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**GENEAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Schedule 71 II K
Comprehensive Furniture Management Services (CFMS)**

Contract No: GS-29F-0003Y

February 10, 2012 to February 10, 2017

Point of Contacts:

Christopher Powell
Director of Business Development
(202) 644-8500
christoperp@elocengroup.com

&

Toya Henry
Project Manager
(202) 644-8500
toyah@elocengroup.com

Remittance and Mailing Address:

The ELOCEN Group
1341 H Street, NE
Suite 301
Washington, DC 20002
Phone (202) 644-8500
Fax (301) 358-3292
www.elocengroup.com



The **ELOCEN Group, LLC** currently holds a GSA Contract which provides a vehicle for Federal agencies to directly contract ELOCEN's services.

GSA Contract Number:
GS-29F-0003Y

MAS Schedule:
71 II K Comprehensive Furniture Management Services

Special Item Numbers (SIN):

712-1	Project Management
712-2	Asset Management
712-3	Reconfiguration and Relocation Management
712-4	Furniture Design/Layout
712-6	Assets Maintenance
712-97	Ancillary Repair and Alterations

Special Item Numbers

SIN 712 1 - Project Management:

The Project Management services available under this Special Item Number include comprehensive support for the design, reconfiguration, relocation, and increasing or downsizing of office spaces and similar facilities. Services may include but are not limited to:

- Development of project management plans and implementation strategies.
- Work as a partner with the customer organization to manage the interior design process to ensure it meets their requirements.
- Develop and manage the phasing of the reconfiguration project.
- Assist in the preparation of budget requirements for the acquisition, delivery, and installation of furnishings and equipment.
- Orchestrate logistics of interior renovations and furniture installation.
- Oversee all deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture according to plan.

SIN 712 2 - Assets Management:

The Assets Management services available under this Special Item Number cover the development and/or implementation of an assets management system to monitor and track the customer agencies' furniture and equipment inventory. The services may include, but are not limited to:

- Design and installation of a computer aided system to manage the customer's furniture and equipment inventory.
- Customize a management system to meet recommended process improvements.
- Educate customer agency in the use and maintenance of the management system.
- Prepare a physical inventory of furniture and furnishings.
- Provide bar code services including developing bar code standards, bar coding individual items, and initiation of a bar code database.

SIN 712 3 - Reconfiguration/Relocation Management:

The Reconfiguration/Relocation Management services available under this Special Item Number includes all of the services for the reorganization and consolidation of existing facilities and/or the opening of new facilities. The services may include, but are not limited to:

- Develop relocation plans and schedules.
- Coordinate relocation plans and schedules with other project team members.
- Verification of critical field dimensions prior to installation.
- Moving and installation services

SIN 712 4 - Furniture Design/Layout:

The furniture design and layout services include:

- Conduct furniture consultation.
- Provide interior design and product specifications.
- Furniture, office equipment and furnishings included.

SIN 712 6 – Assets Maintenance:

The assets maintenance services available under this SIN are for restoring, repairing, renovating, reupholstering and cleaning of office furnishings and equipment.

SIN 712 97 – Ancillary Repair and Alterations:

The services available under this Special Item Number includes repair and Alterations ancillary to existing SINs under this Schedule. The services include, but not limited to:

- The repair, alternation, delivery or installation of products or services routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services.

Company Information

- 1. Maximum Order Threshold**
The maximum order threshold value per order is \$500,000. Orders may be placed above this threshold in accordance with FAR 8.404.
- 2. Minimum Order**
The minimum dollar value per order is \$100.
- 3. Geographic Coverage**
National
- 4. Primary Points of Production**
1341 H Street, NE
Suite 301
Washington, DC 20002
- 5. Discount From List Prices**
Prices Shown Herein are Net (discount deducted). They also include the GSA Industrial Funding Fee (IFF) of which .75% is to be forwarded by The ELOCEN Group to GSA quarterly.
- 6. Other Discounts**
No other discounts are available in this Price List.
- 7. Prompt Payment Terms**
Payment terms are Net 30 days.
- 8. Government Purchase Cards**
Government Purchase Cards are accepted below the micro-purchase threshold.
- 9. Ordering Addresses**
1341 H Street, NE
Suite 301
Washington, DC 20002
- 10. Payment Address**
1341 H Street, NE
Suite 301
Washington, DC 20002
- 11. Export Packing Charges**
Not applicable to this contract.
- 12. Terms & Conditions of the Government Purchase Card (above micro)**
At this time, the Government Purchase Card is accepted above the micro-purchase level.
- 13. Data Universal Number System (DUNS) number**
805656829
- 14. System for Award Management (SAM)**

The ELOCEN Group is registered in the SAM database. Our registration number is our DUNS number as listed above.

Labor Rates

SINs	LABOR CATEGORY	HOURLY RATES
712-1, 712-3, 712-3, 712-4, 712-6, 712-97	Principal	\$152.72
712-1, 712-3, 712-3, 712-4, 712-6, 712-97	Project Director	\$130.98
712-1, 712-3, 712-3, 712-4, 712-6, 712-97	Senior Project Manager	\$126.93
712-1, 712-3, 712-3,	Project Manager/Relocation	\$113.08
712-1, 712-3, 712-3, 712-4, 712-6, 712-97	Assistant Project Manager	\$98.56
712-1, 712-3, 712-3, 712-4, 712-6, 712-97	Quality Control Specialist	\$93.51
712-1, 712-3, 712-3, 712-4,	Senior Architect	\$88.73
712-1, 712-3, 712-3, 712-4, 712-6,	Planner/Scheduler/Inventory	\$83.95
712-1, 712-3, 712-4, 712-97	Architect/Interior Designer	\$81.10
712-1, 712-3, 712-3,	Relocation Coordinator	\$67.88
712-1, 712-3, 712-3, 712-4, 712-97	Administrative Assistant	\$66.77
712-1, 712-3, 712-3, 712-4, 712-97	Junior Designer	\$63.17
712-1, 712-3, 712-3	Purchasing Specialist	\$38.16

Labor Category Descriptions

Principal

Experience:

Minimum of 15 years of experience. Senior level position with the responsibility of ensuring the firm's ability to deliver high quality services in a timely, efficient, and profitable manner. Authority to enter into contracts for the provision of professional services. Final responsibility for project completion in accordance with contractual agreements. Serves as a senior, in-house technical expert.

Functions:

Plans and provides leadership developing complex technical solutions for planning and design studies and analysis for major office relocation/renovation projects. Supervises, plans and directs project coordination and management. Provides comprehensive definition of all management and technical aspects of project requirements.

Education:

BA/BS degree in related field

Project Director

Experience:

Minimum of 10 years' experience including 3 years' experience as a senior project or team leader or similar role. Possesses business unit management responsibilities, and provides managerial and technical leadership to direct and support a broad range of activities.

Functions:

Plans and provides leadership developing complex technical solutions for planning and design studies and analysis for major office relocation/renovation projects. Supervises plans and directs project coordination and management. Actively participates in business development and is responsible for the timely and accurate completion of projects.

Education/Training Requirements:

BA/BS degree or equivalent specialized experience is required.

Senior Project Manager

Experience:

Minimum of 10 years' experience including 3 years' experience as a project manager. Provides effective leadership and management to projects, ensuring quality performance by the project team and by the company as a whole. Expert knowledge of the planning and budgeting and design process, including all phases from strategic operational/logistics planning/budgeting, procurement strategy and implementation, end user, project team and public communications and close out.

Functions:

Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Comprehensive project management support and supervisory services for the design, reconfiguration, and relocation of offices spaces for facilities program services to support project and task order requirements. Maintains contact with the client for planning and executing the project.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Project Manager/Relocation Project Manager**Experience:**

Minimum of 7 years' experience. Provides effective leadership and management to projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction of junior personnel.

Functions:

Manages and oversees the efforts with respect to administering facility or project services to support task orders. Plans, schedules, organize, supervise and control the work to be performed and interfaces with the client on a day-to-day basis. Ensures all contract performance is conducted in compliance with all terms and conditions.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Assistant Project Manager**Experience:**

Minimum 3 years' experience. Provides overall project task support to Project Manager. Duties include participation/documentation of interview process, procurement process management, vendor coordination, project records management, and move/equipment furniture installation management.

Functions:

Responsible for the day-to-day supervision of support staff and providing overall direction to the support staff. Works directly with the project manager on each project and ensures that the program is executed on schedule and within budget. Also provides expert functional and management guidance for the project staff and meets regularly with the client and project manager.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Quality Control Specialist

Experience:

Minimum of 7 years' experience. Works with the Project Executive and the Project Manager to review plans and project documentation to ensure adherence to corporate guidelines.

Functions:

Responsible for resources, work standards, schedule, quality assurance plans, reviewing progress reports, supervising personnel, and communicating policies, goals, accomplishments and for overall contract performance. Also responsible for the overall quality of the project and associated deliverables. Responsible for the quality and correctness of all project documentation, including drawings, budgets, installations and punch list.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Senior Architect

Experience:

Minimum of 6 years' experience. Works with the Project Executive and the Project Manager to review plans and project documentation to ensure adherence to corporate guidelines.

Functions:

Provided leadership developing complex solutions for planning, architectural and interior designs. Plans, designs, reviews and coordinated complex engineering or design tasks in support of project accomplishment. Applies engineering skills and abilities to compete necessary calculations to determine feasibility of different design options. Provides space utilization planning, functional relationships and office layout.

Education/Training Requirements:

BS/BA degree required.

Relocation Coordinator

Experience:

Minimum of 4 years' experience providing services required for the reorganization and consolidation of existing facilities, and/or opening new facilities. Experience shall include maintaining project documentation, coordinating schedules, and providing on-site supervision of move activity. Coordinates paperwork and subcontracts involved in relocation project.

Functions:

Works with the project manager in supporting the client requirements. Responsible for assisting with moving budgets, development of the move sequence schedule, furniture, systems and equipment reuse plans. Provides support services for Scope of Work and maintains records of the move and damages caused by movers.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Administrative Assistant

Experience:

Minimum of 5 years of specialized administrative experience services. Provides administrative support to project managers. Facilitates meeting schedules and attendance. Oversees document management and provides consistent, quality support to projects and services groups.

Functions:

Serves as a member of a team providing administrative assistance and support. Prepares graphical or Other documentation and input from various sources for briefings, reports and task order administrative deliverables.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Planner/Scheduler/Inventory

Experience:

Minimum of 10 years' experience coordinating relocation plans and schedules with other crafts and trade persons. These services will be provided and completed with maximum cost efficiency and minimum business disruption. Provide temporary and long-term furnishings warehousing and ensure proper accountability of items in storage.

Functions:

Responsible for managing and controlling the overall scope, budget and schedule for complex, multi- project programs with the responsibility to communicate with executive management to ensure that all critical program management, technical and related issues are addressed.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Purchasing Specialist

Experience:

Minimum of 5 years' experience purchasing assigned materials, supplies, and services in support of the project in a timely manner and the lowest possible cost. Possesses knowledge of purchasing and procurement methods and procedures.

Functions:

Responsible for the purchase of project related materials at the lowest possible cost. Provides advice and information on materials, supplies and services to all interested parties.

Education/Training Requirements:

BS/BA degree or equivalent specialized experience is required.

Architect/Interior Designer

Experience:

Minimum of 4 years' experience. . Works with the Senior Architect and the Project Manager to review plans and project documentation to ensure adherence to corporate guidelines.

Functions:

Provides leadership developing complex solutions for planning, architectural and interior designs. Plans, designs, reviews and coordinates complex engineering or design tasks in support of project accomplishment. Applies engineering skills and abilities to complete necessary calculations to determine feasibility of different design options. Provides space utilization planning, functional relationships and office layout.

Education/Training Requirements:

BS/BA degree required.

Junior Interior Designer

Experience:

Minimum of 4 years' experience. . Works with the Senior Architect and the Project Manager to review plans and project documentation to ensure adherence to corporate guidelines.

Functions:

Provides leadership developing complex solutions for planning, architectural and interior designs. Plans, designs, reviews and coordinates complex engineering or design tasks in support of project accomplishment. Applies engineering skills and abilities to complete necessary calculations to determine feasibility of different design options. Provides space utilization planning, functional relationships and office layout.

Education/Training Requirements:

BS/BA degree required.

Corporate Profile and Experience

The ELOCEN Group, LLC is an 8 (a) certified, small disadvantaged women-owned business, also certified as an MBE/DBE in the state of Maryland. We are a full-service Program Management firm, providing consulting services for Real Estate Support, Construction Management, Interior Design, IT Support, Relocation Management, and Facilities/ Logistics Planning services which extends from projects pre-concept stages to the final stage. Specific Services include, but are not limited to:

Real Estate Support Services

- Leasing Support Services
- Financial Analysis & Support Services
- Program/Project Mgmt. Support Services

Construction Management Services

- Construction Administration/Management
- Risk Assessment and Management
- Master Schedule Development
- Construction Punch- list Review/Oversight

Interior Design Services

- Site Surveys and Programming
- Schematic Design/Finish Selections
- Design Intent Drawings (DID)
- Construction Document (CD) Review
- FF&E Procurement Development

IT Support Services

- IT Project Management
- IT Planning and Consulting
- Unified Communications
- Federal Technology Services
- Systems Integration

Relocation Management Services

- Master Schedule Planning
- Strategic Planning/Inventory Development
- Tenant Specific Planning/Pre-Move Coordination
- FF&E Procurement Coordination
- Vendor Management
- Move Coordination
- Post Move Close-Out and Decommissioning

Facilities /Logistics Support Services

- On-Site Facility Management
- Technical Support/Administrative Assistance
- Conference Room Support Services
- Mail/Copy Room Services
- Event Management

The ELOCEN Group, LLC was founded by Principal Owner, Necole Parker in May 2007. After working as the Vice President for two (2) past 8(a) firms, and managing multiple contracts totaling 20 million+ square feet of space for the federal government in the Program and Construction Management Industry, Necole decided to pursue her long desire to launch The ELOCEN Group, LLC. Over the past two (3) years The ELOCEN Group, LLC continues to grow strategically building its contract base and having acquired over six contracts. Such contracts include: **DC Department of Real Estate Services; Air Force District Washington; Department of Interior; National Oceanic Atmospheric Administration; Department of Labor; Defense Acquisition University; and most recently Army Corp of Engineers.**

Executive Summary

The ELOCEN Group is a fully resourced, vertically integrated, single service provider. We are one-company, one-team, one-voice with one goal – to provide its tenants with the highest caliber individuals to ensure that expert and experienced project relocation management support service is provided. With over eight full time project managers, and access to multiple professionals covering many areas of expertise, the ELOCEN Group can respond to any requirement.

The Small Business Administration certified The ELOCEN Group, LLC as a Participant in the 8(a) Business Development Program as well as a Small Disadvantaged Business entity during November 2009. We fully understand that extensive and timely coordination and collaboration will be of utmost importance. The ELOCEN Group is the most qualified, experienced service provider available to successfully accomplish the requirements in an expedient and proficient manner and in full compliance with the contractual requirements. Accordingly, The ELOCEN Group and its team members are prepared to commit qualified professional personnel, at a minimum, to:

- Provide expert and experienced project relocation management support
- Coordinate and perform the review, monitoring, interfacing, coordination, etc., needed in pre-construction, construction, post-construction and subsequent Relocation /move phases
- Ensure the best possible amenities and services to the NSF
- Provide project implementation progress reviews and asset management
- Document and share “lessons learned” with NSF Leadership
- Meet or exceed contractual requirements and task order assignments