General Services Administration
Federal Supply 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 are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage!: http://GSAAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Category H – Professional Services
HO1 – Business Administrative Services; and HO2 – Environmental Services

GSA Schedule Contract Number: 47QRAA18D008H

Contract Period: April 25, 2018 through April 24, 2023

Price list current as of Modification #PS-A812 effective April 13, 2020

Contractor: Peterson, Kathryn, DBA KJ Peterson Consulting

Contract Administrator: Kathryn J. Peterson
kpeterson@kjpetersonconsulting.com

KJ Peterson Consulting
45120 Hwy 79 South, No. 717
Aguanga, CA 92536-9706
Phone: 909.630.8279
Visit our website at: www.KJPetersonConsulting.com

Business Size: KJ Peterson Consulting is a woman owned small business
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CUSTOMER INFORMATION

1a. Awarded Special Item Number(s) (SINs) – for a description of services see pages 6-7:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
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<tbody>
<tr>
<td>541611</td>
<td>Management Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>541620</td>
<td>Environmental Consulting Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials</td>
</tr>
</tbody>
</table>

1b. Lowest Unit Price: See table on pg. 8

1c. Hourly Rates: See table on pg. 8

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic Only

5. Point(s) of production: Same as company address


7. Quantity discounts: 5.00% off each contract totaling $90,000 or more.

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: Specified on the Task Order

10b. Expedited Delivery: Contact Contractor

10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

11. F.O.B Points(s): Destination
12a. **Ordering Address:**

KJ Peterson Consulting  
45120 Hwy 79 South, No. 717  
Aguanga, CA  92536-9706  
Attention: Kathy Peterson  
Phone: 909.630.8279  
kpeterson@kjpetersonconsulting.com

12b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. **Payment address:** Same as company address

14. **Warranty provision:** Contractor’s standard commercial warranty.

15. **Export Packing Charges (if applicable):** N/A

16. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A

17. **Terms and conditions of installation (if applicable):** N/A

18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A

18b. **Terms and conditions for any other services (if applicable):** N/A

19. **List of service and distribution points:** N/A

20. **List of participating dealers:** N/A

21. **Preventive maintenance:** N/A

22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A

22b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.)** The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). N/A

23. **Data Universal Numbering System (DUNS) number:** 079749812

24. **Notification regarding registration in System for Award Management (SAM) database:** Contractor registered and active in SAM.
ABOUT KJ PETERSON CONSULTING

"Creating Environments for Change"

KJ Peterson Consulting is a small business that provides Business Administrative Services and Environmental Consulting Services to a range of clients, including governmental agencies, non-profit organizations, and small businesses. Our mission is to create solutions for our clients that achieve their goals and bring about positive, sustainable change – with a particular emphasis on healthier communities and restored natural environments.

KJ Peterson Consulting is certified as a Women-owned Small Business (WOSB), based in Riverside County, California. The company offers both virtual and onsite consulting services.

Areas of Consulting Expertise

Program & Project Management
Environmental Planning (NEPA)
Facilitation & Meeting Management

Key Personnel

Kathy Peterson, our company’s founder and Senior Consultant, has 40 years of experience in providing project management, environmental planning, and facilitation services to clients in the public and private sector – both as an independent contractor (2009-present) and federal employee (USDA Forest Service, 1977-2008). Her areas of proven professional expertise include a comprehensive knowledge of environmental compliance laws and regulations (NEPA); skill in project planning, development, and coordination to inform client decisions; facilitation and consensus-building skills; and a thorough understanding of natural resource management issues.

Susan Woodworth, Associate Consultant, is responsible for client project scheduling, research and analysis, presentation products and graphic design, and business administration. Susan holds Master’s Degrees in project management and general psychology, a Bachelor’s Degree in design, and a National Environmental Policy Act (NEPA) certificate from Utah State University.

If you would like to request services from KJ Peterson Consulting, please contact:

Kathryn J. Peterson
Owner/Principal Consultant
KJ Peterson Consulting
45120 Hwy 79 South, No. 717
Aguanga, CA  92536
909.630.8279
kpeteron@kjpetersonconsulting.com

Visit our website at: www.KJPetersonConsulting.com
SERVICES PROVIDED

Special Item Number (SIN) 541611: Management Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

KJ Peterson Consulting provides the following expert advice and assistance in support of our clients’ business administrative functions:

- Project management
  - Project conception and initiation
  - Project planning (project scope, resources, budget, and schedule)
  - Project launch and execution
  - Project performance and control (costs, schedule, quality)
  - Project closeout services

- Project leadership and communication
  - Communication plan development
  - Stakeholder coordination and communication
  - Briefing and facilitation of work groups

- Program management
  - Program development (goals, objectives)
  - Program planning (annual operating plans, action plans, resource needs analysis)
  - Operational/administrative business support services in support of program implementation

- Program Reporting
  - Progress against program objectives
  - Annual report preparation
  - Program Integration Support (Government and community relations)
  - Partnership strategy analysis and implementation

- Communication Strategy Support
  - Strategic communication planning and key message development
  - Print and electronic communication products design, production, and distribution
  - Fact sheet, brochure, and newsletter design and production

- Facilitation and related decision support services
  - All phases of meeting management (pre-meeting planning, facilitation, and post-meeting follow-up)
  - Government affairs and community relations consultations
  - Stakeholder and focus group meeting facilitation
  - Collaborative problem-solving services
  - Public comment coordination, management, and analysis
  - Consensus-building services
  - Corporate/organization transition meetings
  - Event planning
  - Strategic planning sessions
Special Item Number (SIN) 541620: Environmental Consulting Services

KJ Peterson Consulting provides the following environmental consulting services to assist our clients in complying with the National Environmental Policy Act (NEPA):

- Environmental Program and Project Management Support
  - Interdisciplinary team leadership, coordination, and facilitation
  - Management-based decision making support
  - Project management (schedule, budget, quality control)
  - Stakeholder coordination and facilitation
  - All phases of public involvement
  - Collaborative problem solving and conflict resolution
  - Consultation coordination

- Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation
  - Proposal development (purpose and need; proposed action)
  - Management decision framework
  - Public comment analysis
  - Issue identification and analysis
  - Impact analysis framework/support
  - Identification of alternatives to reduce impacts
  - Writer editor services (includes EA/EIS document writing, layout and graphic design, indexing)

- Environmental Program Communication Support
  - Strategic communication/public involvement planning
  - Government/community relations (includes partnership networking)
  - Public and legal notifications and coordination
  - Design of key messages, fact sheets, news releases, newsletters, brochures
GSA PRICE LIST
Labor Categories Pricing
Contract Number 47QRAA18D008H

<table>
<thead>
<tr>
<th>Item</th>
<th>SIN</th>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>541611</td>
<td>Facilitator</td>
<td>Customer facility</td>
<td>$94.21</td>
</tr>
<tr>
<td></td>
<td>541620</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>541611</td>
<td>Project Manager</td>
<td>Contractor and Customer facility</td>
<td>$80.60</td>
</tr>
<tr>
<td></td>
<td>541620</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>541620</td>
<td>Environmental Planner</td>
<td>Contractor and Customer facility</td>
<td>$80.60</td>
</tr>
</tbody>
</table>

All rates stated above include the 0.75% IFF.

**Payment Address:**
K J Peterson Consulting
45120 HWY 79 South, No. 717
Aguanga, CA 92536

**Note:**
Payment by credit card is available; Government Purchase Cards are accepted.
LABOR CATEGORY DESCRIPTIONS

Facilitator: Provides leadership in client meetings, briefings, and forums to facilitate the exchange of ideas and concepts. Provides neutral facilitation and conflict resolution support services for client projects and programs involving project teams, multiple stakeholder groups and/or the public; meetings may involve varying degrees of policy, political, and stakeholder complexity or controversy. Supports logistical planning and preparation for meetings and workshops, including stakeholder analysis, desired outcomes, and agenda design. Prepares for and provides working group, break-out session and/or advisory board facilitation. Provides information, insights and/or collaborative support that contribute to the development of agreements and/or understanding of the parties within the organization(s). Supports the development and presentation of data or information. Conducts and completes follow-up assignments as appropriate for complex facilitation, mediation, and conflict management efforts. Provides online meeting and teleconference services for remote meeting participants.

For environmental programs/projects, helps agency clients in sorting through complex pieces of the NEPA process, usually in the context of meetings, workshops or other face-to-face communications. Often serves as a neutral party in a multi-agency meeting or set of meetings. Conducts agency meetings on a variety of topics, helps agencies determine the “scope” pieces of NEPA, such as objectives, planning issues, purpose, need, and alternatives; helps plan and conduct public involvement sessions, such as pre-scoping, scoping and hearings on draft documents.

Education and Experience: Bachelor’s degree and 10 years’ experience or equivalent. For environmental programs/projects, a bachelor’s degree in areas such as public policy, engineering, social sciences, physical sciences, biological sciences or related disciplines is recommended.

Experience includes: Extensive experience in mediation, consensus building, conflict resolution, and partnership coordination. Proven history in public affairs with controversial and politically charged projects and subjects.

Project Manager: Responsible for managing or supervising the implementation of a specific project or projects. Plans, coordinates, and manages the actions taken by an organization to execute a specific task/objective. Integrates all functions and activities necessary to perform the project/program to meet client requirements including planning, coordination, oversight and execution. 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, and staff direction and oversight. Manages the project budget and all financials, tracks consulting time and expenses, prepares all client billings, monitors profitability, and reconciles project budgets. Maintains and manages the client interface at the Contracting Officer’s Technical Representative (COTR) levels of the client organization. Interfaces with task and functional leaders, subcontractors, support personnel, and client.

Education and Experience: Bachelor's degree and 10 years’ experience or equivalent.
Experience includes: A combination of operations, logistics, technical, or administrative responsibilities. Must have demonstrated the ability to independently manage several moderate programs or one large and complex program with knowledge of the organization, direction, and requirements of the contract effort. Has demonstrated skills in the scope of work encompassed by the task order. For environmental programs/projects, this position requires unique skills and experience in managing the NEPA process and in conflict resolution; experience in leading an interdisciplinary team through the analysis process of NEPA; proven track record in public affairs with controversial and politically charged projects and subjects; and experience in mediation, consensus building, conflict resolution, and partnership coordination.

Environmental Planner: Provides environmental planning, policy, technical, regulatory, and information management support for the development, execution, and evaluation of environmental programs, projects, and systems. Typical activities include but are not limited to conducting analysis as required by the National Environmental Policy Act (NEPA) and other environmental management legislation; reviewing plans and reports; conducting planning and compliance activities; supporting technical and public outreach meetings; supporting policy development; conducting regulatory reviews, compliance audits, and permit development and reviews; preparing and delivering facilitation/partnering services; and developing and maintaining records centers or information systems and repositories.

Education and Experience: Bachelor's degree in areas such as public policy, engineering, social sciences, physical sciences, biological sciences or related disciplines and 5 years of relevant work experience, including experience in environmental management/impact analysis.

Experience includes: This position requires unique skills and experience in conducting analysis as required in the NEPA process. Typical backgrounds include but are not limited to environmental policy/studies, environmental management, natural resource management, and geography. May have project management background.

EXPERIENCE AND DEGREE SUBSTITUTIONS

Education and experience may be substituted for each other. One year of relevant experience may be substituted for one year of education and vice versa. In addition, certifications, professional licenses, and vocational technical training may be substituted for experience and/or education.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors</td>
<td>Associates degree plus two years relevant experience, or</td>
</tr>
<tr>
<td></td>
<td>four years relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors plus two years relevant experience, or</td>
</tr>
<tr>
<td></td>
<td>Associates plus four years relevant experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Masters plus two years relevant experience</td>
</tr>
</tbody>
</table>
SERVICE CONTRACT LABOR STANDARDS (SCLS)

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to Multiple Award Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.