



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

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>

**WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT FOR
SCHEDULE 874, MISSION ORIENTED BUSINESS INTEGRATED SERVICES
(MOBIS)**

CONTRACT NUMBER:
GS-02F-0168Y

PERIOD COVERED BY CONTRACT:
July 19, 2012 through July 20, 2017

International Intellectual Property Institute

**1750 H Street NW, Suite 300
Washington, DC 20006
Tel: 202-544-6610
Fax: 202-525-1261**

www.iipi.org

General Services Administration
Management Services Center Acquisition Division
Supplement # _____, dated _____

Business Size: **OTHER THAN SMALL**
DUNS: **06-251-0172**

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

GSA AWARDED TERMS AND CONDITIONS
International Intellectual Property Institute

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

874-1 / 1RC: Consulting Services - Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are: Management or strategy consulting, Program planning, audits, and evaluations, Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies, Executive/management coaching services, Customized business training as needed to successfully perform/complete a consulting engagement, Policy and regulation development assistance, Expert Witness services in support of litigation, claims, or other formal cases, Advisory and assistance services in accordance with FAR 37.203.

874-4 / 4RC: Training Services - Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Proposed courses shall be commercially-available off-the-shelf training and/or educational courses that are delivered via an Instructor-led (i.e. traditional classroom setting or conference/ seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system. Proposed professional services shall be in support of planning, creating, and/or executing test administration, learning management, customized subject matter specific training and/or educational courses that are delivered via an instructor-led (i.e. traditional classroom setting or conference/seminar) and/or web-based (i.e. Internet/Intranet, software packages and computer applications) system.

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.

SINs 874-1 / 1RC & 874-4 / 4RC: Administrative Assistant, \$39.45 per hour

- 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.

SEE ATTACHED

2. Maximum order threshold.

SIN 874-1: \$1,000,000

SIN 874-4: \$1,000,000

3. Minimum order.

\$100

4. Geographic coverage (delivery area).

Domestic, including 48 contiguous United States, Washington, DC, Alaska, Hawaii, and Puerto Rico.

5. Point(s) of production (city, county, and State or foreign country).

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6. Discount from list prices or statement of net price.

GSA Net pricing is shown in pricing tables below

7. Quantity discounts.

NOT APPLICABLE

8. Prompt payment terms.

0%, Net 30 Days ARO

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

Yes

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

NOT ACCEPTED

10. Foreign items (list items by country of origin).

None

- 11a. Time of delivery.

To be negotiated between the Government Ordering Agency and Contractor. The exact time to be specified on individual Delivery/Task Orders.

- 11b. Expedited Delivery.

To be negotiated between the Government Ordering Agency and Contractor. The exact time to be specified on individual Delivery/Task Orders.

- 11c. Overnight and 2-day delivery.

To be negotiated between the Government Ordering Agency and Contractor. The exact time to be specified on individual Delivery/Task Orders.

- 11d. Urgent Requirements.

To be negotiated between the Government Ordering Agency and Contractor. The exact time to be specified on individual Delivery/Task Orders.

12. F.O.B. point(s).

FOB Destination

13a. Ordering address

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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.

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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).

NONE

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. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

NOT APPLICABLE

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/.

NOT APPLICABLE

25. Data Universal Number System (DUNS) number.

06-251-0172

26. Notification regarding registration in Central Contractor Registration (CCR) database.

Cage Code # 38QL1



GSA Labor Category Descriptions SIN 874-1 & 874-4

Administrative Assistant

Functional Responsibility:

- The Administrative Assistant is responsible for providing logistical and other administrative support for staff and Consultants.
- Administrative support includes handling travel arrangements, reimbursements, managing timesheets, word processing, database management, data entry, document production, document control, and presentation production.
- The Administrative Assistant also performs substantive tasks as his/her and experience and education permit.

Minimum/General Experience: Prior research and/or administrative experience. Ability to work both independently and under general supervision performing clerical, administrative, and general office duties.

Education: Bachelor's or Advanced degree.

Project Attorney

Functional Responsibility:

- Project Attorneys are responsible for completing various substantive legal and research tasks pertaining to Intellectual Property, the client's needs, and project requirements including research, writing, and analysis.
- Project Attorneys are also responsible for aspects of project management such as working with Consultants.

Minimum/General Experience: Two years practical legal experience.

Minimum Education: Juris Doctor.

NOTE: We do not offer professional legal services and furthermore, IPI is not a law firm. Our consulting engagements seek to increase awareness and understanding of the use of Intellectual Property (patents, copyrights and trademarks, trade secrets, industrial designs) as a tool for sustainable economic growth. The Project Attorney is responsible for providing legal research and analysis in the areas of Intellectual Property.

Project Manager

Functional Responsibility:

- The Project Manager is responsible for supervising the work of Program Attorneys and Consultants, as well as recruiting and communicating with Consultants.
- The Project Manager is also responsible for overseeing the budget and ensuring that deadlines are met, and performs various substantive legal and research tasks.
- Responsible for the overall contract performance on complex programs involving multiple projects or tasks.
- Routinely interfaces with the client's liaison to keep them abreast of progress.

Minimum/General Experience: Three years experience working on projects involving international intellectual property issues or related issues. Experience in reviewing and evaluating work performed by others, managing funds and resources to meet project objectives, and providing direction to ensure compliance with client requirements. Must have demonstrated ability to provide guidance and direction on multiple tasks.

Minimum Education: Juris Doctor.

Project Administrator

Functional Responsibility:

- The Project Administrator is responsible for supervising the work of the Project Manager and Project Attorneys on multiple projects.
- Responsible for costs, schedules, and technical performance of assigned projects.
- Provides subject matter expertise, analysis, and decision making regarding program approaches.
- The Project Administrator also sets and maintains project goals and performs various substantive tasks.
- Provides client liaison with project updates.

Minimum/General Experience: Eight years management experience.

Minimum Education: Juris Doctor or Advanced degree.

Senior Consultant

Functional Responsibility:

- Senior Consultants are responsible for designing and executing various project components in their area of expertise.
- Project components include designing and performing studies, as well as other specialized research methodologies.
- The Senior Consultant works with agency staff to understand issues of concern and design solutions based on the client's needs.
- Work with the client to define meeting objectives for collaborative efforts/working groups involving agencies, organize and facilitate meeting discussions, and prepare/communicate facilitation results to appropriate stakeholders.
- Consultants also assist with producing any publications associated with the project.

Minimum/General Experience: Eight years experience in relevant field. Must have proven ability to work on complex problems independently. Proven ability to create practical solutions, and communicate well with clients, both in written reports and verbal communications.

Minimum Education: Advanced degree in relevant field.

Consultant

Functional Responsibility:

- Consultants provide specialized skills in a limited set of areas to support an agency with a particular need.
- The Consultant works with the agency staff to understand issues of concern and design solutions based on customer needs.
- In their area of expertise, the Consultant will support/ assist with program planning and audits.
- Develop research as needed and assist with publications.
- The Consultant will help with the organization and facilitation of meetings involving agency collaborative efforts and working groups.

Minimum/General Experience: Three years experience in relevant field. Ability to work on moderately complex problems with limited direction from management. Proven ability to create practical solutions to issues and ability to communicate well with clients, both in written reports and verbal communications.

Minimum Education: Advanced degree in relevant field.

GSA Awarded Rates

SINs	Labor Category	Unit of Issue	GSA Awarded Rate
874-1 & 874-4	Administrative Assistant	Hourly	\$39.45
874-1 & 874-4	Project Attorney	Hourly	\$60.25
874-1 & 874-4	Project Manager	Hourly	\$71.21
874-1 & 874-4	Project Administrator	Hourly	\$164.35
874-1 & 874-4	Senior Consultant	Daily	\$1,118.37
874-1 & 874-4	Consultant	Daily	\$968.66

- Pricing is for Contractor and Customer Facilities
- Pricing is for Domestic Locations Only

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Mission Oriented Business Integrated Services (MOBIS) Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor will inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number.