General Services Administration
Federal Supply Schedule

Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Contract Number: GS-00F-120DA

Contract Period: April 22, 2016 – April 21, 2026

Contractor: Jefferson Consulting Group, LLC company
1666 K Street, N.W., Suite 1250
Washington, DC 20006

Telephone: (202) 626-8550
Fax: (202) 626-8578
Email: pss@jeffersonconsulting.com
Website: www.jeffersonsolutions.net
Business Size: Woman-Owned Small Business

Price List is current as of Modification #PO-0020 effective January 6, 2021.

Contacts:
Jeremy Arensdorf, Senior Vice President  Dr. Allan Burman, President
(202) 626-8775  (202) 626-8565
jarensdorf@jeffersonconsulting.com  aburman@jeffersonconsulting.com

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™, a menu-driven database system. The Internet address for GSA Advantage™ is: http://www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at www.GSA.gov.
Price List and Customer Information

1a. Awarded Special Item Number (SIN)
Management and Financial Consulting, 541611
Acquisition and Grants Management Support, and Business
Program and Project Management Services
Professional and Management Development Training 611430
Flight Training 611512
Order-Level Materials OLM

1b. Pricing Model
See Rates Below

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:
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:
Not applicable

10a. Time of delivery:
Determined at the task order level

10b. Expedited delivery:
Contact Contractor

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

10d. Urgent Requirements

11. F.O.B.
Destination

12a. Ordering Address:
Jefferson Consulting Group
1666 K Street, N.W.; Suite 1250
Washington, DC 20006

12b. Ordering procedures:
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Ac-
### GSA Multiple Award Schedule

**Contract Number GS-00F-120DA**

#### Jefferson Consulting Group

<table>
<thead>
<tr>
<th>Section</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Payment Address: Same as above</td>
</tr>
<tr>
<td>14.</td>
<td>Warranty provision: Not applicable</td>
</tr>
<tr>
<td>15.</td>
<td>Export packing charges: Not applicable</td>
</tr>
<tr>
<td>16.</td>
<td>Terms and conditions of rental, maintenance, and repair: Not applicable</td>
</tr>
<tr>
<td>17.</td>
<td>Terms and conditions of installation: Not applicable</td>
</tr>
<tr>
<td>18a.</td>
<td>Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable</td>
</tr>
<tr>
<td>18b.</td>
<td>Terms and conditions for any other services: Not applicable</td>
</tr>
<tr>
<td>19.</td>
<td>Service distribution points: Not applicable</td>
</tr>
<tr>
<td>20.</td>
<td>Participating dealers: Not applicable</td>
</tr>
<tr>
<td>21.</td>
<td>Preventive maintenance: Not applicable</td>
</tr>
<tr>
<td>22a.</td>
<td>Special Attributes: Not applicable</td>
</tr>
<tr>
<td>22b.</td>
<td>Section 508 compliance information: Not applicable</td>
</tr>
<tr>
<td>23.</td>
<td>Data Universal Number System (DUNS) number: 059493648</td>
</tr>
<tr>
<td>24.</td>
<td>Registration in System for Award Management (SAM): Registered</td>
</tr>
</tbody>
</table>

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire 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 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS 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

All SINs

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Executive/Senior Vice President</td>
<td>$256.73</td>
</tr>
<tr>
<td>Vice President</td>
<td>$221.72</td>
</tr>
<tr>
<td>Director</td>
<td>$194.01</td>
</tr>
<tr>
<td>Senior Consultant</td>
<td>$176.32</td>
</tr>
<tr>
<td>Manager</td>
<td>$148.62</td>
</tr>
<tr>
<td>Assistant Manager</td>
<td>$126.43</td>
</tr>
<tr>
<td>Consultant/Program Analyst</td>
<td>$109.82</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>$72.06</td>
</tr>
</tbody>
</table>

SIN 611430

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Length</th>
<th>Minimum Participants</th>
<th>Maximum Participants</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance-Based Acquisition</td>
<td>1 day</td>
<td>1</td>
<td>20</td>
<td>$5,985.00</td>
</tr>
</tbody>
</table>

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 sub-
ject matter expertise. Undertakes studies, conducts data analyses, writes reports, and provides support for organizational, management and process improvement initiatives. Leads development 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

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 entities successfully achieve their missions through sound, results-focused management. Since its formation in 1996, Jefferson has supported more than 50 federal agencies on a host of acquisition, human capital, strategy development and program management initiatives. Jefferson has also provided support internationally, including onsite support in over 25 countries. Jefferson’s services include:

**Acquisition and Grants Support**
- Operational Acquisition and Grants Management Support including pre-solicitation, solicitation, evaluation, and post-award support
- Cost Analysis
- Strategic Acquisition and Grants Office Assessments/Studies and Support
- Performance-Based Acquisition Development – Performance Work Statements (PWSs), Statements of Objectives (SOOs), Quality Assurance Surveillance Plans (QASPs)
- Requirements Development – Statements of Work (SOWs), Market Research, Acquisition Plans, Independent Government Cost Estimates (IGCEs), Source Selection Plans, etc.
- Acquisition and Grants Management Policy Analysis
- Operational Grants and Agreements Support
- Acquisition and Grants Management 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
- Facilitation Services
- Team-building Services

**Program Management**
- Communications Support
- Strategy Execution
- Budgeting Support
- Administrative Support
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.
Jefferson specializes in training government agencies and commercial clients in the following areas:

- Performance-Based Acquisition

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.
Acquisition and Grants Management Services

**Acquisition Lifecycle Expertise**
Jefferson provides acquisition professionals to work with both contracting and program offices for the full acquisition lifecycle. We offer specialized expertise in performance-based acquisitions and acquisition streamlining processes.

<table>
<thead>
<tr>
<th>Pre-Award</th>
<th>Solicitation and Evaluation</th>
<th>Award and Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contracting Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Market Research</td>
<td>• Solicitation Posting</td>
<td>• Draft Award</td>
</tr>
<tr>
<td>• RFI/SSN Development</td>
<td>• Questions and Answers Management</td>
<td>• Draft COR Designation Letter</td>
</tr>
<tr>
<td>• Acquisition Strategy</td>
<td>• Amendment Drafting</td>
<td>• Protest Support</td>
</tr>
<tr>
<td>• RFP/RFQ Development</td>
<td>• Proposal Receipt</td>
<td>• Modification Processing</td>
</tr>
<tr>
<td>• Category Management Support</td>
<td>• Compliance Reviews</td>
<td>• File Management</td>
</tr>
<tr>
<td></td>
<td>• Price/Cost Analysis</td>
<td>• Guidance to CORs</td>
</tr>
<tr>
<td></td>
<td>• Negotiation Support</td>
<td>• Award Close-out</td>
</tr>
</tbody>
</table>

| Program Office |  |  |
|  |  |  |
| **Contracting Office** |  |  |
| • Requisition Package Development, including: |  |  |
| o Performance Work Statements/ Statements of Objectives/ Statements of Work |  |  |
| o Quality Assurance Surveillance Plans |  |  |
| o Independent Government Cost Estimates |  |  |
| o Evaluation Criteria |  |  |
| o Acquisition Plans |  |  |
| o Source Selection Plans |  |  |
| • Technical Questions and Answers Coordination |  |  |
| • Technical Evaluation Team Facilitation |  |  |
| • Technical Evaluation Memorandum Development |  |  |
| • Cost Realism Evaluation |  |  |

www.jeffersonsolutions.net  (202) 626-8550
Grants Management Lifecycle Expertise
Jefferson provides grants management professionals with expertise in 2 CFR 200 and a variety of financial assistance instruments, including grants and cooperative agreements. We have experience in competitive financial assistance instruments as well as non-competitive, non-2 CFR 200 agreements.

<table>
<thead>
<tr>
<th>Pre-Award</th>
<th>Posting and Review</th>
<th>Award and Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grants Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Request for Application Development</td>
<td>• NFO Posting to grants.gov</td>
<td>• Draft Award</td>
</tr>
<tr>
<td>• Notice of Funding Opportunity (NFO) Development</td>
<td>• Questions and Answers Management</td>
<td>• Draft AOR Designation Letter</td>
</tr>
<tr>
<td></td>
<td>• Amendment Drafting</td>
<td>• Modification Processing</td>
</tr>
<tr>
<td></td>
<td>• Application Receipt</td>
<td>• Draft Approval Letters</td>
</tr>
<tr>
<td></td>
<td>• Compliance Reviews</td>
<td>• File Management</td>
</tr>
<tr>
<td></td>
<td>• Price/Cost Analysis</td>
<td>• Guidance to AORs</td>
</tr>
<tr>
<td></td>
<td>• Negotiation Support</td>
<td>• Award Close-out</td>
</tr>
<tr>
<td><strong>Program Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Requisition Package Development, including:</td>
<td>• Technical Questions and Answers Coordination</td>
<td>• Request for Modification Package Preparation</td>
</tr>
<tr>
<td>o Program Description</td>
<td>• Merit Review/Peer Review Team Facilitation</td>
<td>• Report Tracking</td>
</tr>
<tr>
<td>o Activity Budget Estimate (ABE)</td>
<td>• Merit Review Board Memorandum Development</td>
<td>• Funding Tracking</td>
</tr>
<tr>
<td>o Monitoring and Evaluation Framework</td>
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<td>• Lessons Learned Documentation</td>
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<tr>
<td>o Table of Required Reports and Deliverables</td>
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<td>• Document Management</td>
</tr>
<tr>
<td>o Merit Review Criteria</td>
<td></td>
<td>• Close-out/Deobligation Packages</td>
</tr>
</tbody>
</table>

Strategic Services for Acquisition and Grants Offices
In addition to the operational services discussed above, Jefferson also provides a wide variety of strategic services to help acquisition and grants management offices continuously improve services and develop their people.

- A-123 Assessments
- Human Capital Planning
- Policy Development
- Employee Development
- Process Improvement
- Employee Engagement
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.
Program and Project Management 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