

EXHIBIT

“A”



PROCUREMENT MANAGEMENT DIVISION

8401 NW 53rd Terrace,

Doral, Florida 33166

Procurement@cityofdoral.com

**NOTIFICATION OF PIGGYBACK OF CONTRACT FOR GOODS/ SERVICES
BID BY ANOTHER PUBLIC ENTITY**

WHEREAS, JRD & Associates, Inc., (“CONTRACTOR”), whose address is 7400 SW 50th Terrace, Suite 206 Miami, FL 33155, entered into an Agreement with General Services Administration (GSA) Contract No. GS10F0265Y dated February 24, 2012.

WHEREAS, the City of Doral, a Florida municipal corporation (“CITY”) has the legal authority to “piggyback” onto a contract procured by another government entity when seeking to utilize the same or similar services provided by the said contract; and

WHEREAS, the CITY desires to “piggyback” onto the above referenced Contract (“Contract” see Attachment ‘A’) between the CONTRACTOR and the General Services Administration (GSA) for utilization of the same or similar services for a study reassessing the city’s fees and provide final results, findings and recommendations and the Contractor consents to the aforesaid “piggybacking”.

NOW THEREFORE, in consideration of the aforementioned recitals, which are incorporated herein and made a part hereof by this reference, the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency of which is acknowledged by the Parties, Provider and the City agree as follows:

1. Affirmation

The Contractor affirms and ratifies the terms and conditions of the Contract and agrees to perform the services set forth herein for the CITY in accordance with the terms of said Contract through the ending date of the Contract.

2. Changes

Services shall be provided in accordance with the terms of the Contract except for the following changes. All other terms shall remain.

a. Point of Delivery. Services for the CITY shall be made to the locations as designated by the CITY.

b. Party Substitution. References to “General Services Administration (GSA)” shall be replaced with **City of Doral (CITY)**.

3. Amendment

Any Amendments to “piggybacked” Contract between CONTRACTOR and **General Services Administration (GSA)** shall be automatically incorporated into this piggyback Contract.



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4. Term

The term of the services will only be for the period to finalize all work tasks associated with the complete submission of the study to the city. CONTRATOR to provide a timeline as to the services to be provided.

5. E-Verify:

The Affidavit Regarding Unauthorized Aliens is a legally mandated document under Florida law, specifically Section 448.095, Florida Statutes.

This affidavit (attached) serves as a formal declaration by certain entities in Florida (namely, contractors and subcontractors working with public agencies) that they do not employ, contract with, or subcontract with unauthorized aliens. This is connected to the E-Verify system, which is a federal electronic database used to verify the employment eligibility of newly hired employees.

6. Public Entity Crimes Form:

The Florida Public Entity Crimes Form is a sworn statement required by Florida law to be submitted by individuals and entities when doing business with public entities, such as state agencies or local governments. This form addresses the potential for conflicts of interest and ensures compliance with regulations concerning public entity crimes, which are violations of state or federal law related to business dealings with public entities. Attached is a copy of the form to be completed and submitted.

7. Required Affidavit Regarding the Use of Coercion for Labor Services:

Section 787.06(13) of the Florida Statutes requires nongovernmental entities to provide an affidavit when contracting with a governmental entity, attesting that they do not use coercion for labor or services. This affidavit is a condition for executing, renewing, or extending the contract. Attached is the Affidavit to be completed and submitted.

8. Insurance Requirements:

The CONTRACTOR will provide and maintain (and cause its subcontractors, if any, to provide and maintain) throughout the term of the awarded contract or services to be provided, the insurance policies and coverages set forth are attached to this document.

Prior to execution of the contract and start of the serices, and any time thereafter that the City may request, the awarded Proposer must furnish a Certificate of Insurance and Declaration of Coverage Page **showing the City of Doral as additional named insured on each of the policies**. The City reserves the right to require additional insurance in order to meet the full value of the scope of services. The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled, or materially changed until at least thirty (30) days prior written notice has been given



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to the City. In the event the Certificate of Insurance provided indicates that the insurance shall terminate and lapse during the period of the Contract, the vendor shall furnish, at least thirty (30) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Contract or extension hereunder is in effect.

9. Counterparts

Original signatures transmitted and received via facsimile or other electronic transmission of a scanned document, (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the parties to the same extent as that of an original signature. Any such facsimile or electronic mail transmission shall constitute the final agreement of the parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. The CITY shall determine legibility and acceptability for public record purposes. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

[Signature page follows.]



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IN WITNESS WHEREOF, the parties execute this Agreement on the respective dates under each signature: The City, signing by and through its City Manager, attested to by its City Clerk, duly authorized to execute same and by Provider by and through its President whose representative has been duly authorized to execute same.

Attest:

CITY OF DORAL

Connie Diaz, City Clerk

By: _____
Zeida Sardiñas, City Manager

Date: _____

Approved As To Form and Legal Sufficiency for the Use
And Reliance of the City of Doral Only:

Lorenzo Cobiella
Gastesi, Lopez, Mestre & Cobiella, PLLC, City Attorney

JRD & Associates, Inc.

Authorized Signature: Jorge R. Duros

Name: JORGE R. DUROS

Title: PRESIDENT

Date: 7/10/25



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AFFIDAVIT REGARDING UNAUTHORIZED ALIENS UNDER 448.095,
FLORIDA STATUTES

In compliance with section 2(b)(1) of 448.095, Florida Statutes,

Name of Entity - IRD + ASSOCIATES, INC.

hereby affirms that it does not employ, contract
with, or subcontract with an unauthorized alien.

Jorge R. Dujos

Printed Name of Affiant

PRESIDENT

Printed Title of Affiant

Jorge R. Dujos

Signature of Affiant

IRD + ASSOCIATES, INC.

7/8/2025

Name of Entity

Date

7400 SW 50 TERRACE, SUITE 206, MIAMI

FL

33155

Address of Entity

State

Zip Code

Notary Public Information

Notary Public State of Florida County of Miami-Dade

Subscribed and sworn to (or affirmed) before me this 8 day of July 2025

By Jorge R. Dujos

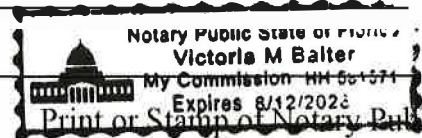
He or she is personally known to me ☒ or has produced identification ☐

Type of identification produced

[Signature]

Signature of Notary Public

Serial Number



8/12/2028

Expiration Date

Notary Public Seal



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SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

RFQ No. 2025-06

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to CITY OF DORAL
by JORGE R. DUYOS
for JRD + ASSOCIATES, INC.
whose business address is 7400 SW 50 TERRACE, SUITE 206, MIAMI, FL. 33155
and (if applicable) its Federal Employer Identification number (FEIN) is 65-0627780 (IF the entity had no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any Bid or Contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Para. 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Para. 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. Any entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executors, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prime facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Para. 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Contract and which Bids or applies to Bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "persons"



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includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY, CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

By:

(Printed Name) Jorge R Dujos Jorge R Dujos

(Title) PRESIDENT

The foregoing Affidavit was acknowledged before me, by means of ☒ physical presence or ☐ online notarization, this 8 day of July (year) 2025 by Jorge R. Dujos who is personally known to me or who has produced a Florida driver's license as identification.

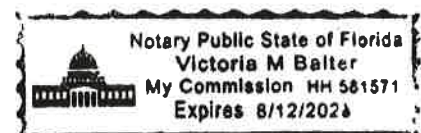
Personally known ☒ [Signature]

Or Produced Identification _____

Notary Public - State of Florida

My Commission Expires 8/12/2028

(Type of Identification) (Printed, typed, or stamped commission name of notary public)





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**REQUIRED AFFIDAVIT REGARDING THE USE OF COERCION FOR
LABOR AND SERVICES**

Contractor Name: JRD + ASSOCIATES, INC.

Contractor FEIN: 65-0627780

Contractor's Authorized Representative Name and Title: JORGE R. DUYOS, PRESIDENT

City: MIAMI State: FL. Zip: 33155

Phone Number: (786) 205-2735

Email Address: jduyos@jrdandassociates.com

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The City of Doral, is a governmental entity for purposes of this statute.

As the person authorized to sign on behalf of the Contractor, I certify that the Contractor identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose.

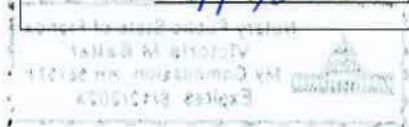
Under penalties of perjury, I declare that I have read the foregoing document and the facts stated in it are true.

By: Jorge R. Duyos

Authorized Signature

Print Name and Title: JORGE R. DUYOS, PRESIDENT

Date: 7/8/2025





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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance Services, Inc. P.O. Box 2412 Daytona Beach FL 32115-2412		CONTACT NAME: Phil O'Brien PHONE (A/C, No, Ext): (386) 361-4951 FAX (A/C, No): E-MAIL ADDRESS: phil.obrien@bbrown.com	
INSURED JRD & Associates, Inc. 7400 SW 50th Terrace Suite 206 Miami, FL 33155		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Fire Insurance Company INSURER B: Twin City Fire Insurance Company INSURER C: Allied World Surplus Lines Insurance Company INSURER D: INSURER E: INSURER F:	
		NAIC # 19682 29459 24319	

COVERAGES

CERTIFICATE NUMBER: 25-26

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			21 SBM BR2765 DV	07/02/2025	07/02/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			21 SBM BR2765 DV	07/02/2025	07/02/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			21 WBC VX6229	06/10/2025	06/10/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability Retroactive Date: 06/20/2006			0305-7003	06/20/2025	06/20/2026	Each Claim \$1,000,000 Aggregate \$1,000,000 Retention (Each Claim) \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Doral 8401 SW 53 Terrace Doral FL 33166	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**CITY OF DORAL SCOPE OF WORK, COST PROPOSAL AND TIMELINE INCLUDING
OUTLINE OF MILESTONES AND DELIBERABLES**

Contractor to provide Scope Work



June 2, 2025

Fernando Casamayor
Assistant City Manager and Chief Financial Officer
City of Doral
8401 NW 53 Terrace
Doral, Florida 33166

Dear Mr. Casamayor:

On behalf of JRD & Associates, Inc. (JRD), I am pleased to submit this proposal to examine and reassess several of the City of Doral's fees, including:

- Impact fees
- Park and Recreation fees
- Alarm permit fees
- Planning fees
- Zoning fees
- Public Works fees
- Code Enforcement fees

Specifically, we will perform the following:

Task 1 – Assess the actual costs of providing services covered by the aforementioned fees.

Task 2 - Identify and recommend changes, additions, and deletions to the respective existing fee schedules to accurately reflect the actual costs associated of these fee-related services.

Task 3 – Assess the current City cost allocations to capture support costs from City departments providing the services covered by this study, and apply these costs to the aforementioned fees.

Task 4 – Project future revenue based on the proposed fees.

Task 5 – Present draft results, findings, and recommendations.

Task 6 – Present final results, findings, and recommendations.

JRD's fee including all expenses for the tasks depicted will be \$255,291 and be based on JRD's federal GSA schedule rates. All work will be completed within four months of the Notice to Proceed issued to JRD.

I thank you in advance for your consideration and look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, reading "Jorge R. Duyos". The signature is fluid and cursive, with the first name "Jorge" being the most prominent.

Jorge R. Duyos, P.E.
President



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APPENDIX:

DOCUMENTS RELATED TO THE GENERAL SERVICES ADMINISTRATION (GSA)

CONTRACT NO. GS10F0265Y INCLUDING LETTER RENEWAL AND

EXPIRATION DATE OF THE CONTRACT

U.S. General Services Administration

04/05/12

Dear GSA Schedule Contract Partner:

Congratulations on receiving your GSA Federal Supply Schedule contract! GSA eOffer contains your GSA contract award documents; please be sure to access those documents via GSA eOffer as soon as possible. GSA will not be mailing you a copy of these documents, so it is important you retain them electronically for future reference.

The following clauses in your contract require your immediate attention:

- **I-FSS-600 – Contract Price Lists.** This clause provides instructions for preparing your paper and electronic GSA Schedule catalog price lists, as well as instructions for printing and distributing paper price lists.
- **General Services Administration Acquisition Regulation (GSAR) 552.238-71 – Submission and Distribution of Authorized FSS Schedule* Price Lists.** In accordance with this clause, you are required to submit your electronic catalog data for inclusion in GSA *Advantage!*®, our online shopping and ordering system. For instructions on submitting your data, log on to our Vendor Support Center (VSC) website at <http://vsc.gsa.gov> to download the latest version of the Schedule Input Program (SIP). If you prefer to use Electronic Data Interchange (EDI), the latest sample for the 832 Transaction Set can be found on the same website. You must submit your electronic catalog file to GSA **within six months** from the date of this contract award. Once submitted, your electronic catalog will appear on GSA *Advantage!*® (<https://www.gsaadvantage.gov/>). Additional information regarding the use of electronic commerce/electronic data interchange may be found by reviewing I-FSS-599 – Electronic Commerce.

*GSA Federal Supply Schedule

Note: Failure to submit your electronic catalog data within six months from date of contract award may result in cancellation of your contract.

- **GSAR 552.238-74 – Industrial Funding Fee and Sales Reporting.** This clause provides instructions for reporting sales electronically to the 72A website. You must contact the VSC immediately to register your contract information. This action may be done via telephone by calling (703) 605-9992, or electronically on the 72A website (<https://72a.gsa.gov>). The clause also provides instructions for remitting the Industrial Funding Fee (IFF) based upon your sales reports, as required by your contract.

Industrial Funding Fee (IFF) Payment. The fastest, easiest, and most accurate way to remit the IFF is by using one of our online payment options. To pay online, report sales

as usual on the 72A sales reporting website (<https://72a.gsa.gov>), and then click on "Online IFF Payment" at the conclusion of the sales reporting session. You may use any major credit card or a direct debit from a bank account to make a payment. See https://72a.gsa.gov/online_iff.htm for more information on electronic payments.

If you are unable to pay electronically, the option to submit a paper check is still available. Please remember that if a payment is submitted for more than one contract and/or for multiple report periods, the portion of the payment to be allocated to each report period and each contract number **must be identified** on the check. Instructions and Frequently Asked Questions (FAQs) regarding the IFF are available on the 72A sales reporting website. Please direct any questions regarding the identification or submission of the IFF to your Administrative Contracting Officer (ACO).

We look forward to developing a business partnership and a mutually satisfying relationship with you. Excellence in acquisition is a priority for GSA, and we provide a variety of training and marketing opportunities to ensure the proper use of GSA Schedule contracts. We encourage you to review and consider the following when doing business with your Government customers and maintaining your contract:

- **Training**—GSA recognizes the need for quality training and offers the Center for Acquisition Excellence at www.gsa.gov/centerforacquisitionexcellence free of charge for customers, contractors, and the general public. We encourage you to make a difference and help your customers understand how to properly use the GSA Schedules Program by directing them to this free training website and/or including the following statement in your Schedule contract pricelist and publications: Free GSA Schedules training is available by accessing the Center for Acquisition Excellence at www.gsa.gov/centerforacquisitionexcellence.
- **Marketing**—GSA has recently developed a free webinar for GSA Schedule contractors about how to market to the federal government called "GSA Schedules Training for Vendor Success" You can access this webinar at <http://interact.gsa.gov/groups/contractor-success> and join the "Schedules Contractor Success - Marketing Matters!" group. We highly encourage your marketing team to take some time to view this webinar as soon as possible, in order to be as successful as possible with your new contract. Per contract clause I-FSS-639, Contract Sales Criteria, you are required to obtain a minimum of \$25,000 in sales within the first two years of contract performance and \$25,000 per year each year thereafter; therefore, it is critical that you actively market your contract and seek opportunities through GSA eBuy in order to meet this requirement. Your contract may be cancelled, or the available contract option(s) may not be exercised, if you do not meet the contract sales criteria.
- **Logo**—You may use the "GSA Schedule Contract Star Mark" and other authorized logos to identify your Schedule contract to the Government community. The design is flexible, allowing you space to insert your Schedule contract number. Guidelines for the proper

use of the GSA logo and GSA Schedule Contract Star Mark are provided at www.gsa.gov/logo. Use of these designs does not eliminate the requirement that a contractor comply with GSAR 552.203-71, Restriction on Advertising. Use of these designs is appropriate in advertisements directed toward Government contract users, provided that the advertisements do not state or imply that the supplies (products) or services are endorsed or preferred by the Government.

- **GSA Schedules**—We invite you to visit the GSA Schedules website at www.gsa.gov/schedules to obtain the latest information regarding the GSA Schedules Program and to download and read the MAS Desk Reference Guide which contains a wealth of information on how orders are placed against GSA Schedules. When marketing to potential federal customers, your knowledge of the GSA Schedules program will be critical to your success.

As a GSA Schedule contractor, your firm will be listed in Schedules e-Library (www.gsa.gov/elibrary), our online source for the latest contract award information. You may search Schedules e-Library by Contractor/Manufacturer Name, Schedule Number, Governmentwide Acquisition Contract (GWAC) Name, Special Item Number (SIN), or Keywords. You can also find out the name and contract information for your GSA Procurement Contracting Officer (PCO) under your company's listing on GSA e-Library, in the event you need to contact GSA.

- **GSA Schedules Blog** -- Check out our GSA Schedules blog at <http://interact.gsa.gov>. This blog contains a wealth of information about GSA Schedules contracting, particularly touching on current issues of interest to the GSA Schedules community. In an ever-changing acquisition landscape, it is critical for you to stay current on GSA Schedules related issues.
- **Keeping your contract current** -- It is critical that at least one of your authorized negotiators maintains a valid digital certificate at all times. GSA now requires fully electronic contracting through the GSA eOffer/eMod system. Your firm will not be able to modify your contract without the authorized negotiator(s) having a valid digital certificate. You can obtain more information about digital certificates at the GSA eOffer/eMod site, <http://eoffer.gsa.gov>. You must also always ensure that your contact information remains current; that is how GSA and our customers reach you.
- **Contract Modifications** -- Should your firm need to modify your contract (including administrative changes such as address/phone/email/authorized negotiator, adding or deleting items or SINs, requesting economic price adjustments, or contract novation), please carefully review the modification instructions listed on the applicable GSA Schedule website and submit all information required in the instructions. MOBIS Schedule websites is www.gsa.gov/mobis

One final note: There are numerous companies that offer and provide GSA Schedule contract administration support services (for a fee) to GSA Schedule contractors. Those companies actively market their services to new contractors, and it is quite likely one or more of them will contact you. Some firms use "GSA" in their company names and email addresses, and sometimes their communications are worded in such a way that they appear to be official GSA correspondence. GSA is in no way affiliated with any private companies to provide contract administration support services. Any email communications from GSA employees will always contain the following format: `firstname.lastname@gsa.gov`.

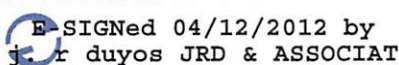
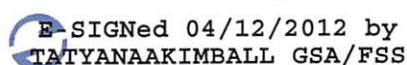
Should you have any questions, please do not hesitate to contact me by telephone or via e-mail.

Sincerely,



Tatyana Kimball

Contracting Officer
Management Services Center (10QSAA)
Federal Acquisition Service
General Services Administration
Auburn, WA
253-931-7723 (phone)
tatyana.kimball@gsa.gov

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE 1 OF	
2. CONTRACT NO. GS10F0265Y		3. AWARD/EFFECTIVE DATE Refer to 31c		4. ORDER NUMBER		5. SOLICITATION NUMBER TFTP-MC-000874-B -- REFRESH #18	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME GSA, MANAGEMENT SERVICES CTR				b. TELEPHONE NUMBER (No collect calls)	
9. ISSUED BY		CODE		10. THIS ACQUISITION IS		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	
GSA, MANAGEMENT SERVICES CTR 400 15TH ST, SW RM 2757 (AQSA) AUBURN, WA, 98001				<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: SIZE STANDARD:		<input checked="" type="checkbox"/> SEE SCHEDULE	
						<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	
						13b. RATING	
15. DELIVER TO		CODE		16. ADMINISTERED BY		CODE	
ORDERING AGENCY				SEE BLOCK 9			
17a. CONTRACTOR/OFFEROR		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY	
JRD & ASSOCIATES, INC. 7400 SW 50TH TER STE 103 MIAMI, FL, 331554481 , . DUNS Number :111782475						ORDERING AGENCY	
TELEPHONE NO.						18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Mission Oriented Business Integrated Services (MOBIS)						
(Use Reverse and/or Attach Additional Sheets as Necessary)							
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>N/A</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
 E-SIGNED 04/12/2012 by JRD & ASSOCIAT				 E-SIGNED 04/12/2012 by TATYANA AKIMBALL GSA/FSS			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>LINES AWARDED</p> <p>874 3</p> <p>874 1</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED
 ☐ INSPECTED
 ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
--	-----------	---

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY <i>(Print)</i>
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	42b. RECEIVED AT <i>(Location)</i>
41c. DATE	42c. DATE REC'D <i>(YY/MM/DD)</i>
	42d. TOTAL CONTAINERS

List Of Contract Documents

File Label: JRD & Associates CONTINUATION SHEET
File Name: JRD & Associates CONTINUATION SHEET.docx Created : 04/11/2012

File Label: JRD & Associates FPR Response Letter
File Name: JRD & Associates FPR Response Letter.pdf Created : 04/05/2012

File Label: Offer Responses
File Name: Offer.pdf Created : 03/07/2012

File Label: JRD & ASSOCIATES, INC. Sample Price List
File Name: JRD & ASSOCIATES, INC. Sample Price List.doc Created : 04/05/2012

File Label: Final Document 8
File Name: 9- Pricing Sheet.FPR.XLSX Created : 04/05/2012

File Label: JRD & ASSOCIATES New Award Letter
File Name: JRD & ASSOCIATES New Award Letter.doc Created : 04/05/2012

GENERAL SERVICES ADMINISTRATION

Federal Acquisition 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 is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for - Mission Oriented Business Integrated Services (MOBIS)

Federal Supply Group: 874 Class: R499

Contract Number:

**For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

Contract Period: through

Contractor: JRD & ASSOCIATES, INC.
7400 SW 50 TERRACE
MIAMI, FL 33155 4481

Business Size: Small Business

Telephone: (305) 662-7288
Extension:
FAX Number: (305) 662-7281
Web Site: <http://www.jrdandassociates.com/>
E-mail: VDUYOS@JRDANDASSOCIATES.COM
Contract Administration: Vivian Duyos

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-3/3RC, 874-1/1RC**
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order: \$1,000,000.00**

(CUSTOMER INFORMATION: Continued)

3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic and Overseas
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 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).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor’s standard commercial 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

(CUSTOMER INFORMATION: Continued)

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. 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. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
25. Data Universal Numbering System (DUNS) number: 11-1782475
26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered

Awarded Labor Categories	Base Period					Option I				
	Year1	Year 2	Year3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Principal	\$249.37	\$256.85	\$264.56	\$272.49	\$280.67	\$289.09	\$297.76	\$306.69	\$315.89	\$325.37
Subject Matter Expert II	\$277.30	\$285.62	\$294.19	\$303.01	\$312.10	\$321.47	\$331.11	\$341.04	\$351.28	\$361.81
Senior Manager	\$224.43	\$231.17	\$238.10	\$245.24	\$252.60	\$260.18	\$267.99	\$276.02	\$284.31	\$292.83
Manager	\$194.75	\$200.59	\$206.61	\$212.81	\$219.19	\$225.77	\$232.54	\$239.52	\$246.70	\$254.10
Senior Consultant	\$184.53	\$190.07	\$195.77	\$201.65	\$207.69	\$213.93	\$220.34	\$226.95	\$233.76	\$240.78
Consultant	\$134.66	\$138.70	\$142.86	\$147.15	\$151.56	\$156.11	\$160.79	\$165.61	\$170.58	\$175.70
Analyst	\$64.84	\$66.78	\$68.78	\$70.85	\$72.97	\$75.16	\$77.42	\$79.74	\$82.13	\$84.60
Awarded Labor Categories	Option II					Option III				
	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Principal	\$335.13	\$345.19	\$355.54	\$366.21	\$377.19	\$388.51	\$400.17	\$412.17	\$424.54	\$437.27
Subject Matter Expert II	\$372.67	\$383.85	\$395.36	\$407.22	\$419.44	\$432.02	\$444.98	\$458.33	\$472.08	\$486.25
Senior Manager	\$301.62	\$310.67	\$319.99	\$329.59	\$339.48	\$349.66	\$360.15	\$370.95	\$382.08	\$393.55
Manager	\$261.73	\$269.58	\$277.67	\$286.00	\$294.58	\$303.41	\$312.52	\$321.89	\$331.55	\$341.50
Senior Consultant	\$248.00	\$255.44	\$263.10	\$270.99	\$279.12	\$287.50	\$296.12	\$305.01	\$314.16	\$323.58
Consultant	\$180.97	\$186.40	\$191.99	\$197.75	\$203.69	\$209.80	\$216.09	\$222.57	\$229.25	\$236.13
Analyst	\$87.13	\$89.75	\$92.44	\$95.21	\$98.07	\$101.01	\$104.04	\$107.16	\$110.38	\$113.69

(CUSTOMER INFORMATION: Continued)

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

POSITION DESCRIPTIONS

PRINCIPAL

Senior executive responsible for providing strategic direction, vision, leadership, and program management to the team. Contributes to organizational direction through regular participation with senior level client leadership and team members. Maintains productive and effective client relationships with the senior levels of the client organization.

Experience & Education: Minimum of 15 years experience and Masters Degree

SUBJECT MATTER EXPERT II

Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Responsible for providing high level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Subject Matter Expert II is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction. The Subject Matter Expert II is typically a former high ranking military or civilian official and recognized by industry as an expert in their specific field.

Experience & Education: Minimum of 15 years experience and Masters Degree

SENIOR MANAGER

Provides oversight and executive level management to overall contract operations often involving multiple projects/tasks and groups of personnel at multiple locations. The Senior Manager maintains and manages relationships with senior level management within the client organization. Responsible for ensuring senior level management within the client organization is aware of overall program status, including all relevant projects and their potential impact on higher level organizational strategic vision, this may include subject matter and unique technical knowledge. The Senior Manager is responsible for managing multiple contract operations, ensure quality standards and work performance on all task orders and projects, plans, organizes and oversees work efforts, assigns resources, manages personnel, provides risk management, ensures quality management, monitors overall project and contract performance, etc. Assists the Principal as required in managing contract performance.

Experience & Education: Minimum of 12 years experience and Bachelors Degree

MANAGER

Performs day-to-day management of contract support operations, possibly involving multiple tasks and groups of personnel at multiple locations, on a single project. Demonstrates skills in the scope of work encompassed by the task order; provides technical guidance to the project team in performance of the work, and reviews the quality of all work products. Organizes, directs, and coordinates the planning and production of all contract support activities. Responsible for staffing, project planning, project financials, and staff direction and oversight. The Manager

(CUSTOMER INFORMATION: Continued)

maintains and manages the client interface at the COTR levels of the client organization. Assists the Principal as required in managing contract performance.

Experience & Education: Minimum of 10 years experience and Bachelors Degree

SENIOR CONSULTANT

Senior staff that possesses demonstrated knowledge, extensive experience in the development of solutions, recommendations, or outcomes across multiple complex tasks in multiple organizations. Defines project objectives and strategic direction. Is responsible for providing leadership and vision to client and project teams and serves as a key facilitator between multiple teams to achieve objectives of complex efforts. Directs the activities of Consultants or other staff as necessary.

Experience & Education: Minimum of 5 years experience and Bachelors Degree

CONSULTANT

Possesses demonstrated knowledge, experience, and ability in the development of solutions, recommendations, or outcomes across multiple complex tasks and/or organizations. Evaluates options in the context of project objectives and contributes to the implementation of strategic direction. Supports project objectives through activities such as conducting interviews, gathering data, and developing recommendations in support of project objectives. Directs the activities of Analysts or other staff as necessary.

Experience & Education: Minimum of 3 years experience and Bachelors Degree

ANALYST

Possesses knowledge of applying analytic methodologies and principles to address client's needs. Supports analyst functions including data collection, interviewing, data modeling, project testing, and creation of performance measurements to support project objectives. Conducts activities in support of project team's objectives. Works closely with Consultants and Managers.

Experience & Education: Minimum of 1 year experience and Bachelors Degree