



KAPUR ENERGY ENVIRONMENT ECONOMICS, LLC

SCHEDULE TITLE: Multiple Award Schedule (MAS)

CONTRACT NUMBER: 47QSHA20D000W

CONTRACT PERIOD: December 10, 2019 – December 9, 2024

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

CONTRACTOR: Kapur Energy Environment Economics, LLC
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Charlottesville, VA 22911
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Fax: 434-227-4919
Email: kbk@kkapur.com

CONTRACTOR WEB SITE: <https://keeeconsult.com/gsa-fss/>

CONTRACTOR'S ADMINISTRATION SOURCE: Kajal Kapur, PhD, Principal
(Same as above)

BUSINESS SIZE: Small

SOCIOECONOMIC INDICATORS: Woman Owned Small Business (WOSB)
Small Disadvantaged Business (SDB)



CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

Large Category	Subcategory	SIN	SIN Title	SIN DESCRIPTION
Facilities	Facilities Services	541690E	Energy Consulting Services	Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514.
Professional Services	Technical and Engineering Services (non-IT)	541690	Integrated Logistics Support	Services include providing advice and assistance to businesses and other organizations on scientific and technical issues (except environmental).
Professional Services	Business Administrative Services	541611	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services	<p>Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.</p> <p>Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award.</p> <p>Personal services as defined in FAR 37.104 are prohibited.</p>
Professional Services	Environmental Services	541620	Environmental Consulting Services	Services include providing advice and assistance to businesses and other



				organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials; Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans. This includes identifying problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. multi disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, ecological restoration, and environmental law such as Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA).
Miscellaneous	Complimentary SINS	OLM	Order-Level Materials	OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA.

SIN(s) Awarded	Labor Category or Job Title/Task	Price Offered to GSA (including IFF) in year 1	Price Offered to GSA (including IFF) in year 2	Price Offered to GSA (including IFF) in year 3	Price Offered to GSA (including IFF) in year 4	Price Offered to GSA (including IFF) in year 5
541690E, 541690, 541611, 541620, OLM	Principal	\$191.44	\$197.18	\$203.10	\$209.19	\$215.46
541690E, 541690, 541611, 541620,	Project Manager	\$130.98	\$134.91	\$138.96	\$143.13	\$147.42



OLM						
541690E, 541690, 541611, 541620, OLM	Professional 4 (P-4)	\$136.02	\$140.10	\$144.30	\$148.63	\$153.09
541690E, 541690, 541611, 541620, OLM	Professional 3 (P-3)	\$76.57	\$78.87	\$81.24	\$83.67	\$86.18
541690E, 541690, 541611, 541620, OLM	Professional 2 (P-2)	\$57.43	\$59.16	\$60.93	\$62.76	\$64.64
541690E, 541690, 541611, 541620, OLM	Professional 1 (P-1)	\$44.33	\$45.66	\$47.03	\$48.44	\$49.90
541690E, 541690, 541611, 541620, OLM	Administrative Assistant**	\$42.32	\$43.59	\$44.89	\$46.24	\$47.63

Notes:

Labor rates for future years are inflated by 3% per year.

OLM pricing is not established at the Schedule contract or BPA level, but at the order level.

Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

1b. LOWEST PRICED MODEL NUMBER AND UNIT PRICE FOR EACH SIN:
(Government net price based on a unit of one) N/A

1c. LABOR CATEGORY DESCRIPTION:

Job Titles	Labor Category Description (including education, qualifications, and certifications)
Principal	Ph.D. degree or equivalent and 10 years or more experience. Able to supervise complex analyses. Conducts research and analysis and develops large reports with short delivery timelines. Supervises research analysts and is experienced in policy issues. Plans, conducts and supervises projects of major significance, necessitating deep knowledge of the field and employs novel approaches. Operates with wide latitude for making project decisions.



Project Manager	Master's Degree or equivalent and 10 years or more experience. Experience with managing small and large-scale projects for government and industry clients. Capable of examining current operations of contractors, specifically examining their business processes, policies and procedures, quality assurance programs, records management, and contract management. Familiar with government regulations, contract management, invoicing and reporting, and has excellent writing and presentation skills. Certified in purchasing, data processing, and inventory and production control.
Professional 4 (P-4)	Master's Degree or equivalent and 6-10 years' experience. Capable of performing complex research and developing energy analyses under the supervision of the project leader. Capable of performing sophisticated analyses and developing models using software programs. Directs junior analysts, reviews progress and evaluates results; makes changes in data collection methods and analyses where necessary. Operates with some latitude for making these changes.
Professional 3 (P-3)	B.A. or B.S. Degree or equivalent and 3-8 years' experience. Experienced in energy technologies and able to carry out work assignments under supervision of a senior or project leader. Able to follow technical guidance in assignments, research and compile applicable data and coordinate the activities of junior analysts.
Professional 2 (P-2)	B.A. or B.S. Degree or equivalent and 3-5 years of experience. Capable of synthesizing large, complex technical reports using Microsoft Office programs. Understanding of technical research concepts and able to combine analyses performed by different researchers into a final finished product such as a text or data report.
Professional 1 (P-1)	B.A. or B.S. Degree or equivalent and 0-3 years of experience. Able to research energy related issues and data for analyses. Capable of performing analyses and developing models using software programs.
Administrative Assistant	B.S. Degree or equivalent or high school diploma with 2-3 years of experience in the field or related area. Able to perform a variety of administrative functions and reports to a supervisor or manager. Skilled at monitoring, compiling and reporting project hours and costs. Able to generate reports, monitor invoices and expense calculations. Familiar with standard concepts and procedures for tracking project expenses, both labor and non-labor.

Note:

A year of experience can be substituted for a year of education and vice versa.

2. **MAXIMUM ORDER:** \$1,000,000
3. **MINIMUM ORDER:** \$100.00
4. **GEOGRAPHIC COVERAGE:** Worldwide
5. **POINT(S) OF PRODUCTION:** 1 Steubin Lane, Charlottesville, VA 22911
200 Water Street E, Unit C-16, Charlottesville, VA 22902 (Physical)
312 E Water St., Charlottesville, VA 22902 (Mailing)
6. **DISCOUNT FROM LIST PRICES:** Basic discount range of 1.10%-4.04% from the awarded commercial price list. For calculation of the GSA Schedule Price (price paid by customers ordering from the GSA Schedule, and the price to be loaded into GSA Advantage), deduct the appropriate basic discount from the list price and add the prevailing IFF rate to the negotiated discounted price (Net GSA



price). The current IFF is .75% and the price paid by customers should be calculated as follows: Negotiated price divided by (1 minus .0075) which equates to Negotiated price divided by 0.9925. Example: (\$100,000 / 0.9925) = \$100,755.67

7. **QUANTITY DISCOUNT(S):** 5% for orders of \$500,000 or more.
8. **PROMPT PAYMENT TERMS:** 0.5% 15 days, Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9.a **NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD:** Government Purchase Cards are accepted by the Contractor at or below the micro-purchase threshold.
- 9.b **NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD:** Government Purchase Cards are accepted by the Contractor above the micro-purchase threshold. Contact Contractor for limit.
10. **FOREIGN ITEMS:** N/A
- 11.a. **TIME OF DELIVERY:** N/A
- 11.b. **EXPEDITED DELIVERY:** N/A
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11.d. **URGENT REQUIREMENTS:** Customers are encouraged to contact the Contractor for the purpose of requesting accelerated delivery.
12. **F.O.B POINT:** N/A
- 13.a. **ORDERING ADDRESS(ES):** 1 Steubin Lane, Charlottesville, VA 22911
- 13.b. **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.
14. **PAYMENT ADDRESS:** 1 Steubin Lane Charlottesville, VA 22911
15. **WARRANTY PROVISION:** See Contract File.
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** Government Purchase Cards are accepted by the Contractor above the micro-purchase threshold for the negotiated prices under the awarded SINs.



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 AVAILABLE):** 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. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **SECTION 508 COMPLIANCE FOR EIT:** Section 508 compliance information is available at <https://keeeconsult.com/gsa-fss/>
25. **DUNS NUMBER:** 166065545
26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:** Contractor has an Active Registration in the SAM database.



KEEE UNIQUE QUALIFICATIONS AND EXPERIENCE

We are uniquely qualified in our areas of expertise – energy consulting services, business advisory services, environmental consulting services, scientific and technical assistance for the following reasons:

1. We have experience providing energy consulting services to federal agencies such as the United States Department of Army, Army National Guard (ARNG), United States Department of Agriculture (USDA), United States Trade and Development Agency (USTDA), Environmental Protection Agency (EPA) & Department of Interior (DOI); state agencies such as Consumer Counselor and Attorney General offices; local institutions such as counties and cities. We have performed international work related to countries such as Kenya, Japan and South Korea. This gives us a unique perspective and understanding of what providing energy services at different levels entails.
2. We consult on a wide range of energy and environment related topics including energy conservation, water conservation, renewable energy, sustainability, energy audit, water audit, utility bill audit, energy pricing, measurement & verification (M&V) of energy savings and water savings, utility rate, air pollution, Clean Air Act (CAA) compliance, other environmental compliance and energy efficiency.
3. We develop Sustainability and Climate Plans, provide a road map for implementation and track the progress of these plans. As part of the planning process, we identify focus areas and facilitate stakeholder processes to engage stakeholders. We generate sustainability goals, objectives, initiatives and metrics and develop a Strategic Sustainability Plan (SSP) based on stakeholder input. We help our clients achieve their Net Zero Energy and Water goals.
4. We provide direct on-site professional support personnel to work with the Logistics, Installations and Environmental Divisions of federal agencies. Our on-site support personnel have the background, knowledge and experience to recommend energy & water conservation options; land & waste management practices and materials procurement techniques. They are capable of engaging in strategic communications related to these recommendations within and outside the agencies. They are experienced in managing the monitoring, tracking and reporting of energy, water and wastewater consumption to energy, water, and waste databases, such as AEWRS and SWARWeb.
5. We have provided technical assistance, environmental assistance and business advisory services to RTI International on EPA's Economic Analyses and Control Strategy Development for Air Pollution Control Regulations (such as related to NESHAP and MACT) project since 2011. The project scope of work includes providing economic and regulatory analyses; developing industry profiles; modeling and programming capabilities; docket, comment, workshop and hearing support; performing research studies and developing research reports.
6. We estimate the economic impact of entities and regulations. In the past we estimated the economic impact of DOE's Nevada National Security Site (NNSS), the economic impact of NASA Langley Research Center (LaRC) and Wallops



Flight Facility (WFF), the economic impact of Paul D. Camp Community College (PDCCC) and the economic impact of air pollution control regulations for EPA.

7. We create policies for our clients by reviewing existing policies and programs if any and incorporating elements of these programs to develop updated/new policies. We also study the economic and regulatory impacts of a policy.
8. We conduct feasibility studies to estimate the benefits and determine the viability of energy efficiency programs, renewable energy, distributed power options and innovative clean energy technologies. We examine the funding and financing available for these programs including loans, rebates, grants, incentives, Energy Savings Performance Contracts (ESPC) and Utility Energy Service Contracts (UESC).
9. We provide training on energy and environmental issues through on-site, off-site courses and webinars for Energy Managers, Facility Managers and other personnel. We provide support for water and energy conservation outreach through on-site and off-site activities. We present written and oral testimony on energy and environment issues.
10. We help businesses and organizations develop organizational engagement plans through internal training strategies for management and personnel. The purpose of these strategies is to increase awareness and train personnel for implementation of new policies & procedures.
11. Our projects are performed under the guidance of a Ph.D. economist with broad expertise in the energy sector; knowledge of economic, policy, regulatory, environmental and sustainability issues and experience providing scientific and technical assistance.
12. Our Support Team includes analysts with diverse backgrounds in economics, engineering, science and sustainability and experience in policy issues. Depending on the needs of an energy project we can assemble a team at short notice that includes Economists, Professional Engineers (P.E.), Certified Energy Managers (CEM) and LEED Accredited Professionals, with experience in several states.
13. We bring an economics perspective to the services we provide, so they are not just technically feasible solutions but also economically optimal in terms of how they affect the bottom line of our clients.
14. We are problem solvers with a human element. For our analyses, we rely more on human analysis versus just running data through a software program.
15. We are capable of performing well on small and large, multi-year, IDIQ contracts. We can conduct large and complex analyses in a short turnaround timeframe.