

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.

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



Multiple Award Schedule

FSC Group	MAS
Contract Number	GS-00F-159GA
Contract Period	April 3, 2017 – April 2, 2022
Contractor:	Crespin Enterprises, Inc. d/b/a CollaborateUp 208 Noland Street Falls Church, VA 222046-3513
Telephone	917-605-0742
Fax	917-605-0742
Website	collaborateup.com
Contact	Mr. Richard Crespin
Email	richard@collaborateup.com
Business Size	Small



Customer Information

1a. Awarded Special Item Numbers (SINs):

SINs	Sin Title
541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	Order Level Materials

1b. Lowest-priced model number and lowest unit price for that model for each awarded: SME - \$125.63

1c. Labor Category Descriptions and Hourly Rates:

Position	Managing Director
Min. Experience	20 Years of Professional Experience
Min. Education	Bachelor’s Degree In Related Field
Functional Responsibilities	A Managing Director is responsible for the executive management and oversight of the organization and provides strategic direction and leadership for the firm and takes direct ownership around key areas of the business. A Managing Director manages client relationships, engagements at the executive level and provides leadership and direction to staff at every level. A Managing Director possesses subject matter expertise in one or more critical service areas of the business and serves as a key leadership voice via presentations and/or papers to captains of industry and government leaders.

Position	Subject Matter Expert
Min. Experience	5 Years of Professional Experience
Min. Education	Bachelor’s Degree In Related Field
Functional Responsibilities	An SME serves as senior client advisor responsible for delivering innovative solutions to clients. With oversight from the Director, the SME provides expert analysis of business problems and offers pragmatic, actionable solutions and products that meet the requirements of the client. A SME is expected to work closely with senior client managers and offer advice and direction to junior members of the team. They exhibit a working knowledge of the client strategy and priorities and understand how the strategy is to be translated and executed in alignment with departmental / functional Goals.

Position	Senior Director
Min. Experience	13 Years of Professional Experience
Min. Education	Bachelor’s Degree In Related Field
Functional Responsibilities	A Senior Director provides strategic direction and leadership for clients. The Senior Director develops client relationships at the most senior level, manages the most complex and mission critical engagements and provides leadership and direction to clients. A Senior Director possesses subject matter expertise in one or more critical service areas of the business and serves as a senior voice of the firm via presentations and/or papers to industry and government leaders.



Position	Director
Min. Experience	7 Years of Professional Experience
Min. Education	Bachelor's Degree In Related Field
Functional Responsibilities	A Director serves as a senior identifying, developing and delivering innovative solutions to clients. With some direction from senior personnel, the Director is accountable for the delivery success of specific projects as well as contribution to the direction and development of a client account. They are also expected to contribute to the development of marketing materials, producing white papers on topics of personal expertise. The Director exhibits a working knowledge of the client strategy and priorities and understands how the strategy is to be translated and executed in alignment with departmental / functional goals.

Position	Senior Associate
Min. Experience	11 Years of Professional Experience
Min. Education	Bachelor's Degree In Related Field
Functional Responsibilities	A Senior Associate serves as a valuable team member responsible for delivering innovative solutions to clients. Senior Associates are aware of the client organization strategy and priorities and how the strategy is to be translated and executed in alignment with Team goals. They gather and analyze information as related to the client issue and contribute to the planning design and implementation of lasting solutions. Senior Associates are expected to research industry best practices and apply them as they relate to different scenarios. Supervises junior personnel.

Position	Associate
Min. Experience	5 Years of Professional Experience
Min. Education	Bachelor's Degree In Related Field
Functional Responsibilities	An Associate serves as a valuable team member responsible for delivering innovative solutions to clients. Associates are aware of the client organization strategy and priorities and how the strategy is to be translated and executed in alignment with Team goals. They gather and analyze information as related to the client issue and contribute to the planning design and implementation of lasting solutions. Associates are expected to research industry best practices and apply them as they relate to different scenarios.

- 2.** Maximum Order: \$1,000,000.00
- 3.** Minimum Order: \$100.00
- 4.** Geographic Coverage (Delivery Area): Worldwide
- 5.** Point of production: Same as company address
- 6.** Discount from list prices: Federal Government price is list price minus 5% discount
- 7.** Quantity Discounts: 1% > \$500,000
- 8.** Prompt Payment Terms: 1% Net 10, Net 30
- 9a.** Government purchase cards are accepted at or below the micro-purchase threshold: Yes
- 9b.** Government purchase cards are accepted above the micro-purchase threshold: Yes
- 10.** Foreign Items: N/A
- 11a.** Time of Delivery: To Be Determined at the Task Order Level
- 11b.** Expedited Delivery: Contact Contractor
- 11c.** Overnight and 2-day Delivery: Contact Contractor
- 11d.** Urgent Requirements: Contact Contractor
- 12.** F.O.B. Point(s): Destination
- 13a.** Ordering Address: 208 NOLAND ST FALLS CHURCH, VA 22046-3513
- 13b.** Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)
- 14.** Payment address(es): 208 NOLAND ST FALLS CHURCH, VA 22046-3513
- 15.** Warranty provision: Standard 1-Year Warranty
- 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
- 20a.** Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20b.** Terms and conditions for any other services (if applicable): N/A
- 21.** List of service and distribution points (if applicable): 208 NOLAND ST FALLS CHURCH, VA 22046-3513
- 22.** List of participating dealers (if applicable): N/A
- 23.** Preventive maintenance (if applicable): N/A
- 24a.** Special attributes such as environmental attributes: (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 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 website or other location.) The EIT standards can be found at www.Section508.gov/: N/A
- 25.** Data Universal Number System (DUNS) number: **079628076**
- 26.** Notification regarding registration in Central Contractor Registration (CCR) database. Contractor registered and active in SAM



Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/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 SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

What is CollaborateUp?

At CollaborateUp, an innovative international consulting firm and SAM and SBA certified 8(a) American small business, we accelerate cooperation among governments, companies, and nonprofits as they tackle some of our world's toughest challenges. Leaders seeking transformational change increasingly need to co-create it with multiple stakeholders across multiple sectors.



We've distilled down a lean startup toolkit that incorporates design thinking, so leaders and their co-creators can follow a step-by-step process from design to implementation to evaluation. We've helped organizations in more than **30 countries** structure outcome-oriented partnerships that amplify impact and get results faster and at lower cost. Our clients have gone on to create solutions across a wide range of technical and cross cutting areas, from workforce development to global health, from combatting fake news to combatting wildlife crime.



We bring decades of experience advising organizations as strategic planners, communicators, innovators, facilitators, and as performance managers and evaluators. Current and past clients and co-creators have included dozens of **corporations (3M, Bayer, IBM, Target)**, **NGOs (Comic Relief USA, PSI, WWF)**, and multiple U.S. government agencies (**DoD, DoL, USAID, USDA**).

We support entire programs from conception and launch through full implementation and ongoing program management. Collaborate is in our name, so we specialize in working with multi-disciplinary teams, across multiple cultures, and at multiple levels of economic development.



Our Work

Key Capabilities

- Leading and Teaching Co-Creation Methods
- Collaboration, Learning, and Adaptation
- Human-Centered Design and Design Thinking
- Facilitation and Workshop Development
- Collective Impact and Backbone Organizations
- Strategic Planning
- Develop/Disseminate Best Management Practices
- Multimedia and Digital Communications Strategies
- Strategic Advice and Technical Guidance
- Employee Engagement
- Conflict/Alternative Dispute Resolution
- Coaching and Professional Development
- Leadership Alignment and Engagement
- Performance Management
- Emerging Leaders Programs

Key Differentiators

- Sophisticated, proven methods for interagency and cross-sector coordination and cooperation.
- Decades of experience integrating planning and implementation with multiple stakeholders to achieve sustainable outcomes.
- Well-established collaboration curriculum to teach people across multiple disciplines and experience transferring these skills to development and humanitarian professionals.
- Well-regarded thought leaders on multi-stakeholder partnerships and international development.
- Created, managed, and scaled numerous multi-stakeholder partnerships to leverage the unique contributions of local organizations

Our Services

Collaborate Within Your Organization

Got big issues that require collaboration across your organization? We work with you to apply the CollaborateUp Formula to bring stakeholders together around shared issues like sustainability, culture, and innovation. Whether it be a half day workshop for senior management, a high-level training for your entire department, or an ongoing project for a specific issue — we work with you to tackle your big challenges.

- **Create shared vision:** Enlist senior leaders to accelerate the innovation and culture change you need to achieve your big strategic objectives. Adapt industry best practices and create internal champions for change.
- **Engage and enroll employees:** Co-design an experience for your colleagues that will build community while training them in new skills and techniques for collaborative efforts.
- **Speed-up ROI:** Collaboration takes time and work. We stand with you as you form partnerships and implement initiatives providing expertise, resources, and an ally in generating a return on your investment.



Collaborate With Multiple Organizations

Ready to tackle issues that need multiple companies, NGOs, and governments to succeed? We work with you at every step in the process, providing structure and process to efforts that can often feel disjointed and messy. The CollaborateUp Formula provides a step-by-step approach that ensures true co-creation and partnership while speeding up and reducing the cost of collaboration.

- **Create shared understanding:** Solving complex problems takes a sophisticated understanding of the facts. We get the people and organizations with the most at stake in your issue on the same page about the data.
- **Secure commitment:** We work with you and them to define a shared possibility for the future -- one that they are prepared to invest time, money, and their personal social capital to achieve.
- **Speed-up impact:** Failing fast, failing forward requires pilots and experiments to test and scale what works while shutting down things that don't. Together we co-create experiments with measurable impact.

Offered Rates

Labor Category Position	Hourly Rate
Managing Director	\$251.26
Subject Matter Expert	\$125.63
Senior Director	\$226.14
Director	\$201.01
Senior Associate	\$175.88
Associate	\$150.75