

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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: GSAAdvantage.gov

Schedule Title: Professional Services Schedule
Industrial Group:00CORP
Contract Number: **GS-23F-0031V**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract period:	February 24, 2009 – February 23, 2014	(Initial Contract Period)
	February 24, 2014 – February 23, 2019	(Option Period 1)
	February 24, 2019 – February 23, 2024	(Option Period 2)
	February 24, 2024 – February 23, 2029	(Option Period 3)

Contractor's Name: **The Law Offices of Margaret Dillenburg, PC**
Address: **9422 Thrush Lane**
Potomac, MD 20854

Contractor Phone: (301) 765-7050
Contractor Fax: (301) 560-5758

Website: www.dillenburglaw.net

Contractor e-mail: peggydillenburg@dillenburglaw.net
Contract Administration: Margaret Dillenburg, Esq.

Business size: Small

For more information about our law firm, please visit our website at www.Dillenburglaw.net.

CUSTOMER INFORMATION

1. Awarded Special Item Number: **520-6/RC Professional Legal Services**

Hourly Fees

The following hourly rates currently chargeable under our GSA contract reflect a significant discount off of our regular guideline hourly rates.

<i>Service Labor Category</i>	<i>Contract Year I GSA Price – Excluding IFF</i>	<i>Contract Year I GSA Price – Including IFF</i>	<i>Contract Year II GSA Price – Including IFF</i>	<i>Contract Year III GSA Price – Including IFF</i>	<i>Contract Year IV GSA Price – Including IFF</i>	<i>Contract Year V GSA Price – Including IFF</i>
	<i>2/24/09 - 2/23/10</i>	<i>2/24/09 – 2/23/10</i>	<i>2/24/10 – 2/23/11</i>	<i>2/24/11 – 2/23/12</i>	<i>2/24/12 – 2/23/13</i>	<i>2/24/13 – 2/23/14</i>
Senior Counsel I	\$356.25	\$358.92	\$373.28	\$388.21	\$403.74	\$419.89
Senior Counsel II	\$356.25	\$358.92	\$373.28	\$388.21	\$403.74	\$419.89
Senior Litigator I	\$403.75	\$406.78	\$423.05	\$439.97	\$457.57	\$475.87
Senior Litigator II	\$403.75	\$406.78	\$423.05	\$439.97	\$457.57	\$475.87
Associate Attorney	\$199.50	\$201.00	\$209.04	\$217.40	\$226.09	\$235.14
Paralegal/Law Clerk	\$95.00	\$95.71	\$99.54	\$103.52	\$107.66	\$111.97
Senior Administrative Assistant	\$95.00	\$95.71	\$99.54	\$103.52	\$107.66	\$111.97
Administrative Assistant	\$42.75	\$43.07	\$44.79	\$46.59	\$48.45	\$50.39

<i>Service Labor Category</i>	<i>(Option 1, Year 1) Contract Year 6 GSA Price – Including IFF</i>	<i>(Option 1, Year 2) Contract Year 7 GSA Price – Including IFF</i>	<i>(Option 1, Year 3) Contract Year 8 GSA Price – Including IFF</i>	<i>(Option 1, Year 4) Contract Year 9 GSA Price – Including IFF</i>	<i>(Option 1, Year 5) Contract Year 10 GSA Price – Including IFF</i>
	<i>2/24/14 – 2/23/15</i>	<i>2/24/15 – 2/23/16</i>	<i>2/24/16 – 2/23/17</i>	<i>2/24/17 – 2/23/18</i>	<i>2/24/18 – 2/23/19</i>
Senior Counsel I	\$424.09	\$428.33	\$432.61	\$436.94	\$441.31
Senior Counsel II	\$424.09	\$428.33	\$432.61	\$436.94	\$441.31
Senior Litigator I	\$480.63	\$485.43	\$490.29	\$495.19	\$500.14
Senior Litigator II	\$480.63	\$485.43	\$490.29	\$495.19	\$500.14
Associate Attorney	\$237.49	\$239.87	\$242.26	\$244.69	\$247.13
Paralegal/Law Clerk	\$113.09	\$114.22	\$115.36	\$116.52	\$117.68
Senior Administrative Assistant	\$113.09	\$114.22	\$115.36	\$116.52	\$117.68
Administrative Assistant	\$50.89	\$51.40	\$51.92	\$52.44	\$52.96

*1% escalation per year

*Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and established a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.”

Non-Professional Charges

Services

Charges

Computerized Research Services
Lexis/Nexis

Negotiated as-needed

Duplication (in house only)

Negotiated as-needed

Federal Express (depending on destination, weight, service)

Negotiated as-needed

The rates for non-professional charges are in addition to our hourly rates. These costs and any increases in the cost of such charges will be passed through to the ordering agency.

Labor Category Descriptions

Senior Counsel - I

- Equity partner in Firm;
- Licensed to practice law in the District of Columbia, Virginia, and Maryland, and/or one or more states within the United States;
- Has supervisory skills to manage complex legal matters and oversee the professional performance of associates, counsel and legal assistants;
- Has superior knowledge of the law and has excellent writing and oral skills;
- Billable rate at the Senior Counsel Rate.

Senior Counsel - II

- Contract Counsel to the Firm ;
- Licensed to practice law in one or more states and/or the District of Columbia;
- Has supervisory skills to manage complex legal matters and oversee the professional performance of associates and legal assistants;
- Billable rate dependent upon Counsel Level.

Senior Litigator - I

- Employee of Firm;
- Licensed to practice law in one or more states and/or the District of Columbia (or license application pending);
- Experience as a law practitioner;
- Has supervisory skills to manage legal matters and litigation;
- Billable rate at the Senior Litigator Level.

Senior Litigator - II

- Employee of Firm or Contract Litigation Attorney to the firm;
- Licensed to practice law in one or more states and/or the District of Columbia (or license application pending);
- Experience as a law practitioner;
- Has supervisory skills to manage legal matters and litigation;
- Billable rate at the Senior Litigator Level.

Associate Attorney

- Employee of Firm or Contract Attorney;
- Licensed to practice law in one or more states and/or the District of Columbia (or license application pending);
- Experience as a law practitioner or law clerk;
- Has professional skills, including excellent research, writing and oral skills;
- Billable rate dependent upon associate year level.

Paralegal/Law Clerk

- Employee of Firm or Contract Paralegal or law clerk;
- Graduate of fully accredited 4-year college or university in the United States and/or recipient of paralegal certification and/or law student;
- Has professional skills to provide assistance to Senior Counsel, Senior Litigators and Associates Attorneys in their respective undertaking of legal matters;
- Has coordination skills to arrange legal project teams when appropriate;
- Billable at paralegal/law clerk rate.

Senior Administrative Assistant

- Employee of Firm or Contract Senior Administrative Assistant;
- Not less than 20 years or work experience performing administrative or managerial tasks for the U.S. government, or private industry;
- Minimum of two years of college or university courses, plus completion of government training courses offered;
- Has professional skills to provide assistance to Counsel, Senior Litigators and Associates Attorneys in their respective undertaking of legal matters;
- Has coordination skills to participate as a critical part of a legal or asset management project team;
- Billable at Senior Administrative Assistant rate.

Administrative Assistant

- Employee of Firm or Contract Administrative Assistant;
- Not less than 3 years or work experience performing administrative tasks in the federal government, or private industry or law firm;
- High School Diploma;
- Superior organizational skill;
- Minimum 3 years of work experience performing administrative or managerial tasks for the U.S. government, or private industry;
- Has coordination skills to participate as a critical part of a legal project team under the supervision of Senior Administrative Assistant;
- Billable at Administrative Assistant rate.

2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographical Coverage: Domestic and Foreign
5. Points of Production: Potomac, Maryland
6. Discount from list prices: Volume Discount: The Law Offices of Margaret Dillenburg, PC agrees to provide, as an additional discount, a volume discount of $\frac{1}{2}$ of 1 percent (.5% or .005) off of the applicable labor hour rates billed to the government for any task order whose annual value exceeds \$500,000.00. In addition, the firm agrees to provide, as an additional discount, a volume discount of 1 percent (1% or .01) off of the applicable labor hour rates billed to the government for any task order whose annual value exceeds \$1,000,000.00.
7. Quantity Discounts: N/A
8. Prompt Payment terms: N/A
- 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: No
10. Foreign Items: N/A
- 11a. Time of delivery: Based upon assignment
- 11b. Expedited Delivery: Items available for expedited delivery are noted in this price list
- 11c. Overnight and 2-day delivery: N/A
- 11d. Urgent Requirements: Ordering agencies should contact the Contractor's representative for a faster delivery
12. F.O.B. point: Destination
- 13a. Ordering address: The Law Offices of Margaret Dillenburg, PC
9422 Thrush Lane
Potomac, MD 20854
- 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: The Law Offices of Margaret Dillenburg, PC
P.O. Box 60554
Potomac, MD 20859
15. Warranty provision: N/A
16. Export packing charges, if applicable: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): N/A
18. Terms and conditions of rental, maintenance, and repair: N/A
19. Terms and conditions of installation: N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A
- 20a. Terms and conditions for any other services: N/A
21. List of service and distribution points: N/A
22. List of participating dealers: N/A
23. Preventive maintenance: N/A
24. Environmental attributes: Recycling Program, Energy-Saving Computers, etc.
25. Data Universal Number System (DUNS) number: 827894507
26. Notification regarding registration in Central Contractor Registration (CCR) database: Yes