

General Services Administration (GSA) Federal Authorized Federal Supply Schedule Price List

Price List Current as of Modification #PS-0012, Effective October 18, 2022

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, go to the GSA Schedules page at GSA.gov

Multiple Award Schedule

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|-----------------|--|
| FSC Group | MAS |
| Contract Number | GS-00F-159GA |
| Contract Period | April 3, 2017 – April 2, 2027 |
| Contractor: | Crespin Enterprises, Inc. d/b/a CollaborateUp 208 Noland Street Falls Church, VA 22046-3513 |
| 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 | 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 |



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| | how the strategy is to be translated and executed in alignment with departmental / functional goals. |
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| Position | Senior Manager |
|-----------------------------|---|
| Min. Experience | 6 Years of Professional Experience |
| Min. Education | Bachelor’s Degree In Related Field |
| Functional Responsibilities | A Senior Manager oversees the management and execution of complex projects, including managing project timelines, budgets, deliverables, and profitability. With some direction from senior personnel, the Senior Manager is accountable for the delivery success of specific projects, as well as contribution to the direction and development of a client account. They oversee client relationships and provide thought leadership in the social impact and international development spaces. The Senior Manager is an entrepreneurial self-starter who possesses a demonstrated ability to manage projects with a high-level of professionalism and attention to detail. |

| Position | Manager |
|-----------------------------|--|
| Min. Experience | 5 Years of Professional Experience |
| Min. Education | Bachelor’s Degree In Related Field |
| Functional Responsibilities | A Manager is responsible for the coordination and management of projects and provides programmatic support to senior personnel. They maintain compliance with project policies and procedures and help anticipate and plan for project resource requirements. With direction from senior personnel, the Manager contributes to the delivery success of specific projects and client relationships. They are also expected to contribute to the development of marketing materials and business development efforts by leading on or supporting the writing of papers and proposals. The Manager possesses a demonstrated ability to proactively address emerging concerns and elevate problems to senior personnel as appropriate. |

| 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 |



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| 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. |
|-----------------------------|---|

| Position | Project Coordinator |
|-----------------------------|---|
| Min. Experience | 4 Years of Professional Experience |
| Min. Education | Bachelor’s Degree In Related Field |
| Functional Responsibilities | A Project Coordinator supports project teams and senior personnel with logistics and strong attention to detail. They are excellent writers with demonstrated ability to produce materials that provide clear direction and contribute toward achieving client goals. Project Coordinators are independent, self-starters with a commitment to excellence. They support strategic growth and operations through the excellent coordination of projects, including timely completion, staffing, and quality control. |

| Position | Subject Matter Expert |
|-----------------------------|--|
| Min. Experience | 5 Years of Professional Experience |
| Min. Education | Bachelor’s Degree In Related Field |
| Functional Responsibilities | A 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 | Coordinator |
|-----------------------------|--|
| Min. Experience | 2 Year of Professional Experience |
| Min. Education | Bachelor’s Degree In Related Field |
| Functional Responsibilities | A Coordinator helps to ensure projects are delivered on time, within budget, adhere to high-quality standards, and meet client expectations. Coordinators ensure timeliness of project implementation and ensure world-class delivery and execution of projects. They ensure effective communication is established between project teams and clients. Project Coordinators demonstrate excellent communication skills, professionalism, and promote a positive customer service attitude. |

| Position | Administrative Assistant |
|-----------------|------------------------------------|
| Min. Experience | 1 Year of Professional Experience |
| Min. Education | Bachelor’s Degree In Related Field |



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| Functional Responsibilities | An Administrative Assistant serves as a valuable team member responsible for supporting event and meeting logistics with strong attention to detail. They are self-directed with a strong work ethic, carrying out tasks independently after initial direction. Administrative Assistants develop marketing and outreach materials and research business development opportunities. They have proven organizational skills, initiative, and the ability to work effectively under pressure when handling multiple tasks. Administrative Assistants have strong interpersonal skills and the ability to work effectively with senior personnel and clients at all levels and as part of a large team. |
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- 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: Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. 1% Net 10, Net 30
- 9.** Foreign Items: N/A
- 10a.** Time of Delivery: To Be Determined at the Task Order Level
- 10b.** Expedited Delivery: Contact Contractor
- 110c.** Overnight and 2-day Delivery: Contact Contractor
- 10d.** Urgent Requirements: Contact Contractor
- 11.** F.O.B. Point(s): Destination
- 12a.** Ordering Address: 208 NOLAND ST FALLS CHURCH, VA 22046-3513
- 12b.** 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)
- 13.** Payment address(es): 208 NOLAND ST FALLS CHURCH, VA 22046-3513
- 14.** Warranty provision: Standard 1-Year Warranty
- 15.** Export packing charges, if applicable: N/A
- 16.** Terms and conditions of rental, maintenance, and repair (if applicable): N/A
- 17.** Terms and conditions of installation (if applicable): N/A
- 18a.** Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 18b.** Terms and conditions for any other services (if applicable): N/A
- 19.** List of service and distribution points (if applicable): 208 NOLAND ST FALLS CHURCH, VA 22046-3513
- 20.** List of participating dealers (if applicable): N/A
- 21.** Preventive maintenance (if applicable): N/A
- 22a.** Special attributes such as environmental attributes: (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 22b.** 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
- 23.** Unique Entity Identifier (UEI) Number: QHL7PKNVGH25

24. Notification regarding registration in Central Contractor Registration (CCR) database.
Contractor registered and active in SAM

Prices Offered to GSA (Including IFF)

| Labor Category Position | Hourly Rate |
|--------------------------|-------------|
| Managing Director | \$262.53 |
| Senior Director | \$236.21 |
| Director | \$209.87 |
| Senior Manager | \$202.29 |
| Manager | \$192.85 |
| Senior Associate | \$183.55 |
| Associate | \$157.21 |
| Project Coordinator | \$136.18 |
| Subject Matter Expert | \$130.89 |
| Coordinator | \$112.57 |
| Administrative Assistant | \$93.68 |

CollaborateUp Capabilities Statement

Collaboration and Multi-Stakeholder Engagement

About CollaborateUp

An innovative international consulting firm and SAM and SBA certified 8(a) small business that accelerates cooperation among governments, companies, and nonprofits as they tackle some of our world's toughest challenges. We've distilled a set of principles, practices, and tools for multi-stakeholder programs that incorporate design thinking, so leaders and 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 programs that amplify impact and get results faster at lower cost. Our clients have created solutions across a wide range of issues, from workforce development to global health, from combating fake news to combating wildlife crime.

Our team brings **decades of deep experience** in social behavior change, collective impact, design thinking, and facilitation. Our co-creators have included dozens of corporations (3M, Bayer, IBM, Target), NGOs (Comic Relief USA, PSI, WWF), and U.S. government agencies (DoD, DoL, USAID, USDA). We support programs from conception and launch through implementation and ongoing management. **Collaborate is in our name: we specialize in working with multidisciplinary teams, across multiple cultures, and at multiple levels of development.**

Key Service Offerings

1) Lean Start-Up for Collective Impact: We create, scale, and manage collective impact programs with organizations of all sizes to create and sustain 'shared value' - where the strategy and mission of multiple stakeholders intersect in solving tough problems - accelerating time-to-impact. *Project example:* [The ROUTES Partnership](#).

2) Co-Creation Training Services and Courses: We integrate the principles of collaboration, empathy, and experimentation into our training services to help participants quickly learn, test, and develop concrete skills for

tackling challenges that require multi-sector, multi-stakeholder collaboration. *Project example: [USAID/Professional Development and Training \(PDT\) Co-Creation Training Courses & Advisory Services](#).*

3) Stakeholder Engagement and Strategy Development: We convene and engage stakeholders to co-create and engage in multi-stakeholder programs using our field-tested Formula and tools to tackle difficult development problems from the bottom-up. *Project example: [The Honey Bee Health Coalition](#).*

4) Backbone Support: We help partnerships of all sizes close the gap between vision and execution by providing organizational and project management support, helping to hold parties accountable and drive impact and progress in multi-stakeholder initiatives. *Project example: [USAID/Southern Africa VukaNow Combating Wildlife Crime](#).*

Key Capabilities

| Strategic Advisory Services | Curriculum Design, Training, and Evaluation |
|---|---|
| <ul style="list-style-type: none"> • Design, Start-up, and Manage Collective Impact Program • Applied Communications • FAR/AIDAR Compliant Innovation • Leadership Alignment and Engagement • Multimedia and Digital Communication Tools | <ul style="list-style-type: none"> • Collaboration, Learning, and Adaptation (CLA) • Leading and Teaching Co-Creation Methods • Human Centered Design and Design Thinking • Facilitation and Workshop Development • Partnership Building & Scaling |

Past Performance

CollaborateUp has designed and facilitated **more than 50 collaborative workshops, courses, and trainings**, including 30+ for USAID, resulting in a total of more than 20 separate programs. **A few examples:**

- Colombia/Private Sector Engagement Local Partners Conference
- Europe and Eurasia/Improving Cybersecurity Critical Infrastructure in Ukraine
- Global/Evidence Base for Design Thinking Activity
- Global/Reducing Opportunities for Unlawful Trafficking of Endangered Species (ROUTES)
- Mongolia/Development of Five-Year Country Strategy Framework
- Southeast Asia/Seafood Alliance for Legality and Traceability
- Southern Africa/VukaNow Combating Wildlife Trafficking
- West Africa/Healthcare Information Systems Interoperability (Ebola Tech)

While CollaborateUp has extensive experience with USAID, we have also worked directly with civil society organizations and private sector firms, as well as small- and medium-sized companies, start-ups, and social entrepreneurs. We start with the perspective that every development challenge is a business challenge and vice versa. **We understand and advocate for areas of work that will provide the greatest impact and are worth the time and effort in a limited resource environment.** CollaborateUp has supported stakeholders to identify and respond to regional and global challenges, and recognize and apply innovations and inspirations from outside the sector.

Key Differentiators

- Sophisticated, proven methods for interagency and cross-sector coordination and cooperation.
- Specialized in bridging the gap between academic theory and on-the-ground practical tools for implementation.
- Built a database of resources and modular knowledge products specifically for use in AIDAR-compliant projects.
- Leaders in working with multidisciplinary teams, across multiple cultures at multiple levels of development.
- Experience in scaling partnerships to leverage the unique contributions of local and underutilized organizations.



- Co-developed the Journey to Self-Reliance, Effective Partnership & Procurement Reform, and Private Sector Engagement policies at USAID alongside former Administrator Mark Green

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.