



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: 15 December 2014 through 14 December 2019

Business Size: Small Business





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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.** GS-10F-0066K

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**Contract Administrator:**

Keith Fentress  
Phone Number: (888) 329-0040  
Fax Number: (410) 387-7655  
Website: [www.fentress.com](http://www.fentress.com)  
Email: [keith.fentress@fentress.com](mailto:keith.fentress@fentress.com)

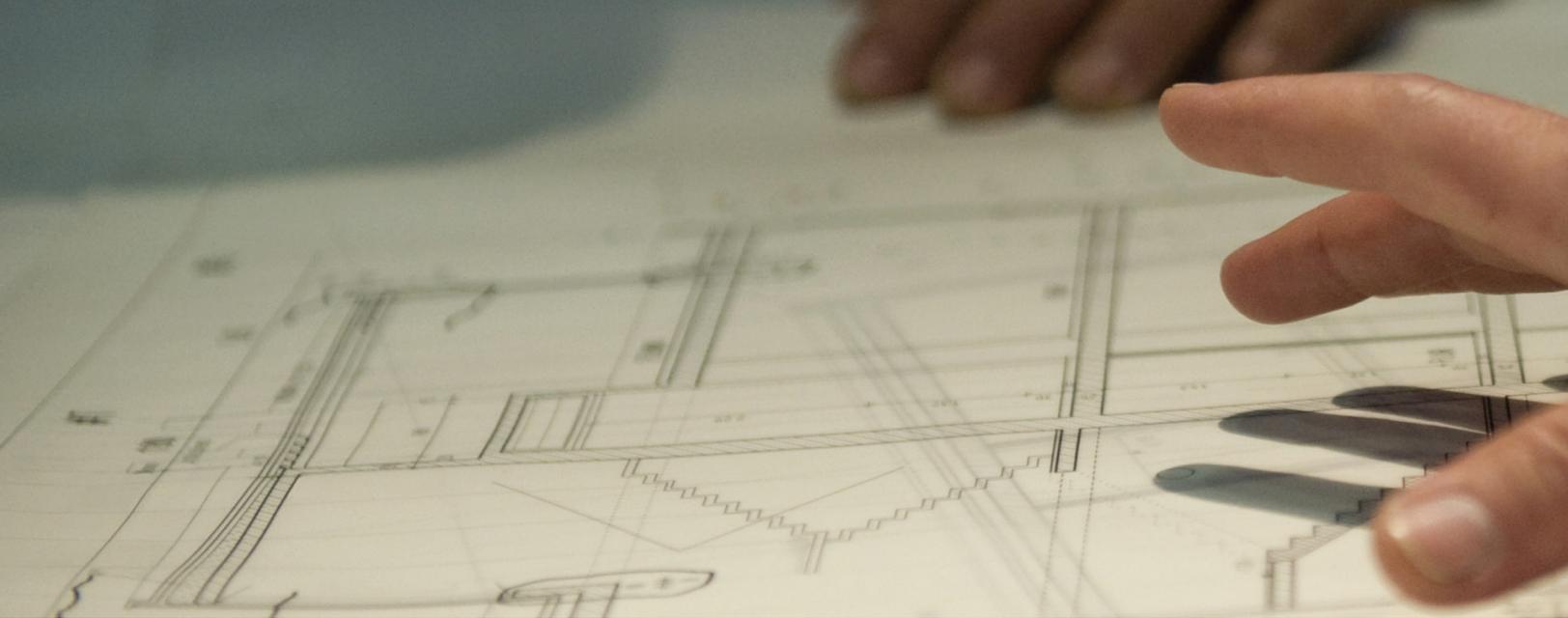
For more information on ordering from Federal Supply Schedules, visit: <http://www.gsa.gov/portal/content/197989>



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## Firm Overview

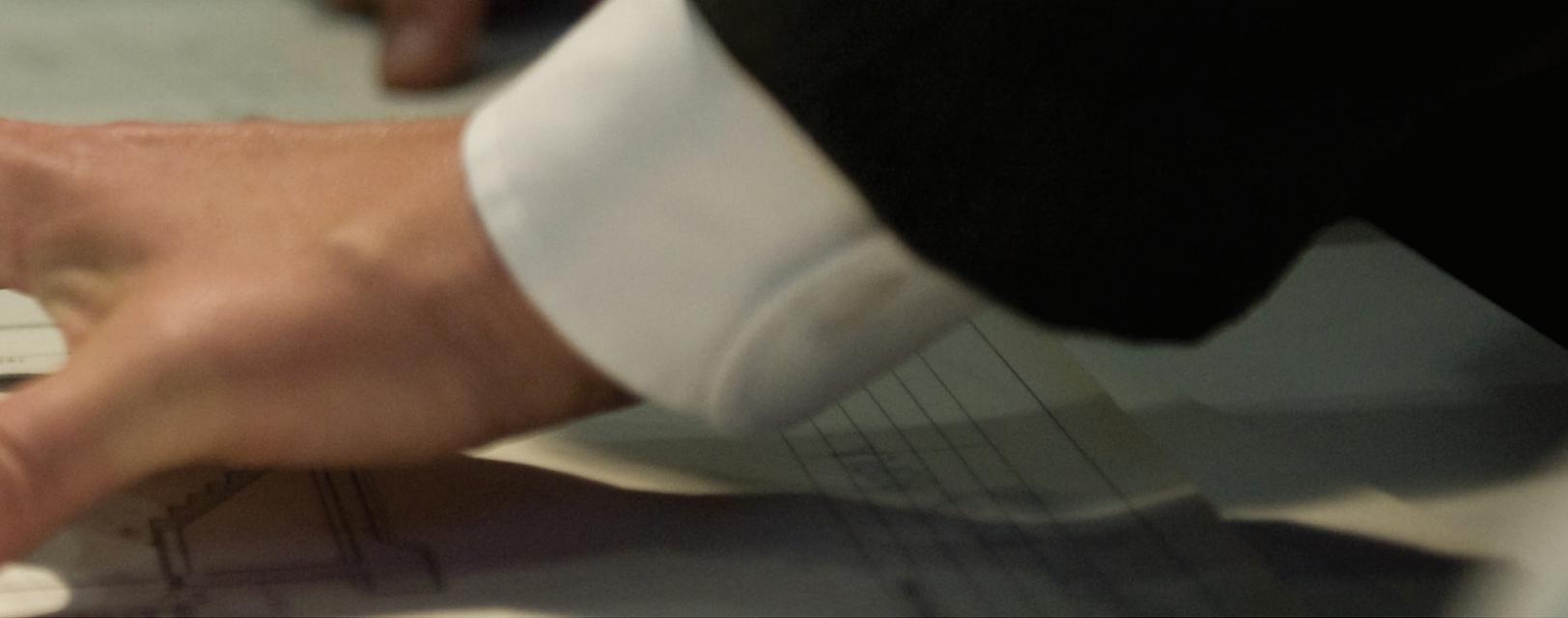
Fentress Incorporated is a small business that has provided management consulting services to federal agencies since 1988, with a specialty in federal real property programs. Our unique blend of analytical and architectural services has led to numerous innovative solutions for our clients including an award-winning space needs assessment program, a state-of-the-art space utilization model, and extensive work on national programs that help government agencies transition from a traditional office setting to a more mobile and collaborative workspace.

In its almost 30-year history, Fentress has worked with the U.S. Courts, U.S. Customs and Border Protection, U.S. Immigration and Customs Enforcement, U.S. Department of Health and Human Services - Office of Inspector General, U.S. General Services Administration, U.S. Department of Justice – Management and Planning Staff, U.S. Marshals Service, Executive Office for U.S. Attorneys, Executive Office for Immigration Review, Small Business Administration, and the Office of the Federal Detention Trustee.

Fentress has also worked as a subcontractor on federal projects with AECOM, Leo A Daly, Northrop Grumman, Jacobs, Citizant, and the National Institute of Building Sciences.

Our primary consulting services include facilities portfolio planning and analysis, space reduction strategies, and workspace utilization and optimization models.





## 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 1,000 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.”

Our portfolio planning and analytical services include:

- Establishing business rules that define the portfolio planning objectives and key performance indicators
- Developing design standards with an emphasis on enhancing operational effectiveness while containing facilities costs
- Conducting analytical needs assessments to determine workload and staffing trends impacting the need for space
- Conducting facility needs assessments that use performance measures 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 through a rigorous and defensible ranking method
- Compiling a five-year capital development plan of prioritized projects and associated benchmark cost estimates
- Developing custom applications to present assessment data in dashboard format, and to generate programs of requirements and cost estimates
- Assisting clients with the preparation of business case materials to justify funding needs
- Preparing policy studies and white papers on the state of the portfolio

In addition to these services, Fentress has also assisted clients in successfully defending portfolio planning programs through multiple U.S. Government Accountability Office evaluations, and in testifying on program benefits to congressional committees.



## Space Reduction Strategies

Fentress has worked in a mobile office environment since 1988 and is proud to assist its federal clients in reducing the size and cost of its space, while improving employee productivity and work-life balance. To help federal clients meet space and cost savings goals, Fentress provides services at both the program and project level. At the program level, we assist clients in reducing space by:

- Developing policies and procedures to support space reduction, including establishing a space baseline and realistic target goals
- Establishing reporting processes and automated templates at the project, regional, and national levels
- Classifying personnel into work patterns through an analysis of job descriptions and/or a combination of surveys, focus groups, and interviews
- Developing reduced space standards and/or standards for mobile and collaborative work environments based on employee work patterns
- Assessing technology needs for a more collaborative and mobile workforce
- Providing change management solutions and stakeholder communication strategies to successfully train and transition personnel to work productively in a more mobile, open, 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

At the project level, we assist our clients in an innovative space reduction planning process, including:

- Performing pre-project analyses on 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
- Providing blocking diagrams, space and furniture layouts, and project data sheets for individual spaces

Our expertise at both the program and project level provide our clients with proven strategies to reduce space and save rent while enhancing the productivity of the workforce and the work-life balance of employees.



## Workspace Utilization and Optimization Modeling

Fentress has developed multiple custom applications to support our clients' real property planning efforts. Most recently, Fentress has developed an innovative space utilization and optimization model to help our clients target facilities for space reduction and to simulate space and technology needs through the application of mobility standards and telecommuting policies.

The key features of our space utilization and optimization models include:

- Classifying personnel by work patterns through an automated survey, and assigning space and technology requirements to each of those work patterns
- Generating office-wide space needs through an automated space calculator
- Determining office-wide equipment needs through an automated equipment calculator
- Calculating the cost of space reduction projects including design and construction, occupancy, equipment costs, and rental cost/savings

- Performing a business case analysis on the return on investment for a project
- Simulating project outcomes based on alternative inputs such as changing the number of personnel in each work pattern, design standards, workspace sharing ratios, etc.
- Providing dashboard graphics and performance metrics that communicate the model results

Fentress has developed workspace utilization and optimization models that are used to simulate space and cost savings opportunities at the project level and across entire portfolios. A national simulation model enables users to calculate 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.





## Professional Services Schedule Pricing: SIN 874-1 and 874-1RC

### Price list effective December 2014

SINs: 874-1 and 874-1RC Personnel Type	Option 3 Hourly Rates				
	Year 16 12/15/14 – 12/14/15	Year 17 12/15/15 – 12/14/16	Year 18 12/15/16 – 12/14/17	Year 19 12/15/17 – 12/14/18	Year 20 12/15/18 – 12/14/19
Principal	\$190.33	\$193.95	\$197.63	\$201.39	\$205.21
Sr. Executive Consultant	\$163.14	\$166.24	\$169.40	\$172.62	\$175.90
Executive Consultant	\$150.31	\$153.17	\$156.08	\$159.04	\$162.06
Sr. Project Manager	\$152.27	\$155.16	\$158.11	\$161.12	\$164.18
Project Manager II	\$135.94	\$138.52	\$141.15	\$143.84	\$146.57
Project Manager I	\$118.10	\$120.34	\$122.63	\$124.96	\$127.33
Sr. IT Professional **	\$106.18	\$108.20	\$110.25	\$112.35	\$114.48
Associate IT Professional **	\$87.08	\$88.73	\$90.42	\$92.14	\$93.89
Assistant IT Professional **	\$69.19	\$70.50	\$71.84	\$73.21	\$74.60
Senior Modeler	\$102.60	\$104.55	\$106.54	\$108.56	\$110.62
Associate Modeler	\$84.71	\$86.32	\$87.96	\$89.63	\$91.33
Assistant Modeler	\$56.08	\$57.15	\$58.23	\$59.34	\$60.47
Senior Analyst	\$97.82	\$99.68	\$101.57	\$103.50	\$105.47
Associate Analyst	\$51.12	\$52.09	\$53.08	\$54.09	\$55.12
Assistant Analyst	\$50.10	\$51.05	\$52.02	\$53.01	\$54.02
Senior Economist	\$108.56	\$110.62	\$112.72	\$114.87	\$117.05
Associate Economist	\$83.51	\$85.10	\$86.71	\$88.36	\$90.04
Assistant Economist	\$58.45	\$59.56	\$60.69	\$61.85	\$63.02
Senior Planner	\$100.16	\$102.06	\$104.00	\$105.98	\$107.99
Associate Planner	\$75.16	\$76.59	\$78.04	\$79.53	\$81.04
Assistant Planner	\$50.10	\$51.05	\$52.02	\$53.01	\$54.02
Sr. Qualitative Specialist	\$81.12	\$82.66	\$84.23	\$85.83	\$87.46
CAD/Graphics Specialist **	\$73.86	\$75.26	\$76.69	\$78.15	\$79.64
Technical Writer **	\$62.49	\$63.68	\$64.89	\$66.12	\$67.38
Qualitative Specialist	\$56.08	\$57.15	\$58.23	\$59.34	\$60.47
Comm./Media Spec.	\$56.08	\$57.15	\$58.23	\$59.34	\$60.47
Administrative Assistant **	\$44.14	\$44.98	\$45.83	\$46.70	\$47.59

Prices include an Industrial Funding Fee (IFF) of .75% and annual escalation of 1.9%

\*\*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 874-1 and 874-1RC

**Principal:** Generally the president of the company or senior company official. Requires a master's degree in business, management, or other related field and at least 15 years experience providing consulting services to government and commercial organizations. Requires a minimum of 10 years of employment with Fentress at the executive management level. Responsible for providing high-level leadership, oversight, and consulting services.

**Senior Executive Consultant:** Requires a master's degree in business, management, or other related field and at least 10 years experience providing consulting services to government and commercial organizations. Responsible for providing high-level leadership and consulting services.

**Executive Consultant:** Requires a master's degree in business, management, or other related field and at least 15 years experience providing consulting services to government and commercial organizations.

**Senior Project Manager:** Requires a master's degree in business, management, project management, or other related field, project manager certification from an accredited program, and at least 10 years experience managing large-scale projects for government and commercial organizations. Responsible for managing all aspects of complex projects, including resource management, scheduling, financial reporting and analysis, and client management.

**Project Manager II:** Requires a master's degree in business, management, project management, or other related field, project manager certification from an accredited program, and at least 10 years experience managing large-scale projects for government and commercial organizations. Responsible for managing all aspects of complex projects, including resource management, scheduling, financial reporting and analysis, and client management.

**Project Manager I:** Requires a master's degree in business, management, or other related field and at least five years experience managing consulting services for government and commercial organizations.

**Senior IT Professional:** Requires a master's degree in computer science, engineering, or other related field and at least 15 years experience developing advanced information technology systems for government and commercial organizations.

**Associate IT Professional:** Requires a master's degree in computer science, engineering, or other related field and at least 10 years experience developing advanced information technology systems for government and commercial organizations.

**Assistant IT Professional:** Requires a bachelor's degree in computer science, engineering, or other related field and at least five years experience developing advanced information technology systems for government and commercial organizations.



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

**Senior Modeler:** Requires a master's degree in statistics or other related field and at least 15 years experience developing automated simulation models for government and commercial organizations.

**Associate Modeler:** Requires a master's degree in statistics or other related field and at least 10 years experience developing automated simulation models for government and commercial organizations.

**Assistant Modeler:** Requires a bachelor's degree in statistics or other related field and at least five years experience developing automated simulation models for government and commercial organizations.

**Senior Analyst:** Requires a master's degree in quantitative analysis or other related field and at least 15 years experience in systems design and analysis for government and commercial organizations.

**Associate Analyst:** Requires a master's degree in quantitative analysis or other related field and at least 10 years experience in systems design and analysis for government and commercial organizations.

**Assistant Analyst:** Requires a bachelor's degree in quantitative analysis or other related field and at least five years experience in systems design and analysis for government and commercial organizations.

**Senior Economist:** Requires a master's degree in econometrics or other related field and at least 15 years experience in financial analysis of government or commercial programs.

**Associate Economist:** Requires a master's degree in econometrics or other related field and at least 10 years experience in financial analysis of government or commercial programs.

**Assistant Economist:** Requires a bachelor's degree in econometrics or other related field and at least five years experience in financial analysis of government or commercial programs.

**Senior Planner:** Requires a master's degree in planning or other related field and at least 15 years in strategic planning, process re-engineering, or organizational redesign for government and commercial organizations.

**Associate Planner:** Requires a master's degree in planning or other related field and at least 10 years in strategic planning, process re-engineering, or organizational redesign for government and commercial organizations.

**Assistant Planner:** Requires a bachelor's degree in planning or other related field and at least five years in strategic planning, process re-engineering, or organizational redesign for government and commercial organizations.

**Senior Qualitative Specialist:** Requires a master's degree in qualitative analysis or other related field and at least 10 years experience in organizational assessment, evaluation, and design for government and commercial organizations.

**Qualitative Specialist:** Requires a bachelor's degree in qualitative analysis or other related field and at least five years experience in organizational assessment, evaluation, and design for government and commercial organizations.

**CAD/Graphics Specialist:** Requires a bachelor's degree in architectural drafting, computer-aided design (CAD), desktop publishing, visual communications, or other related technological field. Also requires at least five (5) years 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 in English or related technical writing field and at least five (5) years experience with writing, editing, proof-reading, and research. Also requires knowledge of federal government publication standards, including Government Printing Office (GPO) standards. Responsible for writing, editing, and proof-reading technical reports and white papers and preparing documents for final publication.

**Communications/Media Specialist:** Requires a bachelor's degree in communications, marketing, or other related field and at least five years experience providing marketing, communications, and media relations services to government and commercial organizations.

**Administrative Assistant:** Requires a bachelor's degree in business, finance, or other related field and at least five years experience performing administrative and clerical duties for government and 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
874-1 and 874-1RC	Integrated Consulting Service

**2. Maximum order per SIN:**

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

**3. Minimum order:**

SIN	Minimum Order
874-1 and 874-1RC	\$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



# Fentress

INCORPORATED

945 Sunset Valley Drive  
Sykesville, MD 21784  
Phone: (888) 329-0040  
Fax: (410) 387-7655  
[www.fentress.com](http://www.fentress.com)

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