



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

CONTRACT NUMBER: GS-10F-0299U

CONTRACT PERIOD: 07/21/2023 – 07/22/2028

Multiple Award Schedule – Professional Services- Business Administrative Services

CONTRACTOR: BCT Partners, LLC
105 Lock Street, Suite 311
Newark, NJ 07103
Tel: (973) 622-0900
Web: <http://www.bctpartners.com>

CONTRACT ADMINSTRATOR: Randal Pinkett
Managing Partner
105 Lock Street, Suite 311
Newark, NJ 07103
Tel: (973) 622-0900
Gsa-pss@bctpartners.com

BUSINESS SIZE: Small Business

Modification Number PO-0027, effective July 22, 2023

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 GSA Advantage!® is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at : www.GSA.gov

Customer Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):

SINs	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMSTLOC OLMRC	Order-Level Materials (OLM's)

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH AWARDED SIN: *See Appendix A*

1c. HOURLY RATES (Services only): *See Appendix A*

2. MAXIMUM ORDER THRESHOLD: *\$1,000,000*

3. MINIMUM ORDER THRESHOLD: *\$300.00*

4. GEOGRAPHIC COVERAGE: *48 Contiguous States*

5. POINT(S) OF PRODUCTION: 105 Lock Street, Suite 311
Newark, NJ 07103

6. DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE: *Government Net Prices (discounts already deducted.)*

7. QUANTITY DISCOUNT(S): *Not Applicable*

8. PROMPT PAYMENT TERMS: *Net 30*
Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS: *None*

10a. TIME OF DELIVERY: *As determined by BCT Partners and ordering agency.*

10b. EXPEDITED DELIVERY: *N/A*

10c. OVERNIGHT AND 2-DAY DELIVERY: *N/A*

10d. URGENT REQUIRMENTS: *N/A*

11. FOB POINT: *Destination*

12a. ORDERING ADDRESS: *BCT Partners, LLC*
ATTN: Randal Pinkett
105 Lock St., Suite 311
Newark, NJ 07103

12b. ORDERING PROCEDURES: *See Federal Acquisition Regulation (FAR) 8.405-3.*

13. **PAYMENT ADDRESS:** *BCT Partners, LLC
ATTN: Randal Pinkett
105 Lock St., Suite 311
Newark, NJ 07103*
14. **WARRANTY PROVISION:** *90 Days*
15. **EXPORT PACKING CHARGES:** *Not Applicable*
16. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** *Not Applicable*
17. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** *Not Applicable*
- 18a. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** *Not Applicable*
- 18b. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** *Not Applicable*
19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** *Not Applicable*
20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** *Not Applicable*
21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** *Not Applicable*
- 22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** *Not Applicable*
- 22b. **SECTION 508 COMPLIANCE FOR ELECTRONIC AND INFORMATION TECHNOLOGY (EIT):** *N/A*
23. **Unique Entity Identifier (UEI) Number:** **06-142-3377**
24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** *BCT Partners is registered and active in SAM*

Appendix A - Price List

SIN	Category Name/Title	Minimum Education	Minimum Experience	Description	Hourly Rate
541611	Project Executive	Master's Degree	10	Leads and organizes company resources to accomplish management, organizational and business objectives. Provides high-level strategic guidance on budgetary and contractual matters.	\$185.10
541611	Project Director	Bachelor's Degree	5	Provides team leadership and project management for cross-functional teams, including, but not limited to, directors, research associates, program associates, information specialists and meeting coordinators. Ensures contractual compliance and project performance. Manages relationships with several clients simultaneously.	\$162.85
541611	Project Manager	Bachelor's Degree	7	Provides overall project oversight, including scheduling, logistics, project planning, resource allocation and human and financial resource management. Must be able to provide direction to staff, interface with clients and efficiently execute complex problems to ensure project deliverables are completed successfully.	\$133.59
541611	Project Supervisor	Bachelor's Degree	3	Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks within a designated area of the project. Reviews documents and deliverables for quality assurance.	\$116.79
541611	Team Leader III	Bachelor's Degree	4	Director and supervisor of project and program teams; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	\$87.57
541611	Team Leader II	Bachelor's Degree	3	Director and supervisor of technical assistance and training teams; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work	\$69.16
541611	Team Leader I	Bachelor's Degree	2	Director and supervisor of communication and outreach efforts; coordinates team efforts and resource allocation. Liaison between team members and Project Supervisor. Ensures that team members have the resources they need to complete their work.	\$49.59

SIN	Category Name/Title	Minimum Education	Minimum Experience	Description	Hourly Rate
541611	Management Consultant	Master's Degree	10	Provides leadership and liaison between separate discipline teams, senior management or senior level client personnel. Plans, develops and administers policies covering several broad functional areas, or key contracts. Oversees the work of staff, which includes management and senior level professionals.	\$133.47
541611	Management Analyst II	Master's Degree	7	Conducts logical examination of management structure, systems and problems. Based on a thorough analysis of a system, then plans, develops and administers policies covering several broad functional areas or key contracts in order to improve functionality and efficiency.	\$101.19
541611	Management Analyst I	Bachelor's Degree	5	Assists in developing plans and policies covering several broad functional areas or key contracts. Conducts interviews to retrieve essential information that will guide in the development of improved policies.	\$83.07
541611	Subject Matter Specialist IV	Master's Degree	20	Provides expert consultative support to functional technical areas of a project. Able to conduct quantitative and qualitative research, write white papers, and provide testimony on specific topics.	\$258.72
541611	Subject Matter Specialist III	Master's Degree	15	Develops solutions to complex problems. Assist in research, writing and preparation of information to support project and/or provide technical assistance to clients.	\$184.78
541611	Subject Matter Specialist II	Bachelor's Degree	12	Possesses requisite knowledge and expertise for particular tasks. Is available to write, speak or report on specific topics in order to build the credibility of a project, theory or policy	\$142.41
541611	Subject Matter Specialist I	Bachelor's Degree	6	Provide recommendations for the improvement of services. Researches and provides supportive documentation for documents or presentations or specific topics.	\$105.47
541611	Technical Assistance Coordinator III	Master's Degree	7	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for complex technical projects. Understands clients' needs, and develops resources to address those needs. Develop new relationships with TA providers in order to maintain a relevant pool of resources	\$120.00
541611	Technical Assistance Coordinator II	Bachelor's Degree	5	Performs specialized research, plans, organizes, and coordinates cost, schedule, and deliverables for moderately complex technical projects. Understands clients' needs, and develops resources to address those needs. Supports the development of relationships with TA providers.	\$92.00

SIN	Category Name/Title	Minimum Education	Minimum Experience	Description	Hourly Rate
541611	Technical Assistance Coordinator I	Bachelor's Degree	2	Coordinates the provision of technical assistance and training activities with clients, including both on-site and remote assistance. Maintains a database of relevant TA providers who can be assigned to particular projects	\$84.31
541611	Technical Writer/Editor III	Bachelor's Degree	6	Provides supervisory guidance related to the creation and editing of specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision for the document and instruct team members appropriately.	\$108.67
541611	Technical Writer/Editor II	Bachelor's Degree	4	Capable of creating and editing specific subject matter documents and manuals, such as performance management policies, strategic plans, white papers, and testimonies. Must be able to understand the vision and purpose of the document and construct user-friendly content.	\$89.78
541611	Technical Writer/Editor I	Bachelor's Degree	2	Performs various writing and editing tasks in support of the creation of specific subject matter documents or manuals.	\$60.11
541611	Administrative Support II	Bachelor's Degree	3	Experience in support of a program area. Knowledge and skill in word processing, database processing, meeting coordination, and document development. Able to assist in proposal preparation.	\$49.07
541611	Administrative Support I	High School	1	Provide general office and operational support to all business functions, including answering telephones, filing, copying, errands, and data entry.	\$38.00
541611	Program Associate II	Bachelor's Degree	3	Senior-level and experienced program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to take the initiative in a variety of program areas with using education and experience in the areas of community development, organizational development, or strategic planning.	\$67.08

SIN	Category Name/Title	Minimum Education	Minimum Experience	Description	Hourly Rate
541611	Program Associate I	Bachelor's Degree	2	Junior-level program staff person with strong skills in areas such as program design and implementation, group facilitation, meeting management and group process. Is able to support a variety of program areas with a general knowledge of community development, organizational development, or strategic planning.	\$58.49
541611	Program Assistant	High School	1	Performs administrative support duties to program, project and research staff. Excellent secretarial and administrative skills, including accurate typing and proficiency with Microsoft Office 2000 suite.	\$36.72
541611	Grants Support Specialist I	Bachelor's Degree	2	Junior- level grants support professional with strong skills in areas such as grants administration, fiscal review and analysis, and regulatory compliance. Able to provide support to a variety of areas within the grants management lifecycle and posses general accounting knowledge.	\$69.62
541611	Grants Support Specialist II	Bachelor's Degree	5	Senior- level grants support professional with a proven track record of performing in areas such as grants grants administration, fiscal review and analysis, and regulatory compliance. Able to lead a variety of areas within the grants management lifecycle including activities requiring subject matter expertise (e.g. audit finding and resolution) and posses strong accounting knowledge.	\$93.64
541611	Program Support Specialist I	Bachelor's Degree	2	Junior-level program support professional with strong skills in areas such as program administration, oversight, compliance, task and process management, and reporting. Able to provide support to a variety of areas within the program managent lifecycle and posses general knowledge of social programs.	\$70.54
541611	Program Support Specialist II	Bachelor's Degree	3	Senior-level program support professional with strong skills in areas such as program administration, oversight, compliance, task and process management, and reporting. Able to lead to a variety of areas within the program managent lifecycle including activities requiring experience or subject matter expertise in social programs.	\$84.66

SIN	Category Name/Title	Minimum Education	Minimum Experience	Description	Hourly Rate
541611	Program Analyst	Bachelor's Degree	1	Support professional that combines a strong understanding of programs with an ability to analyze policies, procedures and/or performance to offer recommendations for improvement. Posses skills in areas such as program support, data and records collection and management, data analysis, and administration. Is able to provide support in a variety of program areas.	\$62.82
541611	Information Management Support Specialist	Bachelor's Degree	1	Support professional with strong organizational, analytical and technical skills in areas such as information technology application and systems management, data and records management and analysis, and communications support. Is able to support a variety of areas, including but not limited to programs, projects, operations and management.	\$68.26
541611	Executive Administrator	Bachelor's Degree	1	Administrative professional who provides general office and operational support to all functions, including but not limited to managing meeting logistics, documents management, scheduling, calendar management, travel arrangements, information sharing, reporting, correspondence and presentation development. Is able to support a variety of areas.	\$63.73
541611	Records Specialist	Bachelor's Degree	1	Administrative professional who provides records maintenance and administrative support, including but not limited to general administrative duties, physical and electronic record updates, tracking and maintenance, meeting logistics, data entry, correspondence, report preparations, meeting minutes. Is able to support a vairyety of areas.	\$58.39

SCLS Statement

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

SCLS Matrix

<u>SCLS Eligible</u>	<u>SCLS Equivalent Code – Title</u>	<u>WD Number</u>
<u>Contract Labor Category</u>		
Administrative Support I	01020- Administrative Assistant	2015-4211
Program Assistant	01042- Customer Service Representative II	2015-4211