



FACILITY  
PROGRAMMING  
AND CONSULTING



U.S. General Services Administration

**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 GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <http://www.gsaadvantage.gov>*

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT  
SCHEDULE TITLE: THE PROFESSIONAL SERVICES SCHEDULE (PSS)  
FSC GROUP: 00CORP**

**CONTRACT NUMBER:  
GS-00F-177DA**

**PERIOD COVERED BY CONTRACT:  
June 10, 2016 through June 9, 2021**

**Facility Programming, Ltd. dba**

## **Facility Programming and Consulting**

100 West Houston Street, Ste. 1100

San Antonio, TX 78209

<http://www.facilityprogramming.com/>

Contractor's Administration Source: [katherinemcguyre@facilityprogramming.com](mailto:katherinemcguyre@facilityprogramming.com)

Business Size: **Small**

DUNS: **824810162**

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

### **GSA AWARDED TERMS AND CONDITIONS FACILITY PROGRAMMING, LTD.**

1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

SIN 874-1-1/RC:        Integrated Consulting 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:**

Please see the pricelist below for details.

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:**

Please see the labor category descriptions below for details.

2. **MAXIMUM ORDER\*: \$1,000,000**

\*If the “best value” selection places your order over this Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement; (2) offer the lowest price available under this contract; or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404

3. **MIMINUM ORDER:** \$100.00
4. **GEOGRAPHIC COVERAGE:** Domestic Delivery Only
5. **POINT(S) OF PRODUCTION:** 100 West Houston Street, Ste. 1100, San Antonito, TX 78205
6. **DISCOUNT FROM LIST PRICES:** Net GSA pricing is listed in the attached pricing table
7. **QUANTITY DISCOUNT(S):** 1% discount for orders over \$500,000
8. **PROMPT PAYMENT TERMS:** 0%, Net 30 Days
- 9a. Government purchase cards **are accepted** at or below the micro-purchase threshold
- 9b. Government purchase cards **are not accepted** above the micro-purchase threshold
10. **FOREIGN ITEMS:** None
- 11a. **TIME OF DELIVERY:** To be negotiated at the task order level
- 11b. **EXPEDITED DELIVERY:** To be negotiated at the task order level
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** To be negotiated at the task order level
- 11d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery
12. **FOB POINT:** Destination; 48 contiguous states and Washington, DC, as well as Alaska, Hawaii, and Puerto Rico
- 13a. **ORDERING ADDRESS:**

Facility Programming, Ltd.  
100 West Houston Street, Ste. 1100

San Antonio, TX 78209  
Telephone: (210) 228-9600  
Fax: (210) 228-9697

- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:**
- Facility Programming, Ltd.  
100 West Houston Street, Ste. 1100  
San Antonio, TX 78209  
Telephone: (210) 228-9600  
Fax: (210) 228-9697
15. **WARRANTY PROVISION:** N/A
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:**  
Not Accepted
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 AVAILABLE):** 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. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

- 24b. **Section 508 Compliance for EIT:** As Applicable. For more information, please go to <http://www.facilityprogramming.com>
25. **DUNS NUMBER:** 824810162
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Active

## EXHIBIT C LABOR CATEGORY DESCRIPTIONS

Director/Principal

**Description:** This position is responsible for overseeing all areas of the firm. Provides leadership to position the company at the forefront of the industry. Defines the long and short- term objectives of the firm. Develops a strategic operating plan to achieve these objectives and to promote revenue, profitability and growth as an organization. Oversees company operations to ensure production efficiency, quality, service and cost-effective management of resources. Evaluates performance and contributions of the senior staff in achieving the established objectives.

Promotes a culture that reflects the firm's values, encourages good performance and rewards productivity. Recruits and directs Human Resources for the firm. Establishes and disseminates professional standards, guidelines and procedures to the firm. Provides guidance and is responsible to inspire, motivate, and mentor the staff.

Serves as advisor to senior management. Participates in the development and implementation of professional development programs and coordinates with senior management to ensure participation. Participates in and provides direction for all quality assurance initiatives

Responsible for all initiatives that support, promote and improve the services offered by the firm. Directs any initiatives required to keep the services provided by the firm current, effective, value-added and best in class. Keeps senior management informed of these developments and engages their input on process improvement.

Builds and maintains effective relationships with existing and potential clients to generate new business opportunities. Maintains high public visibility, acting as a representative of the firm internally and through participation in external functions, events and industry related organizations.

**Requirements:**

- A minimum of 15 years related experience in architectural or similar business management.
- Must have demonstrated experience as a strong leader.
- Must possess strong planning and execution skills.
- Demonstrated ability to multi-task and work in a fast paced environment.
- Exceptional interpersonal, written and verbal communication skills.
- Effective client relations and business development skills.
- Effective problem-solving and mediation skills.

- Demonstrated ability to share knowledge and skills with others.
- Demonstrated ability to work in and encourage a diverse and inclusive organization.
- Proficiency with office computer equipment and software.

**Education:** Bachelor's degree in Planning, Architecture, Engineering or related field required; Master's degree in related field or MBA preferred.

Senior Consultant/Team Leader

**Description:** Reports directly to Director/Principal. This position is responsible for overseeing the operational areas of the firm, as well as one or more project teams; each team is responsible for multiple projects at any one time. Assists the Director in developing the strategic operating plan of the firm. Directs day-to-day operations of the firm to ensure production efficiency, quality, service and cost-effective management of resources. Evaluates performance and contributions of the Project Managers and staff in achieving established objectives.

Serves as technical advisor, provides senior-level input and evaluation on projects and will demonstrate creativity, foresight and mature judgment in anticipating and solving problems. Manages all aspects of large and complex projects; tracks and controls scope of work, resource utilization, schedules, and work accomplishments, and initiates corrective actions as required. Manages project communications and documentation. Estimates fees, determines scopes of work and prepares proposals and contracts. Maintains continuous contact with the client and acts as primary liaison to bring the budget, schedule and scope of work to completion to the client's satisfaction.

Builds and maintains effective relationships with existing and potential clients to ensure a high level of client satisfaction and to generate new business opportunities. Travel as necessary for client and/or project meetings.

**Requirements:**

- A minimum of 10 years related experience in an architectural, engineering or similar firm.
- Six plus years project management experience.
- Must possess strong planning and execution skills.
- Demonstrated ability to multi-task and work in a fast paced environment.
- Proven planning, budgeting and scheduling skills.
- Exceptional interpersonal, written and verbal communication skills.
- Effective client relations and business development skills.
- Proficiency with office computer equipment and software.
- Architectural License preferred.
- LEED accreditation and experience preferred.

**Education:** Bachelor's degree in Planning, Architecture, Engineering or related field required; Master's degree in related field preferred.

## Project Manager

**Description:** Reports to Senior Consultant or Director. This position is responsible for a project team including all aspects of multiple complex projects being performed by the team. Evaluates performance and contributions of team members and staff in achieving established objectives.

Serves as technical advisor, provides senior-level input and evaluation on projects and will demonstrate creativity, foresight and mature judgment in anticipating and solving problems. Manages all aspects of projects; tracks and controls scope of work, resource utilization, schedules, and work accomplishments, and initiates corrective actions as required. Manages project communications and documentation. Estimates fees, determines scopes of work and prepares proposals and contracts. Maintains continuous contact with the client to bring the budget, schedule and scope of work to completion to the client's satisfaction.

Builds and maintains effective relationships with existing and potential clients to ensure a high level of client satisfaction and to generate new business opportunities. Travel as necessary for client and/or project meetings.

### **Requirements:**

- A minimum of 8 years related experience in an architectural, engineering or similar firm.
- Five plus years project management experience.
- Must possess strong planning and execution skills.
- Demonstrated ability to multi-task and work in a fast paced environment.
- Proven planning, budgeting and scheduling skills.
- Exceptional interpersonal, written and verbal communication skills.
- Effective client relations and business development skills.
- Proficiency with office computer equipment and software.
- Architectural License preferred.
- LEED accreditation and experience preferred.

**Education:** Master's degree in Planning, Architecture, Engineering or related field required.

## Consultant

**Description:** Reports to Project Manager. This position is responsible for providing professional input and production on multiple projects simultaneously.

Provides technical support on design, planning, and coordination of projects. Independently makes decisions and provides solutions to project related problems. Utilizes software and other tools to produce material for project deliverables. Coordinates project communications and documentation. Reviews all technical data and work product for accuracy.

Able to interact positively with senior management of the firm, clients, and other consultants. Demonstrates self-motivation and possesses high standards of quality. Travel as necessary for client and/or project meetings.

**Requirements:**

- A minimum of 2 years related experience in an architecture, engineering, design, finance or similar field.
- Must possess strong planning and execution skills.
- Demonstrated time management skills.
- Ability to multi-task and perform in a deadline-oriented environment.
- Ability to work in and encourage a diverse and inclusive team environment.
- Strong written and verbal communication skills.
- Demonstrated ability in AutoCAD, Adobe and MS Office are required.
- REVIT experience is a plus.

**Education:** Bachelor's degree in Planning, Architecture, Engineering or related field required.

Technical Support

**Description:** Reports to Project Manager and/or Consultant. This position is responsible for providing technical support and production on multiple projects simultaneously. Analyzes problems and recommends solutions to project related problems. Utilizes software and other tools to produce material for project deliverables. Coordinates project communications and documentation. Reviews all technical data and work product for accuracy.

Able to interact positively in a team environment. Demonstrates self-motivation and possesses high standards of quality

**Requirements:**

- Entry-level position, zero-to-two years' experience required.
- Good time management skills.
- Ability to multi-task and perform in a deadline-oriented environment.
- Ability to work in a team environment.
- Ability to take direction from multiple leaders on multiple projects.
- Demonstrated ability in AutoCAD, Adobe and MS Office are required. REVIT experience is a plus.

**Education:** Associates degree required



<b>Labor Category</b>	<b>Escalation Rate</b>	<b>2016 GSA Awarded Rates</b>	<b>2017 GSA Awarded Rates</b>	<b>2018 GSA Awarded Rates</b>	<b>2019 GSA Awarded Rates</b>	<b>2020 GSA Awarded Rates</b>
Director/Principal	1.9%	\$265.33	\$270.37	\$275.51	\$280.74	\$286.08
Senior Consultant/Team Leader	1.9%	\$218.45	\$222.60	\$226.83	\$231.14	\$235.53
Project Manager	1.9%	\$218.45	\$222.60	\$226.83	\$231.14	\$235.53
Consultant	1.9%	\$164.58	\$167.71	\$170.90	\$174.15	\$177.45
Technical Support	1.9%	\$144.63	\$147.38	\$150.18	\$153.04	\$155.94