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Schedule for - Mission Oriented Business Integrated Services (MOBIS)
Federal Supply Group: 874 **Class:** R499

Contract Number: GS-10F-0231W

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

Contract Period: June 23, 2010 through June 22, 2015

Contractor: S Brooks & Associates, Inc.
1130 NE Albert Street
Portland, OR 97211 5002

Business Size: Small
Business Type: Minority, Veteran-Owned

Telephone: (503) 284-7930
FAX Number: (503) 284-7977
Web Site: www.sbrooks.com

Contract Administration:
Simone M Brooks
smbrooks@sbrooks.com
(503) 284-7930
1130 NE Alberta Street
Portland, OR 97211

1a. Table of Awarded Special Item Number(s): 874-6, 874-6RC

1b.

Labor Categories	Hourly Rate
Budget Analyst, Senior	\$72.28
Budget Specialist **	\$38.48
Contract Specialist	\$59.09
Outleasing Specialist, Continental US	\$38.19
Planner Estimator Contractor, Alaska	\$68.62
Planner Estimator Contractor, Continental US	\$64.35
Procurement Technician **	\$40.35
Realty Support Contractor, Alaska	\$52.06
Realty Support Contractor, Continental US	\$49.02
Requirements Developer Contractor, Alaska	\$52.06
Requirements Developer Contractor, Continental US	\$49.02
Subject Matter Expert	\$44.20
** Indicates SCA eligible categories	

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.

Labor Category Title: Budget Analyst, Senior

Subject to SCA: No

Description: The contractor will provide administrative support and expertise in the areas of financial and budget management to include compilation of financial reports, analysis of projections, variance report document completion, cost allocation system mapping, development of contract requests, contract packages, statements of work, and performance of negotiations of rates.

Education: Bachelor's Degree.

Experience: A minimum of eight years of demonstrated combined experience in federal government acquisition disciplines, budget, finance, accounting, analysis and execution, in progressively more responsible assignments. .

Labor Category Title: Budget Specialist

Subject to SCA: Yes

Description: The contractor will review, analyze, research and input various financial obligating documents into financial management system to record contractual obligations, expenses and payments. The contractor provides support in data gathering, analysis and financial reconciliation and must comply with government financial accounting standards and sound financial management principles.

Education: High school diploma or equivalent with some college preferred.

Experience: Two to three years' experience reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. Includes coding transactions, and processing material through data processing for application in the accounting system; analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance).

Labor Category Title: Contract Specialist

Subject to SCA: No

Description: The contractor will perform a variety of contract specialist duties. Duties will include preparing pre-solicitation documents, solicitation documents, conducting cost & price analyses, contract negotiations, drafting of amendments and contract award documents, and preparing contract award packages for a warranted contracting officer's review and signature. The contractor may also perform contract administration duties including contract award monitoring, issuance of modifications, data management, or other contract award or administration duties as assigned, that fall within the normal course of acquisitions.

Education: High school diploma.

Experience: A minimum of three years of experience with all types of contracting (such as supplies, services, construction) and all types of contract awards, such as firm-fixed price, IDIQ's, BPA's, Federal Supply Schedule, stand-alone contracts, etc. Will have demonstrated tact and diplomacy with a variety of contacts.

Labor Category Title: Outleasing Specialist

Subject to SCA: No

Description: Contractor will provide updates to the Regional Log Book; and provide and post to appropriate websites the synopses of information contained within the log book. Contractor will extrapolate data from various sources to create realty service related reports such as the Outlease Inventory Report, in support of the Regional Outlease Program Manager. Contractor will provide outlease contract administration support including marketing/advertising; proposals, renewals, expansions, relocations and modification to existing contracts; negotiations; establishment of files; and delinquency follow up.

Education: High School Diploma, some college preferred.

Experience: Two to three years office experience. Six months to one year of program support in real estate, real estate contract administration and collection experience would be helpful.

Labor Category Title: Planner Estimator Contractor

Subject to SCA: No

Description: Contractor will provide construction management support for tracking and keeping separate the GSA-defined shell and tenant improvement (TI) costs, inspections, change order reviews and estimates, and TI technical support for price negotiation. Contractor will provide planner/estimator and alteration management support for developing client scopes of work, estimating the proposed work, technical support for price negotiation, and inspections.

Education: College Degree or equivalent Work Experience

Experience: One year of experience with Tenant Improvement Construction of office/warehouse and related space as a project manager, construction manager, planner estimator, or building manager.

Labor Category Title: Procurement Technician

Subject to SCA: Yes

Description: The contractor will provide support in providing the preparation, control and review of procurement documents and reports; verification or abstraction of information contained in procurement documents and reports, contacting vendors to provide status of orders and monitoring delivery requirements, maintaining procurement files, processing payment documents and data entry, or similar duties in support of the procurement programs and operations.

Education: High School Diploma and some college preferred.

Experience: Two to four years of experience working as an administrative assistant, secretary or equivalent with strong skills in filing, complex data processing, database entry, spreadsheets, and presentation software. Knowledge of grammar and

punctuation for composing routine letters. Familiarity with applying procedures and rules to processing of documents. Experience in purchasing an advantage.

Labor Category Title: Realty Support Contractor

Subject to SCA: No

Description: Contractor will prepare, revise, correct, finalize, publish and/or transmit a variety of realty-related documents. Contractor will submit and track documents to ensure timely responses. Contractor will coordinate with other agencies such as Department of Labor, and staff such as Fire Protection Engineers to provide RPM with requested documents. Contractor will provide notifications and conduct follow-up when applicable. Contractor will use on-line databases to conduct checks related to contracting for file documentation. Contractor may arrange for and confirm scanning of documents. Contractor will provide pre-award lease contracting support, and provide post-occupancy lease administration support. Contractor may assist the RPM during customer needs assessment interviews by jointly determining customer space request drivers, constraints, expectations, and customer representative information. Contractor will provide space programming support, prepare drafts of customer space requirements for RPM review and comments, revise drafts, and meet jointly with the RPM and customer to confirm space requirements. Contractor prepare final space requirements package for approval.

Education: High School Diploma and some college preferred.

Experience: Three to five years of experience with program support in commercial real estate development, commercial real estate brokerage commercial office building, property management firms or other firms providing support for commercial real estate transactions, lease contracting and administration, program support experience to tenants at architectural or engineering firms.

Labor Category Title: Requirements Developer Contractor

Subject to SCA: No

Description: Contractor will prepare, revise, correct, finalize, publish and/or transmit a variety of realty-related documents. Contractor will submit and track documents to ensure timely responses. Contractor will coordinate with other agencies such as Department of Labor, and staff such as Fire Protection Engineers to provide RPM with requested documents. Contractor will provide notifications and conduct follow-up when applicable. Contractor will use on-line databases to conduct checks related to contracting for file documentation. Contractor may arrange for and confirm scanning of documents. Contractor will provide pre-award lease contracting support, and provide post-occupancy lease administration support. Contractor may assist the RPM during customer needs assessment interviews by jointly determining customer space request drivers, constraints, expectations, and customer representative information. Contractor will provide space programming support, prepare drafts of customer space requirements for RPM review and comments, revise drafts, and meet jointly with the RPM and customer to confirm space requirements. Contractor prepare final space requirements package for approval.

Education: High School Diploma and some college preferred.

Experience: Three to five years of experience with program support in commercial real estate development, commercial real estate brokerage commercial office building, property management firms or other firms providing support for commercial real estate transactions, lease contracting and administration, program support experience to tenants at architectural or engineering firms.

Labor Category Title: Subject Matter Expert

Subject to SCA: No

Description: Provides subject matter expertise to plan administrative programs and functions for organizations. The Subject Matter Expert (SME) identifies, analyzes, and makes recommendations to resolve conventional problems and situations. The SME may be assigned portions of broader studies of largely administrative organizations or participate in the evaluation of program effectiveness at the operating level. The SME may develop detailed procedures and guidelines to supplement established administrative regulations or program guidance. The SME completes reports and recommendations that may influence decisions by managers concerning internal administrative operations. Responsibilities of the SME may include facilitating planning, implementation, and evaluation of education materials and support of education programs as appropriate.

Education: Minimum of Bachelor's Degree

Experience: A minimum of five years of demonstrated experience in federal government program planning, implementation and evaluation.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
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.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 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:** Specified on the Task Order

- 11b. **Expedited Delivery.** Contact Contractor
- 11c. **Overnight and 2-day delivery.** Contact Contractor
- 11d. **Urgent Requirements.** 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).**
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Not applicable
16. **Export Packing Charges (if applicable):** Not applicable
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):** Not applicable
19. **Terms and conditions of installation (if applicable):** Not applicable
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not applicable
- 20a. **Terms and conditions for any other services (if applicable):** Not applicable
21. **List of service and distribution points (if applicable):** Not applicable
22. **List of participating dealers (if applicable):** Not applicable
23. **Preventive maintenance (if applicable):** Not applicable
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** Not applicable
- 24b. **Section 508 applicability:** Not applicable
25. **Data Universal Numbering System (DUNS) number:** 04-4867034
26. **Notification regarding registration in Central Contractor Registration (CCR) database:**
Registered