

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List* **FMP Consulting**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for - Professional Services Schedule (PSS)

Federal Supply Group: 00CORP **Class:**

Contract Number: 47QRAA18D005Z

Contract Period: March 05, 2018 – March 4, 2023

Contract Modification Number and Date: 47QRAA18D005Z dated 03/05/2018

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

Contractor: Federal Management Partners, Inc.
(d/b/a FMP Consulting)
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Arlington VA 22206-2283

Business Size: Small, Woman Owned Business
Top Secret Facility Clearance

Contract Administration: Mary B Kilcarr
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CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

| SIN | Recovery | SIN Description |
|-------|----------|--|
| 874-1 | 874-1RC | Integrated Consulting Services |
| 874-4 | 874-4RC | Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration |
| 874-7 | 874-7RC | Integrated Business Program Support Services |

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. [See price list attached](#)

1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. [See FMP Labor Category Descriptions](#)

2. Maximum Order: [\\$1,000,000.00](#)

3. Minimum Order: [\\$100.00](#)

4. Geographic Coverage (delivery Area): [Domestic Only](#)

5. Point(s) of production (city, county, and state or foreign country): [Same as company address](#)

6. Discount from list prices or statement of net price: [Government net prices \(discounts already deducted\). See attachment price list.](#)

7. Quantity discounts: [Already included in net pricing per attached price list.](#)

8. Prompt payment terms: [Net 30 days](#)

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: [Yes](#)

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: [will accept over \\$3,000](#)

10. Foreign items (list items by country of origin): [None](#)

11a. Time of Delivery (Contractor insert number of days): [Specified on the Task Order](#)

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: [Contact Contractor](#)

- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: [Contact Contractor](#)
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: [Contact Contractor](#)
12. **F.O.B Points(s):** [Destination](#)
- 13a. **Ordering Address(es):** [Same as Contractor](#)
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** [Same as company address](#)
15. **Warranty provision.** [Contractor’s standard commercial warranty.](#)
16. **Export Packing Charges (if applicable):** [N/A](#)
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** [Contact Contractor](#)
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** [N/A](#)
19. **Terms and conditions of installation (if applicable):** [N/A](#)
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** [N/A](#)
- 20a. **Terms and conditions for any other services (if applicable):** [N/A](#)
21. **List of service and distribution points (if applicable):** [N/A](#)
22. **List of participating dealers (if applicable):** [N/A](#)
23. **Preventive maintenance (if applicable):** [N/A](#)
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** [N/A](#)
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** [825894421](#)
26. **Notification regarding registration in System for Award Management (SAM) database:** [Registered](#)

27. Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Categories Pricing

| Item | SIN | Awarded Labor Category | Site | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|------|---------------------|-------------------------------|------|----------|----------|----------|----------|----------|
| 1 | 874-1, 874-4, 874-7 | Coach | Both | \$272.41 | \$278.13 | \$283.97 | \$289.94 | \$296.03 |
| 2 | 874-1, 874-4, 874-7 | Senior Expert | Both | \$245.46 | \$250.62 | \$255.88 | \$261.25 | \$266.74 |
| 3 | 874-1, 874-4, 874-7 | Expert | Both | \$204.55 | \$208.85 | \$213.24 | \$217.71 | \$222.29 |
| 4 | 874-1, 874-4, 874-7 | Principal/Managing Consultant | Both | \$171.75 | \$175.35 | \$179.04 | \$182.80 | \$186.64 |
| 5 | 874-1, 874-4, 874-7 | Senior Consultant | Both | \$136.73 | \$139.60 | \$142.53 | \$145.52 | \$148.58 |
| 6 | 874-1, 874-4, 874-7 | Consultant III | Both | \$125.06 | \$127.68 | \$130.37 | \$133.10 | \$135.90 |
| 7 | 874-1, 874-4, 874-7 | Consultant II | Both | \$105.98 | \$108.21 | \$110.48 | \$112.80 | \$115.17 |
| 8 | 874-1, 874-4, 874-7 | Consultant I | Both | \$92.79 | \$94.73 | \$96.72 | \$98.76 | \$100.83 |
| 9 | 874-1, 874-4, 874-7 | Consultant | Both | \$77.39 | \$79.02 | \$80.67 | \$82.37 | \$84.10 |
| 10 | 874-1, 874-4, 874-7 | Research Analyst | Both | \$46.42 | \$47.39 | \$48.39 | \$49.40 | \$50.44 |

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule (PSS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

PSS Services

Our firm offers a wide array of services and we have arranged a few of them below to assist the client in fitting our services within the PSS framework.

SIN 874-1; 874-1RC

CONSULTING SERVICES: We provide expert advice, assistance, guidance and counseling in support of agencies' management, organizational and business improvement efforts. This includes studies, analyses and reports documenting any proposed developmental, consultative or implementation efforts. Examples of consultation include, but are not limited to:

- strategic and business planning
- systems alignment
- process and productivity improvement
- organizational assessments
- leadership systems
- performance measures and indicators
- program audits and evaluations

FACILITATION SERVICES: We provide facilitation and other decision support services. Agencies may hire us when engaging in collaboration efforts when working with ad-hoc groups or integrated teams. Agencies bringing together diverse teams and/or groups with common and divergent interests may require a neutral party to assist them in:

- the use of problem solving techniques
- resolving disputes, disagreements and divergent views
- defining and refining the agenda
- convening and leading large and small group briefings and discussions
- providing a draft for the permanent record
- recording discussion content and focusing decision-making
- debriefing and in overall planning

SURVEY SERVICES: We provide expert consultation, assistance and deliverables associated with all aspects of surveying. We can survey employees, citizens, management or other specific constituencies of any size. We can assist with and independently complete:

- planning survey design
- administering surveys using various types of data collection methods
- sampling and survey development
- database administration
- analyses of quantitative and qualitative survey data
- pretest/pilot surveying
- assessing reliability and validity
- producing deliverables that include:
 - description and summary of results with associated graphs, charts and tables
 - description of data collection and survey administration methods
 - discussion of sample characteristics and validity of data
 - analysis of non-response
 - briefing of results to include discussion of recommendations and follow-up actions

SIN 874-4; 874-4RC

TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION: We provide commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. We also provide professional services in support of planning, creating, and/or executing a customized course(s) to include learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led and/or web-based system. Our professional services in support of planning, creating, and/or executing a customized course(s) shall include labor categories (i.e. Subject Matter Experts (SMEs), Program Managers, Project Managers, Research Assistant, Technical Specialist, etc.), subject matter(s), and methodology(ies) to be used.

SIN 874-7 ; 874-7RC

PROGRAM AND PROJECT MANAGEMENT: FMP provides high-quality integrated business program support services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are: project leadership and communications with stakeholders; project planning and scheduling; earned value management support; project management, including performance monitoring and measurement; reporting and documentation associated with project/program objectives; stakeholder briefings, participation in required meetings, and related project support services; program integration services; and project close-out services.

FMP Labor Category Descriptions*

| | |
|--------------------------|---|
| Coach | <p><i>Role:</i> Provides leadership coaching to emerging leaders, mid-level managers, and executives in structured engagements designed to enhance leader performance. Supports highly complex, difficult and sensitive projects; engages with leaders at the most senior levels of an organization; designs and delivers tailored coaching and organization development solutions for individuals and teams throughout an organization.</p> <p><i>Qualifications:</i> Requires a minimum of a Master’s degree and three (3) years relevant experience or a Bachelor’s degree, five (5) years of experience, and ICF certification (or equivalent) at the ACC level or above. Coaches must demonstrate experience designing and implementing coaching engagements for mid to senior level professionals, emerging leaders and first time managers and must hold an advanced training certificate from an industry-recognized coach training school.</p> |
| Senior Expert | <p><i>Role:</i> Provides high-level expertise and consultation on the integration of strategic HR and general management issues. Leads and/or works on highly complex, difficult and sensitive projects; conceptualizes project goals and management plans; produces or reviews substantive and complex documents reflecting detailed knowledge of topic areas.</p> <p><i>Qualifications:</i> Advanced degree (minimum Bachelor’s degree) and fifteen to twenty years of progressive experience. Relevant experience includes, but is not limited to, experience in leading major strategic management projects. These senior personnel are renowned experts in their areas of expertise and have extensive experience as leaders and senior executives.</p> |
| Expert | <p><i>Role:</i> Provides high-level expertise and consultation on specialized strategic HR and general management issues. Leads and/or works on highly complex, difficult and sensitive projects; conceptualizes project goals and management plans; produces or reviews substantive and complex documents reflecting detailed knowledge of topic area.</p> <p><i>Qualifications:</i> Advanced degree (minimum Bachelor’s degree) and fifteen years of progressive experience. Relevant experience includes, but is not limited to, experience in supporting and/or leading large projects related to the individual’s subject matter expertise. These senior personnel are renowned experts in their area of expertise.</p> |
| Principal | <p><i>Role:</i> An FMP business leader for contracted FMP projects. Conceptualizes project goals and methodologies; plans and acquires necessary resources; assembles project team; facilitates effective communication within and across projects; ensures overall customer satisfaction; nurtures long-term client relationship; and identifies and plans for future projects.</p> <p><i>Qualifications:</i> Senior FMP business leader; advanced degree (minimum Bachelor’s degree) with twelve to fifteen years’ experience successfully performing management consulting or related work, including five to ten years’ experience leading and directing consulting projects, many of which were large and highly complex in nature.</p> |
| Senior Consultant | <p><i>Role:</i> Leads or manages highly complex, difficult or sensitive consulting projects; provides expert advice, assistance and mentoring to clients and staff on specialized management topics; reviews and approves deliverables; ensures overall customer satisfaction; nurtures long-term client relationship; and identifies and plans for future projects.</p> <p><i>Qualifications:</i> Advanced degree (minimum Bachelor’s degree) with ten to fifteen years of experience successfully performing management consulting or related work, including three to five years leading and directing consulting projects, some of which were large and highly complex in nature.</p> |

| | |
|-------------------------|--|
| Consultant III | <p><i>Role:</i> Works on, leads, or manages moderately to highly complex, difficult or sensitive consulting projects; provides expert advice, assistance and mentoring to clients and staff; directs/coordinates staff involved with project; coordinates project activities; reviews and approves deliverables; ensures project meets contract requirements; communicates with client on project status and results; and identifies and resolves project issues. Nurtures long-term client relationship.</p> <p><i>Qualifications:</i> Advanced degree (minimum Bachelor's degree) with five to ten years of experience successfully performing management consulting or related work, including one to three years leading and directing consulting projects, some of which were large and highly complex in nature.</p> |
| Consultant II | <p><i>Role:</i> Provides management advice and assistance to clients and performs consulting tasks (research, data analysis, interviewing, report-writing). Plans project tasks; monitors completion of tasks; tracks schedule and cost; coordinates project activities; directs/coordinates staff involved with project; coaches/assists staff with projects; ensures project meets contract requirements; and communicates with client on project status and results.</p> <p><i>Qualifications:</i> Advanced degree (minimum Bachelor's degree) with three to five years of experience successfully performing management consulting or related work.</p> |
| Consultant I | <p><i>Role:</i> Performs consulting tasks (research, data analysis, interviewing, report-writing) while independently completing segments of projects. Plans project tasks and activities; assists more senior staff in the conduct of work; communicates with client and senior staff on project status and results.</p> <p><i>Qualifications:</i> Advanced degree (minimum Bachelor's degree) and two to three years' experience successfully performing management consulting or related work.</p> |
| Consultant | <p><i>Role:</i> Performs consulting tasks (research, data analysis, interviewing, report-writing) while independently completing segments of projects. Plans individual tasks and activities; assists more senior staff in the conduct of work; communicates with client and senior staff on project status and results.</p> <p><i>Qualifications:</i> Advanced degree (minimum Bachelor's degree). Entry level consultant with one year experience successfully performing management consulting or related work.</p> |
| Research Analyst | <p><i>Role:</i> Provides project support services to more senior staff, including research, analysis, facilitation assistance and document preparation.</p> <p><i>Qualifications:</i> Bachelor's degree (minimum High School Diploma) with one year with work or internship experience that indicates possession of analytical, presentation, interpersonal and verbal skills required to succeed as a consultant.</p> |

FMP uses the standards described above as follows: Standards serve as a guide for deciding which staff to assign to which roles on a given project; standards represent general benchmarks, not absolute criteria. The overriding goal in assigning staff is to achieve the optimal mix of skills needed to ensure the project's success at the best price to the client. Whenever years of experience are referred to in these standards, it is understood that a Master's Degree in a relevant area of study is equivalent to two years of the described experience and a Doctorate Degree in a relevant area of study is equivalent to four years of the described experience.