyzing bids, addressing non-conforming bids and reporting, providing reports to track and summarize investor activities
 - respond to potential bidders and sales negotiations for third party buyers
 - draft and present a confirming sale bid on a portfolio to obtain agency authority to validate the winning bid

- develop sales strategy in accordance with asset disposal laws and regulations and report in sufficient detail to demonstrate the feasibility of the approach
- determine if the agency's advertisements, marketing materials, mailings and other methods employed are effective in reaching the target market and outline how they might be improved for each type of product
- participate in the post-bid meeting with agency decision-makers and offer insights regarding consistency with stated objectives
- review the post-sale documentation and participate in the agency review meeting
- Budget and budget analysis
 - prepare and present budget proposals and plans as it relates to the resolution of an asset as well as develop, gather, verify, and store data relevant to support an asset sale
 - complete budget documents and reports
 - estimate the budgetary cost of future or on-going resolutions
- Marketing and pre/post asset resolution support
 - develop the identity of the asset to be resolved and put forth a marketing plan designed to achieve the long-term objectives of a successful resolution program
 - implement a marketing plan, which may include investor/purchaser solicitations, due diligence reviews, collateral asset tours, advertising, distribution of approved marketing materials, bidder conferences, a periodic newsletter to interested investors/buyers, speaking engagements, Congressional Office briefs, and an electronic web site presence
 - review marketing plans including letters to borrowers, initial sales announcements, targeted investor/buyer calls, ad layouts, and ad placements strategies to ensure consistency with overall goals and objectives
 - recommend enhancements to the marketing effort
 - prepare and distribute marketing materials, bid packages, and supplements to potential investors
 - make available a borrower tracking system
 - draft releases of the sales results
 - review proposed modifications to an agency's standard question-and-answer package and provide recommendations
 - read computer tapes and diskettes for asset information
 - build and maintain a database of assets offered for sale
 - perform data field checks to identify problems related to improper due diligence or coding/inputting
 - perform stratification considering the type of asset, its value, geographic location, and other pertinent factors
 - oversee and track sales schedule and resolve problems or issues
 - supervise the post-bid due diligence process
 - provide written post-sales analysis
 - participate in the post-bid meeting and offer insights regarding consistency with stated objectives
 - review the post-sale documentation and participate in the agency review meeting

520 15 --- Outsourcing Recurring Commercial Activities for Financial Management Services

Services that an agency identifies as recurring commercial activities which may include billing, payroll processing, application processing, claim processing, grant application management, loan application management, inventory management, and other financial management activities.

Outsourcing Recurring Commercial Activities for Financial Management Services may include but are not limited to the following:

- Billing services
- Payroll processing
- Application processing

- Claim processing
- Grant application management
- Loan application management
- Inventory management
- Lease management

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that CB Richard Ellis meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FABS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and

- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Experience Substitutions:

H.S. Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 2 years additional experience	Equals	Ph.D

Education Substitutions:

A Ph.D. may be substituted for 2 years of required experience with a Masters Degree or 4 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 4 years of required experience with a H.S. Diploma.

GSA Labor Category	Education	Exp.	Description
Financial Expert	Bachelors	12	An expert in the financial field. Takes extensive responsibility in performing business valuations, transactions and assessments. Works well independently or as a leader to gather facts, manage cases, analyze financial statements and complex financial data, identifying issues and proposing solutions, preparing financial models, and writing reports.
Financial Alliance Manager	Bachelors	10	Oversees the entire project. Responsible for all aspects of performance including cost, schedule, deliverables and contractual compliance. Leads the coordination of project work with the client. Leads project development and the implementation of solutions to meet the client's needs.
Financial Specialist IV	Bachelors	8	Prepares cost estimates and analyzes financing requirements. Conducts basic property appraisal valuations and/or research. Performs due diligence and financial analysis. Conducts market analysis to ensure sound disposition, development and/or acquisition decisions.
Financial Specialist II	Bachelors	4	Prepares cost estimates and analyzes financing requirements. Conducts basic property appraisal valuations and/or research. Performs due diligence and financial analysis. Conducts market analysis to ensure sound disposition, development and/or acquisition decisions.
Financial Specialist I	Bachelors	2	Prepares cost estimates and analyzes financing requirements. Conducts basic property appraisal valuations and/or research. Performs due diligence and financial analysis. Conducts market analysis to ensure sound disposition, development and/or acquisition decisions.

GSA Labor Category	Education	Exp.	Description
Financial Support Specialist	High School Diploma	2	Provides routine analytical functions under close supervision. Conducts basic research and synthesizes materials reviewed. Assists project staff in organizing and managing project documents.

Brokerage Services Descriptions

Lease Acquisition. CB Richard Ellis offers a complete support for the acquisition process combining streetwise savvy with creative problem solving abilities, and deal making skills with sophisticated diagnostic and analytical capabilities. Since real estate decisions often have significant impact on both client business plans and financial statements, it is important to help tenants align real estate requirements with strategic objectives. Services include current situation analysis and planning, the development of viable options, comparative analysis of market availabilities and implementation of the selected alternative, including full project management services for tenant fit-out.

**HOURLY RATES FOR SERVICES
SIN(s) 520-1, 520-2, 520-15**

Labor Category	Year 1 2/16/12- 2/15/13 Hourly Rate inclusive of ¾% IFF	Year 2 2/16/13- 2/15/14 Hourly Rate inclusive of ¾% IFF	Year 3 2/16/14- 2/15/15 Hourly Rate inclusive of ¾% IFF	Year 4 2/16/15- 2/15/16 Hourly Rate inclusive of ¾% IFF	Year 5 2/16/16- 2/15/17 Hourly Rate inclusive of ¾% IFF
Financial Expert	\$239.86	\$247.05	\$254.46	\$262.10	\$269.96
Financial Alliance Manager	\$215.87	\$222.35	\$229.02	\$235.89	\$242.97
Financial Specialist IV	\$167.90	\$172.94	\$178.13	\$183.47	\$188.97
Financial Specialist II	\$143.91	\$148.23	\$152.68	\$157.26	\$161.98
Financial Specialist I	\$98.47	\$101.42	\$104.46	\$107.60	\$110.83
Financial Support Specialist	\$60.59	\$62.41	\$64.28	\$66.21	\$68.19

Brokerage Services	
Lease Acquisition Services	
Tier	Rate (Non Cumulative)
\$1-\$500,000	3.49%
\$500,001-\$1,000,000	3.27%
\$1,000,001-\$2,000,000	2.77%
\$2,000,001-\$5,000,000	2.77%
\$5,000,001+	2.57%

**PERCENTAGE BASED FEES
SIN(s) 520-1, 520-2, 520-15**