

# GENERAL SERVICES ADMINISTRATION

## Federal Acquisition 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 is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

### Schedule for- Professional Services Schedule (PSS)

**Federal Supply Group:** PSS      **Class:**

**Contract Number:** 47QRAA18D0022

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

**Contract Period:** December 6, 2017 through December 5, 2022

**Contractor:** Gilburg Leadership, Incorporated  
110 Lincoln St.  
Holyoke, MA 01040-25589

**Business Size:** Small, Woman Owned Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** 413-534-6934  
**FAX Number:** 888-600-5226  
**Web Site:** <https://www.gilburgleadership.com>  
**E-mail:** [Deborah@gilburgleadership.com](mailto:Deborah@gilburgleadership.com)  
**Contract Administration:** Deborah Gilburg

## CUSTOMER INFORMATION:

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

SIN	Recovery	SIN Description
874-1	874-1	Integrated Consulting Services
874-4	874-4	Training 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.**

- 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.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** 48 States, DC
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.
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30
- 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](http://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/](http://www.Section508.gov/).**
25. **Data Universal Numbering System (DUNS) number:** 967303983
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:**  
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SIN	SERVICE (LABOR CATEGORY)	GSA PRICE WITH IFF (Year 1)	GSA PRICE WITH IFF Year 2	GSA PRICE WITH IFF Year 3	GSA PRICE WITH IFF Year 4	GSA PRICE WITH IFF Year 5
874-4, 874-1	Consulting	\$196.47	\$200.40	\$204.41	\$208.50	\$212.67
874-4, 874-1	Facilitation	\$188.92	\$192.70	\$196.55	\$200.48	\$204.49
874-4, 874-1	Executive Coaching	\$196.47	\$200.40	\$204.41	\$208.50	\$212.67
874-4, 874-1	Graphic Recording	\$237.78	\$242.54	\$247.39	\$252.34	\$257.38
874-4, 874-1	Leadership Laboratory Training (Price per person, per day)	\$569.52	\$580.91	\$592.53	\$604.38	\$616.47

**28. Service Contract Act (SCA) Matrix**

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories/services have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 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.

**29. Labor Categories Descriptions**

**Consultant**

**Minimum/General Experience:**

5 years working with Government, non-profit or business as Organizational Development consultant

**Functional Responsibilities:**

Consults with client to assess and define need or problem, conducts interviews and surveys to obtain data, and recommends approach for addressing challenge or determining solution, using knowledge of theory, principles and practices of adaptive change in field of organizational development and change management. Consultants maintain the particular skill set needed to assess the climate, suggest changes towards process improvement, and business planning to best serve the needs of each individual client.

**Minimum Education:**

Bachelors Degree

**Facilitator**

**Minimum/General Experience:**

5 years working with Government, non-profit or business as Organizational Development consultant

**Functional Responsibilities:**

Develops and conducts leadership development and train-the-trainer programs for leaders and employees of non-profit, corporate, education, health care or government establishments.

**Minimum Education:**

Bachelor’s Degree.

**Executive Coach**

**Minimum/General Experience:**

5 years of executive coaching experience working with leaders and executives in government, non-profit or corporate organizations

**Functional Responsibilities:**

Coaches and consults with leaders at multiple levels in organization to support their individual leadership development on a one-to-one basis, providing guidance and perspective on internal and external leadership challenges that the client chooses to work on.

**Minimum Education:**

Bachelors Degree

**Graphic Recording**

**Minimum/General Experience:**

5 years working with Government, non-profit or business as Organizational Development consultant

**Functional Responsibilities:**

A form of facilitation where the graphic recorder creates a visual "map" or artifact from the shared output and thinking of a team or group activity. Using metaphor, imagery and words, graphic recorders organize information in ways that engage both hemispheres of the brain, creating a visual record of the learning the group has just experienced. As a facilitative tool, graphic recording augments traditional note taking by integrating left and right brain learning processes and aiding participants in making meaning of complex information. Created live, during the event, the graphic record becomes a quick, whole brain way to help participants recall conversations and be reminded of the value of the experience.

**Minimum Education:**

Bachelors degree