



**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-0108P**

Effective January 28, 2004 – January 27, 2009

**For MBO Partners' provision of Contractor Payment Processing
Services for independent individual service providers and small
business contractors engaged by federal agencies**

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

CONTRACTOR:	MBO Partners, Inc. 13454 Sunrise Valley Drive Fifth Floor Herndon, VA 20171	CONTRACT NO.:	GS-23F-0108P
		PERIOD:	1/28/2004 – 1/27/2009
		TELEPHONE:	703-793-6000
		FAX:	703-793-6099
		E-MAIL:	gsa@mbopartners.com
CONTRACT CONTACT:	Kimberly Osgood	WEB:	www.mbopartners.com
SALES CONTACT:	Steve Arhancet		

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). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (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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Customer Information

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

Description of Services

MBO Partners (MBO) provides Contractor Payment Processing Services for independent individual service providers and small business contractors (collectively “Contractors”) engaged by federal agencies (“Customers”). MBO charges fixed mark-ups to Contractors’ total billed cost for their services. Independent of MBO, Customers and their Contractors must determine the total cost rate per labor unit for the work to be performed.

MBO offers six variations of its services, as follows:

Basic. Includes consolidated billing, payment, payroll, and financial services for Contractors who are U.S. citizens. MBO:

- engages Contractors for services to be provided to Customer,
- collects the time worked and expenses incurred and submits them for Customer authorization,
- invoices the Customer for all authorized work and expenses
- offers W-2 employment and a comprehensive employee benefits program to Contractors (U.S. citizens only),
- assesses non-W-2 Contractors for compliance with IRS guidelines for independent contracting (U.S. citizens only), and
- pays Contractors after payment is received from the Customer.

Also includes delivery of standard reports depicting consolidated Contractor financial activity. Customized reports available for a fee.

Basic + Bi-Weekly Advance. The Basic service, plus the advance of Contractor payments (paid within 15 days of authorization of time submissions). MBO invoices Customer bi-weekly.

Basic + Monthly Advance. The Basic service, plus the advance of Contractor payments (paid within 15 days of authorization of time submissions). MBO invoices Customer monthly.

Basic for Non-U.S. Contractor. The Basic service for Contractors who are not U.S. citizens.

Basic + Bi-Weekly Advance for Non-U.S. Contractor. The Basic + Bi-Weekly Advance service for Contractors who are not U.S. citizens.

Basic + Monthly Advance for Non-U.S. Contractor. The Basic + Monthly Advance service for Contractors who are not U.S. citizens.

Price List

All percentages below represent mark-ups on Contractors’ billings.

Service:	U.S. Contractors	Non-U.S. Contractors
Basic	4.20%	4.60%
Basic + Bi-Weekly Advance	6.82%	7.22%
Basic + Monthly Advance	7.32%	7.73%
Custom Report Development	\$2,519 each	

Payment Terms

MBO bills Customers bi-weekly with net 30 day terms. For the Basic and Basic for Non-U.S. Contractor services, MBO pays the Contractor within 15 days of receipt of Customer payment. For all other services, MBO pays the Contractor within 15 days of Customer authorization of Contractor’s time submission. For time submissions approved by the Customer *after* the standard bi-weekly pay period in which the work was performed, MBO invoices the Customer immediately upon receipt of the approved time.

The provision of all Bi-Weekly or Monthly Advance services are subject to acceptable Customer credit validation. All government purchase card transactions are charged at the rate associated with the “Basic + Bi-Weekly Advance” service.