



**McKown
Belanger
Associates, PC**

MBA is an independent design and specifications firm that specializes in Commercial and Institutional Design and Facility Management.

Established in 1988, **MBA is a small, women-owned business.**

Federal Acquisition Service

Comprehensive Furniture Management Services (CFMS)

Contract Number: GS-29F-0007Y

Contract Period: August 2012 – August 2017

Authorized FCS Group 71-II-K

NAICS 541410 ▪ 541340 ▪ 541350 ▪ 541420 ▪ 541513

SIN 712-1 Project Management

SIN 712-2 Asset Management

SIN 712-3 Reconfiguration, Relocation, &
Installation Management

SIN 712-4 Furniture Design & Layout

SIN 712-99 Move and Occupancy Coordination

To Place an Order Contact Camille at MBA

Camille Sherwood

Contract Administrator | Contract Sales

Phone (505) 243-2400

csherwood@mbaabq.com



McKown Belanger Associates, PC

1606 Central SE, Suite 101, Albuquerque, NM 87106

Ph (505)243.2400 Fax (505) 243-2400

www.mbaabq.com

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

www.gsaadvantage.gov .

Comprehensive Furniture Management Services (CFMS)

GSA's Integrated Workplace Acquisition Center (IWAC) offers a wide variety of professional design services related to Furniture and Furnishings under Schedule 71 II K, Comprehensive Furniture Management Services (CFMS). *Services offered on Schedule by Furniture Vendors and Manufacturers are services specifically related to the products covered on that Schedule.* This Schedule covers services to help federal agencies plan and manage their space use, interior and furnishings upgrades, reconfigurations and moves by providing access to qualified and experienced design professionals, independent of new product purchases, at pre-negotiated service only rates.

Authorized Users

Federal agencies and mixed-ownership Government corporations; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other organizations authorized by statute or regulation to use GSA as a source of supply. An authorized user of this Schedule may directly issue a task order to obtain services under this contract.

MBA Simplifies Facility and Space Use Planning with CFMS

MBA [McKown Belanger Associates, PC] offers a broad range of facilities planning services through the GSA Comprehensive Furniture Management Services (CFMS) Schedule.

Contract Number: GS-29F-0007Y

GSA has completed the federally mandated contracting requirements review; competition, pricing and other contracting evaluations required so you can easily procure needed facilities planning, project management and interior design professionals services. *GSA has determined the prices of items under schedule contracts to be fair and reasonable. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.*

Ordering

Contact Camille Sherwood at MBA at (505) 243-2400 or by email at csherwood@mbaabq.com

– OR –

Go to <http://www.gsaadvantage.gov> on the internet

- Login and enter McKown Belanger Associates in the search window
- Select E-buy and request a quote
- GSA Advantage will walk you through preparing a Purchase Requisition / Statement of Work, Request for Quotation (RFQ), and firm selection based on best value.

Specific details for each service, labor category descriptions, and pricing are available on our GSA Advantage catalogue.

To purchase services off of the CFMS contract, the agency MUST have a valid *GSA Advantage!* User ID & Password.

For a step by step buyer tutorial, go to

<https://www.gsaadvantage.gov/advantage/ebuy/main/ebuy/tutorial.do?>

MBA Firm Overview



Weapons Integration Facility
Sandia National Laboratories
Interior Finish Design
New Furnishings Acquisition and Installation Coordination



Albert Armendariz Federal Courthouse
Interior Finish Design
Existing Furniture Assessment and Reuse Planning
New Furnishings Acquisition Installation and Move Coordination



Regional Tele-Service Center
Social Security Administration
Interior Finish Design
Existing Furnishings Assessment and Reuse Planning
Move and Occupancy Coordination

MBA is an independent design and specifications firm that specializes in Commercial and Institutional **Design and Facility Management**. Established in 1988, **MBA is a small, women-owned business**.

MBA has over 20 years of design, space planning and acquisition coordination experience. MBA has successfully addressed facility concerns and space use needs for a variety of government and private sector clients in New Mexico, the greater southwest and nationally.

Why MBA? **MBA focuses on the needs of our clients.** We consistently look to our clients for their project, technology, and documentation requirements, enabling MBA to develop better business and operational processes. In-house capabilities encompass varied levels of education, personal talents, and computer technologies. Staff development is structured to provide the skills and capabilities required to effectively perform required tasks. MBA emphasizes communication, training, and planning to maximize your investment in our services.

Our portfolio of work in the government and private sector consists of various projects types including

- Federal, State and Municipality owned facilities
- National Laboratories and research facilities
- Corporate and regional headquarters facilities
- Central Command and Squadron Operations facilities
- Tele-Service and Data Processing Centers
- Courthouse and Hearing facilities
- Higher Education and Training Centers
- Healthcare and Assisted Living facilities

Our professionalism, expertise and customer service guarantee project success and lasting customer satisfaction!

Customer service is "Priority One" for our entire team, on every assignment, for every client.

CFMS Statement of Work Overview – Special Item Numbers (SIN)

MBA routinely partners with GSA and the customer (user agency) to define the needs and ensures the design meets the requirements and expectations.

“ I want to express how great the process went with the furniture planning and installation in the new courthouse. I had heard horror stories..... I can not say how good, thoughtful, suggestive, and understanding these ladies were.... I warned them in the beginning I would have a thousand questions and they answered every one. I can't tell you how many compliments I get from folks who tour our new office. We are the envy of the courthouse. ”

Darren Sartin
Supervisory
Deputy U.S. Marshal
Austin, TX

USMS Austin
Furnishings Design
and Acquisition
Coordination

712-1 Project Management

Comprehensive management support for the design, reconfiguration, relocation, increasing or downsizing of office spaces or similar facilities. MBA partners with customer organizations to manage the projects to ensure customer requirements and expectations are met.

Services may include but are not limited to:

- Development of project related tasks and the implementation of strategies.
- Development of project phasing.
- Preparation of design and acquisition budgets.
- Management of design process.
- Compliance of applicable codes and regulations.
- Responsibility for adherence to scope of work and installation standards.
- Management of logistics of interior renovations and furniture acquisition, delivery and installation.
- Feasibility forecasting of space and building analyses.

712-2 Assets Management

The tracking of furnishings, fixtures or equipment (FFE) inventory.

Services may include but are not limited to:

- Development or analysis of business processes, facility management and (FFE) assets tracking.
- FFE inventory, assessment and documentation.
- Implementation or maintenance of bar code and data base inventory tracking.
- Oversight of appropriate disposition.

CFMS Statement of Work Overview – Special Item Numbers (SIN) (cont'd)

712-3 Reconfigure/Relocation Management *Oversight of the consolidation, reconfiguration or relocation of existing or new facilities.*

Services may include but are not limited to:

- Development, coordination and communication of assignment plans and schedules.
- FFE inventory accounting and reuse planning.
- Coordination of delivery, installation, or relocation of furniture.
- Development of employee transition guides and handbooks.

712-4 Design Layout *Furniture Design/Layout services provide customers with complete interior design, space planning, furniture consultation and product specifications.*

Services may include but are not limited to:

- Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, the functional office environment, work flow, and special space or electrical/data requirements.
- Formulation of design solutions.
- Development of detailed plans based on the evaluation and proposed design solutions.
- Production of documentation in printed and electronic formats.
- Production of drawings and other documentation containing sufficient detail or design intent for use by all parties and trades

MBA Professionals – Labor Categories

Contract Manager

MBA's Contract Manager is the primary point-of-contact for contract related tasks, coordination of services and pricing, and is responsible for project assignment and scheduling.

The Contract Manager possesses sound judgment and problem solving abilities; creative thinking, effective communication and interpersonal skills. The CM has working in-depth contract management experience; holds a degree from an accredited institution of higher learning in a related field and/or offers exchangeable years of business or contract management experience.

Interior Designer / Space Planner

MBA senior professionals are responsible for project management and serve as primary points-of-contact for day-to-day communications for design and project related tasks. Senior professionals are responsible for the design, develop and manage the project schedule; manage the project budget and document project reporting and communications.

Senior professionals possess sound judgment in problem solving, creative thinking, effective communication and interpersonal skills; is knowledgeable of commercial design, programming and planning, needs assessment, process implementation, codes and standards and space assessment and layout design. Each hold degrees from an accredited institution of higher learning in a related field, or NCIDQ certified, or offers exchangeable years of experience in commercial interior design or space planning. Each hold LEED Accreditation.

Responsibilities:

- Participate in project planning and management of the design process.
- Lead project communications, programming, space planning and analysis, furniture and finish specifications, product acquisition and move coordination, and design documentation.
- Responsible for client communications, design and deliverables, drawings and design intent packages.
- Coordinates involvement of junior designer.

Junior Designer

Junior designers possess creative thinking, effective communication and interpersonal skills; has knowledge of the contract furnishings industry; contributes to the design process, identifies preliminary finish and product selections; is CAD capable. Holds (or pursuing) a degree in an applicable field or offers relevant experience.

Responsibilities:

- Participate in project communication, design, and decision making process.
- Document project communications and program requirements.
- Survey of space to be planned; verification of existing plans. Space measurement and documentation.
- New furnishings space layouts.
- CAD documentation of furniture, finish, reflected ceiling and telephone/ data/electrical plans.
- Assist senior staff in all project phases.

GSA Authorized Rates

Contract / Project Manager	\$ 63.00
Interior Designer	\$ 58.64
Space Planner	\$ 53.89
Jr. Designer	\$ 39.72



National Center for
Genome Research
Santa Fe, NM
Comprehensive Interior Design



Sandia National Laboratories
Processing and Environmental
Technology Laboratory
Albuquerque, NM
Comprehensive Interior Design



New Mexico Society of Certified
Public Accountants
Albuquerque, NM
Comprehensive Interior Design

Terms and Conditions

1. **MBA is a 100% Woman Owned Small Business concern.**

1a. *The SIN(s) awarded under this contract number are:*

- SIN 712-1 Project Management
- SIN 712-2 Asset Management
- SIN 712-3 Reconfiguration, Relocation, & Installation Management
- SIN 712-4 Furniture Design & Layout
- SIN 712-99 Move and Occupancy Coordination

1b. *Pricing is based on hourly rates for Services. No products are offered.*

2. Maximum Order: \$500,000 per order per SIN.

3. Minimum Order: \$100.00

4. Geographical Coverage: Domestic – 48 contiguous states, District of Columbia, Alaska, Hawaii, Puerto Rico and U.S. Territories.

5. Point of Performance: MBA - Albuquerque, New Mexico

6. Discount from List Price: Prices shown are GSA Net Prices.

7. Quantity Discounts: None

8. Payment Terms: Net 30

9. Acceptance of Government Credit Cards: Government credit cards will be accepted at or below the micro-purchase threshold.

10a. Time of Delivery: Delivery time will be negotiated between the Ordering Agency and MBA at the task order level.

10b. Expedited Delivery: Delivery time will be negotiated between the Ordering Agency and MBA at the task order level.

11c. Overnight and 2-Day Delivery: Not applicable.

11d. Urgent Requirements: *Urgent needs will receive immediate attention.* Delivery time will be negotiated between the Ordering Agency and MBA at the task order level.



U.S. Marshals Service
Gulf Coast Violent Offender and
Fugitive Task Force
Laredo, TX
Comprehensive Interior Design

12. FOB Point: Destination
13. Ordering Address: MBA - Attn: Camille Sherwood
1606 Central SE, Suite 101, Albuquerque, New Mexico 87106
csherwood@mbaabq.com Phone: (505) 243-2400
14. Ordering Procedures: For supplies and services, ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/ FSS Schedule homepage (www.fss.gsa.gov/schedules)
15. Payment Address: MBA - Attn: Camille Sherwood
1606 Central SE, Suite 101, Albuquerque, New Mexico 87106
16. Cancellation Policy: Notice of cancellation is accepted in writing only. MBA will invoice for hours expended to date.
17. Warranty Provision: Standard Commercial Warranty (Professional Liability Insurance)



Bernalillo County Metropolitan
Courthouse - Albuquerque, NM
*Furnishings Finish Design,
Installation and Occupancy Coordination*

Representative Experience

MBA is dedicated to helping government agencies meet their workspace needs. We take pride in providing services that go above and beyond to get the job done!

MBA's expertise is in providing a comprehensive range of design for functional and creative use; aesthetics and maintainability are given high priority.

MBA has extensive federal government experience; many are repeat client agencies; services and size vary by project.



Sandia National Laboratories
Center for Nano-Technologies
Albuquerque, NM
Furnishings Design and Acquisition Coordination

Department of Transportation – Training Center
Oklahoma City, LA
Furnishings Design and Acquisition Coordination

Social Security Administration
San Angelo, TX
Space Planning

U.S Coast Guard - Marine Safety Unit
Houma, LA
Furnishings Design and Acquisition Coordination

U.S. Citizens and Immigration Service
Dallas, TX
Organizational Survey and Space Use Assessment

U.S. Attorney's Office
Muskogee, OK
Furnishings Inventory, Assessment and Reuse Planning

U.S. Bureau of Reclamation
Albuquerque, NM
Organizational Survey and Space Use Assessment

Department of Defense
Covington, LA
*Interior Finish Design
Furnishings Design and Acquisition Coordination*

Department of Transportation
Weslaco, TX
*Interior Finish Design
Furnishings Design and Acquisition Coordination*

Executive Office for Immigration Review
Houston, TX
*Design Intent Space Planning
Furnishings Inventory and Assessment*

Equal Employee Opportunity Commission (EEOC)
Houston, Texas
Furnishings Inventory

Navy Medicine Information Systems Support Activity
San Antonio, TX
*Agency Relocation – Space Planning and Design Layout
Furnishings Inventory and Reconfiguration Design*

Tri-Service Infrastructure Management Program Office
 San Antonio, TX
Agency Relocation – Space Planning and Design Layout
New Furnishings Specification

U.S. Federal Courthouse
 El Paso, TX
Comprehensive Interior Design
Furnishings Inventory and Reuse Planning
New Furnishings Acquisition Coordination
Move and Occupancy Coordination

U.S. Marshals Service
 Albuquerque, NM
Design Intent Space Planning
Furnishings Design and Acquisition Coordination



U.S. Marshals Service - various
 Little Roc, AR, Laredo, TX
 El Paso, TX, Houston, TX
 Austin, TX, Tyler, TX
Interior Finish Design
Furnishings Design and Acquisition Coordination

Social Security Administration - Regional Tele-Service Center
 Albuquerque, NM
Design Intent Space Planning
Owner's Representative Consultant
Furnishings Inventory, Assessment and Reuse Coordination
Move and Occupancy Coordination

Southern Utes Indian Tribe -
 Administration Building
 Ignacio, CO
*Comprehensive Interior Design for
 Renovation and Expansion of
 Historic Building*

University of New Mexico - Business Center
 Albuquerque, NM
Interior Finish Design
Furnishings Inventory, Assessment and Reuse Coordination

Sandia National Laboratories - Weapons Integration Facility
 Albuquerque, NM
Furnishings Design and Acquisition Coordination



Intel Corporation
 Rio Rancho, NM
*Space Planning, Systems
 Reconfiguration, Move Coordination*

Nuclear Regulatory Commission
 Arlington, TX
Design Intent Space Planning

Department of Homeland Security
 Immigration and Customs Enforcement
 San Antonio, TX
Design Intent Space Planning, Interior Design
Furnishings Design and Acquisition Coordination