



**Federal Supply Service  
General Services Administration (GSA)  
Authorized Federal Supply Schedule Price List**

**Schedule Title: Financial and Business Solutions,  
Outsourcing Recurring Commercial Activities for Financial Management Services  
SIN 520-15**

**Contract Number:  
GS-23F-0087V**

**Effective August 17, 2014 – August 16, 2019**

*For the provision of*

**Independent Contractor Engagement Services**

*to consolidate the administration, payment, and risk mitigation  
for independent individuals service providers and small business contractors  
engaged by federal agencies*

**Business Size: Small Business  
Prices Shown Herein are Net (Discount Deducted)**

<b>CONTRACTOR:</b>	MBO Partners, Inc. 13454 Sunrise Valley Drive Suite 300 Herndon, VA 20171	<b>CONTRACT NO.:</b>	GS-23F-0087V
		<b>PERIOD:</b>	8/17/2014 – 8/16/2019
		<b>TELEPHONE:</b>	703-793-6000
		<b>FAX:</b>	703-793-6099
		<b>E-MAIL:</b>	gsa@mbopartners.com
<b>CONTRACT CONTACT:</b>	David Putt	<b>WEB:</b>	www.mbopartners.com
<b>SALES CONTACT:</b>	David Putt		

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. Find *GSA Advantage!* at: <http://www.GSAAdvantage.gov>.

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

## **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

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## Agency Information

1a.	<b>Awarded SINs</b>	520-15
1b.	<b>Lowest Price Model / Special Items</b>	MBO Partners' Contractor Payment Processing Services and their prices and terms are included in the sections following Item 26
1c.	<b>Hourly Rates</b>	Not applicable
2.	<b>Maximum Order</b>	\$1,000,000 (in MBO Partners fees)
3.	<b>Minimum Order</b>	\$300 (in MBO Partners fees)
4.	<b>Geographic Coverage</b>	Domestic and overseas delivery
5.	<b>Point of Production</b>	Herndon, Fairfax County, Virginia
6.	<b>Statement of Net Price</b>	See sections following Item 26
7.	<b>Quantity Discounts</b>	Not applicable
8.	<b>Prompt Payment Terms</b>	Not applicable
9a.	<b>Government Purchase Cards</b>	Accepted for Orders below the micro purchase threshold
9b.	<b>Government Purchase Cards</b>	Accepted for Orders above the micro purchase threshold
10.	<b>Foreign Items</b>	Not applicable
11a.	<b>Time of Delivery</b>	Not applicable
11b.	<b>Expedited Delivery</b>	Items available for expedited delivery are noted in the price list
11c.	<b>Overnight and Second-Day Delivery</b>	Not applicable
11d.	<b>Urgent Requirements</b>	MBO Partners responds to urgent requests within three days of receipt as explained in clause I-FSS-140-B of its GSA contract
12.	<b>FOB Points</b>	Destination
13a.	<b>Ordering Address</b>	MBO Partners, Inc. 13454 Sunrise Valley Drive, Suite 300 Herndon, VA 20171
13b.	<b>Ordering Procedures</b>	Ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS homepage ( <a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a> )
14.	<b>Payment Address</b>	Same as Ordering Address
15.	<b>Warranty Provision</b>	Not applicable
16.	<b>Export Packing Charges</b>	Not applicable
17.	<b>Government Purchase Card Terms</b>	All purchase card transactions are charged at the "Advanced" service rate
18.	<b>Rental, Maintenance, and Repair</b>	Not applicable
19.	<b>Installation Terms</b>	Not applicable
20.	<b>Repair Parts Terms and Conditions</b>	Not applicable
20a.	<b>Other Services Terms and Conditions</b>	Not applicable
21.	<b>Service and Distribution Points</b>	Not applicable
22.	<b>Participating Dealers</b>	Not applicable
23.	<b>Preventive Maintenance</b>	Not applicable
24a.	<b>Special Environmental Attributes</b>	Not applicable
24b.	<b>Section 508 Compliance</b>	Not applicable
25.	<b>DUNS Number</b>	11-295-1889
26.	<b>Central Contractor Registration Code</b>	Registered (CAGE Code 3LQU3) last updated June 3, 2011

## Description of Services

MBO Partners (MBO) provides Independent Contractor consolidation, payment, payrolling, and risk mitigation services for independent individual service providers and small business contractors (collectively “Contractors”) engaged by federal agencies (“Agencies”). MBO charges a fixed mark-up percentage applied to Contractors’ total billed cost for their services. Independent of MBO, Agencies and their Contractors must determine the total billed cost for the Contractors’ services to be delivered.

MBO offers three variations of its services, as follows:

**Standard.** Includes consolidated billing, payment, payrolling, and financial services for Contractors who are U.S. citizens. MBO:

- engages Contractors for services to be provided to Agency,
- collects the time worked and expenses incurred and submits them for Agency authorization,
- invoices the Agency for all authorized work and expenses,
- assesses Contractors for compliance as an Independent Contractor (U.S. citizens only) and requires W-2 employment for non-compliant Contractors,
- offers W-2 employment and a comprehensive employee benefits program to Contractors (U.S. citizens only),
- pays Contractors after payment is received from the Agency, and
- provides Agencies with online activity reporting.

Also includes delivery of standard reports depicting consolidated Contractor financial activity.

**Advanced.** The Standard service, plus the advance of Contractor payments (paid within 15 days of authorization of time submissions).

**Advanced (Non-U.S.)**. The Advanced service for Contractors who are not U.S. citizens.

## Price List

All percentages below represent mark-ups on invoice total.

<b>Service:</b>	<b>Fee (Mark-Up)</b>
Standard	4.17%
Advanced	6.10%
Advanced (Non-U.S.)	6.60%

## Payment Terms

MBO bills Agencies bi-weekly with net 30 day terms. For the Standard service, MBO pays the Contractor within 15 days of receipt of Agency payment. For the Advanced services, MBO pays the Contractor within 15 days of Agency authorization of Contractor’s time submission. For time submissions approved by the Agency *after* the standard bi-weekly pay period in which the work was performed, MBO invoices the Agency immediately upon receipt of the approved time.

All government purchase card transactions are charged at the rate associated with the Advanced service.