

**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 are available through GSA Advantage! a menu-driven database system. The INTERNET address for GSA Advantage! is:  
GSAAdvantage.gov.

**Schedule Title:**

**Professional Services Schedule  
SIN 541611**

**TERMS AND CONDITIONS**

**Federal Supply Group:**

**Contract No.: GS-10F-0346P**

**Contract Period: June 1, 2019 through June 1, 2024**

**Business Size: Small Business**



**309 Ebenezer Road  
Knoxville, TN 37923  
[www.concordps.com](http://www.concordps.com)**

Prices Shown Herein are Net  
For more information on ordering from Federal Supply Schedules,  
click on the FSS Schedules button at **fss.gsa.gov**

## CUSTOMER INFORMATION

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**1a. Awarded Special Item Number(s):** SIN 541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract:** Administrative Support Staff I, \$32.02/hour.

**1c. Description of corresponding commercial job titles, experience, functional responsibility, and education for those types of employees:** See descriptions in subsequent page(s).

**2. Maximum Order:** \$1,000,000.

**3. Minimum Order:** \$300.

**4. Geographic Coverage (Delivery Area):** Worldwide.

**5. Point(s) of production (city, county, and State or foreign country):** Knoxville, TN

**6. Discount from list prices or statement of net price:** Prices shown herein are net prices.

**7. Quantity discounts:** None.

**8. Prompt payment terms:** Net 30

**9a. 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:** Yes

**10. Foreign items (list items by country of origin):** N/A

**11a. Time of Delivery:** 30 Days ARO from start of services or as negotiated with ordering office.

**11b. Expedited Delivery:** Contact Contractor for expedited delivery.

**11c. Overnight and 2-day delivery:** Contact the Contractor for rates for overnight and 2-day delivery.

**11d. Urgent Requirements:** Contact the Contractor to affect a faster delivery.

**12. F.O.B. Point(s):** Destination.

**13a. Ordering address:** 309 Ebenezer Road, Knoxville, TN 37923

**13b. Ordering procedures:** For services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), 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:** Same as company's address (see front page).

**15. Warranty provision:** N/A.

**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:** N/A.

**19. Terms and conditions of installation:** N/A.

**20. Terms and conditions of repair parts:** N/A.

**20a. Terms and conditions for any other services:** N/A.

**21. List of service and distribution points:** N/A.

**22. List of participating dealers:** N/A.

**23. Preventive maintenance:** N/A.

**24a. Special attributes:** N/A.

**24b. Section 508:** N/A.

**25. SAM UEI:** NZ7CS4E6R7K6

**26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered; CAGE Code: 1NZR5

## **Concord Professional Services, Inc.**

Concord Professional Services, Inc. (CPS) is a nationwide provider of administrative, technical and IT talent focused on Federal government project requirements. We incorporated in December of 1999, and are headquartered in Knoxville, TN. Through GSA MAS Schedules, Concord has supported over 140 Federal office location since inception in long-term staffing augmentation requirements to improve the quality and efficiency in which the Federal government achieves their mission objectives.

Since inception, Concord repeatedly has demonstrated the ability to enter new business environments, rapidly assess and understand customer needs, and solve problems for a diverse array of issues, agencies, and geographic locations. We have quickly established a reputation for excellence and customer satisfaction in managing contract demands for a sizable, diverse workforce in locations across the U.S. At the same time, our history and that of our senior staff includes experience and demonstrated excellence performing senior-level technical and management consulting services to both government and commercial organizations. This combination of technical expertise in management, organization, and business improvement services combined with the depth and breadth of experience in government contracting provides an extraordinarily valuable resource for any government agency in its efforts to provide prompt and effective support.

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### **Our Supported SIN(s) - 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management**

Integrated Consulting Services Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

**GSA FEDERAL SUPPLY SCHEDULE PRICE LIST**

<b>Concord Professional Services, Inc.</b>						
Proposed Fully Burdened Rates - GSA MAS GS10F0346P - SIN 541611						
POSITION	LEVEL	FULLY BURDENED HOURLY BILLING RATE				
		6/19 - 5/20	6/20 - 5/21	6/21 - 5/22	6/22 - 5/23	6/23 - 5/24
Corporate Consultant	III	\$198.73	\$202.31	\$205.95	\$209.66	\$213.43
Corporate Consultant	II	\$178.87	\$182.09	\$185.36	\$188.70	\$192.10
Corporate Consultant	I	\$158.99	\$161.85	\$164.76	\$167.73	\$170.75
Executive Consultant	III	\$178.87	\$182.09	\$185.36	\$188.70	\$192.10
Executive Consultant	II	\$158.99	\$161.85	\$164.76	\$167.73	\$170.75
Executive Consultant	I	\$139.12	\$141.63	\$144.18	\$146.77	\$149.41
Senior Consultant	III	\$139.12	\$141.63	\$144.18	\$146.77	\$149.41
Senior Consultant	II	\$119.24	\$121.39	\$123.58	\$125.80	\$128.06
Senior Consultant	I	\$99.38	\$101.17	\$102.99	\$104.84	\$106.73
Consultant	IV	\$89.43	\$91.04	\$92.68	\$94.34	\$96.04
Consultant	III	\$79.49	\$80.92	\$82.38	\$83.86	\$85.37
Consultant	II	\$69.56	\$70.81	\$72.09	\$73.39	\$74.71
Consultant	I	\$59.62	\$60.70	\$61.79	\$62.90	\$64.03
Analyst	III	\$59.62	\$60.70	\$61.79	\$62.90	\$64.03
Analyst	II	\$49.68	\$50.58	\$51.49	\$52.41	\$53.36
Analyst	I	\$39.74	\$40.46	\$41.19	\$41.93	\$42.68
Technical Support Staff	III	\$59.62	\$60.70	\$61.79	\$62.90	\$64.03
Technical Support Staff	II	\$49.68	\$50.58	\$51.49	\$52.41	\$53.36
Technical Support Staff	I	\$39.74	\$40.46	\$41.19	\$41.93	\$42.68
Admin Support Staff	III	\$49.68	\$50.58	\$51.49	\$52.41	\$53.36
Admin Support Staff	II	\$39.74	\$40.46	\$41.19	\$41.93	\$42.68
Admin Support Staff	I	\$29.82	\$30.35	\$30.90	\$31.46	\$32.02

## DESCRIPTION OF DUTIES AND QUALIFICATIONS REQUIREMENTS BY PROVIDED LABOR CATEGORY

**Corporate Consultant** – Extensive experience in management or consulting at corporate or senior executive level. Understanding of theory and practical applications in organizational development and behavior. Able to perform independent consulting, mentor senior executives, or manage team of consultants for in support of major client programs or corporate-wide efforts, such as designing and leading business process improvement, change management, strategic planning, or management assessments for large, diverse organizations. Expertise and practical experience using a broad spectrum of tools, techniques, and methods to resolve organizational and management issues. Able to develop and lead seminars, workshops, or training for corporate level executives. Effective leader/mentor for other consultants. Prefer advanced degree (minimum, Bachelor's) in business and/or industry-specific technical discipline plus 18 years' experience.

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- **Level I** – Bachelor's degree in business-related area or equivalent; minimum 15 years' experience senior level management in Fortune 1000 firm or Big 4 consulting firm. Experience consulting with C-Level executives. Six Sigma experience in industry environment.
  - **Level II** – Master's degree in business-related area; 15-18 years' experience senior level management in Fortune 1000 firm or Big 4 consulting firm. Able to perform as individual consultant or team leader for consulting to C-Level executives. Six Sigma Black Belt. Deep expertise in Supply Chain Management, Lean Manufacturing, Corporate Finance or other appropriate business-related specialties.
  - **Level III** – Master's or Ph.D. with more than 18 years management, consulting, or teaching at advanced level in major university. Minimum 10 years industry-specific experience. Bachelor's degree in industry-specific technical discipline is a plus. Six Sigma Black Belt. In-depth knowledge and recognized expertise in one or more specialty areas. Significant publications.

**Executive Consultant** – Substantial management or consulting experience at executive level. Capable of serving as an individual consultant in direct support of senior executives, a team leader in medium to large-scale performance improvement efforts, or facilitator for client groups. Experience in facilitating group interaction for groups ranging from a small team of senior executives to corporate-wide integration and problem resolution. Typically requires significant technical knowledge and experience in the industry served. Thorough knowledge and experience in application of methods, tools, and techniques for business process improvement, organizational performance, quality management, information technology, etc., with deep expertise in one or more business specialties. Capable of developing and implementing training for small or large groups. Minimum Bachelor's degree plus 12 years' experience, advanced degree preferred.

- ***Level I*** – Minimum Bachelor's degree and 12 years industry-specific experience at executive level, or Big 4 consulting firm
- ***Level II*** – Minimum Master's degree and 12 years industry-specific experience in executive level or Big 4 consulting firm.
- ***Level III*** – Minimum Master's degree and 15 years industry-specific experience at executive level or consultant in Big 4 firm.

**Senior Consultant** – Substantial management or consulting experience at senior manager level. Serves as an individual consultant/mentor to senior management, as a team member in support of Executive or Corporate Consultants, or as a facilitator for client team projects. Strong in planning, problem assessment, analysis, and implementation of practical solutions. Defines requirements for data collection, surveys, measurements, to support management assessment and guides analysis. Develops and implements training for performance measurement, strategic planning, quality management, quality systems, change management, benchmarking, or other management and business improvement specialties. Requires Bachelor's degree in business or technical discipline plus minimum 10 years' experience, five of which must have been in senior management or management consulting.

- ***Level I*** – Bachelor's degree in business or industry-specific technical discipline with 10 years' experience, five of which have been in at least department-level management or as a senior consultant in a business consulting firm.
- ***Level II*** – Master's degree in business or relevant discipline with 10 years' experience, or Bachelor's degree plus 12 years' experience, five of which have been in at least department-level management or as a senior consultant in a business consulting firm.
- ***Level III*** – Master's degree in business or relevant discipline with 12 years' experience, eight of which have been in at least department-level management or as a senior consultant in a business consulting firm. Bachelor's degree plus 14 years' experience or PhD with 10 years' experience is an acceptable substitute.

**Consultant** – Significant experience in management or management consulting. Consults with client operations-level management, as a member of a consulting team, or as an analyst in specified problem areas. Conducts studies, assessments, and analysis in support of Senior, Executive, or Corporate consultant. Provides project/task management and facilitation and decision support services directly for client or in support of larger projects. Organizes, directs, and documents group interaction for small groups, large teams, meetings, conferences. Develops, conducts and analyzes results of surveys and other forms of data/information collection. Advises clients and assists senior consulting staff on implementation of specific tools, techniques, and methods, such as statistical analysis, root cause analysis, and performance measurement. Develops and delivers training courses. Conducts needs analysis.

- **Level I** – Bachelor's degree in relevant discipline with minimum five years' experience in management/consulting. Master's or Ph.D. degree can substitute for two years' experience each.
- **Level II** - Bachelor's degree in relevant discipline with minimum seven years' experience in management/consulting. Master's or Ph.D. degree can substitute for two years' experience each.
- **Level III** - Bachelor's degree in relevant discipline with minimum nine years' experience in management/consulting. Master's or Ph.D. degree can substitute for two years' experience, each.
- **Level IV** – Bachelor's degree plus 12 years' experience, at least 5 in an industry-specific management position or management consultant.



**Analyst** – Highly skilled experienced in application of techniques and tools for business analysis, statistical process control, risk assessment, performance measurement, and other performance improvement tools. Develops and teaches courses on analysis techniques. Conducts and analyses results of surveys and other data collection activities. Supports project/program management with data analysis and implementation of project management tools. Minimum Bachelor's degree plus 2 years' experience, or Associate's Degree plus 5 years' experience.

- **Level I** - Minimum Bachelor's degree plus 2 years' experience, or Associate's Degree plus 5 years' experience. Experience in analysis of financial, accounting, supply chain, or other business data.
- **Level II** - Minimum Bachelor's degree plus 4 years' experience, or Associate's Degree plus 6 years' experience in analysis of financial, accounting, supply chain, or other business data. Strong in statistical analysis and use of statistical analysis software packages.
- **Level III** - Minimum Bachelor's degree plus 5 years experience in business/statistical analysis. Expert knowledge of quantitative and qualitative business analysis techniques. Prior experience as business analyst in a major corporation or business-consulting firm.

**Technical Support Staff** – Provides direct support to analysts, consultants, or senior staff in technical analysis, documentation, conduct of facilitation services, or other tasks assigned by consulting staff. Knowledgeable of and skilled in analysis techniques, technical writing, conducting surveys, and other technical support tasks. Minimum Associate's Degree in business or technical discipline plus 2 years' experience, or 4 years' experience.

- **Level I** – Minimum Associate's degree plus 2 years' experience; or 4 years directly relevant experience.
- **Level II** – Minimum Associate's degree plus 4 years' experience; or 6 years directly relevant experience. Bachelor's degree equivalent to two years' experience.
- **Level III** – Minimum Associate's degree plus 6 years' experience; or 8 years directly relevant experience. Bachelor's degree equivalent to two years' experience.

**Administrative Support Staff** – Provides administrative support for consulting and technical staff or directly for clients in project management, meeting/conference organization, report preparation, presentations, training materials, etc. Minimum Associate's degree plus 2 years' experience or 4 years' experience.

- **Level I** – Minimum Associate's degree plus 2 years' experience or 4 years' experience.
- **Level II** - Minimum Associate's degree plus 4 years' experience or 6 years' experience. Bachelor's degree equivalent to two years' experience.
- **Level III** - Minimum Associate's degree plus 6 years' experience or 8 years' experience. Bachelor's degree equivalent to two years' experience.