



T & T Solutions



GENERAL SERVICES ADMINISTRATION
Federal Supply 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 the GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is:

www.GSAAdvantage.gov

**Transportation, Delivery & Relocation Solutions (Schedule 48)
Consulting Services**

Contract Number GS33F0019X

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

Contract Period: March 15, 2011 to March 14, 2021

T & T Solutions
12422 W. Dakota Drive
Lakewood, Colorado 80228
Phone: **720-206-6299**
Fax: 303-988-5185

www.tandttsolutions.org Contract

Administrator: Donna Graige
Small, Woman-Owned Business

Prices Shown Herein are Net (discount deducted)



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Customer Information

- 1a. Special Item Numbers (SIN): SIN 411-3: Transportation Consulting Services
- 1b. Model Number - Not Applicable
- 1c. Labor category descriptions

Senior Management Consultant

- Serves as technical or functional expert
- Ensures conformance with work standards
- Interprets regulations, policies and procedures
- Prepares reports, studies and documentation
- Delivers presentations and training
- Facilitates, leads and participates in meetings
- Reviews & prepares business documents
- Develops, training course manuals, materials and presentations
- Oversees the development of reports, project plans, briefings and position papers
- Provides approval, guidance and/or advice to Management Consults
- Manages and coordinates project planning, requirements, analysis, design and development
- Reviews work products for quality, completeness and conformance to customer requirements

Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university or equivalent professional experience
- Over 10 years of subject matter expertise in Government transportation and travel policies & procedures
- In-depth knowledge of Government regulations including the Code of Federal Regulations (CFR), Federal Travel Regulation (FTR), Federal Acquisition Regulation (FAR) and decisions of the Civilian Board of Contract Appeals (CBCA) and Comptroller General Decision
- Knowledge of the freight, relocation and household goods industry associations, practices and procedures
- Excellent oral and written communication skills
- Proficient use of MS Office suite

Management Consultant

- Serves as technical or functional expert
- Ensures conformance with work standards
- Interprets regulations, policies and procedures
- Prepares reports, studies and documentation
- Delivers presentations and training
- Facilitates, leads and participates in meetings
- Reviews & prepares business documents
- Makes recommendations based on day-to-day activities
- Develops, training course manuals, materials and presentations
- Provides both daily and peak demand project support and consultation
- Oversees the development of reports, project plans, briefings and position papers
- Requests approval and advise from the Senior Management Consultant as appropriate
- Manages and coordinates project planning, requirements, analysis, design and development
- Reviews work products for quality, completeness and conformance to customer requirements



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Minimum training, experience, education, and certifications:

- Bachelor's degree from an accredited college or university or equivalent professional experience
- Over 10 years of experience in consulting and business
- Over 5 years subject matter expertise in Government transportation and travel policies & procedures
- knowledge of Government regulations including the Code of Federal Regulations (CFR), Federal Travel Regulation (FTR), Federal Acquisition Regulation (FAR) and decisions of the Civilian Board of Contract Appeals (CBCA) and Comptroller General Decision
- Excellent oral and written communication skills
- Proficient use of MS Office suite

Administrative Assistant

- Provides administrative support for projects
- Report production
- Proof reading
- Preparation of marketing materials
- Logistics support
- Research of travel & transportation issues
- General clerical duties

Minimum training, experience, education, and certifications

- Associate's degree or equivalent professional experience
- 1 to 3years experience in administrative and/or business role
- Attention to detail and excellent organizational skills
- Proficient use of MS Office suite

2. Maximum order: \$1,000,000.00
3. Minimum order: \$100.00
4. Geographic coverage: Domestic
5. Points of production: Lakewood, CO, (Jefferson County) U.S.A.
6. Discount from list: Prices shown herein are net (discount deducted)
7. Quantity discounts: None
8. Prompt payment terms: Net 30 calendar days
- 9a. Government purchase card is accepted at or below the micro-purchase level
- 9b. Government purchase card is accepted above the micro-purchase level
10. Foreign items: U.S. only
- 11a. Time of delivery: As negotiated on task order
- 11b. Expedited delivery: Items available for expedited delivery based on task order
- 11c. Overnight delivery: Overnight and 2-day delivery is available based on task order
- 11d. Urgent requirements: Complies with "Urgent Requirements" clause
12. F.O.B. point: Destination
- 13a. Ordering Address: T & T Solutions
12422 W Dakota Dr
Lakewood, CO, 80228-3207
Tel: 720-206-6299
Fax: 303-988-5185
Web: www.tandttsolutions.org



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- 13b. Ordering procedures: The ordering procedures, information on Blanket Purchase Agreements (BPA's), and a
14. Payment Address: T & T Solutions
12422 W Dakota Dr
Lakewood, CO, 80228-3207
Tel: 720-206-6299
Fax: 303-988-5185
Email: tandtsolutions@q.com
Web: www.tandtsolutions.org
15. Warranty Provision: T & T Solutions warrants that the products and services we provide will satisfy the requirements of the task orders obtained through this schedule
16. Export packing charge: Not applicable
17. Purchasing card: As negotiated on task order
18. Maintenance & repair: Not applicable
19. Installation: Not applicable
20. Repair parts: Not applicable
- 20a. Other services: Not applicable
21. Distribution points: Not applicable
22. Participating dealers: Not applicable
23. Maintenance: Not applicable
- 24a. Special attributes: None
- 24b. 508 Compliance: Section 508 compliance: available and negotiated per task order
25. DUNS Number: 825845576
26. CCR registration: T & T Solutions is registered in the CCR database



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Services Offered

TDRS, Sin 411-3 Transportation Consulting Services

T & T Solutions provides travel and transportation consulting and related services for Government agencies. This includes, but is not limited to, transportation, travel and relocation training; transportation management, transportation technology and the following:

- Analysis
- Benchmarking
- Data collection
- Facilitation
- Market research
- Outsourcing
- Performance metrics
- Policy review
- Reporting
- Transportation Studies
- Training
- Assessment
- Consulting
- E-commerce
- Marketing
- Operational overviews
- Tariffs/Tenders
- Policy development
- Requirements development
- Risk assessment
- Surveys
- Transportation, relocation and travel training course development

Consulting and related services include, but are not limited to the following tasks:

- Policy analysis and evaluation
- Program development, implementation and evaluation
- Development and maintenance of content for websites
- Data collection and analysis
- Perform studies, analysis and reports for policy development
- Drafting of regulations and instructions
- Design and delivery of training programs and educational materials
- Design and publication of workshops and briefings
- Instruct on-site classroom training
- Design PowerPoint and other presentations
- Marketing, market research and proposal writing
- Develop requirements and/or specifications for transportation needs
- Evaluate tariff/tender programs and provide recommendations
- Develop freight and household goods solicitations for rate offers
- Prepare freight and household goods tenders
- Conduct transportation/travel policy and procedure reviews and recommend efficiencies
- Develop and conduct surveys
- Facilitate meetings

Caveat: Excludes any provision or anything construed to be legal services



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Pricing Schedule

Hourly Rates

Description	Hourly Rates
Senior Management Consultant	\$150.00
Management Consultant	\$125.00
Administrative Assistant	\$ 30.00

T & T Solutions will accept Labor Hour (LH) and Firm Fixed Price (FFP).

Travel will be billed as a separate line item in accordance with the Federal Travel Regulation (FTR). Commercial transportation, special conveyance and lodging will be billed at actual cost; mileage for local travel will be at the POV mileage rate in effect on the date of travel; meals and incidental expenses (M&IE) will be in accordance with the applicable FTR M&IE rates.



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Company Information

T & T Solutions is a small woman-owned business established as a sole proprietorship in January 2008 to provide Transportation and Travel Consulting and training services. Donna Graige, owner and manager of T & T Solution has an in-depth working knowledge of Government transportation and travel regulations, policies, and procedures. Her knowledge was gained through many years of hands on experience working in travel and transportation management positions.

T & T Solutions collaborates with a team of dedicated small business associates that complement each other's diverse qualifications to provide the expertise necessary to meet customer requirements and deadlines. T & T Solutions established a formal Strategic Alliance agreement with these associates. This allows T & T Solutions the ability to offer the best combination of performance, cost, and delivery attributes to meet the varied requirements of the Government.

T & T Solution's strategic alliance partners are located throughout the United States making them readily accessible to assist in providing services for ordering agencies with multiple organizational levels and geographic locations Nationwide. This also enables T & T Solutions to coordinate transportation efforts with and among multiple Federal and State/local entities including the Department of Defense, Department of Transportation, Department of Homeland security, General Services Administration and others if required during the same time period.

T & T Solutions will oversee all projects to ensure they are accomplished professionally and within the agreed upon time frame. If a problem occurs in accomplishing the work, T & T Solutions will review the process and procedures and determine the problem and if necessary assign more resources to the project or take other corrective action such as assigning the project to another consultant.

Key Personnel

Customers must place orders from T & T Solutions for all services offered under this contract. The following key personnel include Strategic Alliance Partners that have agreements with T & T Solutions.

Donna Graige
Owner, T & T Solutions
Senior Management Consultant
12422W.Dakota Dr
Lakewood, CO 80228
(720) 206-6299

Strategic Alliance Partners

T & T Solution's strategic alliance partners (independent contractors) are experienced, reliable, and acknowledged as experts in their respective area of specialization.

Robert Clauson
Senior Management Consultant
13015 Boheme Dr.
Houston, TX 77079
(832) 260-2708

Robert A. Clauson is an attorney with approximately 20 years of substantive experience in Federal Government Travel and Transportation Policy. Mr. Clauson joined the General Services Administration's Travel Policy Branch in 1990 upon completion of studies at the University Of Texas School Of Law. Robert currently develops travel and relocation courses for the GSA Travel Training Branch and instructs GSA accredited classes.



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Renata Drake
Management Consultant
16391 Mahogany Dr.
Athens, Alabama 35613
(256) 206-6489

Renata served the last nine years of her Government career as a Program Executive in the Federal Technology Services and Federal Supply Services at GSA Rocky Mountain Region. Program expertise was demonstrated by developing and implementing strategic planning, policy management, program management, organizational planning and human capital management in a fee-for-service organization.

Diana Hanson
Senior Management Consultant
Travel Management Consultants, Inc.,
1710 Kendall
Madison, WI 53726
(608) 233-8978

Ms. Hanson is President and owner of Travel Management Consultants, Inc., a small, woman-owned business established in 1986. She is known for her extensive knowledge and understanding of Federal, State and local government requirements and travel industry capabilities in the Federal Travel Management market, including e-travel and e-commerce.

Dr. Mathew Hanson
Senior Management Consultant
74 Foster Street #3
Cambridge, MA 02138

Dr. Hanson is a graduate of Harvard College and has a Doctorate in Religion and Literature from Boston University's prestigious University Professors Program. Dr. Hanson was previously CEO and trader at SITE Capital Management, LLC, a New York based hedge fund. He has taught English literature, Composition, and Communications at several institutions, including Boston University, The Swiss Hotel Association's Hotel Management School, The American College of Switzerland, and The American School in Switzerland.

Doris Jones
Senior Management Consultant
1906 Campbell Dr
Suitland, MD 20746
(301) 735-8554

Doris Jones is a Paralegal and Business Travel Consultant and professional trainer with over 25 years experiences in federal government, corporate, and consulting environments. Her background includes a 30-year career in writing and editing federal laws, regulations, and contracts, managing travel programs, and certifying payments. Doris retired from federal service in 1997. Ms. Jones has been a faculty member at the Graduate School since 1997

Carol Washburn
Senior Management Consultant
Washburn Associates
136 E. 8th Street, #238
Port Angeles, WA 98362
(360) 808-2863

Small, woman-owned business
Carol teaches Federal Travel Regulations as a contractor for the General Services Administration (GSA), DOI University and many other Federal agencies. Carol Washburn is also the publisher and owner of a Windows© Federal travel voucher program that can be used as backup for the E-Gov Travel programs to verify calculations and assist in entering data correctly.



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William B. (Bill) Tirrell, SR.

Commander, USN, Retired
105 Beach Dr
North Cape May, NJ 08204
bill.tirrell@verizon.net
571.334.7228

Bill graduated the Naval Academy in 1968 and served over 20 years on active duty in the Navy. Included were 5 sea tours and over 9 years – in 2 separate tours - representing the Navy on the Military Advisory Panel (MAP) of the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). During those 9 years, he was part of the team that converted Joint Travel Regulations, Volume 1 to Joint Federal Travel Regulations, Volume 1.

Retiring after 20 years in the Navy, Bill worked on travel and transportation in various government departments including: Travel Specialist for the General Services Administration (where he worked on the Federal Travel Regulation), Chief of Travel and Transportation, U.S. Coast Guard Headquarters (where he represented the Coast Guard to the MAP of PDTATAC), and for almost 20 years as Travel and Transportation Chief for PDTATAC - the organization that provides policy and regulations for all uniformed Services and Defense Department civilian employees.

Henry L. Maury

Senior Management Consultant

1001Massachusetts Avenue NE
Washington DC 20002
henrylmaury@gmail.net
202.215.7927

Senior Policy Analyst, GS-15; managed the governmentwide Federal policy programs for employee relocation, transportation and mail, plus a numerous additional assignments. Responsibilities included management of the 5-year project to address 152 recommendations from the Governmentwide Relocation Advisory Board (GRAB), including writing legislation and regulations.