



"Navigating the Federal Marketplace"



Service-Disabled Veteran-Owned Small Business

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MULTIPLE AWARD SCHEDULE (MAS)
Industrial Group: Professional Services | Class: R499**

**CONTRACT NUMBER:
GS-00F-126GA**

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

**BUSINESS SIZE: SMALL BUSINESS
CONTRACT PERIOD
February 24, 2017 – February 23, 2022**

**Price list current as of Modification #PA-0012 effective
January 22, 2021**



**NORTHPORT
AFFILIATES, LLC**

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Federal Supply Service Authorized Federal Supply Schedule Price List Prices Shown Herein are Net (Discount Deducted). Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create and electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The internet address for GSA Advantage! is: <http://www.gsaadvantage.gov>.



Contract Holder

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GSA Schedule Buyers:

Northport Affiliates, LLC, a GSA Multiple Award Schedule (MAS), GS-00F-126GA for professional **consulting services, including training support** holder, is pleased to update its GSA Catalog to comply with the GSA, MAS modification to reflect the changes mandated by the MAS transformation.

Northport's past performance on its current contract work and its demonstrated unwavering dedication to excellence and integrity established Northport's qualifications for the MAS program, one of the premier contract vehicles across the Federal government. Northport's Training Services are nationally recognized and include off-the-shelf, or customized off-the-shelf training packages, under SIN 874-4 designed to meet specific agency needs related to business services – there is a compelling business case for stopping and preventing workplace harassment.

A copy of the **Northport PRICELIST** is provided herein. We hope that you will consider **Northport's** assistance in satisfying your requirements, whether they be unrestricted or set-aside for **small disadvantaged, veteran-owned businesses** like **Northport**. Information on the GSA Schedule is found at <http://gsa.gov>.

When you consider **Northport**, we can provide you a listing of the Contracting Officers and Contracting Officer's Technical Representatives (COTR/COR) to whom we provide services. Our constant management oversight and quality control ensures your satisfaction and our well-earned reputation.

Northport specializes in consulting services including:

- Business process reengineering and work flow analysis;
- Change Management and Organizational Development;
- Project Management Support;
- Continuous Process Improvement;
- Business Process Management;
- Training, Transition Studies and Analysis;
- Strategic Planning and Performance Measurement;
- Acquisition Management Support.

Employing root cause analysis, process improvements and rigorous tracking and measuring, we seek to enhance quality, continuously reduce defects, streamline processes, increase efficiency of operations and processes, eliminate waste and help standardize operations across the enterprise.

Northport can assist your department or agency improve business performance, lower cost of operations and increase productivity.

Northport also has established nationally recognized subject matter experts providing expertise with insurance products and the insurance industry that includes commercial general liability, automobile liability, environmental impairment liability, casualty (including marine insurance), property insurance, and other lines of insurance appropriate for concessioners and other commercial operators serving visitors in the Nation's National Parks. The permitting instruments include concession contracts, commercial use authorizations, real property leases, and special use permits. Commercial services include hospitality services with overnight accommodations, food and beverage services, retail, and guided recreational activities, including mountain climbing, horse rides and rafting trips. The National Park Service, Commercial Services Program assigns concession facilities and leases structures that range from large

historic structures to residences. Northport also provides business and financial advisory support to assist the Service in managing these activities.

Please call me directly if we can serve you or if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "F. Corle II", written over a light blue horizontal line.

Frederic W. Corle II
Managing Director

ORDERING INSTRUCTIONS/TERMS AND CONDITIONS

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<u>MAS SIN</u>	<u>Recovery</u>	<u>SIN Description</u>
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support and Business Program and Project Management Services
611430	611430RC	Professional and Management Development Training
611512	611512RC	Flight Training
OLM	OLMRC	Order Level Material

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Lowest Priced Model Number and Unit Price: Administrative Assistant: \$37.68.**
- 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. See Labor Category Descriptions. If hourly rates are not applicable, indicate “Not applicable” for this item.**
- 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 (discounts already deducted). See Attachment.
 - 7. Quantity / Volume discounts:** An additional 1% discount on all single orders exceeding \$150,000, an additional 2% discount on all single orders exceeding \$300,000, an additional 3% discount on all single orders exceeding \$500,000, and an additional 5% on all single orders exceeding \$1,000,000.
 - 8. Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

- 9. Foreign items (list items by country of origin):** None
- 10a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 10b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 10c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 10d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 11. F.O.B Points(s):** Destination
- 12a. Ordering Address(es):** Same as Contractor
- 12b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address(es):** Same as company address
- 14. Warranty provision.:** Contractor’s standard commercial warranty.
- 15. Export Packing Charges (if applicable):** N/A
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18a.. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** N/A
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A



22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:
N/A

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) NA. The EIT standards can be found at:
www.Section508.gov/.

23. Data Universal Numbering System (DUNS) number: 07-8655-877

24. Notification regarding registration in System for Award Management (SAM) database:
Registered

Final Pricing:

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

COMPANY OVERVIEW

Northport Affiliates, LLC (Northport) is a Department of Veterans Affairs, Service-Disabled, Veteran-Owned Small Business (SDVOSB) verified by the VA's Center for Verification and Evaluation. Headquartered in Alexandria, Virginia, Northport is located in the national capital region (NCR). Northport was founded in 2012 and qualified for the Vets First Contracting Program within the Department of Veterans Affairs (VA). Northport principals specialize in organizational development, change management, strategic planning and innovative program initiatives to improve government program cost effectiveness and service delivery.

Northport's veteran heritage and multi-faceted leadership experience is grounded on an unwavering dedication to excellence and integrity. Northport's principals and key executives have distinguished themselves in demanding leadership positions in both the Executive and Legislative branches of Government. Northport principals and staff possess a wealth of experience and expertise staffing and managing complex requirements within the Army, the Department of Energy, and the DoD. Northport has extensive experience addressing complex programmatic and policy implementation issues in large diverse governmental organizations. For the Department of Energy Northport principal's advised the White House on organizational components to include in the [Department of Energy Organization Act of 1977](#) creating the United States Department of Energy (USDOE).

Founder, Frederic Corle, Managing Director and Chief Executive Officer (CEO), served as a Policy Analyst in the Executive Office of the President, Office of Management and Budget (OMB) responsible for the U.S. Army Corps of Engineers, Civil Works Programs. This White House assignment required expertise in principles and methods of analyzing and improving organizations, identifying, and addressing major operating problems in federal programs and a thorough understanding of budget administration, appraisal of budgetary requirements and Federal acquisition procedures.

In 1996, Mr. Corle founded the Spatial Technologies Industry Association (STIA). Mr. Corle served as President of the Spatial Technologies Industry Association (STIA) from June 1999 to January 2005 and lead STIA's activities and its success addressing issues of importance to companies that make up the Spatial Technologies Industry, including a significant grant from the Department of Labor to train workers for careers in the geospatial industry under the Presidents' High Growth Job Training Initiative. STIA was selected to work with industry, community college and public workforce investment system partners to develop a consensus definition to enable a solid and positive understanding of the economic and career opportunities within the geospatial technology sector and its segments.

For the National Geo-Spatial Intelligence Agency (NGA), under contract, Corle provided technical and coordination services to support NGA's Acquisition/Pre-Acquisition Office (AP) including: 1) determining the potential benefits of commercial imagery for NGA including the facilitators and inhibitors for NGA use of commercial imagery. The analysis provided to NGA included 1) the business case for NGA using commercial imagery; 2) developing options and assessments for involving commercial vendors as consultants to the NGA acquisition program.

This contract with the NGA also included developing options and assessments for education and outreach programs, symposiums, and partnerships to inform policy makers and others on spatial issues of importance to the Nation. Tasks included establishing a working group of industry and government executives to develop a program agenda and enable the identification and recruitment of Nationally recognized speakers; examining similar National symposia such as the Space Foundation's Annual National Space Symposium; developing a comprehensive management and marketing plan and preparing recommendations to NGA for recurring events to inform policy makers and others on spatial issues of importance to the Nation. As a result of this contract, STIA hosted the highly acclaimed inaugural GEO-INT Conference in New Orleans, LA in 2003 attracting over 1500 attendees, 50 corporate exhibitors and national media coverage of the conference featuring the newly renamed National Geo-Intelligence Agency (NGA).

Northport is a proven performer whose principals have extensive experience resolving complex problems for corporations, federal agencies and not-for-profit organizations created by policy decisions, legislation and/or regulatory actions and is ideally suited to contributing to your mission success.

DESCRIPTION OF SERVICES

Northport provides a suite of services, solutions, training, and products driving operational excellence for our clients. With comprehensive solutions for process improvement, organizational analysis, strategic planning, cost management, life-cycle management, training program development and deployment, implementation, mentoring, process automation, effective office, and project management, Northport is able to drive world class quality into any operation.

This catalog describes the labor categories and services we offer under GSA MAS Multiple Award Schedule (MAS).

MAS SIN 541611: MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT AND BUSINESS PROGRAM AND PROJECT MANAGEMENT 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 and strategy formulation * 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

NOTE: Consulting services where the preponderance of work is specifically covered under other PSS SINS or GSA Schedules are not permitted under this SIN. NOTE: Legal, consulting, and audit services pertaining to financial matters are not covered under this SIN. Refer to 520 SINS. Consulting services relating to public relations are not covered under this SIN. Refer to SIN 541-2, Public Relations Services.

MAS SIN 611430: PROFESSIONAL AND MANAGEMENT DEVELOPMENT TRAINING

Northport provides off-the-shelf, or customized off-the-shelf training packages under this SIN to meet specific agency needs related to business services, such as, but not limited to: customer service, team building, ISO 9000, process improvement, performance measurement; statistical process control; performance problem-solving; business process reengineering; quality management; change management; strategic planning; and benchmarking. Northport provides a schedule of available training courses offered, including the minimum number of participants per course. Courses shall include all costs for the minimum number of participants. Rates include all materials (i.e. notebooks, training manuals, index tabs, etc.).

MAS SIN 611512: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Northport provides management or integration of programs and projects to include, but not limited to: program management, program oversight, project management and program integration of a limited duration. A variety of functions may be utilized to support program integration or project management tasks.

LABOR CATEGORY DESCRIPTIONS

Administrative Assistant - Minimum of 2 years of administrative support to facilitation planning and operations. Schedules, meeting facilities, arranges support services (e.g., audio-visual equipment, writing pads, computers, food services, desk, and chair arrangements, etc.). Handles budgets, expenditures, and human resource requirements. Provides overall office support, including mail, travel, personal schedules, etc. Responsible for providing secretarial support services to professional project staff, such as word processing, scheduling, travel arrangements, administrative reporting, supply management and messaging. AA/AS in Business, Accounting, or other related discipline required.

Business Analyst I - 4 years of business analyst work experience. Evaluates existing/project processes, procedures, practices and models to anticipate adverse cost and schedule impacts and provides recommendations for changes or modifications. Monitors resource usage. Bachelor's Degree.

Business Analyst II - 1 year of business analyst work experience. Provides support to the project team by maintaining project records and files. Prepares and proof-reads correspondence. Answers telephones. Responds to routine questions, distributes mail, schedule meetings, and coordinates travel. Assists in the preparation of reports and contract deliverables. Bachelor's Degree.

Business Analyst III - 3 years of business analyst or business analyst related work experience. Prepares and conducts business analyses and studies, needs assessments, requirements analysis/definition and cost/benefit analyses in an effort to align business systems, solutions, and initiatives. Prepares forecasts and analyzes trends, reporting regulations and business conditions. Develops and analyzes metrics, performance measurements, requirements, reports, and recommendations related to management, organizational structure, policy/procedures, and business systems. Identifies potential business risks. Areas of focus include but are not limited to business performance, business and economic case analysis, internal control, and enterprise risk assessment. Associates Degree.

Conference Planner - Minimum of 3 years of experience in planning, organizing, and arranging organizational meetings. Experience in planning meetings, meeting agendas, and scheduling appropriate facilities and preparing support materials. Experience in providing and preparing meeting reports and recording sessions. Can serve as deputy project manager with verified post-high school educational courses in related areas of subject matter. High School diploma or GED. High School.

Consultant - 6 years. Participates as a team member providing high-level technical and business services; possesses substantial experience in several competencies, including strategy consulting, evaluations scenarios/simulations, business policy and regulation development assistance, facilitation and related decision support services; interacts with clients on a day-to-day basis; assists in the completion of project related tasks; prepares final technical reports; performs quality reviews and participates in briefings. Master's Degree.

Management Consultant – 10-years' experience in management consulting for government and/or commercial firms. Able to define problem, collect data, and perform appropriate analysis, able to assemble results and make effective presentation of recommendations to senior management. Familiar

with the approaches to strategic planning, organizational design, performance metrics, business process reengineering, cost analysts, quality management, and statistical analysis techniques to business processes. Master's Degree in business, finance, economics, or related areas.

Partner - 12 Years of experience. Plans, directs, and manages overall integrated consulting service efforts for the firm and strategically plans for the acquisition of work and allocation of resources. The Partner interacts with government and commercial business partner executives and provides high-level direction, to assure that the highest quality of service is provided. The Partner reviews and approves overall technical approaches and provides guidance in the resolution of technical and business issues. The Partner establishes and adjusts corporate management structure and resources to direct effective contract support activities. The Partner also provides thought leadership in government and business meetings, to assure open and relevant discussions. Masters' Degree.

Program Director – 10 years of experience providing management and technical direction to multiple complex projects. Manages the overall program and is responsible for all aspects of performance. Interfaces with the government contracting officer and the contracting officer's technical representative. Consults with the COTR to ensure conformity to contractual obligations, responsible for overall task order direction and formulating proper discipline on work standards, assigns work schedules, and reviews all technical work prepared for in-process-reviews (IPR) or prior to submission to the client. Applies business process improvement practices, internal control, and performance standards and procedures. Exercises independent judgment, as well as a high level of analytical skills in solving complex and highly technical problems associated with project planning, requirements analysis, system design, development and implementation. Provides overall direction of program activities. Masters' degree in a related scientific, technical, or business discipline.

Program Manager I - 3 Years. Generally, serves as the principal point of contact for client technical services and contracts representatives on a specific task. Performs Program Integration and Project Management activities, including staffing, project planning, performance tracking, quality assurance, and business management. MA/MS in Business Admin, Business Mgmt.

Program Manager II - 6 Years. Generally, serves as the principal point of contact for client technical services and contracts representatives on a specific task. Performs Program Integration and Project Management activities, including staffing, project planning, performance tracking, quality assurance, and business management. MA/MS in Business Admin, Business Mgmt.

Project Manager - 8 Years. Responsible for the performance of small to mid-sized projects or a definable portion of a larger program in accordance with contract requirements and company policies, procedures and guidelines. Develops project requirements, acceptance criteria, and objectives of proposed client solution. Determines and manages project costing, schedules, and staffing levels. Defines and manages project scope, assigns, and maintains resources and provides technical direction to the project and ensures project profitability. Identifies project risks and develops contingency plans. Develops status reports, tracks issues, and executes problem resolution and ensures project quality control. Creates and executes internal team and external client communications model. Technical and Core Competencies include: strong Instructional Systems Design (ISD) background and is experienced with the entire ISD life cycle; Uses project planning tools as needed to create project work breakdown,

schedule project resources and track actual expenditures; strong written and oral communication skills; ability to multi-task. Bachelors' Degree.

Senior Manager – 6-years' experience managing and directing integrated consulting engagements. Plans and manages the operations and execution of several simultaneous technical and non-technical projects. Acts as a proactive interface between the client and project staff to ensure the effective definition and delivery of business applications, solutions, and consulting services. Ensures the planning, execution, monitoring, and control of project related tasks and activities. Supervises project staff. Serves as primary liaison to client personnel, and addresses contract issues, establishes and maintains client relationships. Has demonstrated capability in managing multi-task contracts and/or subcontracts of varied types and complexity and ensures the quality of work products and services delivered meet client requirements. May serve as a Senior Technical Expert, manage and control project budgets and resources, and utilize automated project management tools. Masters' Degree.

Subject Matter Expert I - 20 or more years of integrated consulting work experience. Provides highly technical and specialized guidance (including instruction) concerning solutions to complex business and information processing problem. Performs analysis and studies, testing, and acceptance phases; prepares reports and gives presentations to upper management and formulates management policies relating to enterprise-wide business processes and their re-engineering. Master's Degree.

Subject Matter Expert III - 7 years of integrated consulting related work experience. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts. Performs analysis and studies, testing, and acceptance phases. Prepares reports, gives presentations to upper management, and formulates IT management policies relating to enterprise-wide business processes and their re-engineering. Provides technical direction to staff as needed. Provides highly technical and specialized guidance (including instruction) concerning solutions to complex business and information processing problems. Masters' Degree.

Senior Subject Matter Expert, (Consultant) - 14 Years. Performs and assists project teams in high-level studies and analysis, evaluation, design, integration, documentation, and implementation of very complex projects, which require a high level of technical and administrative knowledge. Requires a high level of expertise in specialty areas of the project. Directs and participates in all phases of system development with emphasis on planning, analysis, evaluation, integration, testing and acceptance phases (IV&V and DT&E). Applies higher level business or technical principles and methods to very difficult technical problems to arrive at automated engineering solutions. Duties include establishing requirements, functional modeling, developing procedures, developing functional architectures, and other related management and technical duties. Designs and prepares technical reports and related documentation and makes charts and graphs to record results. Prepares and delivers presentations and briefings as required by the Task Order. May be required to serve as Project or Task Leader, ensuring the quality of products and services delivered. Masters' Degree.

Senior Technical Writer - 4 years of relevant experience proofing and editing documents. Reviews manuscripts and design layouts produced by engineers and technicians to ensure product conformity. Marks errors and notes corrections and returns documents for revision. Develops, prepares, reviews, and edits technical documents related to the repair, overhaul, and troubleshooting of electronics, and



Contract Holder

Professional Services Schedule

Contract GS-00F-126GA

Northport Affiliates, LLC

electromechanical equipment/systems. Rewrites portions of manuscripts to increase clarity, consistency, and conciseness. Writes technical and management reports, plans, manuals, and other documents within the broad guidelines defined by various engineers and technicians. Other duties may include drafting statements of work, preparing technical evaluations and preparing termination settlement documents to the extent these duties are not considered an inherently governmental function. BA/BS degree.

LABOR CATEGORIES AND RATES

MAS SINS: 541611, 611430 & 611512 PRICE SCHEDULE	
SKILL CATEGORY	Price Offered to the Government
	Labor Rates (Loaded) MAS SINS: 541611, 611430 & 611512
Detailed descriptions of each labor category are provided in the following section	Prices Include IFF
	Contractor Site
Administrative Assistant**	\$37.89
Business Analyst I	\$117.42
Business Analyst II	\$90.62
Business Analyst III	\$70.91
Conference Planner	\$46.26
Consultant	\$87.84
Management Consultant	\$184.58
Partner	\$223.83
Program Director	\$149.52
Program Manager I	\$85.35
Program Manager II	\$101.06
Project Manager	\$106.21
Senior Manager	\$132.25
Subject Matter Expert I	\$162.44
Subject Matter Expert III	\$137.52
Senior Subject Matter Expert (Consultant)	\$225.20
Senior Technical Writer	\$46.26

Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Administrative Assistant	01020-Administrative Assistant	2015-5504. Rev. 10.

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCA 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 awarded are in line with the geographic scope of the contract (i.e. nationwide).