



GSA SCHEDULE NO.: GS-23F-0031X

(FEDERAL SUPPLY SCHEDULE)

Prepared by:

Moore & Associates
EIN/TIN No.: 52-2076660
DUNS: 168741622

Schedule Title: **Professional Services Schedule (PSS)**
Product Service Code: **R704**
Primary NAISC Code: 541110
DUNS#: **168741622**
Contract Period: **January 25, 2016 - January 24, 2021**
Business Size: **Small**

12530 Fairwood Parkway, Suite: 103
Bowie, MD 20720-6357

Tel: (301) 860-0885
www.kteyamoore.com

Fax: (301) 860-0884
kkm@kteyamoore.com



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THE FIRM

A. GSA Profile

Moore & Associates was awarded a GSA Federal Supply Schedule contract and is certified under **GSA Schedule 520 (PSS)** - No.: GS-23F-0031X: SIN 520 1 (Financial Advisor) -- SIN 520 2 (Complex Transaction Specialist) -- SIN 520 6 (Legal Advisor). The contract period has been extended and remains in effect during the renewal term: **1/25/2016– 1/24/2021 (under the first renewal)**.

Administrator & Ordering: Point of Contact

K. “Teya” Moore, Esq. Moore & Associates
12530 Fairwood Parkway, Suite: 103
Bowie, MD 20720-6357
Telephone: (301) 860-0885
Fax Number: (301) 860-0884
Email: kkm@kteyamoore.com

Marketing and Synergies: Point of Contact

Dana Stanford
Moore & Associates
12530 Fairwood Parkway, Suite: 103
Bowie, MD 20720-6357
Telephone: (301) 860-0885
Fax Number: (301) 860-0884
Email: dana@kteyamoore.com

HR and Personnel: Point of Contact

Tamla Kirkland, SPHR Moore & Associates
12530 Fairwood Parkway, Suite: 103
Bowie, MD 20720-6357
Telephone: (301) 860-0883
Fax Number: (301) 860-0884
Email: tk@kteyamoore.com

NAICS (Task Specific):

541110
541199
541618
561110
561410
561990

Description:

Offices of Lawyers
All Other Legal Services
Other Management Consulting Svcs.
Office Administrative Services
Document Preparation Services
All Other Support Services



Schedule

U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

CONTRACTOR:

K. TEYA MOORE & ASSOCIATES PA

12530 FAIRWOOD PARKWAY, SUITE: 103

BOWIE, MD 20720-6357

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DUNS#: **168741622**
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Business Size: **Small**

Contract Administrator: **KIEYASIEN K. MOORE**
Phone Number: **301-860-0885**
Fax Number: **301-860-0884**
Web Site: <http://www.kteyamoore.com>

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.
<http://www.GSAAdvantage.gov>

For more information on ordering from Federal Supply Schedules, visit <http://www.gsa.gov/portal/content/197989>

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BOWIE, MD 20720-6357

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(PSS)**
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Awarded service information listed by Special Item Numbers (SINS):

SIN: 520 1 - Program Financial Advisor

Administrative Assistant

(A legal secretary or office clerk) - This category encompasses administrative support staff with practical work experience in a corporate office. All administrative staff personnel have at least a college background, a certification or vocational training.

Unit of Issue:	Per Hour
01/25/2016 – 01/24/2017:	\$54.29
01/25/2017 – 01/24/2018:	\$54.29
01/25/2018 – 01/24/2019:	\$54.29
01/25/2019 – 01/24/2020:	\$54.29
01/25/2020 – 01/24/2021:	\$54.29

Counsel/Project Director

(Licensed Attorney with a minimum of 7 years’ experience with private law firm, in-house corporate counsel or government agency) - This category encompasses attorneys with extensive background in corporate, tax, bankruptcy, real estate, securities, contract or mortgage banking law and transactions related thereto, including resolution of such disputes. All attorneys in this category are members of the bars of at least one state plus the District of Columbia and are graduates of top-rank law schools.

Unit of Issue:	Per Hour
01/25/2016 – 01/24/2017:	\$263.71
01/25/2017 – 01/24/2018:	\$263.71
01/25/2018 – 01/24/2019:	\$263.71
01/25/2019 – 01/24/2020:	\$263.71
01/25/2020 – 01/24/2021:	\$263.71

Partner/Director

(Licensed Attorney and commercial broker with a minimum of 20 years’ experience as partner with private law firm, in-house corporate counsel or government agency) - This category encompasses attorneys or commercial real estate brokers with extensive background in corporate, tax, bankruptcy, real estate, securities, contract or mortgage banking law and transactions related thereto. All attorneys in this category are members of the bars of at least two of the states of Maryland, Virginia, New York, Pennsylvania, Texas, California, Georgia and North Carolina, plus the District of Columbia and are graduates of top-rank law schools.

Unit of Issue:	Per Hour
01/25/2016 – 01/24/2017:	\$405.71
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01/25/2019 – 01/24/2020:	\$405.71
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Senior Professional

(A university graduate, licensed real estate agent and/or recipient of paralegal certification) - This category encompasses paraprofessional personnel with professional skills to provide assistance to Project Director/Counsel and/or Partner/Director/Broker in their respective undertaking of financial or legal matters and with coordination skills to arrange financial or legal project teams when appropriate. All paralegals in this category are trained mediators, certified HR consultants or paralegals with at least 5 years’ experience working in private law firms or commercial firms.

Unit of Issue:	Per Hour
01/25/2016 – 01/24/2017:	\$100.43
01/25/2017 – 01/24/2018:	\$100.43
01/25/2018 – 01/24/2019:	\$100.43
01/25/2019 – 01/24/2020:	\$100.43
01/25/2020 – 01/24/2021:	\$100.43

Miscellaneous Services

Real Estate Agent: \$1-2,000,000

(A university graduate and licensed real estate agent) - This category encompasses licensed real estate agents with at least five (5) years' experience as a practicing real estate professional. All real estate agents are licensed in at least one state plus the District of Columbia.

Unit of Issue:	Percentage Per Transaction
Overtime Rate:	-
01/25/2016 – 01/24/2021:	3.02%

Real Estate Agent: \$2,000,001-5,000,000

(A university graduate and licensed real estate agent) - This category encompasses licensed real estate agents with at least five (5) years' experience as a practicing real estate professional. All real estate agents are licensed in at least one state plus the District of Columbia.

Unit of Issue:	Percentage Per Transaction
Overtime Rate:	-
01/25/2016 – 01/24/2021:	2.79%

Real Estate Agent: \$5,000,001+

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Unit of Issue:	Percentage Per Transaction
Overtime Rate:	-
01/25/2016 – 01/24/2021:	2.59%

Real Estate Broker: \$1-2,000,000

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SIN: 520 2 - Transaction Specialist

Professional Services

Administrative Assistant

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Miscellaneous Services

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SIN: 520 6 - Professional Legal Services

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PROJECT STAFF AND EXPERIENCE

ADMIN: CONTRACTOR PROGRAM MANAGER

1. *K. “Teya” Moore, Esq., CCIM, CRE* – is the Program Manager (PM) and primary administrative POC for all public sector contracts. Mr. Moore has almost thirty (30) years of experience in providing legal and management services and guidance as counsel to government agencies and private sector commercial clients regarding complex transactions and legal support. He has managed client relationships with large Federal and State agencies, and he has been appointed and served in a leadership capacity as a member of the board of directors and as chair of various national undertakings for institutional clients and national private foundations.

All logistical considerations to fulfill our corporate commitment and the dedication of resources and personnel required to manage each undertaking within budget are addressed by the PM in coordination with our public sector clientele. The PM also monitors, updates, and implements the quality control program employed by the Firm on a consistent basis to oversee and manage our team and its interaction with public sector clientele.

He holds a B.S. in Government and Public Administration from C.U.N.Y, JJC (with honors), a law degree from New York University, and a LL.M. (Master’s in Taxation) from Georgetown University Law Center (with honors). Mr. Moore is admitted to practice in the State of Maryland, the State of New York, the District of Columbia, and the United States District Court for the District of Maryland. Mr. Moore has held the M-H AV designation, the highest rating given for legal ability and ethical standards, each of the last twenty-five (25) years up to and including 2020.

CURRENT PERFORMANCE

(Public Sector)

Mr. Moore currently manages the following public sector projects: (1) Fourth Contract covering five (5) years providing FOIA Analysts for the U. S. Treasury Department, Special Inspector General for Troubled Asset Relief Program (SIGTARP); (2) Litigation Support, General Counsel, Federal Housing Finance Agency, which oversees Fannie Mae and Freddie Mac; (3) Task Orders under a Blanket Purchase Agreement with the General Services Administration, Public Buildings Service Office of Real Property Utilization & Disposal, to provide commercial brokerage and legal services to various government agencies nationwide; and (4) Contract issued by United States Attorney (Dept. of Justice) – Middle District of Georgia to provide legal support services.

THE M&A SENIOR MANAGEMENT TEAM

(Public Sector)

Litigation Project Manager/Counsel – *Anthony Ashton, Esq.* oversees any dispute resolution matter on behalf of and for the firm. Previously, he was a litigation partner at the global law firm of DLA Piper. Anthony's background makes him uniquely positioned to perform and supervise work in connection with responding to and defending agencies at trial or in administrative proceedings. Anthony has been a litigator for more than twenty (20) years managing similar caseloads involving real estate disputes and constitutional law and other federal law issues throughout the United States federal court system. Mr. Ashton has a Juris Doctorate from the University of Maryland School of Law and is admitted to practice in the State of Maryland, Commonwealth of Virginia, the United States District Court for the District of Maryland, the Second Circuit, the Fourth Circuit, and the Ninth Circuit.

FOIA Project Manager/Counsel – *Erica G. Perel, Esq.* has almost more than fifteen (15) years of extensive experience within the government and as counsel to several agencies working specifically on FOIA/Privacy Act related matters. Ms. Perel will continuously incorporate the legal and underlying rules and regulatory framework in tailoring her

supervision of the M&A Team to the needs of our public sector clientele. She has trained lawyers and paralegals in FOIA during this period. Ms. Perel has practiced at the highest level in matters involving FOIA/Privacy Act and remains current of the changing legal landscape on this topic. Ms. Perel has a thorough understanding of the legal issues relating to government agencies, as well as a track record of engagement by agencies in supervising a harmonious and qualified workforce. She will incorporate a thorough assessment of the specific legal framework including any related guidance issued from time to time. She holds a B.A. *cum laude* in Political Science and English, from the University of Massachusetts, Amherst, and a J.D. *cum laude*, from Washington College of Law, American University. Ms. Perel is admitted to practice in the State of New York and the State of Massachusetts. Her bar in the District of Columbia is pending.

Financial Services Project Manager/Counsel – *Steven Nesmith, Esq.* received his Juris Doctor from Georgetown Law School in 1992 and served on the Law and Technology Law Review. Nesmith has 22 years' experience as a senior lawyer/lobbyist with a focus on financial services, banking, public housing authorities and mortgage servicing industries on regulatory, compliance and government relations matters. He was an Assistant General Counsel for a Fortune 500 company, and later COO at Fidelity National Financial. In 1985, Nesmith earned his BA degree from American University in Criminal Justice.

PAST PERFORMANCE
(SUMMARY OF SERVICES)

Moore & Associates has been and remains legal counsel to federal agencies, government sponsored entities and corporate/individual clients. The firm combines an array of core competencies on matters ranging from financial transactions, complex corporate law, tax, commercial litigation, acquisitions, and redevelopment, to asset valuations, management, and dispositions.

PAST PERFORMANCE
(Public Sector)

We have exceptional CPARS and outstanding references serving as legal counsel to federal agencies and government sponsored entities such as: (1) U.S. Treasury Department, Special Inspector General for Troubled Asset Relief Program; (2) Federal Housing Finance Agency; (3) General Services Administration, Public Buildings Service Office of Real Property Utilization & Disposal; (4) United States Attorney Office – Department of Justice; (5) Department of Defense, Office of Research and Technology Applications; (6) Maryland-National Capital Park and Planning Commission; (7) Office of the Attorney General, State of Maryland; (8) Maryland Energy Administration; (9) Prince George’s County, Maryland Redevelopment Authority; (10) National Community Reinvestment Coalition; and (11) various Private Sector interests including: (a) Retail Shopping Center Owners, (b) Office Building Owners, (c) Multifamily investors, (d) developers, and (e) institutional lenders.

LITIGATION SUPPORT

(Experience providing similar support to US agencies) - The firm provides litigation support and administrative law experience, having provided trial, appellate and administrative litigation services in a variety of substantive areas – in both the public and private sectors.

FHFA (Current Contract)¹: *Diamond et ux. v. U.S. National Bank, et al.*, (the “Diamond Litigation”). The firm serves as litigation counsel in defense of the Federal Housing Finance Agency, a defendant in the Diamond Litigation filed in U. S District Court for the District of Maryland.

We have performed to date under budget and await a ruling on a motion to dismiss on substantive grounds (a defective pleading, narrowing the issues, limiting discovery and other aspects of the case against FHFA) to bring an end to the Diamond Litigation before substantial costs associated with discovery and other issues are incurred.

Past performance also includes our work for the National Science Foundation, Office of the General Counsel, (NSF), starting in 2012. The National Science Foundation, Office of General Counsel, engaged Moore & Associates to provide legal support in all areas of government contracting, bid protests and contract disputes. Management personnel have extensive experience managing and supervising the drafting of federal administrative decisions and orders and ensuring compliance with the Administrative Procedure Act.

We have handled major procurement matters including, by way of example, (1) the re- structuring of the Federal Aviation Administration Automation System, (2) the purchase, installation and maintenance of explosive detection equipment at all US airports, (3) the TSA personnel reorganization, (4) OTAs with US airport baggage screening systems, and (5) the sale/transfer of security equipment to foreign governments.

We have handled asset recovery matters for institutional lenders dating back to the Resolution Trust Corporation and complex corporate litigation regarding the disposition of assets. *See, Court Order (Confessed Judgment) (Anne Arundel County), Case No.: C-13-*

¹ FHFA is an agency of the United States government with general supervisory and regulatory authority over the Federal National Mortgage Association (“Fannie Mae”), Federal Home Loan Mortgage Corporation (“Freddie Mac”), Federal Home Loan Banks, and the Office of Finance, and which has acted as a conservator of Freddie Mac and Fannie Mae since 2008.

179410. We have prosecuted proceedings in federal district courts located in the states of Maryland and New York and in Washington, D.C.

FOIA

Our staff attorneys have worked with U. S. Department of Treasury, Special Inspector General for the Troubled Asset Relief Program (SIGTARP) receiving excellent remarks for work ethic and competency over the past five (5) years. We also have a long history serving the State of Maryland, Office of the Attorney General, Consumers Affairs Division and Energy Division, since 2012.

SIGTARP (*Current Contract*): The firm currently provides FOIA support to the Special Inspector General for the Troubled Asset Relief Program, Department of Treasury (SIGTARP). This is our fourth contract including renewals with SIGTARP dating back to the Spring of 2016.

During the past several years, we worked closely with SIGTARP counsel during litigation proceedings on extremely sensitive materials under pressure of a FOIA request for 70,000 documents. Staff attorneys made recommendations for disclosure or nondisclosure and preliminary redactions of documents for review and approval by senior counsel. Staff attorneys also assisted in consulting with other offices within the Department of the Treasury and with separate agencies under the executive branch when appropriate. All deadlines set by SIGTARP were met and we were instrumental in the implementation of a system to update and maintain information regarding disclosure timelines. A quality review of all redactions was also undertaken regularly to ensure accuracy and completeness of each task. Staff attorneys have a strong, working knowledge of FOIA.

Other duties undertaken by staff attorneys have focused on document requests in the national security field including, for example, creating infographics for one of the longest and most complicated FOIA requests in history which spanned documents from 1997-2011. Staff

attorneys also have (1) had experience involving transfers and referrals in conjunction with more than 15 agencies/sub-agencies, (2) made physical visits to the National Archives to research OLC opinions issued to agencies before declassification requests or FOIA requests are handled, (3) drafted and filed FOIA pleadings in D.C. District Court, and (4) filed FOIA requests with agencies including the Federal Bureau of Investigations and United States Department of Justice. Staff attorneys have also created a legal research guide to the Freedom of Information Act for an advanced legal research class.

TRANSACTIONAL SUPPORT

General Services Administration, Public Buildings Service Office of Real Property Utilization & Disposal (*Current Contract*): The firm and its partners serve to advise GSA on its real property portfolio in various capacities, including value added services, targeted asset reviews, real property sales and support services, and a full range of related strategic advisory services under a blanket purchase agreement in effect.

The firm has a long history serving the State of Maryland, Office of the Attorney General, Consumers Affairs Division and Energy Division (MEA)² from and after 2012. The firm was renewed multiple times covering more than five (5) consecutive years.

As legal counsel to MEA dating back to 2012, the firm has reviewed and documented

² MEA, an independent agency of the State of Maryland, required legal support to structure and document loans under the Jane E. Lawton Conservation Loan Program ("JELLP" or the "Program") codified as Sections 9-20A-01 through 9-20A-10 of the State Government Article, Annotated Code of Maryland (as amended, the "Act"), for the energy efficiency projects financed by MEA around the State of Maryland. In 2012, the firm won the initial award and retained the client in a competitive bidding process over the five (5) year period. The firm was engaged to train attorneys within MD- OAG and to provide guidance and counsel to MEA. Legal counsel with support of legal assistants or paralegals routinely performed and documented rigorous and sophisticated due diligence and legal analysis of complex business and real estate transactions and similar services rendered for and on behalf of MEA. In 2015 the State reengaged the firm to draft all boilerplate documentation relied on by MEA under the JELLP Program consistent with the Act. MD-OAG determined legal support for the Program was no longer needed in 2018.

an array of financial transactions including (1) inter-creditor arrangements, (2) asset recovery matters, (3) subordination arrangements, (4) loan modifications, (4) bankruptcy related matters, and (5) all boilerplate documentation relied on by the agency going forward from and after 2015. We are intimately familiar with senior obligations, subordination agreements, inter-creditor agreements, permitted encumbrances, negative or financial covenants inclusive of loan to debt ratios, use of funds, borrower's contributions, regulatory provisions and personal or corporate guarantees. In 2016 the State of Maryland engaged the firm to author all boilerplate documentation for its Jane Lawton Loan Program.

Before our engagement by MEA, the firm provided high level legal counsel and support to DOD, Office of Research and Technology Applications. We pioneered and authored the first private equity deal involving WRAIR and Iomai Corporation, a public company trading on the NYSE. We continued to structure complex joint ventures and technology exchanges to pool resources with the private sector and to promote privatization of patentable technologies with national implications for the public benefit for more than a decade. The firm has maintained an outstanding relationship with the Office of Research and Technology Applications at Fort Detrick in Frederick, Maryland since 1999. We understand laws applicable to military sales and exchanges generally and we remain engaged and continue to provide counsel and advice in contract disputes, complex commercial controversies, commercial real estate finance analyses, asset management, and economic/financial modeling and analysis to our public and private sector clientele.

REFERENCES

LITIGATION SUPPORT

1. Client Name: **Federal Housing Finance Agency**

2019 – Current – Litigation Support and Case Management (Prime) – Over \$150K

Contact Information & Technical Representative: Frank R. Wright, Assistant General Counsel at 400 7th St SW, Washington, DC 20024. Telephone No.: 202-649-3087. E-Mail Address: Frank.Wright@fhfa.gov

FHFA (Current Contract): *Diamond et ux. v. U.S. National Bank, et al.*, (the “Diamond Litigation”). The firm serves as litigation counsel in defense of the Federal Housing Finance Agency, a defendant in the Diamond Litigation filed in U. S District Court for the District of Maryland.

We have performed to date under budget and secured a dismissal with prejudice to bring an end to the Diamond Litigation before substantial costs associated with discovery and other issues were incurred.

FOIA

2. Client Name: **Special Inspector General for the Troubled Asset Relief Program (SIGTARP)**

2016 – Current – Legal Support (Prime) – Over \$400K

Contact Information: Benjamin Alpert, Deputy General Counsel/Christopher R. Kopf - 1801 L. Street, NW, Washington, DC 20036. Telephone No.: (202) 927-1237/[202-622-0296](tel:202-622-0296). E-Mail Addresses: Benjamin.Alpert@treasury.gov / Christopher.Kopf@treasury.gov.

SIGTARP (Current Contract): The firm currently provides FOIA support to the Special Inspector General for the Troubled Asset Relief Program, Department of Treasury (SIGTARP). This is our fourth contract including renewals with SIGTARP dating back to the Spring of 2016.

Our staff attorneys and paralegals have worked with U. S. Department of Treasury, Special Inspector General for the Troubled Asset Relief Program (SIGTARP) receiving excellent remarks for work ethic and competency.

LEGAL SUPPORT

General Services Administration, Public Buildings Service Office of Real Property Utilization & Disposal (Current Contract): The firm and its partners serve to advise GSA on its real property portfolio in various capacities, including value added services, targeted asset reviews, real property sales and support services, and a full range of related strategic advisory services under a blanket purchase agreement in effect.

3. Client Name: **State of Maryland, Office of the Attorney General (MD-OAG) and Maryland Energy Administration (MEA)**

2012 – 2017 – Legal and Administrative Support and Case Management (Prime) – Over \$250K

Contact Information & Technical Representative: Rachel Weaver c/o Michele Honick, Esq. 1800 Washington Blvd., Suite 755, Baltimore, MD 21230. Telephone No.: (410) 537-4000. E-Mail Address: michele.honick@maryland.gov (See, **Reference Letter** attached).

Project Desc: The firm has a long history serving MD-OAG from and after 2012. The firm was renewed multiple times covering a span of five (5) consecutive years. In 2012, the firm won the initial award and retained the client in a competitive bidding process over the five (5) year period. Mr. Moore was the sole POC. The firm was engaged to train attorneys within MD- OAG and to provide legal guidance and counsel to MEA.