

**GENERAL SERVICES ADMINISTRATION**

**Federal Acquisition Service**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE FSS 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!*<sup>®</sup>, a menu-driven database system. The INTERNET address GSA *Advantage!*<sup>®</sup> is: GSAAdvantage.gov.

**MULTIPLE AWARD SCHEDULE**

**FSC Group: Professional Services**

Contract number – 47QRAA19D009H

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

Contract period – June 24, 2019 through June 23, 2029



**The Gilchrist Law Firm, P.A.**

2525 Ponce De Leon Blvd, Suite 300  
Coral Gables, FL 33134  
Phone: 786.408.6815  
Fax: 305.356.5739

**Contract Administration source:**

Jacquin Gilchrist  
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Current through Modification No. PS-0026 eff. 04/10/2024

And PO-0024 eff. 06/24/2024

Prices Shown Herein are Net (discount deducted)



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**CUSTOMER INFORMATION**



THE  
**GILCHRIST LAW FIRM**  
P.A.

**1a. Table of Awarded special item numbers**

541110, 541110RC Professional Legal Services

OLM, OLMRC Order-Level Materials

**1b. Identification of the lowest priced model number and lowest unit price:**

See Hourly Rates

**1c. Hourly Rates**

SIN	RECOVERY SIN	Awarded Labor Category	Site	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
541110	541110RC	Senior Counsel	Both	\$377.02	\$386.46	\$396.12	\$406.03	\$416.17	\$426.58
541110	541110RC	Counsel	Both	\$266.91	\$273.58	\$280.42	\$287.44	\$294.62	\$301.98
541110	541110RC	Legal Assistant/Law Clerk	Both	\$104.54	\$107.15	\$109.83	\$112.58	\$115.40	\$118.28
541110	541110RC	Administrative Assistant/Investigator**	Both	\$77.85	\$79.79	\$81.78	\$83.83	\$85.92	\$88.07
541110	541110RC	Real Estate Broker	Both	3.02%	3.42%	3.50%	3.58%	3.66%	3.75%
541110	541110RC	Title Examiner	Both	\$79.39	\$81.37	\$83.41	\$85.49	\$87.63	\$89.81
541110	541110RC	Paralegal**	Both	\$79.39	\$81.37	\$83.41	\$85.49	\$87.63	\$89.81
541110	541110RC	Court Reporting**	Both	\$104.54	\$107.15	\$109.83	\$112.58	\$115.40	\$118.28
541110	541110RC	Junior Counsel	Both	\$153.03	\$156.86	\$160.78	\$164.80	\$168.92	\$173.14
541110	541110RC	Project Manager 1	Both	\$244.84	\$250.96	\$257.24	\$263.67	\$270.26	\$277.02
541110	541110RC	Program Manager 3	Both	\$300.00	\$307.50	\$315.18	\$323.06	\$331.14	\$339.43
541110	541110RC	Subject Matter Expert 1	Both	\$204.03	\$209.13	\$214.36	\$219.72	\$225.21	\$230.84
541110	541110RC	Subject Matter Expert 2	Both	\$302.27	\$309.82	\$317.57	\$325.51	\$333.65	\$341.99
541110	541110RC	Subject Matter Expert 3	Both	\$400.00	\$410.01	\$420.25	\$430.76	\$441.53	\$452.57
541110	541110RC	Partner	Both	\$457.93	\$469.38	\$481.12	\$493.15	\$505.48	\$518.12

**2. Maximum Order:** \$1,000,000 SIN 541110; \$250,000 SIN OLM

**3. Minimum Order:** \$100.00

**4. GEOGRAPHIC COVERAGE (delivery area):** Domestic Delivery

**5. POINT OF PRODUCTION**

2525 Ponce De Leon Blvd, Suite 300  
Coral Gables, FL 33134  
Phone: 786.408.6815  
Fax: 305.356.5739

**6. DISCOUNT:** Government Net Prices (discounts already deducted.)

**7. QUANTITY DISCOUNTS:** 1.0% off each single task order exceeding \$300,000

**8. PROMPT PAYMENT TERMS:** Net 30 days.

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9. FOREIGN ITEMS:** None

**10a. TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<b>SPECIAL ITEM NUMBER</b>	<b>DELIVERY TIME (Days ARO)</b>
541110	To Be Negotiated per Task Order

**10b. Expedited Delivery** To Be Determined at the Task Order level

**10c. Overnight and 2-day delivery.** To Be Determined at the Task Order level

**10d. Urgent Requirements.** To Be Determined at the Task Order level

**11. FOB point:** Destination

**12a. ORDERING ADDRESS** Same as Contractor

**12b. ORDERING PROCEDURES:** See Federal Acquisition Regulation (FAR) 8.405-3.

**13. PAYMENT ADDRESS:** Same as Contractor

**14. WARRANTY PROVISION:** Not applicable

**15.** Export packing charges, if applicable: Not applicable

**16.** Terms and conditions of rental, maintenance, and repair: Not applicable

**17.** Terms and conditions of installation: Not applicable

**18a.** Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable

**18b.** Terms and conditions for any other services: Not applicable

**19.** List of service and distribution points: Not applicable

**20.** List of participating dealers: Not applicable

**21.** Preventive maintenance: Not applicable

**22a.** Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) : None

**22b.** Section 508 : Not applicable.

**23. Unique Entity Identifier:** DJWYJXPC5MW7

**24. Notification regarding registration in System for Award Management (SAM) database:**  
Contractor has an active registration.

**Service Contract Labor Standards Matrix**

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Administrative Assistant/Investigator	01020 Administrative Assistant	2015-4543
Paralegal	30364 Paralegal / Legal Assistant IV	2015-4543
Court Reporting	01035 – Court Reporter	2015-4543

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**LABOR CATEGORY DESCRIPTIONS**

**LABOR CATEGORY**

Senior Counsel

**Senior Counsel** – This category encompasses attorneys with extensive background in corporate, tax, labor/employment, real estate, litigation, contract or mortgage banking law and transactions related thereto. All attorneys in this category are members of the bars of at least one state and/or the District of Columbia and preferred to be graduates of ABA accredited law school and have at least 8 years of experience as a partner in a private law firm, in-house corporate counsel or government agency.

Minimum Education: Juris Doctorate (JD) Degree from ABA-accredited law school

Additional Requirements: Member of bars in at least one state and/or the District of Columbia

Minimum Experience: 8 years

## LABOR CATEGORY

### Counsel

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**Counsel** – This category encompasses attorneys with extensive background in corporate, tax, labor/employment, real estate, litigation, contract or mortgage banking law and transactions related thereto, including resolution of such disputes. All attorneys in this category are preferred to be graduates of an ABA-accredited law schools and are members of the bar of at least one state or the District of Columbia.

Minimum Education: Juris Doctorate (JD) Degree from ABA-accredited law school

Additional Requirements: Member of bars in at least one state and/or the District of Columbia

Minimum Experience: 5 years

## LABOR CATEGORY

### Junior Counsel

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**Junior Counsel**– This category encompasses attorneys with background in corporate, tax, labor/employment, real estate, litigation, contract or mortgage banking law and transactions related thereto, including resolution of such disputes. All attorneys in this category are preferred to be graduates of an ABA-accredited law schools and are members of the bar of at least one state or the District of Columbia.

Minimum Education: PhD

Minimum Experience: 1 years

## LABOR CATEGORY

### Partner

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**Partner**– This category encompasses attorneys with extensive background in corporate, tax, labor/employment, real estate, litigation, contract or mortgage banking law and transactions related thereto. All attorneys in this category are members of the bars of at least one state and/or the District of Columbia and preferred to be graduates of ABA accredited law school and have at least 10 years of experience in a private law firm, in-house corporate counsel or government agency

Minimum Education: PhD

Minimum Experience: 10 years

## LABOR CATEGORY

### Legal Assistant/Law Clerk

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**Legal Assistant/ Law Clerk** This category encompasses paraprofessional personnel that provides assistance to Senior Counsel, Counsel and Associate in their respective undertaking of legal matters and arranges legal project teams when appropriate.

Minimum Education: Bachelor's Degree

Minimum Experience: 5 years

## LABOR CATEGORY

### Administrative Assistant/Investigator

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**Administrative Assistant/Investigator** This category encompasses administrative support staff with practical work experience in a corporate office. All administrative staff personnel have at least a college degree or equivalent or certification or vocational training, and two years of experience. Performs administrative functions, support, and investigations as directed.

Minimum Education: High School or certification or vocational training

Minimum Experience: 2 years

Preferred Education: Bachelor's degree or equivalent

## SERVICE DESCRIPTION

### Real Estate Broker

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**Real Estate Broker Service**— The Gilchrist Law Firm, P.A. provides real estate brokerage services wherein we represent sellers, buyers, tenants, and landlords of real estate property. Our real estate brokers and agents are licensed to represent clients. These services include negotiating sales agreements, commercial and residential leases and managing the documentation required for closing real estate transactions including marketing properties. As a real estate brokerage service, we receive a real estate commission as payment for procuring a buyer/tenant for a seller/landlord rather than receiving payment for hourly services rendered.

Minimum Education: Bachelor's Degree

Minimum Experience: 10 years

All brokers are licensed to practice law in one or more states or courts. Broker license in the state of Florida.

## SERVICE DESCRIPTION

### Title Examiner

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**Title Examiner** – Searching real property records online and in person to locate real property interests; review real property records and title commitments.

Minimum Education: High School

Minimum Experience: 3 years

## SERVICE DESCRIPTION

### Paralegal

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**Paralegal** – Review of legal documents, prepare and maintain trial documents, use of on-line information systems for legal research, conduct legal research, assist attorneys in drafting legal documents.

Minimum Education: High School

Minimum Experience: 3 years

## SERVICE DESCRIPTION

### Court Reporting

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**Court Reporting** – Transcribe spoken or recorded speech into written form. Attend hearing, depositions, proceedings and other types of events that need a written transcript.

Minimum Education: High School

Minimum Experience: 4 years

## LABOR CATEGORY

### Project Manager 1

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**Project Manager 1**– This category includes legal project managers with vast experience in client services, legal service delivery, process management, innovation, project execution, and legal and administrative support domains. Responsibilities include client communication, resource management, risk mitigation, quality control, budget and schedule management, change management, time reporting, and stakeholder coordination.

Minimum Education: Bachelor's degree

Minimum Experience: 1 years

### **LABOR CATEGORY**

#### **Program Manager 3**

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**Program Manager 3**– This category includes legal project managers with vast experience in client services, legal service delivery, process management, innovation, project execution, and legal and administrative support domains. Responsibilities include client communication, resource management, risk mitigation, quality control, budget and schedule management, change management, time reporting, and stakeholder coordination. PMP Preferred

Minimum Education: PhD

Minimum Experience: 5 years

### **LABOR CATEGORY**

#### **Subject Matter Expert 1**

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**Subject Matter Expert 1**– High-level subject matter expert who has demonstrated industry or knowledge area expertise required for the described program/task. Provides technical advice, guidance, and direction; knowledge of and ability to apply technical principles, theories, and concepts; develops solutions to problems of difficult scope and complexity; work executed with minimal instruction and supervision; capable of independent interaction with clients; makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on mission success.

Minimum Education: Bachelor’s degree

Minimum Experience: 3 years

### **LABOR CATEGORY**

#### **Subject Matter Expert 2**

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**Subject Matter Expert 2**– High-level subject matter expert who has demonstrated industry or knowledge area expertise required for the described program/task. Provides technical advice, guidance, and direction; knowledge of and ability to apply technical principles, theories, and concepts; develops solutions to problems of difficult scope and complexity; work executed with minimal instruction and supervision; capable of independent interaction with clients; makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on mission success.

Minimum Education: Bachelor’s degree

Minimum Experience: 5 years



**LABOR CATEGORY**

**Subject Matter Expert 3**

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**Subject Matter Expert 3**— High-level subject matter expert who has demonstrated industry or knowledge area expertise required for the described program/task. Provides technical advice, guidance, and direction; knowledge of and ability to apply technical principles, theories, and concepts; develops solutions to problems of difficult scope and complexity; work executed with minimal instruction and supervision; capable of independent interaction with clients; makes decisions and recommendations that are recognized as authoritative and have a far-reaching impact on mission success.

Minimum Education: Master's degree

Minimum Experience: 10 years