



U.S. General Services Administration Federal Supply Service | Authorized Federal Supply Schedule Price List

Schedule Title: Professional Services Schedule (PSS)

Industrial Group: 00CORP

DUNS No.: 961977709

Contract Period: 26 August 2019 through 25 August 2024

Business Size: Small Business



Contract Holder

Contract GS-47QRAA19D00BR





U.S. General Services Administration

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Online 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 at <http://www.GSAAdvantage.gov>.

Contractor:

Fentress Incorporated
945 Sunset Valley Drive
Sykesville, MD 21784

Contract No. 47QRAA19D00BR

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DUNS No.: 961977709
NAICS: 541310 | 541611
SINs: 874 | 874-1

Contract Period: 26 August 2019 through 25 August 2024

Business Size: Small Business

Contract Administrator:

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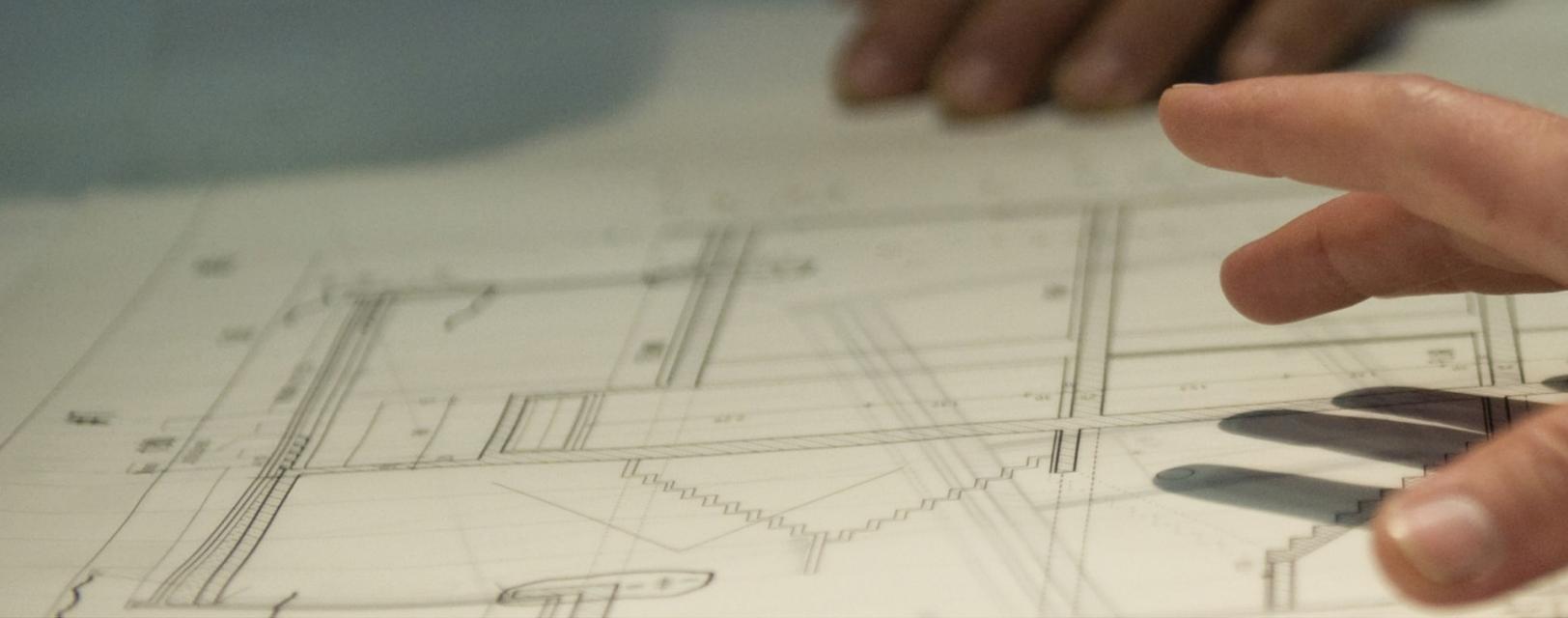
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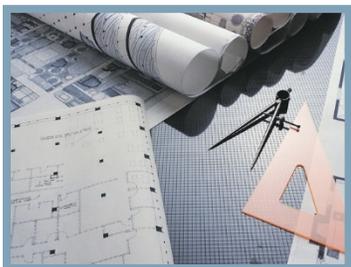
Firm Overview

Fentress Incorporated specializes in facility planning, assessments, and pre-design services. Our unique blend of analytical and architectural services is the hallmark of our company and has led to numerous innovative solutions for our clients. Our work includes an award-winning space needs assessment program, state-of-the-art space planning and utilization tools, security assessment and evaluation services, and programs that help organizations transition from a traditional office setting to a more mobile and collaborative workspace, including telework.

For over 30 years, Fentress has worked with the U.S. Courts, U.S. Department of Health and Human Services - Office of Inspector General, U.S. Marshals Service, U.S. Customs and Border Protection, U.S. Immigration and Customs Enforcement, U.S. General Services Administration, U.S. Department of Justice, Executive Office for U.S. Attorneys, Executive Office for Immigration Review, and the Small Business Administration.

Fentress has also worked for numerous state and local governments and industry partners.

Our primary consulting services include facilities portfolio planning and analysis, agile space planning and telework strategies, workspace utilization and optimization models, and security assessment and evaluation services.





Portfolio Planning and Analysis

Fentress has worked on three national portfolio planning efforts, including the U.S. Courts' long-range facility planning program, U.S. Customs and Border Protection's strategic resource assessment program for land ports of entry, and U.S. Health and Human Services—Office of Inspector General's facility evaluation program. Through these efforts, we have performed needs assessments on over 1,500 federal facilities covering every state and territory in the nation.

Our portfolio planning and analytical efforts assisted the U.S. Courts in winning an award from the U.S. General Services Administration (GSA) for *Innovation in Real Property Management*. According to GSA, the program "communicates the courts' needs for space and facilities to GSA in a way that results in the best value to the taxpayer." In May 2017, the program also won a merit award for *Outstanding Planning Program* from the Federal Planning Division of the American Planning Association.

Our portfolio planning and analytical services include:

- Conducting analyses to determine socio-demographic, economic, policy, workload, and staffing trends impacting the need for space
- Conducting facility needs assessments to assess the functionality, security, building condition, space standards, and technology of existing facilities

- Identifying projects across a portfolio of facilities and combining the projects into a portfolio execution strategy or master plan
- Prioritizing projects based on urgency of need
- Compiling a multi-year capital plan of prioritized projects and benchmark cost estimates
- Developing custom applications to present assessment data in management dashboards and to generate programs of requirements and cost estimates
- Preparing business cases and analyses to justify funding needs
- Preparing policy studies and white papers on the state of the portfolio

Fentress has also assisted clients in successfully defending portfolio planning programs through multiple U.S. Government Accountability Office evaluations.



Agile Workspace Solutions

As organizations move to innovative workspaces, employee mobility, and telework, Fentress provides a broad range of services designed to support our clients in developing solutions that meet the changing needs of the workforce while also improving employee productivity and work-life balance.

At a portfolio level, our services include:

- Developing policies and procedures to support space reduction/workplace transformation, including establishing a space baseline and realistic target goals
- Classifying personnel into work patterns through an analysis of job descriptions and a combination of surveys, focus groups, and interviews
- Developing agile space standards, including standards for mobile, focused, and collaborative work environments based on activity-based patterns
- Assessing technology needs for a more collaborative and mobile workforce
- Incorporating workplace health and wellness concepts into space planning
- Providing change management solutions and stakeholder communication strategies to successfully train and transition personnel to work productively in a more mobile, agile, and collaborative office setting
- Performing return on investment analyses including space saved, rent saved, and a breakeven analysis that pinpoints when the cost of implementing space reduction projects is offset by the anticipated savings in rent
- Assessing whether rentable space has been classified accurately to correct agency rent bills and to reduce rental payments

We support individual space reduction/transformation projects with the following services:

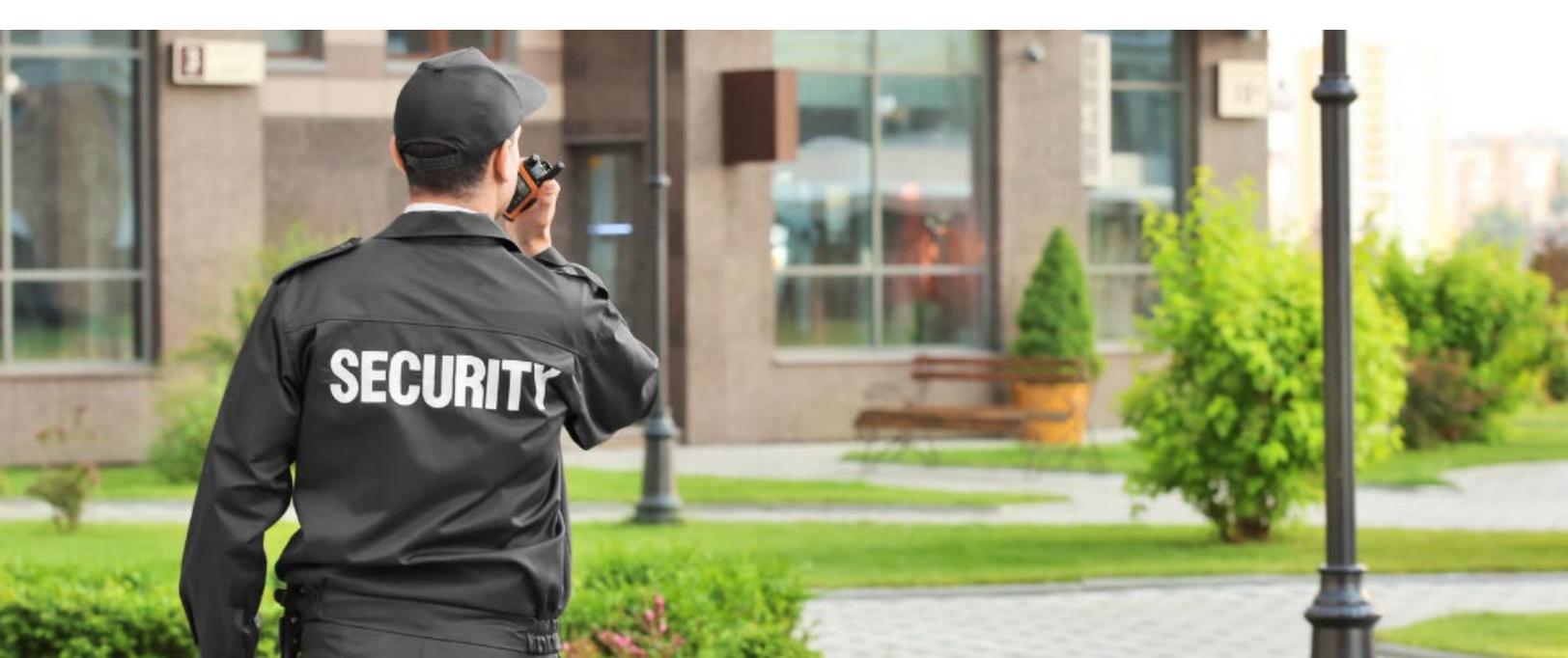
- Analyzing workload, personnel, technology, and space needs
- Conducting surveys, focus groups, and interviews to determine personnel work patterns, special space and technology requirements, key change management indicators, and training needs

- Facilitating change management sessions to help engage personnel in the space planning process and to help smooth the transition to a more mobile and collaborative work environment
- Developing a program of requirements that presents an itemized list of space needs and adjacency requirements based on the personnel work pattern analysis
- Producing blocking diagrams, space and furniture layouts, and project data sheets for individual spaces

Our custom applications that support our clients' real property planning efforts include:

- A **survey** tool that classifies personnel by work patterns and assigns space and technology requirements to each pattern
- A **space and cost calculator** that generates office-wide space, furniture, and equipment needs and estimates the cost of space reduction projects, including design and construction, occupancy, equipment costs, and rental cost/ savings
- A **project simulation model** that projects outcomes based on alternative inputs, such as changing the number of personnel in each work pattern, design standards, workspace sharing ratios, etc. and that calculates the potential return on investment of various projects so that specific locations can be targeted and prioritized for space reduction, thus achieving the greatest cost savings for the available funding
- **Management dashboards** that communicate the results of space reduction initiatives

Our expertise at both the program and project level provides our clients with proven strategies to respond to the changing needs of the workforce and the modern agile office, while also enhancing productivity and supporting the work-life balance of employees.



Security Assessments

With security becoming an increasing concern in the workplace, Fentress has refined its tools and experience from other 30 years of physical security assessments to provide a comprehensive assessment process. Our approach combines assessments of physical security, electronic security, policies and procedures, and organizational practices to provide prioritized improvement strategies based upon industry best practices. Our assessment process is based on Crime Prevention Through Environmental Design (Generations 1 and 2), which is used to systematically assess threats, risks, and vulnerabilities for facilities and built assets.

The key features of our security assessment process include:

- Physical security assessments that evaluate external security, internal layout and circulation patterns, and security technology
- Input and feedback gathered from internal and external stakeholders on existing practices and areas of need
- Comprehensive reviews of all security policies and procedures, including training programs and certifications/standards for security personnel
- Facility security standards that incorporate best practices developed at the organizational portfolio level

During our security assessments, we use our proprietary **Security Assessment and Facility Evaluation (SAFE)** tool to evaluate and rate the security at each facility. The tool is used to assess and score a facility on over 200 security factors in key areas – interior and exterior physical security, electronic security, and policies and procedures.

The resulting score is on a scale from 0 to 100, with 100 representing an ideal security arrangement that has the appropriate balance of policies, physical elements, technology, and trained personnel.

The SAFE tool scores allow us to recommend a comprehensive strategy to improve security using appropriate security standards and best practices. Recommendations can include:

- Changes to existing policies
- Reconfigurations/renovations of physical space
- Improvements or additions of technology (such as cameras, duress alarms, command and control stations, magnetometers and x-ray machines, and gunshot detection technology)
- Increased training and certifications for support personnel

In addition to assessing individual locations, we use our SAFE tool to assess all facilities across a portfolio and produce a master list of security improvement projects. The recommended projects include estimated benchmark costs and risks are used to support a multi-year security funding business case for an organization. Through this method, projects are prioritized to ensure that our clients receive the greatest amount of security improvements for their available funding.

Finally, we provide our clients with a management dashboard that includes both summary and detailed views of the SAFE tool assessment results and prioritized security improvement recommendations.



Professional Services Schedule Pricing: SIN 874 and 874-1

Price list effective August 2019

SINs: 874 and 874-1 Personnel Type	Option Year 1 Hourly Rates				
	Year 1 08/26/19 - 08/25/20	Year 2 08/26/20 - 08/25/21	Year 3 08/26/21 - 08/25/22	Year 4 08/26/22 - 08/25/23	Year 5 08/26/23 - 08/25/24
Principal	\$205.21	\$209.93	\$214.76	\$219.70	\$224.75
Executive Consultant	\$175.90	\$179.94	\$184.08	\$188.32	\$192.65
Sr. Project Manager	\$164.18	\$167.96	\$171.82	\$175.77	\$179.82
Project Manager II	\$146.57	\$149.94	\$153.39	\$156.92	\$160.53
Project Manager I	\$127.33	\$130.26	\$133.25	\$136.32	\$139.45
Sr. IT Professional **	\$133.08	\$136.14	\$139.27	\$142.47	\$145.75
Associate IT Professional **	\$110.11	\$112.64	\$115.23	\$117.88	\$120.59
Assistant IT Professional **	\$72.06	\$73.72	\$75.41	\$77.15	\$78.92
Senior Statistician	\$115.47	\$118.12	\$120.84	\$123.62	\$126.46
Associate Statistician	\$88.12	\$90.15	\$92.22	\$94.34	\$96.51
Assistant Statistician	\$64.02	\$65.49	\$67.00	\$68.54	\$70.12
Senior Planner	\$120.99	\$123.77	\$126.62	\$129.53	\$132.51
Associate Planner	\$95.04	\$97.23	\$99.47	\$101.75	\$104.09
Assistant Planner	\$74.02	\$75.72	\$77.46	\$79.24	\$81.06
Senior Analyst	\$109.46	\$111.98	\$114.55	\$117.19	\$119.88
Associate Analyst	\$86.46	\$88.45	\$90.48	\$92.56	\$94.69
Assistant Analyst	\$61.47	\$62.88	\$64.33	\$65.81	\$67.32
CAD/Graphics Specialist **	\$64.64	\$66.13	\$67.65	\$69.21	\$70.80
Technical Writer **	\$62.38	\$63.81	\$65.28	\$66.78	\$68.32
Administrative Assistant **	\$62.59	\$64.03	\$65.50	\$67.01	\$68.55

Prices include an Industrial Funding Fee (IFF) of .75% and an annual escalation

**Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.



Service Contract Act (SCA) Matrix

Contract Labor Category	SCA Equivalent Code/Title	WD Number
Senior IT Professional	14103 – Computer Systems Analyst III	05-2448
Associate IT Professional	14102 – Computer Systems Analyst II	05-2448
Assistant IT Professional	14101 – Computer Systems Analyst I	05-2448
Administrative Assistant	01020 – Administrative Assistant	05-2448
CAD/Graphics Specialist	30064 – Drafter/CAD Operator IV	05-2448
Technical Writer	30463 – Technical Writer III	05-2448

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.



Labor Category Descriptions: SIN 874 and 874-1

Principal: Generally, the president of the company or senior company official. Requires a master's degree in business, public administration, or other related field and at least 25 years of experience providing consulting services to government and commercial organizations. Responsible for providing senior-level leadership, oversight, and consulting services.

Executive Consultant: Requires a master's degree in business, management, public administration, or other related field and at least 20 years of experience providing consulting services to government and commercial organizations. Responsible for providing strategic planning, program evaluation, senior-level technical expertise, or similar consulting services.

Senior Project Manager: Requires a master's degree in business, management, project management, or other related field, or be a Registered Architect, or hold a project manager certification from an accredited program, and at least 15 years of experience managing multiple projects for government or commercial organizations. Responsible for managing all aspects of concurrent projects, including resource management, scheduling, financial reporting and analysis, and client relations.

Project Manager II: Requires a master's degree in business, management, project management, or related field, or be a Registered Architect, or hold a project manager certification from an accredited program, and at least 10 years of experience managing multiple projects for government and commercial organizations. Responsible for managing all aspects of concurrent projects, including resource management, scheduling, financial reporting and analysis, and client relations.

Project Manager I: Requires a master's degree in business, management, or be a Registered Architect, or hold a project manager certification from an accredited program, and at least five years of experience managing projects for government or commercial organizations. Responsible for managing all aspects of a project including resource management, scheduling, financial reporting and analysis, and client relations.

Senior IT Professional: Requires at least a bachelor's degree in computer science, engineering, or related field and/or at least 15 years of experience developing information technology solutions for government or commercial organizations. Responsible for providing application development services, to include specification, development, testing, delivery, application maintenance, and client relations. The Senior IT Professional also has internal supervisory responsibilities and serves as technical lead

Associate IT Professional: Requires a bachelor's degree in computer science, engineering, or related field and/or at least 10 years of experience developing information technology solutions for government or commercial organizations. Responsible for providing application development services, to include specification, development, testing, delivery, and application maintenance.

Assistant IT Professional: Requires a bachelor's degree in computer science, engineering, or related field and/or at least five years of experience developing information technology solutions for government or commercial organizations. Responsible for providing application development services, testing, and applications maintenance.

Senior Statistician: Requires a master's degree in mathematics, statistics, economics, or related field and at least 15 years of experience in statistics, quantitative analysis, research, and/or technical writing for government or commercial organizations. Responsible for providing data analysis services, including quantitative modeling, analytics, forecasting, development of charts, tables, and graphics to communicate findings, and client relations.

Associate Statistician: Requires a bachelor's degree in mathematics, statistics, economics, or related field and at least 10 years of experience in statistics, analysis, research, and/or technical writing for government or commercial organizations. Responsible for providing data analysis services, including quantitative modeling, analytics, forecasting, and development of charts, tables, and graphics to communicate findings.



Labor Category Descriptions (Continued): SIN 874 and 874-1

Assistant Statistician: Requires a bachelor's degree in mathematics, statistics, economics, or related field and at least five years of experience in statistics, analysis, research, and/or technical writing for government or commercial organizations. Responsible for providing data analysis services, including quantitative modeling, analytics, forecasting, report writing and the development of charts, tables, and graphics to communicate findings.

Senior Planner: Requires a master's degree in planning, architecture, or related field, or certification as a Registered Architect (RA) and at least 15 years of experience in strategic planning, building assessment, space programming, or space planning for government or commercial organizations. Responsible for providing expertise pertaining to architectural and related disciplines, coordinating a project's specific architectural requirements, facility assessments, space needs assessment and development, schematic design, design development, architectural presentations, and client relations.

Associate Planner: Requires a bachelor's degree in planning, architecture, or related field, or certification as a Registered Architect (RA) and at least 10 years of experience in strategic planning, building assessment, space programming, or space planning for government or commercial organizations. Responsible for providing expertise pertaining to architectural and related disciplines, coordinating a project's specific architectural requirements, facility assessments, space needs assessment and development, schematic design, design development, and architectural presentations.

Assistant Planner: Requires a bachelor's degree in planning, architecture, interior design, or related field and/or at least five years of experience in strategic planning, building assessment, space programming, or space planning for government and commercial organizations. Responsible for providing expertise pertaining to architectural and related disciplines, coordinating a project's specific architectural requirements, space needs assessment and development, and architectural presentations.

Senior Analyst: Requires a master's degree in quantitative or qualitative analysis or related field and at least 15 years of experience in sociodemographic research, trend analysis, technical report writing, organizational assessment, survey design, focus group administration, and similar services for government or commercial organizations. Responsible for overseeing analyses and all related tasks and services.

Associate Analyst: Requires a bachelor's degree in quantitative or qualitative analysis or related field and at least 10 years of experience in sociodemographic research, trend analysis, technical report writing, organizational assessment, survey design, focus group administration, and similar services for government or commercial organizations. Responsible for research, writing, trends analysis, and other analytical management consulting services.

Assistant Analyst: Requires a bachelor's degree in quantitative or qualitative analysis or related field and at least five years of experience in sociodemographic research, trend analysis, technical report writing, organizational assessment, survey design, focus group administration, and similar services for government or commercial organizations. Responsible for research, writing, trends analysis, and other analytical management consulting services.

CAD/Graphics Specialist: Requires a bachelor's degree in architectural drafting, computer-aided design (CAD), desktop publishing, visual communications, or related field. Also requires at least five years of experience producing CAD documents, working with architectural designs and drawings, or publishing professional documents and graphics. Responsible for producing CAD documents and working with architectural drawings and diagrams, or responsible for all aspects of desktop publishing, including photo editing and report production.

Technical Writer: Requires a bachelor's degree and at least five years of experience with writing, editing, proofreading, and research. Responsible for writing, editing, and proofreading technical reports and white papers and preparing documents for final publication.

Administrative Assistant: Requires a bachelor's degree in business, finance, or related field and/or at least five years of experience performing administrative duties for government or commercial organizations

Terms and Conditions

1. Table of awarded special item number(s) with appropriate cross-reference to item description and awarded price(s):

SIN	Description
874 and 874-1	Integrated Consulting Service

2. Maximum order per SIN:

SIN	Maximum Order
874 and 874-1	\$1,000,000

3. Minimum order:

SIN	Minimum Order
874 and 874-1	\$100

4. Geographic coverage: Domestic

5. FOB points: Continental U.S., Alaska, Hawaii, Puerto Rico

6. Quantity discounts: None

7. Prompt payment terms: 00.000%-00 00.000%-00 NET 30

8. Government purchase cards accepted above the micro-purchase threshold: No

9. Government purchase cards accepted at or below the micro-purchase threshold: No

10. Foreign items: Not applicable

11. Time of delivery: 0 days from date of award to date of completion (services only)

12. Expedited delivery: Not applicable

13. Overnight and 2nd day delivery: Not applicable

14. Urgent requirements: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

15. FOB points:

Alaska: D - Destination
 Continental U.S.: D - Destination
 Hawaii: D - Destination
 Puerto Rico: D - Destination

16. Ordering address:

Fentress Incorporated
 945 Sunset Valley Drive
 Sykesville, MD 21784

17. Ordering procedures: The ordering procedures and information on blanket purchase agreements are found in FAR 8.405-3.

18. Payment address:

Fentress Incorporated
 945 Sunset Valley Drive
 Sykesville, MD 21784

19. Warranty provision: Not applicable

20. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Government purchase cards will not be accepted above the micro-purchase threshold.

21. Terms and conditions of repair parts: Not applicable

22. Terms and conditions for any other services: Not applicable

23. Terms and conditions of rental, maintenance, and repair: Not applicable

24. Terms and conditions of installation: Not applicable

25. List of service and distribution points: Not applicable

26. List of participating dealers: Not applicable

27. Preventative maintenance: Not applicable

28. Special attributes such as environmental attributes: Not applicable

29. Section 508 compliance information: Not applicable

30. Data Universal Number System (DUNS) number:

96-197-7709

31. NAISC: 541310 and 541611



Fentress

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