



GENERAL SERVICES ADMINISTRATION

Federal Supply 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: GSAAdvantage.gov.

Professional Services Schedule

Industrial Group: 00CORP

FSC CLASS: R499 & U006

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Number: 47QRAA19D007T

Contract period: May 6, 2019 through May 5, 2024

Contractor: Lynne Carbone & Associates, Inc.

Contract Administrator: Lynne Carbone, President

Business Size: Small

Business Type: Woman Owned

Address: 7910 Woodmont Avenue, Suite 1140
Bethesda, Md. 20814

Telephone: 301-986-0033

Facsimile: 301-983-0034

E-mail: Lcarbone@LynneCarbone.com

Website: www.LynneCarbone.com

MAKING THINGS HAPPEN THROUGH PEOPLE

7910 Woodmont Avenue, Suite 1140 Bethesda, MD 20814
301.986.0033 (phone) 301.986.0034 (fax)
www.LynneCarbone.com



CUSTOMER INFORMATION

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

SIN's 874-1, 874-1RC, 874-4, 874-4RC, 00CORP-500, 00CORP-500RC

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.

Prices are based on a unit of one (1) Labor Category for SIN 874-1 and 874-4. Prices are not based on geographic location.

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 Price List below.**

Price List – SIN 874-1

Position Code	Classification	Representative Job Titles	Minimum Education	Minimum Experience	Hourly Price	Daily Price
1a	Executive Consultant	Executive Consultant; Organization and Management Consultant; Facilitator; Technical Expert	Masters	15 years	\$428.21	\$3,425.69
1b	Senior Consultant	Organization and Management Consultant; Senior Consultant; Technical Expert Facilitator	Masters	10 years	\$389.03	\$3,112.18
1c	1 st Associate Consultant	Organization and Management Consultant Facilitator Technical Expert	Masters	7 years	\$336.66	\$2,693.28
1d	2 nd Associate Consultant	Organization and Management Consultant Facilitator Technical Expert	Masters	5 years	\$280.55	\$2,244.40

MAKING THINGS HAPPEN THROUGH PEOPLE

7910 Woodmont Avenue, Suite 1140 Bethesda, MD 20814

301.986.0033 (phone) 301.986.0034 (fax)

www.LynneCarbone.com



1e	3 rd Associate Consultant	Organization and Management Consultant Facilitator Technical Expert	Masters	3 years	\$224.44	\$1,795.52
1f	4 th Associate Consultant	Organization and Management Consultant Facilitator Technical Expert	Bachelors	1 year	\$187.03	\$1,496.24
1g	Lead Support	Production and computer support On-site computer support	Bachelors	1 year	\$48.50	\$388.00

Price List – SIN 874-4

Position Code	Classification	Representative Job Titles	Minimum Education	Minimum Experience	Hourly Price	Daily Price
1a	Executive Consultant	Executive Consultant Trainer Consultant	Masters	15 years	\$428.21	\$3,425.69
1b	Senior Consultant	Trainer Senior Consultant	Masters	10 years	\$389.03	\$3,112.18
1c	1 st Associate Consultant	Trainer Consultant	Masters	7 years	\$336.66	\$2,693.28
1d	2 nd Associate Consultant	Trainer Consultant	Masters	5 years	\$280.55	\$2,244.40
1e	3 rd Associate Consultant	Trainer Consultant	Masters	3 years	\$224.44	\$1,795.52
1f	4 th Associate Consultant	Trainer Consultant	Bachelors	1 year	\$187.03	\$1,496.24
1g	Lead Support	Production and computer support On-site computer support	Bachelors	1 year	\$48.50	\$388.00

2. Maximum order. **\$1,000,000**
3. Minimum order. **\$100**
4. Geographic coverage (delivery area). Domestic Only, 50 States, DC, Territories
5. Point(s) of production (city, county, and State or foreign country). Same as Contractor
6. Discount from list, prices or statement of net price. Prices shown on attached price list are net prices with discount included



7. Quantity discounts. **None**
8. Prompt payment terms: 1% 15 days, net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions
- 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. **Government purchase cards are accepted.**
10. Foreign items (list items by country of origin) **N/A**
- 11a. Time of delivery. As specified on Individual/Task order
- 11b. Expedited Delivery: Contact Contractor
- 11c. Overnight and 2-day delivery. Contact the Contractor's representative for overnight and 2-day delivery.
- 11d. Urgent Requirements. Contact the Contractor's representative regarding faster delivery.
12. F.O.B. point(s). **F.O.B. Destination.**
- 13a. Ordering address(es). Same as Contractor
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3
14. Payment address(es): Same as contractor
15. Warranty provision. Product warranty terms and conditions are those set forth in clause 552.246.3
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 efficient and/or reduced pollutants). **N/A**
- 24b. Section 508 compliance information is available on Electronic and Information (EIT) supplier and services. **NA**
25. Data Universal Number System (DUNS) number. **042563259**
26. Notification regarding registration in System for Award Management (sam.gov) database. **Lynne Carbone & Associates, Inc. is registered in the sam.gov database. We will keep our registration current as per the contract requirements.**

Labor Descriptions

Executive Consultant

- Provides expert organization, management or technical advice, training, facilitation and/or consultation to individual executives or teams.
- Provides expert knowledge and applications in technical area of expertise and/or organization development, organization design, group dynamics, leadership/executive development and strategic/business planning or technical field of expertise.
- Administers surveys, assessments and produces analyses and produces reports.
- Customize, design and delivers organizational interventions and/or provides expert advice and consultation.

Minimum Education: Master's level in Business, Public Administration or technical field.

Minimum Experience: 15 years in consulting field or equivalent technical or managerial positions in Business or Public Administration.

Senior Consultant

- Provides technical expert knowledge, training, facilitation and applications in specialized field and/or in organization development, organization design, group dynamics, leadership/executive development and strategic/business planning.
- Administers surveys, assessments and produces analyses and produces reports.
- Develops and delivers tailored products and/or consultation in technical field of expertise.

Minimum Education: Master's degree in Business, Public Administration or specialized field in which providing consultation.

Minimum Experience: 10 years of experience in the specialized field.



1st Associate Consultant

- Provides expert organization, management or technical advice, training, facilitation and/or consultation.
- Provides specific content knowledge, consultation and guidance in technical area of expertise or leadership development, organization change, strategic planning and project management.
- Administers surveys, assessments and produces analyses and produces reports.
- Conducts training in technical area of expertise and/or leadership/management development.

Minimum Education: Master's degree in Business, Management, Public Administration, Education, Psychology or related development field.

Minimum Experience: 7 years of experience in the technical field of expertise or related management position.

2nd Associate Consultant

- Provides expert organization, management or technical advice, training and/or consultation
- Provides specific content knowledge, consultation and guidance in technical area of expertise or leadership development, organization change, strategic planning and project management.
- Designs and facilitates processes.
- Administers surveys and assessments, and produces analyses and produces reports.
- Provides specific content knowledge, consultation and guidance in technical area of expertise or leadership development, organization change, strategic planning and project management.

Minimum Education: Master's degree in Business, Management, Education, Psychology or technical field of expertise.

Minimum Experience: 5 years of experience in the technical field of expertise or organization and management/leadership development or related managerial position.

3rd Associate Consultant

- Provides expert organization, management or technical advice, training and/or consultation
- Provides specific content knowledge, consultation and guidance in technical area of expertise or leadership development, organization change, strategic planning and project management.
- Designs and conducts training in technical area of expertise, leadership, management or team work.

Minimum Education: Master's degree in Business, Management, Education, Psychology or related development field.

Minimum Experience: 3 years of experience in the field of expertise or equivalent managerial position



4th Associate Consultant

- Designs customized processes and conducts meeting facilitation.
- Consults in technical area of expertise or group dynamics, teambuilding and strategic planning.
- Provides technical advice, consultation, analyses and/or reports as required by client.
- Conducts workshops.
- Conducts surveys, organizational assessments, analyses and reports.
- Conducts training.

Minimum Education: Bachelor degree in Business, Public Administration, or other Technical Field.

Minimum Experience: 1 years' experience in organization, management development or other technical field.

Acceptable Substitution: A Master's degree in Business, Public Administration, Organization Development or related technical fields may be substituted for the experience requirement.

Lead Computer Support

- Attends meetings to record documentation; compiles, transcribes and edits documentation.
- Oversees and supervises other laptop support personnel on site.
- Merges all other laptop products on site into a single product
- Reviews all documentation for accuracy.
- Creates and produces power point presentations, specialized workbooks, and all support materials.
- Creates and updates website materials.
- Edits documents.
- Serves as key interface with hotels, conference centers, and clients on event planning and management and support.
- Serves as Assistant to the Executive Consultant off site and in the office.

Minimum Education: Bachelor's degree.

Minimum Experience: 1 year experience in a comparable position or proven competency in computers and application of Excel, MSWord, Power Point, computer graphics, desktop publishing.