



Federal Supply Schedule Price List Cover Page

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 www.GSAAdvantage.gov.

Schedule Title: Schedule 48 Transportation, Delivery and Relocation Solutions

FSC Group: 411 3 Transportation Consulting Services

FSC Service Codes: V111, V112, and V301

Contract Number: GS-33F-0021U

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

Contract Period: June 19, 2008 through June 18, 2013 with three additional five year renewal options

Contractor Information: The Howland Group, Inc.
Two Neshaminy Interplex, Suite 208
Trevose, PA 19053-6958
Telephone: 1-866-675-6693
Fax: 1-215-633-7316

Contractor Internet Site: www.howlandgroupinc.com

Business Size: Small, Woman-Owned Business

Prices Shown Herein are Net (Discount Deducted).

Customer Information:

1a. The following is The Howland Group Inc.’s pricing structure for GSA Schedule 48, SIN 411-3: Transportation Consulting Services:

Description	Unit of Issue	Price Per Hour
Transportation Consulting Services		
<u>Labor Categories:</u>		
Chief Executive Officer	Per hour	For specific pricing or a quote, please contact Ms. Cecilia Loose at 215-633-7312 or e-mail at cloose@howlandgroupinc.com
Managing Director of The Howland Group Enterprise, LLC	Per hour	
Managing Director of The Howland Group Management, LLC	Per hour	
Managing Director of The Howland Group Communications, LLC	Per hour	
Manager of Security Services	Per hour	
Project Manager	Per hour	
Senior Security and Legal Associate	Per hour	
Finance Manager	Per hour	
Information and Communications Technology Administrator	Per hour	
Staff Assistants	Per hour	
<u>Other:</u>		
Costs associated with travel will be charged based on the published General Services Administration per diem rates and will be in accordance with FAR 31.205-46		

1b. Identification of the lowest price model number and lowest price for that model for each special item number awarded in the contract: Not applicable.

1c. Description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services:

Chief Executive Officer

- Responsible for the establishment of the Company’s vision and strategy and sets strategic direction for all new initiatives.
- Responsible for providing focus and direction for Company through direct management of Managing Directors
- Responsible for maintaining mission critical relationships with clients, outside counsels, stakeholders and has the ultimate responsibility for fiscal accountability, contract fulfillment, and client relations
- Act as the Chairperson of Board of Director and Managing Director meetings, to include administrative responsibilities associated with meetings
- Responsible for new business development

- Responsible for growth and direction of the all Howland Group companies
- Minimum qualifications, training, experience and certifications required:
 - Extensive background in transportation industry issues, 20 years of experience minimum
 - Proven leadership capabilities
 - Documented ability to produce white papers, background papers as well as talking points; also, ability to evaluate and respond to requests for proposals
 - Working knowledge of Microsoft Word, PowerPoint, Excel and LiveMeeting
 - Bachelor of Science degree in Business Administration desired and commensurate industry experience required.

Managing Director

- Responsible for carrying out the directions and initiatives of the President and CEO
- Assist President and CEO with new business development
- Responsible for the day to day operations and management of the Company
- Responsible for the development, implementation, monitoring and enforcement of business processes and policies as they relate to government contracting compliance
- Responsible for the oversight of the Company's functional areas including, contract management, task order development, negotiation and monitoring, finance, contract administration and human resources. Tasks include, but are not limited to, establish project milestones, define all project subtasks, allocate and assign resources, budget development and resolution of conflicts to ensure project completion.
- Responsible for the oversight and strategic direction of Company employees, outside vendors and consultants providing services to the Company.
- Minimum qualifications, training, experience and certifications required:
 - Extensive background in finance and contract administration, including budgets and forecasts and military or commercial background in transportation industry desired, 15 years of experience minimum
 - Proven leadership capabilities
 - Documented ability to produce white papers, background papers as well as talking points; also, ability to evaluate and respond to requests for proposals
 - Working knowledge of Microsoft Word, PowerPoint, Excel, LiveMeeting and AgileProject
 - Bachelor of Science degree desired and commensurate industry experience required.

Manager of Security Services

- Responsible for all aspects of security (physical and electronic) for the Company

- Company liaison for the following security related matters:
 - On task orders and contracts related to military movements, deployments, and redeployments. Tasks include defining required security notifications to requisite Federal, state and local law enforcement and other agencies and monitoring of project plans as they relate to security matters.
 - With USCG and other maritime security on all issues affecting port security
 - With Pennsylvania Emergency Management Agency (PEMA) on security and disaster response issues
- Assist in the development/writing of proposal, task orders, and white papers and security strategies as they relate to physical and electronic security matters
- Responsible for the planning and development of the Commonwealth of Pennsylvania's Maritime Domain Awareness Information Sharing Center
- Provide support to President and CEO and Managing Directors of the Company as requested
- Minimum qualifications, training, experience and certifications required:
 - Extensive background in law enforcement, counter terrorism, and counter intelligence, 10 years of experience minimum
 - Proven leadership capabilities
 - Documented ability to produce white papers, background papers as well as talking points; also, ability to evaluate and respond to requests for proposals
 - Working knowledge of Microsoft Word, PowerPoint, Excel, LiveMeeting, and AgileProject
 - Bachelor of Science degree in Science or Languages desired and commensurate industry experience required.

Project Manager

- Responsible for the maintenance of all virtual collaboration tools, including the following:
 - Team tools -- Virtual Whiteboard – electronic
 - Project Management --Agile project or other established project management tools
- Responsible for project management functions including the following:
 - Establish project plan in project management software tools
 - Monitor status of contractor and staff percent complete on each project plan
 - Preparation of client reports and other deliverable milestone reports in support of project requirements
 - Maintenance of all project reports, materials, and documents in accordance with task order requirements
- Responsible for the documentation of project office business processes and procedures

- Provide support to President and CEO and Managing Directors of the Company as requested
- Minimum qualifications, training, experience and certifications required:
 - Extensive background in database and project management as well as basic computer software applications, 5 to 10 years of experience minimum
 - Proven leadership capabilities
 - Documented ability to produce white papers, background papers as well as talking points; also, ability to evaluate and respond to requests for proposals
 - Working knowledge of Microsoft Word, PowerPoint, Excel, LiveMeeting, and AgileProject
 - Minimum of Associates Degree in Computer Science desired coupled with extensive experience in database and project management software and applications and commensurate industry experience required.

Senior Security Associate

- Provides direct support to the Manager of Security Services as follows:
 - Monitoring established security related matters on all task orders related to military movements, deployments and redeployments. Tasks include coordination and monitoring of notifications to Federal, state and local law enforcement and other agencies for all projects involving security matters.
 - With all aspects of both physical and electronic security for the Company
 - Attend regular meetings with USCG and other maritime security agencies as they relate to port security
 - Assist the Manager of Security Services in the development of annual port security grant submissions to the US Department of Homeland Security
- Provides direct support to THGs Federal Task Order development team
- Assists the Manager of Security Services with development of all maritime domain awareness white papers and security strategies for the Commonwealth of Pennsylvania Office of PennPORTS; in this role, he provides direct support to the Manager of Security Services for the planning and development of the Commonwealth of Pennsylvania's maritime domain awareness information sharing center
- Provide support as requested by the President and CEO and Managing Directors of THG and its subsidiaries as requested
- Minimum qualifications, training, experience and certifications required:
 - Extensive background in military or civilian law enforcement, 5 to 10 years experience minimum
 - Proven leadership capabilities
 - Documented ability to produce white papers, background papers as well as talking points; also, ability to evaluate and respond to requests for proposals
 - Working knowledge of Microsoft Word, PowerPoint, Excel, LiveMeeting, and AgileProject

- Strong research and analytical skills
- Bachelor of Science Degree in Criminology desired coupled with extensive experience in law enforcement.

Staff Assistant

- Assist the Project team with report production, preparation of marketing materials, logistics support activities and general clerical functions.
- Provide, where applicable, customer service in the areas of use of Project electronic tools, data de-confliction, and responses to general requests for information related to Project milestone and deliverables.
- Provide support as requested by the President and CEO and Managing Directors of THG and its subsidiaries as requested
- Minimum qualifications, training, experience and certifications required:
 - Working knowledge of government relations and operations, 1 to 3 years of experience minimum
 - Working knowledge of Microsoft Word, Excel, LiveMeeting and PowerPoint as well as media databases such as Constant Contact
 - Bachelor of Science degree in a general field of study such as International Studies, Political Science, or Journalism.

2. **Maximum Order:** \$1,000,000.
3. **Minimum Order:** \$100.
4. **Geographic Coverage (delivery area):** Domestic and worldwide.
5. **Point(s) of Production (city, county, and State or foreign country):** Trevoese, Bucks County, Pennsylvania.
6. **Discount from price lists or statement of net price:** Prices shown herein are net (discounts deducted).
7. **Quantity Discounts:** Not applicable.
8. **Prompt Payment Terms:** None – net 30 days.
- 9a. **Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. **Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Government purchase cards are accepted above the micro-purchase threshold.
10. **Foreign Items:** Not applicable.

- 11a. Time of Delivery:** As specified in the order.
- 11b. Expedited Delivery:** As specified in the order.
- 11c. Overnight and 2-Day Delivery:** As specified in the order.
- 11d. Urgent Requirements:** As specified in the order.
- 12. F.O.B. Point(s):** F.O.B. Destination.
- 13a. Ordering Address:** The Howland Group, Inc.
Attn: Ms. Cecilia Loose
Two Neshaminy Interplex, Suite 208
Trevose, PA 19053-6958
Web: www.howlandgroupinc.com
- Or E-mail: cloose@howlandgroupinc.com
- 13b. Ordering Procedures:** For supplies and services, the ordering procedures are contained in the Federal Acquisition Regulations (“FAR”). Information on blanket purchase agreements (“BPAs”) can be found at FAR 8.405-3 and the GSA/FSS schedule homepage (www.fss.gsa.gov/schedules).
- 14. Payment Address:** The Howland Group, Inc.
Two Neshaminy Interplex, Suite 208
Trevose, PA 19053-6958
- 15. Warranty Provision:** The Howland Group, Inc. warrants that all products and services provided will satisfy the requirements of the task orders obtained through this schedule.
- 16. Export Packing Charges:** 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).** None.
- 19. Terms and conditions of installation (if applicable).** Not applicable.
- 20. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices (if applicable).** Not applicable.
- 20a. Terms and conditions for any other service (if applicable).** None.

21. **List of service and distribution points (if applicable).** Services are provided domestically and worldwide.
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.** If applicable, Section 508 compliance requirements are negotiated with each task order.
25. **Data Universal Number System (DUNS) Number:** 963982285
26. **Notification regarding registration in Central Contractor Registration (CCR) database.** The Howland Group, Inc. is registered in the Central Contractor Registration (CCR) database.