



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

**MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)  
FSC GROUP 874, CLASS R499**

**CONTRACT NUMBER:  
GS-10F-0302W**

**PERIOD COVERED BY CONTRACT:  
September 21, 2010 through September 20, 2015**

**Ricondo & Associates, Inc.  
20 North Clark Street, Suite 1500  
Chicago, IL 60602  
Phone: (312) 606-0611 x209; Fax: (312) 606-0706  
Internet Address: [www.ricondo.com](http://www.ricondo.com)  
Contract Administration: Stephen Muench  
Email: [s\\_muench@ricondo.com](mailto:s_muench@ricondo.com)**

**BUSINESS SIZE: Large Business**

**DUNS NUMBER: 604932285**

General Services Administration  
Management Services Center Acquisition Division

*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 <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov>.*

**TABLE OF CONTENTS**

ORDERING INFORMATION .....3

RICONDO & ASSOCIATES, INC.'S LABOR CATEGORY DESCRIPTIONS & RATES .....5

## ORDERING INFORMATION

- 1a. Authorized Special Item Number (SIN):  
*Special Item No. 874-1/874-1RC (Consulting Services)*
  
- 1c. Description of all commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services. *Please see the labor category descriptions on pages 5-8.*
  
2. Maximum order: *\$1,000,000*  
  
*This maximum order threshold is a dollar amount at which it is suggested that the ordering agency request higher discounts from the contractor before issuing the order. The contractor may: (1) Offer a new lower price, (2) Offer the lowest price available under the contract, or (3) Decline the order within five (5) days. In accordance with the Maximum Order provisions contained in the Schedule, a delivery order may be placed against the Schedule contract even though it exceeds the maximum order threshold.*
  
3. Minimum order: *\$100*
  
4. Geographic coverage (delivery area): *Domestic and Overseas*
  
5. Point of production (city, county, and state or foreign country): *Same as company address*
  
6. Discount from list prices or statement of net price: *Government prices are net*
  
7. Quantity discounts: *None*
  
8. Prompt payment terms: *Net 30 days*
  
- 9a. Notification that Government purchase cards are accepted at or below the micropurchase threshold: *Yes*
  
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: *Contact Contractor*
  
10. Foreign items (list items by country of origin): *None*
  
- 11a. Time of delivery: *Specified on the Task Order*
  
- 11b. Items available for expedited delivery: *Contact Contractor*
  
- 11c. Overnight and 2-day delivery: *Contact Contractor*
  
- 11d. Urgent Requirements: *Contact Contractor*
  
12. F.O.B. Point: *Destination*
  
- 13a. Ordering address: *Same as company address*

- 13b. Ordering Procedures: *For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.*
14. Payment address: *Same as company address*
15. Warranty provision: *Contractor's standard commercial warranty*
16. Export packing charges: *Not Applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase level): *Contact Contractor*
18. Terms and conditions of rental, maintenance, and repair: *Not Applicable*
19. Terms and conditions of installation: *Not Applicable*
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: *Not Applicable*
- 20a. Terms and conditions for any other services: *Not Applicable*
21. List of service and distribution points: *Not Applicable*
22. List of participating dealers: *Not Applicable*
23. Preventive maintenance: *Not Applicable*
24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: *Not Applicable*
25. Data Universal Number System (DUNS) number: *604932285*
26. Ricondo & Associates, Inc. is registered in the Central Contractor Registration (CCR) database. *CAGE Code: 57TJI*

## **Ricondo & Associates, Inc. Labor Category Descriptions and Rates**

### **Officer**

**GSA Price: \$288.76**

**Minimum Education:** Reports directly to the CEO and is responsible for the overall quality control of work products and services provided to Firm's clients, contract schedule and budget adherence, and staff recruiting/development. Only Officers of the Firm have contracting authority. Specific responsibilities for the Officer classification are listed below:

#### **Essential Duties and Responsibilities:**

- Reviews and approves approach and plan of all assignments under immediate direction.
- Reviews technical progress and establishes budgets and schedules with client on all assignments.
- Reviews and approves results of all tasks and deliverables.
- Reviews final products prior to delivery.
- Makes all final decisions on budgets, tasks, and schedules for assignments.
- Assures timeliness of overall work tasks and schedules.
- Develops and implements overall business plans.
- Reviews all proposals, qualifications and client presentations prior to delivery.
- Develops and implements bidding/selling strategy.
- Develops relationships at senior technical and management levels with potential clients and industry leaders.
- Achieves significant follow-on and new business objectives.
- Develops and maintains a "professional practice."
- Approves cost proposals inputs (staffing, plan, schedules) for assignments.
- Develops working relationship with other R&A officers, leaders and directors throughout the firm.
- Maintains understanding of overall business area, technology trends and procurement trends/practices of client organizations.
- Improves personal business development and management skills.
- Identifies career development and professional development requirements for assigned staff at all levels and assures that needs are achieved.
- Provides personal counseling to all staff.
- Identifies long-term staff requirements to support business objectives.
- Develops personal and staff technical skills to fullest potential.
- Continually improves personal and staff ability to interface with and serve clients.
- Develops and maintains leadership positions in professional field through active role in organization and leadership in internal and external professional activities.
- Participates in unit/region review of performance, salary action and promotions.
- Participates in development of unit/region staffing plans.
- Approves client cost estimates for assignments.
- Ensures successful completion of all assignments within budget, schedule and cost estimates.
- Maintains profitability at planned levels.
- Maintains/improves moral and motivation of staff to achieve business objectives.
- Retains key staff.
- Maintains regular contact with existing and potential clients.
- Meets with clients for periodic review of work assignments.

- Negotiates schedules and performance goals with clients.
- Directs/participates in presentation of final work assignment results.

**Minimum Education and/or Experience:** Eight (8) plus years focused experience. Master's degree (or equivalent experience). Superior communication and client consulting skills. Total competence in managing major areas of business and multiple clients. Ability to originate new business and new clients. Proven record of sales generation and leadership contribution as a member of R&A management team.

**Director**

**GSA Price: \$251.06**

**Functional Responsibility:** Responsible for planning, directing, and coordinating extensive and complex programs, projects, and studies. Provides high level technical expertise and reports to a Vice President or above.

**Essential Duties and Responsibilities:**

- Performs project management, prepares scopes of work, and project budgets.
- Provides technical expertise and leadership on project assignments.
- Develops and reviews overall project assignment approach/plan with client.
- Identifies staff required to accomplish assigned tasks.
- Develops and reviews analysis methodology, task techniques and plan with client.
- Defines problems and coordinates with client.
- Formulates preliminary conclusions and recommendations on other assignments.
- Reviews and coordinates technical progress of junior team members.
- Develops final report outline and prepares complete reports and deliverables.
- Prepares and participates in client presentations, and technical proposals.
- Provides advice, technical assistance and written recommendations.
- Participates in development of proposals, marketing/business objectives and strategy, and attends conferences.
- Directs proposal efforts, reviews/critiques technical approach and staff assigned.
- Contributes to the development of the overall business plan and marketing strategies.
- Serves a mentor and role model for junior staff.
- Develops personal and staff potential while continually improving ability to serve clients.

**Minimum Education and/or Experience:** Bachelor's degree and fifteen (15) years of professional planning experience

## Managing Consultant

GSA Price: \$206.11

**Functional Responsibility:** Responsible for the providing advanced level technical expertise and project management in the execution, development, and implementation of planning programs, projects, and studies. This classification reports to a Director level and above.

### Essential Duties and Responsibilities:

- Performs project management, prepares scopes of work, and project budgets.
- Develops overall project assignment approach/plan with client/task leader.
- Identifies staff required to accomplish assigned tasks.
- Develops analysis methodology, task techniques and plan with client/task leader.
- Defines problems and coordinates with client/task leader.
- Formulates preliminary conclusions and recommendations on other assignments.
- Reviews and coordinates technical progress of junior team members.
- Develops final report outline and prepares complete reports and deliverables.
- Prepares and participates in client presentations, and technical proposals.
- Provides advice, technical assistance and written recommendations.
- Participates in development of proposals, marketing/business objectives and strategy, and attends conferences.

**Minimum Education and/or Experience:** Bachelor's degree and ten (10) years of professional planning experience

## Senior Consultant

GSA Price: \$168.49

**Functional Responsibility:** Responsible for performing advanced planning duties in planning and development or in the planning of aviation needs and development alternatives. This classification reports to a Managing Consultant level and above.

### Essential Duties and Responsibilities:

- Conducts field surveys, investigations, and collects data in support of planning studies.
- Consults with fellow employees and senior staff concerning the compilation, interpretation and presentation of research data for planning studies.
- Prepares draft sections of reports and deliverables based on verbal and written inputs from others as well as own efforts.
- Assists in developing, formatting, publishing and distributing tables, charts, manuals, and maps that deal with existing and proposed planning studies.
- Provides advice, technical assistance and written recommendations on planning studies.
- Develops and maintains electronic data sets, files, runs and troubleshoots existing programs.
- Responds to requests for data and information from internal staff and external clients, organizations, various agencies, and the public.

**Minimum Education and/or Experience:** Bachelor's degree and five (5) years of professional planning experience

**Consultant****GSA Price: \$133.41**

**Functional Responsibility:** Responsible for performing entry-level professional planning research and graphic support for the execution, development and implementation of section work programs, projects and studies. This classification reports to Senior Consultant level and above.

**Essential Duties and Responsibilities:**

- Conducts field surveys, investigations, and collects data in support of planning studies.
- Consults with fellow employees and senior staff concerning the compilation, interpretation and presentation of research data for planning studies.
- Prepares draft sections of reports and deliverables based on verbal and written inputs from others as well as own efforts.
- Assists in developing, formatting, publishing and distributing tables, charts, manuals, and maps that deal with existing and proposed planning studies.
- Provides advice, technical assistance and written recommendations on planning studies.
- Develops and maintains electronic data sets, files, runs and troubleshoots existing programs.
- Responds to requests for data and information from internal staff and external clients, organizations, various agencies, and the public.

**Minimum Education and/or Experience:** Bachelor's degree and Two (2) years of professional planning experience

**Technical Specialist****GSA Price: \$107.82**

**Functional Responsibility:** Updates the CAD files of utilities, drawings, geographic projects, architectural and maps under the direction of the Director.

**Essential Duties and Responsibilities:**

- Performs all Computer Aided Design assignments as directed by project leaders.
- Maintains terminal Area Lease using Geographics.
- Maintains CAD service project hours for Reports.
- Provides graphic support.
- Maintains data base queries and reports.
- Ensures the completion of all required paperwork, records, documents, etc.
- Ensures compliance with all safety and work rules and regulations. Maintain departmental housekeeping standards.
- Gathers and correlates basic data and performs routine analyses.

**Minimum Education and/or Experience:** Associates Degree plus additional specialized training and one (1) year of related experience and/or training; or a combination of education and experience.

**Substitutions:**

Ricondo & Associates, Inc. reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of experience is the equivalent of one year of education.
2. One year of education is the equivalent of one year of experience.