



**General Services Administration  
Federal Acquisition Service  
Authorized Federal Supply Schedule Price List**

**THE OFFICE, IMAGING AND DOCUMENT SOLUTION**

**Federal Supply Group: 36  
51 508 Litigation Support Services**

**Contract Number:  
GS-03F-002DA**

**Period Covered by Contract:  
Oct 1<sup>st</sup> 2015 through September, 30 2020**

**CTR Management Group, LLC**

**11350 Random Hills Road**

**Fairfax, VA 22030**

**Website: [http:// Ctrmg.com](http://Ctrmg.com)**

**Phone: 703-934-6042**

**Contract Administration:**

**Carlo Marfori**

**[cmarfori@ctrmg.com](mailto:cmarfori@ctrmg.com)**

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The INTERNET address for GSA Advantage!<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

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## CUSTOMER INFORMATION

- 1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page  
Numbers: 51 508
- 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.
- 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.
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100.00
4. Geographic Coverage (delivery Area): Domestic
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).
7. Quantity discounts: None Offered
8. Prompt payment terms: Net 30 days (No Discount)
- 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: No
10. Foreign items (list items by country of origin): None
- 11a. Time of Delivery (Contractor insert number of days): 30 days
- 11b. 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



- 11c. 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
- 11d. 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
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](http://fss.gsa.gov/schedules)).
14. Payment address(es): Same as company address
15. Warranty provision.: Contractor’s standard commercial warranty.
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, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A
- 24b. 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. contractor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. Data Universal Numbering System (DUNS) number: 831054098



26. Notification regarding registration in System for Award Management database:  
Registered



## LABOR CATEGORIES

CTR MG offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. Central Research allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. Central Research criteria for substitution are as follows:

**Undergraduate:** An associate degree will equal 2 years of experience. A relevant bachelor’s degree will equal 4 years of experience. A Juris Doctorate will equal 6 years of experience. A relevant Master’s Degree will equal 6 years of experience.

**Experience:** For every year of full time specific field experience, the person shall be credited with one-half

Year of degree qualifications toward the values stated in the labor category descriptions.

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### GSA Approved Labor Categories

Labor Category	Education	Years of Experience	Functional Responsibility
Management Consultant	Bachelors	4	<p>The Management Consultant has experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. The Management Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Management Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents. Can be expected to serve as a program and or project manager and can supervise employees. Or project manager</p>



Labor Category	Education	Years of Experience	Functional Responsibility
Management System Specialist	Bachelors	4	The Management System Specialist provides management and technical support to one or multiple projects and programs. Regularly exercises high level of analytical and organizational skills in solving complex and unusual technical, administrative and managerial problems. Evaluates complex data and prepares reports of results.
Program Specialist	Associates	2	Serves as a coordinator supporting the planning and management of single or multiple projects and supports senior program managers in tracking performance including cost, schedule, deliverables and contractual compliance. Ensures management goals and standards are successfully implemented.
FOIA Specialist	Bachelors	2	The FOIA Specialist has extensive knowledge and understanding of FOIA/PA and processing; Review of records pursuant to the FOIA/PA; Application of the FOIA/PA; Application of FOIA/PA exemptions to withhold information; Redaction experience; Generating response letters; Ability to Handle Complex, Difficult, and Time Sensitive Assignments.

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# PRICES

## GSA Approved Prices

<b>Labor Category</b>	<b>GSA Labor Rate Including IFF</b>
Management Consultant	\$ 122.37
Management System Specialist	\$ 81.54
Program Specialist	\$ 41.41
FOIA Specialist	\$ 47.64