



Innovation for the Built Environment™  
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**GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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 GSAAAdvantage!, a menu-driven database system. The Internet address of GSAAAdvantage! is [www.GSAAAdvantage.gov](http://www.GSAAAdvantage.gov).

**Facilities Maintenance and Management (03 FAC) Schedule**

**Contract Number: GS-21-F-0130W**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)

**Period Covered by Contract: March 19, 2010 – March 18, 2015**

*Price List current through Modification #0002 dated July 28, 2010*

SINs	Description
811 006	Facilities Maintenance and Management Consulting
871 202	Energy Management Planning and Strategy
871 203	Training on Energy Management
871 205	Energy Program Support Services
871 207	Energy Audit Services
871 208	Resource Efficiency Management (REM)
871 209	Innovations in Energy
871 211	Energy Consulting Services
003 01	Smart Buildings System Integrator

**15 Franklin Street  
Portland, Maine 04101  
Phone: 207.828.7900  
Fax: 207.828.7935  
[www.4tellsolutions.com](http://www.4tellsolutions.com)**

Business Size/Status: Small

**Contract Administration:**

Julia MacMillan  
 4tell™ Solutions, LLC  
 15 Franklin Street  
 Portland, Maine 04101  
 Phone: 207.828.7900  
 Fax: 207.828.7935

**1a. Awarded Special Item Numbers:**

SINs	Description
811 006	Facilities Maintenance and Management Consulting
871 202	Energy Management Planning and Strategy
871 203	Training on Energy Management
871 205	Energy Program Support Services
871 207	Energy Audit Services
871 208	Resource Efficiency Management (REM)
871 209	Innovations in Energy
871 211	Energy Consulting Services
003 01	Smart Buildings System Integrator

1b. **Lowest price model number: Not applicable**

1c. **Description of hourly rates and commercial job titles: Please refer to software and hourly rate charts below.**

2. **Maximum Order: \$1,000,000**

3. **Minimum Order: \$500**

4. **Geographic Coverage: Domestic including Alaska, Hawaii and Puerto Rico.**

5. **Point of Production: Same as Company's address.**

6. **Discount from List Prices: Approximately 12% for services and 20% for software.**

7. **Quantity Discounts: none.**

8. **Prompt Payment Terms: none.**

- 9a. **Government purchase cards** are accepted at or below the micro purchase threshold.
- 9b. **Government purchase cards** are accepted above the micro purchase threshold.
- 10. **Foreign items: None.**
- 11. **Time of Delivery (a-d):** To be negotiated with ordering agency on each task order.
- 12. **FOB Point(s):** To be negotiated with ordering agency on each task order. For software it is **FOB destination.**
- 13a. **Ordering Address:**
  - 4tell™ Solutions, LLC
  - 15 Franklin Street
  - Portland, Maine 04101
  - Fax: 207.828.7935 | Phone: 207.828.7900 | Toll Free: 800.750.4424
- 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](https://fss.gsa.gov/schedules))**.
- 14. **Payment Address:**
  - 4tell™ Solutions, LLC
  - 15 Franklin Street
  - Portland, Maine 04101
  - Fax: 207.828.7935 | Phone: 207.828.7900
- 15. **Warranty Provisions: Not Applicable.**
- 16. **Export Packaging Charges: Not Applicable.**
- 17. **Terms and Conditions of Government Purchase Card Acceptance: No limitations on acceptance.**
- 18 – 24. **Not Applicable.**
- 25. **DUNS Number: 830 938 267**
- 26. **Contractor is registered in CCR Database: Registered.**

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## 4tell Solutions Company and Services Overview

Sustainable performance governance is emerging as a core goal of leading organizations, both public and private, and embodies the economic, energy, environmental and social challenges that organizations face in today's global economy. To help organizations achieve their business objectives, 4tell provides services that optimize enterprise planning and capital and energy performance and benefit their clients in several key areas including asset governance, capital planning, sustainability reporting and financial, energy, emissions, security and operational performance.

### Facilities Services

Key service areas include:

- Strategic planning and business process improvement
- Business process implementation planning and design
- Facility, energy and security governance processes
- Facilities planning and analyses
- Lifecycle asset management
- Capital renewal planning
- Cost segregation analysis and reporting
- Sustainability analysis and reporting
- Performance management analysis and reporting
- Sustainable facilities planning and analysis
- Facility condition assessments and capital planning
- Security assessments and audits

### Energy Performance Services

Energy efficiency is the keystone of environmental sustainability. 4tell's solutions support processes that drive informed, sustainable business decisions by creating knowledge through the capture, management and analysis of vital energy program, business and operating data, to direct decisions about energy projects and initiatives; enabling sustainable energy performance governance. 4tell's iPlan provides a flexible framework for tracking, monitoring, measuring and verifying energy performance, meeting your growing needs for transparency and accountability while aligning energy program investment strategies with their specific goals and objectives.

Our energy performance services include:

- Energy assessments and audits

- Energy efficiency and emissions analysis
- Energy planning and analysis
- Energy management and performance consulting
- Energy conservation
- Sustainable Design
- Commissioning

### **Facility and Energy Services delivered on the iPlan platform**

4tell's facility and energy services are supported by our Performance Governance Solution - iPlan - which helps to streamline the business development, work flow, data analysis and reporting processes. This provides the client with consistent deliverables, embedded in a very efficient process, which result in predictable, quality metrics and results. Most importantly perhaps is that clients have the option to utilize their information and reports in a live environment. With iPlan, all facility, condition and energy data is captured electronically and provides up-to-the-minute information on deficiencies, corrective actions, energy retrofits, capital projects and energy plans.

As a web-native application, iPlan is easy to use, cost effective and scalable. Built to interface with external and enterprise systems - including financial management, performance management, and asset and energy management - iPlan presents a business view of the technically-driven capital planning, project management, and budget processes. iPlan is configurable to support specific energy audits, capital planning and performance management processes, including customized assessments that support sustainable governance of facilities. From investment analysis to lifecycle planning and ongoing performance management, iPlan supports an organization's governance requirements and proactively establishes a transparent standard and model for defining, measuring, implementing and defending financial performance decisions.

## Description of SINs Offered

### **811 006 --- Facilities Maintenance and Management Consulting**

Facilities consulting services that include, but are not limited to, the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions.

### **871 202 --- Energy Management Planning and Strategies**

A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

1. Consulting/Auditing/Energy Management Solutions - This includes the strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments, developing, and executing of energy audits, audit plans and energy management solutions.
2. Concept Development and Requirements Analysis - This includes the analysis of the audit results and outlined requirements to design a detailed energy management project concept.
3. Implementation and Change Management - This includes the implementation and integration of more energy efficient practices and systems and training in using them effectively.
4. Measurement and Verification - This includes the performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

### **871 203 --- Training on Energy Management**

Including, but not limited to, reducing energy consumption, mitigating risk with energy systems, operating systems efficiently, making energy efficient system choices, and energy efficient buildings certification programs such as LEED.

### **871 205 --- Energy Program Support Services**

Including, but not limited to, billing and management oversight and assistance in preparing energy services related to agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

### **871 207 --- Energy Audit Services**

Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to, data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their

impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Energy efficient buildings certification programs such as LEED may be included.

**871 208 --- Resource Efficiency Management (REM)**

Including, but not limited to, providing information on possible steps that will improve energy efficiency. This information shall include estimates of cost savings and environmental benefits. This includes onsite analysis of current operations, equipment, and energy purchasing patterns. This may include the services of a resource efficiency advocate for individual or aggregated building(s) in order to maximize resource efficiency. Energy efficient buildings certification programs such as LEED may be included.

**871 209 --- Innovations in Energy**

Innovative approaches to renewable and/or sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power, waterwheels, and hydro electricity), wind power or other sources. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more carbon-neutral, thereby lessening dependence on traditional non-renewable fossil fuel sources of energy such as coal, oil, natural gas and propane. This could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and the implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, NIST compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

**871 211 --- Energy Consulting Services**

Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514. Consulting services covered by this SIN include:

- Energy management or strategy
- Energy program planning and evaluations
- Energy related studies, analyses, benchmarking and reporting such as feasibility studies, vulnerability assessments, and energy security
- Assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star
- Advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases ?Consulting on carbon emissions trading programs



- Consulting on where to obtain renewable energy credits/certificates
- Consulting on greenhouse gas measurement and management
- Strategic sustainability performance planning
- Consulting on obtaining high performance sustainable buildings

### **003 01 --- Smart Buildings System Integrator**

Includes the comprehensive integration of building systems and technology using a non-proprietary and open architecture. Typical building systems to be integrated include: building automation, life safety, telecommunications, facilities management, security, energy and environmental control, HVAC, lighting, building envelope, access control, power management, cabling infrastructure/wireless, VOIP, video distribution, video surveillance, data network, etc. Typical integration functions include, but are not limited to: requirements analysis, strategic systems planning, system configuration, implementation alternatives, integration planning, system component acquisition, component integration, testing and analysis, interaction with Building Operations Centers, collection/manipulation of smart building component data, configuration management and control, design-guide development, operational training and support, monitoring, reporting and managing of the systems, and systems maintenance.

## Pricelist --- Labor Categories Pricing

Commercial Labor Category	PRICE OFFERED TO GSA (including IFF) HOURLY RATES
Project Executive	\$221.65
Project Advisor	\$221.65
Senior Project Engineer	\$177.32
Project Engineer	\$155.16
Senior Project Manager	\$177.32
Project Manager	\$155.16
Project Technologist	\$177.32
Technical Implementation Specialist	\$110.83
Quality Assurance Specialist	\$110.83
Project Assistant	\$97.53

## Pricelist --- Labor Categories Description

The following services will be performed by Contractor Personnel. Contractor would receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

<b>Title:</b> Project Executive
<b>Experience:</b> Project Executive professionals bring fifteen (15) years of experience with both public and private sector clients and across a variety of industries. The position requires experience in business improvement subject areas including strategic capital investment strategies, sustainability planning, energy performance, organizational design, benchmarking, performance measurement, information technology and sustainable methodologies. Must have experience developing facilities and energy strategies as well as managing energy plans for large scale and complex projects.
<b>Responsibilities:</b> Provides high level client interface, overall leadership and strategic direction to the Project Team. Provide specialized expertise in project leadership, business planning and development, energy planning and strategy, strategic facility planning, project management, capital planning & budgeting, business process improvement, and the implementation of technology to support these

various business initiatives.

**Education:** Bachelors Degree in Business Administration, Finance, Planning, Public Administration, Liberal Arts or Engineering

**Title:** Project Advisor

**Experience:** The Project Advisor has experience qualifications that will be determined on a case-by-case basis. Generally this requires fifteen (15) years of experience in performance management of facilities and infrastructure or energy services. Practice areas include capital asset management, energy performance, energy planning, security management, facilities planning, engineering and strategic investment. This subject matter expert must be a well-recognized expert in the service area being addressed.

**Responsibilities:** Perform as a subject matter expert in highly specialized subject areas as called upon by the project. These Advisors provide specific and specialized expertise that includes highly technical or specialized guidance concerning energy, security and/or strategic performance governance of facilities and infrastructure.

**Education:** Bachelors Degree in Business Administration, Planning, Public Administration or Engineering

**Title:** Senior Project Engineer

**Experience:** The Senior Project Engineer must have a minimum of eight (8) years of experience in providing technical engineering services. Such services may include but are not limited to energy and sustainability assessments, facilities engineering studies, capital planning projects, feasibility studies, benchmarking and strategic planning. Typically have project experience in public institutions such as schools, utilities, and governmental entities, as well as commercial and manufacturing facilities for corporate clients.

**Responsibilities:** Provides technical leadership developing and executing strategies and solutions for clients receiving facility and energy services. Responsible for technical project oversight and quality of services. Responsible for leading technical efforts and support, ensuring scope of work is followed, assigning appropriate staff, maintaining budget and deadlines.

**Education:** Bachelors of Science Degree in Engineering and P.E. or A.S.M.E.

**Title:** Project Engineer

**Experience:** The Project Engineer must have a minimum of five (5) years of experience in providing technical engineering services. Such services may include but are not limited to energy and sustainability assessments, facilities engineering studies, capital planning projects, feasibility studies, benchmarking and strategic planning. Typically have project experience in public institutions such as schools, utilities, and governmental entities, as well as commercial and manufacturing facilities for corporate clients.

**Responsibilities:** Responsible for technical engineering support of energy and facilities projects. Executes project scope tasks under the supervision of the Project Manager or Senior Project Engineer. Oversees or assists with data collection, assessments, analysis, evaluation of organizational processes, reporting and preparation of deliverables.

**Education:** Bachelors of Science Degree in Engineering

**Title:** Senior Project Manager

**Experience:** The Senior Project Manager must have eight (8) or more years of experience managing complex client projects requiring facilities or energy services. Typically have project experience in public institutions such as schools, utilities, and governmental entities, as well as commercial and manufacturing facilities for corporate clients.

**Responsibilities:** Responsible for managing the execution of client projects. Assembles and leads teams, is responsible for client advisory and contact, participates in client meetings and makes presentations. Manages and works with team to deliver the full spectrum of client services for facility and energy services, including planning, consulting, implementations and delivery and training. This position is the client's dedicated advocate ensuring an effective implementation process and delivery, drawing on appropriate subject matter experts, and coordinating other project team resources, all with a focused effort to meet the client's needs and objectives.

**Education:** Bachelors degree in Engineering, Business, Planning, or Public Administration

**Title:** Project Manager

**Experience:** The Project Manager must have six (6) or more years of experience managing client projects requiring facilities or energy services. Typically have project experience in public institutions such as schools, utilities, and governmental entities, as well as commercial and manufacturing facilities for corporate clients.

**Responsibilities:** Responsible for overseeing staff who are providing facility and engineering audits and services, conducting analyses and writing reports. Responsible for client advisory and contact, participates in client meetings and makes presentations. Manages and works with team to deliver the full spectrum of client services for facility and energy services, including planning, consulting, implementations and delivery and training. This position is the client's dedicated advocate ensuring an effective implementation process and delivery, drawing on appropriate subject matter experts, and coordinating other project team resources, all with a focused effort to meet the client's needs and objectives.

**Education:** Bachelors degree in Engineering, Business, Planning, or Public Administration

**Title:** Project Technologist

**Experience:** The Project Technologist requires five (5) years of hands-on experience with software development and the .NET technology platform. Maintains an understanding of all phases of the technology lifecycle, systems analysis techniques, concepts and methods. Understands the software development process, the application of tools, system integration methodologies as it relates to energy and facilities projects.

**Responsibilities:** Responsible for designing, developing and implementing custom functionality within 4tell's Sustainable Performance Governance Solutions to meet specific client energy and facilities planning and management needs. Supports complex implementations by providing custom systems integration services.

**Education:** Bachelors Degree in Computer Science or Software Engineering

**Title:** Technical Implementation Specialist

**Experience:** The Technical Implementation Specialist must have three (3) years of general experience working with SQL databases and translating client data from various source formats. Maintains an understanding of SQL Server, query language and the various technologies to normalize databases for optimal reporting results.

**Responsibilities:** Responsible for performing technical duties as part of overall system implementations of 4tell's Sustainable Performance Governance Solutions. Provides technical services to the system implementation team which includes client's backend data manipulation, data conversion and custom reporting to meet specific client needs.

**Education:** Bachelors Degree in Information Technology or Computer Science

**Title:** Quality Assurance Specialist

**Experience:** The Quality Assurance Specialist must have three (3) years of general experience translating client information requirement into useful reports. Maintains an understanding of SQL server, query language and the various technologies to normalize databases for optimal translation.

**Responsibilities:** Responsible for the technical side of data conversion - loading, transforming and cleansing of facilities and energy data. Implements Quality Assurance procedures to meet internal measures to ensure high quality delivery of client projects.

**Education:** Bachelors Degree

**Title:** Project Assistant

**Experience:** The Project Assistant must have a minimum of two (2) years of experience in providing

manual data entry, word processing, graphics, project administration and client correspondence.
<b>Responsibilities:</b> Provides data entry support, project quality control, proofreading, and assembly of reports, general project administration and billing, travel coordination, general project correspondence. Assists with project work requiring research and preparation of project deliverables and other presentation materials.
<b>Education:</b> Bachelors Degree in Liberal Arts or Business

### Pricelist --- Training Pricing for SIN 871 203

Commercial Labor Category	PRICE OFFERED TO GSA (including IFF) HOURLY RATES
Senior Training Consultant	\$221.65
Training Consultant	\$132.99

### Pricelist --- Training Labor Categories Descriptions for SIN 871 203

<b>Title:</b> Senior Training Consultant
<b>Experience:</b> The Senior Training Consultant must have a minimum of 5 years of experience delivering instructor led training sessions.
<b>Responsibilities:</b> Delivers instructor led online training sessions as needed to successfully perform/complete a consulting engagement. A sampling of course topics include Developing a Strategic Energy Plan, Sustainable Performance with iPlan, Capital Planning, Security Assessments, Energy Retrofit Reporting.
<b>Education:</b> Bachelors Degree

<b>Title:</b> Training Consultant
<b>Experience:</b> The Training Consultant must have a minimum of 3 years of experience delivering instructor led training sessions.
<b>Responsibilities:</b> Delivers instructor led classroom training sessions as needed to successfully perform/complete a consulting engagement. A sampling of course topics include Developing a Strategic Energy Plan, Sustainable Performance with iPlan, Capital Planning, Security Assessments, Energy Retrofit Reporting.
<b>Education:</b> Bachelors Degree

## Pricelist --- Training Course Descriptions for SINs 871 203 and 871 209

### SIN 871 203 --- Training Course Description

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<b>Course and Description:</b>	<p><b>Strategic Energy Plan Workshop</b></p> <p>This workshop walks through each of the steps in the development of a strategic energy plan. It reviews, in detail, each of the following steps in the Energy Planning Cycle:</p> <ul style="list-style-type: none"> <li>• Why develop a Strategic Energy Plan?</li> <li>• How to develop a Strategic Energy Plan</li> <li>• How to collect the data</li> <li>• Developing the Plan <ul style="list-style-type: none"> <li>▪ Strategies</li> <li>▪ Tactics</li> </ul> </li> <li>• Implementing the Plan</li> <li>• Measuring results</li> <li>• Evaluating results</li> <li>• Ongoing monitoring</li> </ul>
<b>Duration:</b>	<b>4 hours</b>
<b>Prerequisites:</b>	<b>none</b>
<b>Min/max students / class:</b>	<b>1 minimum, 20 maximum</b>
<b>Class locations:</b>	<b>Customer classroom site (daily rates apply) or online (hourly rates apply)</b>

### SIN 871 203 and 871 209 --- Training Course Description

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<b>Course and Description:</b>	<p><b>iPlan Energy Analysis and Planning</b></p> <p>The session will review the functionality the iPlan Energy Governance solution. Utilizing the FEDS energy analysis module, participants will enter, edit and report on the results of the analytical modeling tool. Participants will be able to perform basic energy predictions and potential system/asset improvements to increase energy performance and efficiency, identify potential carbon emission reductions, establish capital costs and produce Return on Investment /Payback calculations.</p>
<b>Duration:</b>	<b>4 hours</b>
<b>Prerequisites:</b>	<b>Since this is a hands-on training session, participants must have access to a Windows based system with Internet Explorer 6.0 and internet access.</b>
<b>Min/max students / class:</b>	<b>1 minimum, 5 maximum</b>
<b>Class locations:</b>	<b>Customer classroom site (daily rates apply) or online (hourly rates apply)</b>

## Pricelist --- Software for SIN 871 209

### iPlan Platform Subscription Fee pricing offered to GSA (including IFF)

Product	Net Annual Subscription Fee (including IFF)	Users
<b><i>iPlan™ Platform</i></b>		
Tier 1	\$3,369.08	per user, 5-10 users
Tier 2	\$3,200.63	per user, 11 - 25 users
Tier 3	\$3,032.17	per user, 26-100 users
Tier 4	\$2,863.72	per user, 101-250 users
Tier 5	\$2,695.26	per user, 251 - 499 users
Tier 6	\$2,526.81	per user, 500+ users

Product	Net Annual Subscription Fee (including IFF)	Users
<b><i>Energy Governance*</i></b>		
Tier 1	\$423.15	per user, 5-10 users
Tier 2	\$401.99	per user, 11 - 25 users
Tier 3	\$380.84	per user, 26-100 users
Tier 4	\$359.68	per user, 101-250 users
Tier 5	\$338.52	per user, 251 - 499 users
Tier 6	\$317.36	per user, 500+ users

\* Requires iPlan Platform License Per User

Product	Net Annual Subscription Fee (including IFF)	Users
<b><i>Security Governance*</i></b>		
Tier 1	\$423.15	per user, 5-10 users
Tier 2	\$401.99	per user, 11 - 25 users
Tier 3	\$380.84	per user, 26-100 users
Tier 4	\$359.68	per user, 101-250 users
Tier 5	\$338.52	per user, 251 - 499 users
Tier 6	\$317.36	per user, 500+ users

\* Requires iPlan Platform License Per User



## SIN 871 209 --- iPlan Software License Agreement

4tell attaches its license agreement below.

This Agreement is your license to use certain computer programs owned by 4tell (the “Software”), subject to the conditions and limitations explained below. This right to use the Software is granted to you in consideration of your payment of the license fee, as set forth in the invoice provided with this Agreement, upon condition that you accept all of the terms of this license.

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