



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

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! is: <http://www.gsaadvantage.gov/>

Consolidated Schedule
(formerly Corporate Contracts Schedule)

Federal Supply Schedule:

C R499 Other Professional Services
C R408 Program Management/Support Services
C F999 Environmental Services

Contract Number: GS-00F-0008V

Contract Period: August 26, 2009 to August 25, 2014

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Contract Administration:

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Business Size: Small, Woman Owned

Prices Shown Herein Are Net (discount deducted)



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

Table of Contents

Customer Information	3
Who We Are	5
Our Services	5
CR 499 Other Professional Services and CR 408 - Program Management/Support Services	5
874-1 Consulting Services	6
874-2 Facilitation Services	6
874-3 Survey Services	7
874-7 Program Management/Support Services.....	8
C F999 - Environmental Services	8
899-1: Environmental Consulting Services.....	8
Environmental Compliance Services.....	9
Waste Management Services.....	10
Remote Advisory Services	11
Contract Labor Hour Rates	12
Labor Descriptions	14



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

CUSTOMER INFORMATION

- 1a. **Awarded Special Item Numbers (SINs):**
- C R408
874-7 Program Management/Support Services
 - C R499
874-1 Consulting Services
874-2 Facilitation Services
874-3 Survey Services
 - C F999
899-1 Environmental Consulting Services
- 1b. **Lowest Price Model Number and Lowest Unit Price:** Not Applicable
- 1c. **Description of Commercial Job Titles Corresponding to Hourly Rates:** See Labor Category Descriptions at the end of this brochure.
2. **Maximum Order:** SIN C R499 and C R408 - \$1,000,000.00 SIN C F999 - \$5,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage:** Domestic only
5. **Points of Production:** Fairfax, VA
6. **Discount from List Prices or Statement of Net Price:** Government net prices (discounts already deducted). See list of prices below
7. **Quantity Discounts:** None offered
8. **Prompt Payment Terms:** Net 30 Days
- 9a. **Government Credit Card At or Below Micro-purchase Threshold:** PNG will accept the government credit card at or below the micro-purchase threshold
- 9b. **Government Credit Card Above Micro-purchase Threshold:** PNG will not accept the government credit card above the micro-purchase threshold
10. **Foreign Items:** None
- 11a. **Time of Delivery:** Specified on each Task Order
- 11b. **Expedited Delivery:** N/A
- 11c. **Overnight and 2-Day Delivery:** N/A
- 11d. **Urgent Requirements:** Contact PNG



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

12. **F. O. B. Point(s):** Destination
13. **Ordering Address:**
Mr. Jonathan Gledhill, GSA FSS Contract Administrator
Policy Navigation Group, LLC
9010 Linda Maria Court
Fairfax, VA 22031
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment Address:**
Policy Navigation Group, LLC
9010 Linda Maria Court
Fairfax, VA 22031
15. **Warranty Provision:** PNG's standard commercial warranty
16. **Export Packing Charges:** Not Applicable
17. **Terms and Conditions of Government Purchase Card:** Government credit card is accepted at all dollar levels
18. **Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable
19. **Terms and Conditions of Installation:** Not Applicable
20. **Terms and Conditions of Repair Parts:** Not Applicable
- 20a. **Terms and Conditions of Other Services:** Not Applicable
21. **List of Service and Distribution Points:** Not Applicable
22. **List of Participating Dealers:** Not Applicable
23. **Preventative Maintenance:** Not Applicable
- 24a. **Environmental Attributes:** Not Applicable
- 24b. **Section 508 Compliance Information:** PNG is Section 508 compliant on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at www.Section508.gov/
25. **Data Universal Number Systems (DUNS) Number:** 162290832
26. **Central Contractor Registration:** PNG is registered in the Central Contractor Registration database



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

WHO WE ARE

We help agency managers comply with and understand the Executive Office of the President requirements, notably the Office of Management and Budget (OMB). Policy Navigation Group (www.policynavigation.com) assists organizations in navigating through the complex system of policies and procedures to help them achieve their missions. Federal agencies have recognized our flexibility to craft policy analyses on a wide range of programs including gaming machines, scientific education programs, immigration regulations, and accessibility of playgrounds to children with disabilities. Agencies recognize our ability to provide high-quality advice and analysis on controversial subjects that will receive significant scrutiny.

Our associates - managers, economists, engineers, lawyers, senior policy analysts and skilled researchers - have extensive experience working with government clients. Our combined experience adds up to over 100 years working with OMB, the White House Office of Science and Technology Policy, U.S. Environmental Protection Agency, U.S. Department of Agriculture, and state legislative and regulatory agencies.

OUR SERVICES

[CR 499 Other Professional Services and CR 408 - Program Management/Support Services](#)

Policy Navigation Group offers strategic consulting to agencies to support their mission, specializing in strategic consulting when Office of Management and Budget (OMB) processes are used and OMB approval is required. The mission of Federal agencies is carried out through its budgetary spending, regulation, and policies for stakeholders. For major initiatives, agencies must seek the approval of OMB.

The PNG team serves as an experienced partner as agencies balance current requirements with new missions, policies, and performance metrics. Our services facilitate agencies' response to rapid and evolutionary changes and enable them to improve their mission performance.

As an example, every Administration has created its own process and performance measurement system for agencies. These performance measures are administered by OMB or another White House agency. As experts in the OMB process, PNG can offer agencies unique capabilities to measure and document performance.

PNG Associates specialize in complex and technical policy issues that straddle science, economics, technology, and policy. PNG offers:

- Support and guidance to fulfill OMB policy analysis requirements;
- Economic analyses of regulations and policy initiatives;
- Streamlined and accelerated Paperwork Reduction Act compliance;
- Program performance evaluations; and,



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

- Strategic consulting in navigating Executive Branch procedures.

Our specific offerings are discussed below.

874-1 Consulting Services

Our strategic consulting services are the following:

- Management and strategy consulting;
- Program planning and evaluation;
- Policy analyses, studies, and reports;
- Policy and regulatory development;
- Customized training in regulatory, performance, and budget processes.
- Performance measurement;
- Financial control monitoring and processes;
- Process optimization;
- Implementation planning;
- Modeling and simulation; and,
- Budget development and forecasting.

With our insight and strategic advice, Federal managers can avoid needless delays and miscommunication as they prepare draft budgets, regulations, policies, and program performance reviews. By investing in our strategic consulting in OMB review processes and procedures early in the process, managers ultimately can fulfill their mission and serve the public faster.

We are very familiar with the requirements imposed by the Data Quality Act, the Paperwork Reduction Act (PRA), and Office of Management and Budget (OMB) Circulars A-94, A-4, and other circulars and bulletins governing agency economic analysis. PNG personnel have reviewed hundreds of economic analyses and economic impact analyses and have crafted thousands of less burdensome policy alternatives during the regulatory review process.

Policy Navigation Group has a long history of creating benefit cost estimates and economic impact analyses with innovative techniques and measures.

874-2 Facilitation Services

Agency managers spend significant resources balancing the views and concerns of multiple stakeholders when drafting new policies, programs and regulations. We can help agencies coordinate their policy development and analysis requirements with other agencies. Draft policies, regulations, and mission changes might affect other agencies; we assist agencies to establish connections, to facilitate meetings, and to communicate with the appropriate organizations within the affected agencies. We offer agency managers a comprehensive



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

analysis of interagency impacts - including budget, mission, enforcement, Federalism, and legislative impacts.

PNG is familiar with the issues that usually arise while facilitating and managing complex projects, especially with stakeholders holding different points of view. We can help agencies build consensus and create solutions to common problems by defining the objectives of a project and by ensuring that all the parties understand the main issues involved. For this purpose, PNG can conduct background research, personal interviews, and set-up meetings for problem diagnosis. Then we can apply communication and engagement techniques and recommend options to overcome stakeholder differences. Through this process we can propose the agenda, suggest discussion rules to make the process more effective, organize brainstorming sessions, apply voting techniques, divide large teams in smaller groups/team-building, and suggest how stakeholders can reach an agreement or distill their differences.

874-3 Survey Services

Policy Navigation Group specializes in survey design and administration that must comply with the Paperwork Reduction Act (PRA). We offer agencies two areas of services: planning and conducting individual surveys and assistance managing and improving an agency PRA process and portfolio of data collection.

The PRA's requirements can erect obstacles for agencies as they try to collect data from the public to fulfill their mission. Often the PRA is the biggest constraint on agency and agency-sponsored data collection. PNG offers effective guidance and proven solutions to the following PRA compliance management issues:

- Expansive scope which presents hurdles for compliance throughout an agency;
- Its terms of art are arcane;
- The high volume of transactions is a constant management effort; and,
- Slow or delayed OMB approvals or reviews play havoc with agency schedules.

These features often chill agency scientists, researchers, and policy officials from submitting information collection requests (ICRs) and thus can hamper effective government effectiveness. Policy Navigation Group can assist agencies overcome these obstacles and accelerate its internal and external ICR approval process. As experts in the PRA by having reviewed thousands of agency ICRs, PNG can offer Federal agencies strategies and methodologies that streamline the PRA requirements and that accelerate OIRA approval of draft ICRs.

PNG advises agencies on strategies to maximize PRA compliance while minimizing administrative work. We can help agencies mine their existing inventory of approved ICR to identify and revise approved questions and methodologies to accelerate approval. For agencies with proposed study designs, we offer a rapid assessment to highlight potential concerns under the PRA and potential alternatives that might yield comparable data with less delay in the PRA clearance process. PNG can supplement an agencies current ICR management and streamline creating ICRs through standardized web-based templates for



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

agency scientists, researchers, and program managers. We can prepare supporting statements for information collection requests under the PRA.

874-7 Program Management/Support Services

PNG offers integrated project management services to agencies: from planning to execution, to project close out and evaluation. We ensure that cost, timing, and performance objectives are achieved. Because of our OMB expertise, PNG is fully knowledgeable of Federal legislation, regulations, and requirements. We have helped Federal agencies carry out and design draft regulations and policies from initial conception to final agency approval. We also have special skills in the fields of financial management and controls and can help agencies measure, manage, and benchmark their performance into terms and metrics familiar to the government. Our diverse team of senior policy analysts with OMB experience, managers, economists, engineers, lawyers and skilled researchers allow us to provide services that comprise all the areas of expertise needed for integration and project management.

Our experienced team of professionals serves as advisors, facilitators, and logistic specialists assisting our clients in achieving their management goals. We regularly consult with our clients and our team members on methods to improve our effectiveness. We provide team leaders management and communication tools in order to continually improve the management issues of our clients.

C F999 - Environmental Services

Policy Navigation Group can support agencies in meeting their environmental requirements. PNG can provide expert advice, assistance, guidance or counseling in support of agencies' environmental policies and environmental, consulting, and compliance needs. We have extensive experience interpreting regulations, analyzing the impact of environmental policies, and conducting cutting-edge risk assessment and economic impact analyses of environmental policies and regulation. Our specific services are discussed below.

899-1: Environmental Consulting Services

We have assembled a team of senior analysts with OMB experience, civil and environmental engineers, experienced project managers, skilled researchers, and legal experts. PNG has in-depth experience in managing and in carrying out large environmental planning and NEPA environmental impact and risk assessment projects. Policy Navigation Group's core services support the multiple roles Federal agencies have under environmental laws and regulation. Agencies must comply with both the same environmental regulations that govern private activities and the environmental requirements unique to public agencies (e.g., NEPA and Executive orders). In addition, agencies issue environmental regulations and policies as part of their missions as regulators, land managers, and promoters of public health. We can support agencies as they fulfill their responsibilities in all of these roles.

PNG can create economic analyses to estimate the combined effects of a state, Federal, and international regulation on Federal agencies' mission and budgets. We can apply complex macroeconomic models to estimate an agency's dynamic costs over time.



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

PNG has in-depth experience in managing and in carrying out multi-million dollar and long-duration environmental planning and risk assessment projects. These services support agency analysis requirements under NEPA, endangered species habitat assessments, and natural resource management plans.

PNG has experience in non-economic analyses also. PNG can devise and execute a strategic plan for addressing all regulatory issues and public environmental justice concerns. We can perform cultural risk assessments to comply with NEPA and other requirements.

PNG members can analyze data for economic analysis to support environmental regulation development under the terms of Executive orders for regulatory review, of the Small Business Regulatory Enforcement and Fairness Act, and the Unfunded Mandates Reform Act.

Environmental Compliance Services

Policy Navigation Group's environmental compliance services span the range of agency needs: strategic, forward-looking planning to anticipate future compliance challenges as well as immediate compliance needs such as permitting for existing operations. PNG provides comprehensive compliance management services so that agency managers maintain robust compliance as Federal, state and local requirements change.

Compliance Management and Planning. Agency environmental compliance managers confront numerous compliance challenges. The pace of global environmental regulations is accelerating. New regulations not only affect waste disposal, but also now encompass the use of and the environmental impact of products and services. At the same time, traditional regulation has been joined by indirect regulation, guidance, risk assessment, and press release - all of which affect an agency's mission and budget. Indirect regulation often applies to new "emerging chemical" issues - a contaminant has been detected in the environment, but its risks are as yet unknown. PNG can help senior agency managers assess the mission and financial impact of traditional and indirect regulation, systemically prioritize each new issue within a portfolio of emerging chemicals and environmental issues. Managers then can allocate resources to the greatest opportunities to protect human health and the environment and to reduce future compliance costs.

Managing energy use, enhancing energy efficiency, and reducing greenhouse gas emissions (GHG) will fundamentally alter environmental compliance strategies. Federal agencies will be expected to lead society in accounting for and reducing energy use and GHG emissions. Agencies can incorporate future inventory requirements, monitoring, and control opportunities into their current plans. Policy Navigation Group can assist agencies identify these opportunities and convert them into environmental and budgetary assets that can be used to lower agency compliance costs.

In addition, recent laws and changes in government accounting standards are requiring agencies to include the environmental impairment costs of their facilities in their financial statements. Agency managers now must track on-going environmental regulatory and legal changes as well as develop financial models to estimate their long-term environmental



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

liability and facility impairment costs. PNG can help agencies analyze their environmental liability in support of financial accounting standards.

Comprehensive compliance planning is one component of strategic environmental management. Organizations with superior environmental compliance institute continuous improvement processes such as environmental managements systems. We can provide guidance to agencies on how to establish and maintain sound environmental management systems, including specific ISO 14001 training and ISO 14001 readiness.

Permitting, Compliance Negotiation, and Documentation Services. We can provide the technical supporting information to demonstrate compliance for air, water, solid and hazardous waste, and cleanup permitting. Our technical core services are risk assessment support for the Resource Conservation and Recovery Act (RCRA) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) compliance and compliance modeling to support Clean Air Title V permitting. We also can provide the documentation of the economic, energy, and technology impacts for the National Emissions Standards for Hazardous Air Pollutants (NESHAP) comments.

- In addition to the technical supporting information, PNG members can assist agencies present their permitting and compliance information to Federal, state, and local regulators. We have prepared science, science policy, and general public policy issues for briefing papers for meetings with state and Federal regulatory officials in many states and almost all ERA regions.
- More significantly, PNG can assist agencies with seemingly intractable legal and technical environmental compliance problems. PNG can assist agencies negotiate cost-effective cleanup agreements and community acceptance where there is multi-stakeholder interest from EPA, community leaders, and elected officials.

We also fashion streamlined review at sites with oversight from multiple Federal agencies, including EPA's Clean Air Act, Superfund, RCRA programs, the U.S. Fish and Wildlife Service, the National Oceanic and Atmospheric Administration, and the U.S. Army Corps of Engineers. By advocating simultaneous review of key documents, we accelerate review and avoid multiple rounds of review.

Waste Management Services

While not a full-service remediation contractor, Policy Navigation Group can provide targeted, high-value services agency environmental managers. PNG specializes in helping managers create or manage change in waste management projects. Our core services are assisting negotiations over site cleanup issues, winning approval of innovative technologies, and conducting innovative risk and exposure assessments to tailor remedial action to actual site risk.

Negotiation Assistance. We can aid in the negotiation of the scope of RCRA corrective action and CERCLA site investigation site risk assessments and other remedy phases. We also can



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

assist develop agencies' compliance solutions and supplemental environmental projects acceptable to state, EPA Regional, and headquarters officials.

Innovative Risk Assessments. We can conduct risk assessments to illustrate how estimated human health risk from an agency's facilities will change under new or draft toxicity values. We can conduct multi-media risk assessments suitable for use in future environmental regulatory development.

Remote Advisory Services

Policy Navigation Group offers Federal agencies our experience with state, Federal, and international environmental regulation. As experts in reviewing and analyzing regulation, our core services include offering advice and assistance with environmental regulations and policies at the state, Federal, and international level. We offer both short-term, rapid advice to respond to spills and releases as well as longer-term assessments compliance for major initiatives.

Our in-depth experience stems from years of reviewing and applying environmental regulation at the national and site-specific level. Three members of the PNG project team served in OMB Natural Resources Branch, the branch that reviews the major regulatory agencies of the Federal government. From OMB, our team has extensive knowledge of the Clean Air Act (CAA), the Resource Conservation and Recovery Act (RCRA), the Clean Water Act (CWA), the Food Quality Protection Act (FQPA) and certain Department of Energy (DOE) policies, programs, and initiatives. PNG members also had oversight of the Department of Energy, Federal Energy Regulatory Commission, and the Nuclear Regulatory Commission's regulatory programs.

Our specialties include air toxics, mobile sources, air permitting, acid rain, hazardous and solid waste, and the Toxic Release Inventory. PNG has extensive knowledge of the Clean Air Act. PNG members had responsibility for oversight of EPA's implementation of Titles II - mobile sources, III - air toxics, IV - acid rain, and V - permitting, of the 1990 Clean Air Act Amendments of 1990.



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

CONTRACT LABOR HOUR RATES

Below is PNG's GSA Approved Pricing for our Special Item Numbers (SINs) C R499, C R408 and C F999. The labor rates presented in the tables below are applicable to each of the Sub SINs for which we are approved under this Federal Supply Schedule (C R499: 874-1 through 874-3 and 874-7; and C F999: 899-1). Our rates are provided for each of the five contract years, starting August 26, 2009 - August 25, 2014.

**Mission Oriented Business Integrated Services (MOBIS)
Consolidated Contract SIN C R499, C R408:
Other Professional Services and Program Management/Support Services**

Consolidated Contract SIN	Skill Category	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
C R499, C R408	Principal Consultant	\$/hour	\$277.68	\$287.12	\$296.88	\$306.98	\$317.41
C R499, C R408	Senior Regulatory Specialist	\$/hour	\$210.84	\$218.01	\$225.42	\$233.09	\$241.01
C R499, C R408	Senior Legal Specialist	\$/hour	\$198.50	\$205.25	\$212.23	\$219.44	\$226.90
C R499, C R408	Project Manager	\$/hour	\$126.16	\$130.45	\$134.88	\$139.47	\$144.21
C R499, C R408	Economist	\$/hour	\$153.35	\$158.56	\$163.96	\$169.53	\$175.29
C R499, C R408	Analyst	\$/hour	\$118.78	\$122.82	\$126.99	\$131.31	\$135.78
C R499, C R408	Senior Researcher	\$/hour	\$75.60	\$78.17	\$80.83	\$83.58	\$86.42
C R499, C R408	Research Associate II	\$/hour	\$71.25	\$73.67	\$76.18	\$78.77	\$81.45
C R499, C R408	Research Associate I	\$/hour	\$56.13	\$58.04	\$60.01	\$62.05	\$64.16
C R499, C R408	Administrative Support II	\$/hour	\$74.57	\$77.11	\$79.73	\$82.44	\$85.24
C R499, C R408	Administrative Support I	\$/hour	\$60.73	\$62.79	\$64.93	\$67.14	\$69.42



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

**Environmental Services
Consolidated Contract SIN C F999**

Consolidated Contract SIN	Skill Category	Unit of Issue	Year 1	Year 2	Year 3	Year 4	Year 5
C F999	Principal Consultant	\$/hour	\$277.68	\$287.12	\$296.88	\$306.98	\$317.41
C F999	Senior Regulatory Specialist	\$/hour	\$210.84	\$218.01	\$225.42	\$233.09	\$241.01
C F999	Senior Legal Specialist	\$/hour	\$198.50	\$205.25	\$212.23	\$219.44	\$226.90
C F999	Project Manager	\$/hour	\$126.16	\$130.45	\$134.88	\$139.47	\$144.21
C F999	Engineer II	\$/hour	\$184.18	\$190.44	\$196.92	\$203.61	\$210.54
C F999	Engineer I	\$/hour	\$147.37	\$152.38	\$157.56	\$162.92	\$168.46
C F999	Senior Researcher	\$/hour	\$75.60	\$78.17	\$80.83	\$83.58	\$86.42
C F999	Research Associate II	\$/hour	\$71.25	\$73.67	\$76.18	\$78.77	\$81.45
C F999	Research Associate I	\$/hour	\$56.13	\$58.04	\$60.01	\$62.05	\$64.16
C F999	Administrative Support II	\$/hour	\$74.57	\$77.11	\$79.73	\$82.44	\$85.24
C F999	Administrative Support I	\$/hour	\$60.73	\$62.79	\$64.93	\$67.14	\$69.42

- Year 1: August 26, 2009 - August 25, 2010
- Year 2: August 26, 2010 - August 25, 2011
- Year 3: August 26, 2011 - August 25, 2012
- Year 4: August 26, 2012 - August 25, 2013
- Year 5: August 26, 2013 - August 25, 2014



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

LABOR DESCRIPTIONS

Principal Consultant

Duties and Skills:

- Overall management of day-to-day operations of company
- Oversees subordinates, supervisors and Project Managers
- Makes authoritative corporate decisions
- Negotiates critical issues with top level employees and other companies
- Negotiates terms of contracts and ensures customer satisfaction
- Meets with appropriate Government management personnel, other contractor managers, and client agency representatives

Minimum Requirements:

This labor category requires that the individual have at least five (5) years work experience providing executive level oversight to multiple government delivery orders and at least fifteen (15) years experience providing regulatory, advocacy, or management consulting. The individual must also have at least a Bachelors degree in the profession or a related discipline and a Masters degree of J.D., or Ph.D. in public policy, political science, law, or economics.

Senior Regulatory Specialist

Duties and Skills:

- Recognized in the specific subject matter and has thorough knowledge, formal training, and high level of experience in applying specific subject matter
- Works within broad objectives, with considerable latitude for interpreting specific task requirements and for selecting the methodology to be used for achieving expected results
- Applies leadership responsibilities such as establishing priorities, interpreting conflicting data, and redirecting efforts with little forewarning
- Assists Principals in contact with customer personnel in completing assignments and resolving problems
- Provides specific and authoritative budget, policy analysis, regulatory and government experience and expertise to clients
- Leads development of budgetary, policy, cost-benefit, and statistical analyses for contract needs



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

Minimum Requirements:

This labor category requires at least five (5) years of experience providing advocacy or regulatory analysis to Federal, state, local agencies, and private organizations.

This individual must also have a Bachelors degree and either a Masters degree or a Ph.D. in political science, public policy, economics, or another related discipline. Specialized training and work experience in a specific field related to the contract is expected and necessary.

Senior Legal Specialist

Duties and Skills:

- Conducts legal research and analyses, prepares legal memoranda, and provides legal opinions on issues relevant to client projects
- Confirms that policy positions and strategies adopted are legally tenable and have a legal basis of support
- Monitors and analyzes Federal and state policy and regulatory activity
- Identifies and communicates with clients on relevant regulatory and congressional initiatives.
- Interfaces with Federal agencies and with Congress on topics relating to client business concerns
- Oversees the completion of projects including planning, assigning, monitoring, reviewing progress and accuracy of work, evaluating results, etc
- Studies Constitution, statues, decisions, and ordinances of quasi-judicial bodies. Gathers evidence and information for management decision making

Minimum Requirements:

This labor category requires an attorney with at least eight (8) to twelve (12) years experience with advocacy, regulatory, or legal issues, completion of a Bachelors degree, law school with an LLB degree or JD degree.

Project Manager

Duties and Skills:

- Supervises, coordinates, and provides direction to Senior Researchers, Researchers, and Assistant Researchers
- Consults with the Principals and Senior Regulatory Specialists concerning the performance of the project
- Estimates personnel needs and schedules, designs processes to order the tasks efficiently, and assigns tasks to meet completion dates
- Responsible for management of key project components

- Discusses project accomplishments with customers and establishes deadlines, expectations, and fulfills short term customer requirements

Minimum Requirements:

This labor category requires at least three to five (3-5) years of relevant research and analysis experience for Federal, state, local agencies, and private organizations with at least three (3) years of supervisory or other project management and organization experience. This individual must also have a Bachelors degree and a Masters degree in management, operations research, political science, public policy, economics, or another related discipline. Specialized training and work experience in a specific field related to the contract is expected and necessary.

Economist

Duties and Skills:

- Recognized in the specific subject matter and has thorough knowledge, formal training, and high level of experience in applying specific subject matter
- Works within broad objectives, with considerable latitude for interpreting specific task requirements and for selecting the methodology to be used for achieving expected results
- Applies leadership responsibilities such as establishing priorities, interpreting conflicting data, and redirecting efforts with little forewarning
- Assists Principals and Project Manager in contact with customer personnel in completing assignments and resolving problems
- Provides specific and authoritative budget, policy analysis, regulatory and government experience and expertise to clients
- Leads development of budgetary, policy, cost-benefit, and statistical analyses for contract needs

Minimum Requirements:

This labor category requires at least seven to ten (7-10) years of experience providing economic analyses for Federal, state, local agencies, and private organizations.

This individual must also have a Bachelors degree and either a Masters degree or a Ph.D. in political science, public policy, economics, or another related discipline. Specialized training and work experience in a specific field related to the contract is expected and necessary.

Engineer II

Duties and Skills:

- Under general supervision of Principles or Project Manager, plans, conducts, and supervises assignments normally involving smaller projects

- Estimates and schedules work to meet completion dates
- Directs assistants, reviews progress and evaluates results, makes changes in methods, design, or equipment where necessary
- Operates with significant latitude for independent action or decision
- Fully capable of interpreting, organizing, and executing projects in their discipline. Applies intensive and diverse knowledge to problems and makes independent decisions
- Has an appreciation and understanding of engineering and client's issues associated with a project

Minimum Requirements:

Must possess a BS/BA Degree and Masters Degree in Environmental Engineering, Bio-Environmental Engineering, Chemical Engineering, Material Engineering, Industrial Engineering, Civil Engineering, Geological Engineering, Chemistry, or related science or equivalent work.

Engineer I

Duties and Skills:

- Works under the supervision of Engineer II and senior or mid-level technical staff
- Gathers and correlates basic data and performs routine analyses
- Completes well-defined tasks in quality manner
- Performs entry level or development level assignments in the specialty area, i.e., assignments, which have clearly specific objectives
- Limited exercise of judgment required on details of work
- May also assist in preparing budgets, schedules, and project program reports
- 0-2 years experience

Minimum Requirements:

Must possess a Bachelors degree in engineering, science, or a related discipline such as Environmental Engineering, Bio-Environmental Engineering, Chemical Engineering, Material Engineering, Industrial Engineering, or Civil Engineering. Must also have some work experience or some graduate study completed in one of these areas.

Analyst

Duties and Skills:

- Has thorough knowledge, formal training, and high level of experience in applying specific subject matter

- Works within general guidelines and with considerable latitude for interpreting specific task requirements and for selecting the methodology to be used for achieving expected results
- Provides budget, policy analysis, regulatory and government experience and expertise to clients
- Performs budgetary, policy, cost benefit, and statistical analyses for contract needs

Minimum Requirements:

This labor category requires at least three to seven (3-7) years of experience providing complex financial and economic analyses for Federal, state, local agencies, and private organizations. This individual must also have a Bachelors degree and either a Masters degree or a Ph.D. in political science, public policy, economics, or another related discipline. Specialized training and work experience in a specific field related to the contract is expected and necessary.

Senior Researcher

Duties and Skills:

- Compiles research and prepare briefing memos on assigned topics
- Provides qualitative and quantitative research support, such as data collection, reduction, and analysis, preparation of draft documents and presentations, and other research support as needed
- Assists Project Manager and analysts in preparing budget, policy, economic, or regulatory analyses
- Works at the direction of the Project Manager

Minimum Requirements:

This labor category requires that the individual have at least three to four (3-4) years of research experience including some advanced data analysis for Federal, state, local agencies, and private organizations.

This individual must also have at least a Bachelors degree and have, or be working to, a Masters degree in political science, public policy, economics or another related discipline. Specialized training and work experience in a specific field related to the contract is expected and necessary.

Research Associate II

Duties and Skills:

- Compiles research and prepare briefing memos on assigned topics

- Provides qualitative and quantitative research support, such as data collection, reduction, and analysis, preparation of draft documents and presentations, and other research support as needed
- Assists consultants and analysts in preparing budget, policy, economic, or regulatory analyses
- Works at the direction of the Project Manager

Minimum Requirements:

This labor category requires that the individual have at least one to two (1-2) years of research experience including some advanced data analysis.

This individual must also have at least a Bachelors degree in political science, public policy, economics or another related discipline.

Research Associate I

Duties and Skills:

- Works under the close general supervision of the Project Manager or more experienced research or administrative staff
- Compiles research and prepare briefing memos on assigned topics
- Provides qualitative and quantitative research support, such as data collection, reduction, and analysis, preparation of draft documents and presentations, and other research support as needed

Minimum Requirements:

This labor requires up to a year (1) of experience.

This individual must also have a Bachelors degree, or be in the process of earning a Bachelors degree, in political science, public policy, economics, or a related discipline.

Administrative Support II

Duties and Skills:

- Manages significant administrative detail for complex projects
- Supports program management staff in the preparation of deliverables, internal reports, and briefings associated with the project being supported
- Supervises document production and control, record maintenance and retrieval, and office management
- Provides editorial support, including high level formatting, proofing, documents/project reports/presentations
- Processes phone/email inquiries as needed



GSA Consolidated Schedule
Contract Number: GS-00F-0008V

- Works at the direction of the Project Manager
- May supervise Administrative Support I

Minimum Requirements:

This labor category requires that the individual have at least six years of general office experience.

Administrative Support I

Duties and Skills:

- Performs data entry, word processing, document storage, and retrieval
- Processes phone/email inquiries as needed
- Provides support to Administrative Support II to prepare deliverables, internal reports, and briefings
- Works closely with Administrative Support II, and the Project Manager

Minimum Requirements:

This labor category requires up to two years (2) of experience and a HS diploma.