



General Services Administration The Professional Services Schedule

Authorized Federal Supply Schedule Price List

Industrial Group: 00CORP
The Professional Services Schedule
Contract Number: GS-00F-120DA



Contract Period: April 22, 2016 – April 21, 2021

Contractor: Jefferson Solutions
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Business Size: Woman-Owned Small Business
DUNS: 059493648

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!TM, a menu-driven database system. The Internet address for GSA Advantage!TM is: <http://www.GSAAdvantage.gov>.

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.

Price List and Customer Information

1a. Awarded Special Item Number (SIN)

Integrated Consulting Services	874-1 and 874-1RC
Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships	874-4 and 874-4RC
Acquisition Management Support	874-6 and 874-6RC
Integrated Business Program Support Services	874-7 and 874-7RC

1b. Pricing Model

	Hourly Rate
Corporate Executive/Senior Vice President	\$256.73
Vice President	\$221.72
Director	\$194.01
Senior Consultant	\$176.32
Manager	\$148.62
Assistant Manager	\$126.43
Consultant/Program Analyst	\$109.82
Research Assistant	\$ 72.06

1c. Labor Category Descriptions

See Labor Category Descriptions below.

2. Maximum Order:

\$1,000,000.00

3. Minimum Order:

\$100.00

4. Geographic Coverage (delivery area):

CONUS AND OCONUS

5. Points of Production:

Washington, DC

6. Discounts:

Prices shown herein are net (discount deducted)

7. Quantity Discounts:

5% on awards in excess of
\$500,000

8. Prompt payment terms:

None

9a. Government purchase cards:

Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards:

Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items:

Not applicable

11a. Time of delivery:	Not applicable
11b. Expedited delivery:	Not applicable
11c. Overnight and 2-day delivery:	Not applicable
12. F.O.B.	Destination
13a. Ordering Address:	Jefferson Solutions 1401 K Street, N.W.; Suite 900 Washington, DC 20005
13b. Ordering procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3
14. Payment Address:	Same as above
15. Warranty provision:	Not applicable
16. Export packing charges:	Not applicable
17. Terms and conditions of Government purchase card acceptance:	None
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 indicating date of parts price lists and any discounts from list prices:	Not applicable
20a. Terms and conditions for any other services:	Not applicable
21. Service distribution points:	Not applicable
22. Participating dealers:	Not applicable
23. Preventive maintenance:	Not applicable
24. Section 508 compliance information:	Not applicable
25. Data Universal Number System (DUNS) number:	059493648
26. Registration in the Central Contractor Registration (CCR) Database:	Registered

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

Labor Category Names and Rates

SINs 874-1, 874-4, 874-6, 874-7

Labor Category	Hourly Rate
Corporate Executive/ Senior Vice President	\$256.73
Vice President	\$221.72
Director	\$194.01
Senior Consultant	\$176.32
Manager	\$148.62
Assistant Manager	\$126.43
Consultant/Program Analyst	\$109.82
Research Assistant	\$72.06

SIN 874-4

Training Course	Price
Performance-Based Acquisition Training (including materials)	\$5,985.00

Labor Category Descriptions

Corporate Executive/Senior Vice President

Functional Responsibilities:

Experience conferring with executive management using line of business expertise to define the customer's strategic business goals and advise in the re-engineering of business processes to meet those goals. Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult concept, planning, design, and/or implementation problems requiring the expert application of advanced knowledge. He or she is often the highest level of individual contributor and is normally widely recognized for achievements, technical expertise, and meritorious standing within his or her professional field.

Minimum Education:

Bachelors Degree

Minimum Experience:

11 years

Substitution Allowed:

Masters Degree and 9 years of experience
Ph.D. and 6 years of experience

Vice President

Functional Responsibilities:

Experienced in managing projects that may comprise a diverse group of functional activities as well as managing subordinate groups of technical and administrative personnel. Is a senior person who not only has responsibility for managing projects, but also possesses strong technical skills in training and implementation, facilitation, and program integration.

Minimum Education:

Bachelor's Degree

Minimum Experience:

9 years

Substitution Allowed:

Masters Degree and 7 years of experience
Ph.D. and 4 years of experience

Director

Functional Responsibilities:

Provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in analyzing, validating and documenting complex operating environments. Designs and manages compliance programs to meet federal requirements. Serves as a project manager.

Minimum Education:

Bachelors Degree

Minimum Experience:

7 years

Substitution Allowed:

Masters Degree and 5 years of experience
Ph.D. and 2 years of experience

Senior Consultant

Functional Responsibilities:

Provides subject matter expertise to projects. Serves in senior team member roles and assists project managers. May also serve as a project manager when a project aligns with his/her subject matter expertise. Undertakes studies, conducts data analyses, writes reports, and provides support for organizational, management and process improvement initiatives. Leads develop-

ment of solutions, recommendations or outcomes. Provides insight and advice on strategic direction and outcomes for projects.

Minimum Education:

Bachelors Degree

Minimum Experience:

5 years

Substitution Allowed:

Masters Degree and 3 years of experience

Ph.D. and 0 years of experience

Manager

Functional Responsibilities:

Prepares management plans and reports and coordinates schedules to facilitate completion of contract deliverables, delivery order review, and briefings/presentations. Performs analysis and evaluation of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommend solutions.

Minimum Education:

Bachelors Degree

Minimum Experience:

3 years

Substitution Allowed:

Masters Degree and 1 years of experience

Ph.D. and 0 years of experience

Assistant Manager

Functional Responsibilities:

Serves in mid-level team roles and assists project managers. Applies subject matter knowledge, principles and methods to assist in conducting studies, analyzing data, drafting sections of reports and providing support for organizational, management and process improvement initiatives. Assists project managers by generating drafts of project reports and providing management support for projects. Supports the development of solutions, recommendations or outcomes.

Minimum Education:

Associates Degree

Minimum Experience:

4 years

Substitution Allowed:

Bachelors Degree and 2 years of experience
Masters Degree and 0 years of experience

Consultant / Program Analyst

Functional Responsibilities:

Performs project tasks as directed by the project manager in support of project team objectives. Assists in analyzing data, drafting report sections and providing support to execute organizational, management and business process initiatives. Supports the development of solutions, recommendations or outcomes.

Minimum Education:

Associates Degree

Minimum Experience:

3 years

Substitution Allowed:

Bachelors Degree and 1 year of experience
Masters Degree and 0 years of experience

Research Assistant

Functional Responsibilities:

Provides support through undertaking detailed research and data analysis, creating and revising presentations, and assisting in the completion of briefings and presentations. Will provide follow up on queries and take on special projects as assigned. Applies advanced knowledge of current word processing, spreadsheet, and graphical software products.

Minimum Education:

Associates Degree

Minimum Experience:

3 years

Substitution Allowed:

Bachelors Degree and 1 year of experience
Masters Degree and 0 years of experience

Introduction to Jefferson Solutions

Jefferson Solutions (Jefferson) is the government consulting company of Jefferson Consulting Group, a Washington, DC-based, **woman-owned small business**. Jefferson provides acquisition, human capital, strategy development and program management support to help federal and state government entities successfully achieve their missions through sound, results-focused management. Since its formation in 1996, Jefferson has supported over 50 federal agencies on a host of acquisition, human capital, strategy development and program management initiatives.

Jefferson's services include:

Acquisition and Grants Support

- Operational Acquisition Support
- Strategic Acquisition Assessments/Studies and Support
- Performance-Based Acquisition Development
- Requirements Development
- Acquisition Policy Analysis
- Operational Grants and Agreements Support
- Acquisition Workforce Training

Human Capital

- Strategic Human Capital Plan Development
- Organizational Design/Redesign
- HR Office Assessments/Studies
- Change Management
- Operational HR Support

Strategy Development

- Agency Strategic Plan Development
- Program Strategy Development
- GPRA-M Strategy and Performance Development

Program Management

- Communications Support
- Strategy Execution
- Budgeting Support
- Administrative Support

874-1 Integrated Consulting Services

Consulting services offered by Jefferson include the following:

- **Human Capital Strategic Planning:** Assist agencies in developing five-year strategic human capital plans with practical implementation efforts.
- **Cost / Benefit Analysis:** Assist in the development and use of cost/benefit models to allow agencies to analyze new capital and other investments in relation to agency strategic mission, plans and objectives.
- **Risk Analysis:** Review and analyze known or postulated threats and system or process vulnerabilities.
- **Policy Development:** Advise and assist in the development of agency policies, regulations and legislative changes for effective implementation of strategic mission, plans and objectives.
- **Benchmarking:** Identify best practices in specified practice areas and provide implementation assistance.
- **Information Technology Investment Strategies:** Develop and assess business processes to ensure information technology requirements and acquisition plans are aligned with agency strategic plans, objectives and budgeting.
- **Strategic Planning:** Assist in development of strategic and performance plans that identify expected results and link them to program plans, budgets and mission.
- **Change Management / Business Process Reengineering:** Facilitate efforts to identify outmoded processes and effect cultural and organizational change.
- **Chief Information Officer:** Advise and assist on effective incorporation of CIO role and responsibilities into agency program operations and information technology organization and acquisition.
- **Human Resources:** Advise and assist in HR policies, procedures and programs.
- **Acquisition Training:** Develop and deliver customized training programs and materials for agency personnel to increase understanding of the acquisition process.

874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

Jefferson specializes in training government agencies and commercial clients in the following areas:

- Performance-Based Acquisition
- Budget concepts and procedures
- Basic procurement
- Acquisition reform

Jefferson has developed a customized training approach to meet the particular objectives of customers. We utilize training manuals, slides, overhead transparencies and presentation software. A minimum of two facilitators are present at each session to ensure the best possible hands-on level of effort.

Jefferson specializes in teaching principles of performance-based acquisition in a format that customers can apply in practice. Facilitators utilize realistic and practical examples that give customers tools needed to implement changes in their approach to conducting business. This ability to change is particularly important as agencies are continually encouraged to increase efficiency and improve management operations.

We work with our customers throughout all stages of the planning and implementation process, identifying key stakeholders, outcomes and challenges to make solutions easily recognizable and clear. Our training sessions incorporate performance metrics, indicators, benchmarking strategies and other measurement indices so customers achieve the highest level of understanding.

874-6 Acquisition Management Support

Acquisition Support for Program Offices

Jefferson has extensive experience and expertise in all facets of the acquisition process. From developing acquisition plans to drafting Statements of Work to assisting in source selection, Jefferson team members provide expert insight and guidance on effectively and efficiently structuring and managing acquisitions. Jefferson's cadre of acquisition experts has in-depth knowledge and experience in Performance-Based Acquisition and developing practical and effective performance standards and monitoring techniques. Acquisition services provided include:

- Acquisition planning
- Development of acquisition documents
 - Statement of Work
 - Performance Work Statement
 - Statement of Objectives
 - Quality Assurance Surveillance Plan
 - Independent Government Cost Estimate
 - FedBizOpps synopses
 - Entire solicitations (A-M)
- Source selection and proposal evaluation
- Orals support
- Contract administration guidance

Acquisition Support for Contracting Offices

Jefferson provides cradle-to-grave support to contracting offices, preparing all documents for review and signature by the Contracting Officer. Support includes:

- Reviewing requisition packages
- Developing Requests for Proposals (RFPs)/Requests for Quotes (RFQs)
- Posting solicitations to FBO.gov, eBuy and other sites
- Managing answers to questions
- Conducting compliance reviews of proposals
- Drafting Source Selection documents
- Facilitating Technical Evaluation Committees (TECs)
- Conducting cost/price analysis
- Facilitating TECs in conducting cost/price realism
- Drafting Negotiation Memorandum
- Drafting contracts
- Drafting modifications to contracts

Acquisition Assessments

Jefferson also has extensive experience conducting analysis and providing strategic recommendations and assessments of acquisition processes, policies, workload and workforce skills and competencies. Jefferson has developed acquisition staffing models/algorithms that go beyond cost-to-spend to include detailed workload factors such as simplified acquisitions, performance-based acquisitions, interagency agreements, and many others.

Performance-Based Acquisition

Jefferson assists program offices in the development of performance-based acquisitions with appropriate, meaningful performance metrics to allow agencies to define their needs in terms of "what" is to be accomplished rather than "how" to do the work.

874-7 Integrated Business Program Support Services

Jefferson provides onsite and offsite program and project management services to help agencies execute their strategies and achieve mission outcomes. Jefferson assists in redefining and aligning agency goals with the outcomes and mission of an organization. We develop a variety of performance and management tools, metrics and analyses to guide management's strategies for attaining organizational goals and examine how employees must adapt or acquire new skills to meet agency objectives. All the necessary interrelationships are considered from a management perspective, and lead to the seamless integration of people and processes.

This approach is applied to such areas as:

- Developing performance-based execution plans
- Assessing acquisition and/or procurement-related planning processes
- Conducting human capital strategic planning
- Meeting federal policy goals, guidelines, rules and reforms