



SIN 871-200

**Energy Management
Program Support**

FSC GROUP 03FAC

Energy Services

FSC CLASS: Services

Business Size: S

CONTRACT NUMBER:

GS-21F-0030U

Contract Period: Jan 15, 2008 - Jan 14, 2013

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST



**General Services Administration
Federal Supply Service**

Online 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 <http://www.gsa.gov>

ThinkBox Group LLC
408 Crosman Ct.
Purcellville, VA 20132
540-338-8572 (Phone)
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SIN 871-200 - ENERGY MANAGEMENT PROGRAM SUPPORT CUSTOMER ORDERING INFORMATION

1a. Awarded Special Item Number: SIN 871-200
Energy Management Program Support

1b. Labor Rates: Please see page 4

1c. Labor Category Descriptions: Please see page 5

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

3. Minimum Order \$100

4. Geographic Coverage: Domestic

5. Point of Production: N/A

6. Basic Discount: 10%

7. Quantity Discount: None

8. Prompt Payment terms: 1%-20,Net 30

9. Government Purchase Card Accepted: Yes
(excludes prompt payment discounts)

10. Foreign Items: None

11. Time of Delivery ARO:

Normal: Varies per service performed

Emergency: None

Expedited: Varies per service performed

Overnight and 2nd day Delivery: None

Urgent requirement: Clause I-FSS-140-B applies

12. FOB: Destination

13. Ordering address:

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rparentas@thinkboxgroup.com

14. Payment address: same as ordering address

15. Warranty Provision: Standard Commercial Warranty

16. Export Packing Charges: N/A

17. Terms of GCCC Acceptance: Government credit cards will be accepted for all orders at, above or below the micro-purchase threshold.

18. Terms & Conditions of Rental, Maintenance and Repair: N/A

19. Terms & Conditions of Installation: N/A

20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices: N/A

20a. Terms & Conditions for any other services: N/A

21. List of service & distribution points: N/A

22. List of Participating Dealers: N/A

23. Preventive Maintenance: N/A

24. Environmental Attributes: Services performed in an environmentally sustainable manner

25. Data Universal Number System (DUNS) Number: 807176263

26. Central Contractor Registration (CCR) Status: Active Until: 10/24/2008

* If the "best value" selection places the order over the Maximum Order, please contact ThinkBox Group for a better price

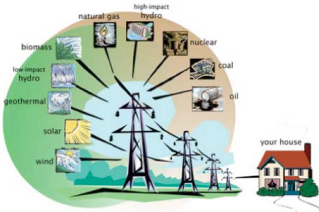


ENERGY MANAGEMENT PROGRAM SUPPORT SPECIFIC SERVICES - THE **TBG** ADVANTAGE

TBG offers government agencies a streamlined way to procure energy program management solutions to help meet their energy efficiency goals. Our solutions enable your agency to cut energy costs, meet federal energy goals, and save energy by implementing and supporting your efforts to improve energy management.



CONSERVATION



**DISTRIBUTED ENERGY
MANAGEMENT**



**RENEWABLE ENERGY
MANAGEMENT**



**ENERGY &
ENVIRONMENTAL
STRATEGIC PLANNING**

SPECIFIC SERVICES OFFERED FOR SIN 871-200

- Energy & Environmental Strategic Planning
- Executive Decision Support, Reporting and Risk Management
- Utility Services Billing and Administration
- Performance Benchmarking
- Preliminary Energy and Operations Surveys
- Metering and Load Profiling
- Energy Conservation Measures and Renewable Energy Assessments
- Distributed Energy Management
- Technical Data Package and Procurement Support Services
- Utility Aggregation and Procurement Support
- Measurement & Verification Support
- Energy Project Management and Administration Support

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 408 Crosman Ct. Purcellville, VA 20132
 CONTRACT ADMINISTRATION: Paul Orentas

ABOUT THINKBOX GROUP

ThinkBox Group, LLC is a privately held Energy Management consulting firm with an established set of core competencies:

- ✓ Innovative solutions approach;
- ✓ Energy & Environmental Master Planning capability
- ✓ Strong, proven project management expertise
- ✓ World-class science and engineering skills
- ✓ Expertise in energy & environmental technologies
- ✓ The ability to assess the cost, performance, and organizational impact of programs and technologies
- ✓ Facility O&M and Asset Management Improvement Planning capacity
- ✓ Strong administrative skills including procurement, contracting, legal, financial, safety, health and human resource capabilities necessary to support all client activities.

Our goal is to provide our clients with a clean, flexible, efficient, and equitable energy supply and end-use program which maximizes operational performance and minimizes disruption and capital requirements. We help our clients to efficiently manage energy use, mitigate risk, control energy costs and optimize the procurement process.

SIN 871-200 ENERGY MANAGEMENT PROGRAM SUPPORT

Energy management program support covers a broad range of activities to help you meet your energy program objectives. Examples include:

Energy & Environmental Strategic Planning

TBG will conduct a study, provide analysis, and draft a report detailing an agency's energy management, implementation and compliance plan. Entitled Energy & Environmental Master Plan this planning document serves as the primary energy program description and execution document.

To develop an Energy & Environmental Master Plan, TBG conducts extensive research into the organizational goals, local market conditions, as well as, regulatory and compliance requirements. TBG works with executive decision makers to review power needs, evaluate current operations, explore procurement options which leverage opportunities in the new energy markets, determine the feasibility of generating their own power, and evaluate energy use and management practice to develop a comprehensive energy & environmental strategy.

Utility Services Billing and Administration

Our Utility Services Billing and Administration services provide bill management oversight, bill-payment, and reporting services. Utility information is quickly and easily entered or imported into our Utility Accounting system and all client buildings and meters are tracked, analyzed and reported.

Utilizing a user-friendly format, our centralized database of energy account information, utility accounting platform, and energy usage and cost reporting provide the end user everything they need to efficiently manage utility information, streamline administrative overhead and spot opportunities to reduce energy costs.

Performance Benchmarking

TBG collects, aggregates, and analyzes energy and operational information to create performance benchmarks and peer-to-peer reviews. Our benchmarks track equipment run hours, efficiency measures, operations costs and inputs, and other operational and cost inputs. We produce an energy usage baseline, a three-to-five year historical analysis of an agency's energy cost and usage.

Preliminary Energy and Operations Surveys

TBG conducts a preliminary survey of client facilities and organization to gather basic information needed to define the energy program and identify any potential energy savings. Utilizing a four-step Discovery Plan, TBG investigates and reports the Total Energy Picture – Consumption and load distribution; the Total Cost of Operations – utility, maintenance & repair, capital project costs, outside services; Follow the Customer – Opportunities identified by facility personnel: code updates, system updates, regulations, statutory requirements; and, Financial Imperatives – Strategies to fund the project.

Energy Conservation Measures and Renewable Energy Assessments

TBG program managers offer to perform detailed technical and economic assessments of all promising energy conservation measures, distributed generation, and renewable energy measures identified during the preliminary energy survey. The assessment will determine the reasonableness of all proposed measures.

TBG will determine the viability of all agency capital intensive projects by performing “what if” scenarios to determine what energy project improvements will deliver the greatest savings. Financial analysis includes engineering estimates and the calculation of ROI on energy retrofits and capital projects. Cost savings calculations are derived from information gathered during preliminary energy and operations surveys and include total cost of operations calculations and not simply energy consumption savings.

Distributed Energy Management

TBG offers services to integrate an agency’s existing distributed generation resources, or the potential for distribute generation, into an overall energy management strategy. As part of the Energy & Environmental Master Plan, this Distributed Energy Management Plan takes into account current energy demands, renewable procurement mandates, and energy security concerns. TBG’s distributed generation management services allows the agency to respond to volatile energy pricing by dispatching distributed generation as an alternative source of energy to reduce peak demand or sell excess capacity back to the utility.

Technical Data Package and Procurement Support Services

TBG will assist the agency’s procurement office by preparing a package that provides the technical information needed by energy service companies or internal contractors to submit proposals. The package includes a detailed Project Description Document which details a scope of work, evaluation criteria, benchmark information, compliance and regulatory issues and other procurement criteria.

Utility Aggregation and Procurement Support

TBG will provide similar procurement assistance to the agency in selecting appropriate wholesale utility providers. Support includes the drafting of Request for Quotes and Request for Proposals; local energy deregulation research updates; local aggregation pool assessments; pre-screening of energy marketers, due diligence to investigate credit worthiness and performance history of suppliers, and source selection evaluation criteria.

Measurement & Verification Support

TBG will monitor, report and conduct annual energy surveys to validate Energy Service Company and Energy Conservation Measure performance. Utilizing its Utility Accounting system, TBG will assist the agency in tracking and reporting program performance and budget results.

Project Management and Administration Support

TBG will act as the agency’s technical project manager and project administrator for the implementation of all Energy Capital Improvement Programs. TBG will verify all Energy Conservation Measures and distributed generation sources are properly designed, installed, commissioned and performing according to expectations. TBG will track performance of capital project economics, including monitoring actual vs. baseline energy consumption.



**SIN 871-200 - ENERGY MANAGEMENT PROGRAM SUPPORT
HOURLY RATES**

GS-21F-0030U

Labor Category Offered	Government Hourly Rate Offered	Government Daily Rate Offered
Sr. Program Director / Director	\$225	\$1,800
Energy & Utility Analyst	\$135	\$1,080
Admin Assistant	\$45	\$360

LABOR CATEGORY DESCRIPTIONS

SENIOR PROGRAM DIRECTOR / DIRECTOR

Education: M.B.A. or M.S. degree

General Experience: Ten years’ experience in business, including 8 years of increasing responsibility in assignment supervision and management.

Duties: Performs day-to-day management of overall contract support operations, possibly involving multiple project and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control program

ENERGY & UTILITY ANALYST

Education: B.A. or B.S. degree

General Experience: Ten years’ experience in business and energy.

Duties: Provides technical, managerial, and administrative direction for problem definition, analysis, requirements development, and implementation for complex to extremely complex energy and business issues. Makes recommendations and advises on organization-wide system improvements, optimization, or maintenance efforts for energy and energy-related issues. Conducts research tasks. Searches literature; conducts surveys and experimental tasks; and collects, analyzes, and summarizes data. Contributes to client reports as directed, including documentation preparation, writing, editing, and graphics.

ADMINISTRATIVE ASSISTANT

Education: High school diploma or A.A. degree in business or related field.

General Experience: Up to 2-years experience in technical writing and data entry.

Duties: Provide administrative support to the consulting staff. Provide documentation control, office coordination, reproduction support, and other office administration functions.