



**General Services Administration
Federal Acquisition Service**

Authorized Federal Supply Schedule (FSS) 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 1110
Washington, DC 20006

Telephone: (202) 626-8550

Fax: N/A

Email: pss@jeffersonconsulting.com

Website: www.jeffersonsolutions.net

Business Size: Woman-Owned Small Business

Price List is current as of Modification #PO-0029 effective May 19, 2023.

Contacts:

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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 go to the following website www.gsa.gov/schedules.

Price List and Customer Information

1a. Awarded Special Item Number (SIN)

Agency Human Capital Evaluation	54161
Management and Financial Consulting,	541611
Acquisition and Grants Management Support, and Business	
Program and Project Management Services	
Workforce Analytics and Employee Records	541611W
Employee Performance Management	541612EPM
Agency Human Capital Strategy, Policy, and Operations	541612HC
Talent Acquisition	56131
Professional and Management Development Training	611430
Talent Development	611430TD
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. *See Discount Note Below

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

Contact Contractor

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 Acquisition Regulation (FAR) 8.405-3
13. Payment Address:	Same as above
14. Warranty provision:	Not applicable
15. Export packing charges:	Not applicable
16. Terms and conditions of rental, maintenance, and repair:	Not applicable
17. Terms and conditions of installation:	Not applicable
18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:	Not applicable
18b. Terms and conditions for any other services:	Not applicable
19. Service distribution points:	Not applicable
20. Participating dealers:	Not applicable
21. Preventive maintenance:	Not applicable
22a. Special Attributes	Not applicable
22b. Section 508 compliance information:	Not applicable
23. Unique Entity Identifier (UEI) Number:	PS8NEAKW1MM4
24. Registration in System for Award Management (SAM):	Registered

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.

Discount Note: For funded orders in excess of \$500,000, a 5% discount shall apply to the grand total of the funded task order labor value. Modifications to the original funded amount that increase the funded order to \$500,000 or greater do not trigger a volume/quantity discount. The volume/quantity discount is calculated based on the total price over the life of the award at the published GSA Schedule list price hourly rates as compared to the total price over the life of the award at the discounted GSA Schedule hourly rates used at the order level.

Labor Category Names and Rates

All SINS

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 611430

Course Title	Course Length	Minimum Participants	Maximum Participants	Price
Performance-Based Acquisition	1 day	1	20	\$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:

High School Degree and 15 years of experience

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:

High School Degree and 13 years of experience

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:

High School Degree and 11 years of experience

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 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:

High School Degree and 9 years of experience

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:

High School Degree and 7 years of experience

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:

High School Degree and 6 years of experience

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:

High School Degree and 5 years of experience

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:

High School Degree and 5 years of experience
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
- Evaluation of Human Capital
- Organizational Design/Redesign
- HR Office Assessments/Studies
- Change Management
- Employee Performance Management
- Talent Development
- Operational HR Support, including Talent Acquisition

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.

Training Services

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.

Pre-Award	Solicitation and Evaluation	Award and Administration
Contracting Office		
<ul style="list-style-type: none"> • Market Research • RFI/SSN Development • Acquisition Strategy • RFP/RFQ Development • Category Management Support 	<ul style="list-style-type: none"> • Solicitation Posting • Questions and Answers Management • Amendment Drafting • Proposal Receipt • Compliance Reviews • Price/Cost Analysis • Negotiation Support 	<ul style="list-style-type: none"> • Draft Award • Draft COR Designation Letter • Protest Support • Modification Processing • File Management • Guidance to CORs • Award Close-out
Program Office		
<ul style="list-style-type: none"> • Requisition Package Development, including: <ul style="list-style-type: none"> ○ Performance Work Statements/ Statements of Objectives/ Statements of Work ○ Quality Assurance Surveillance Plans ○ Independent Government Cost Estimates ○ Evaluation Criteria ○ Acquisition Plans ○ Source Selection Plans 	<ul style="list-style-type: none"> • Technical Questions and Answers Coordination • Technical Evaluation Team Facilitation • Technical Evaluation Memorandum Development • Cost Realism Evaluation 	<ul style="list-style-type: none"> • Request for Modification Package Preparation • Deliverables Tracking • Invoice Tracking • Funding Tracking • CPARS Support • Lessons Learned Documentation • Document Management • Close-out Deobligation Packages

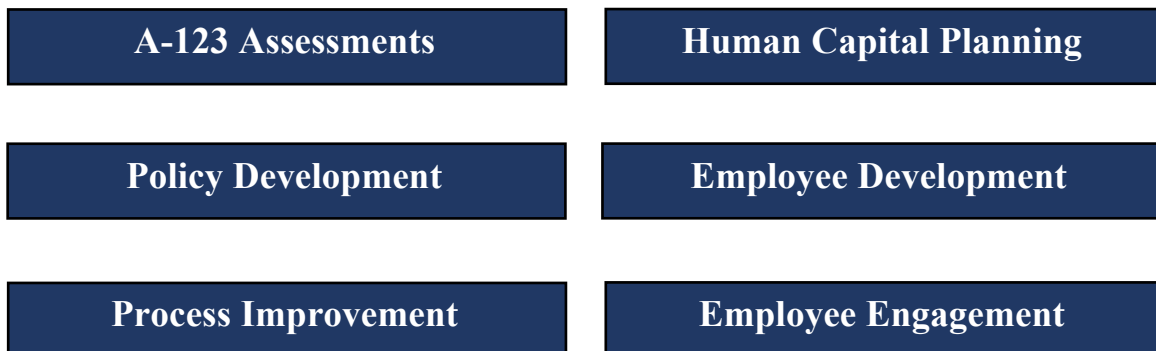
Grants Management Lifecycle Expertise

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.

Pre-Award	Posting and Review	Award and Administration
Grants Office		
<ul style="list-style-type: none"> Request for Application Development Notice of Funding Opportunity (NFO) Development 	<ul style="list-style-type: none"> NFO Posting to grants.gov Questions and Answers Management Amendment Drafting Application Receipt Compliance Reviews Price/Cost Analysis Negotiation Support 	<ul style="list-style-type: none"> Draft Award Draft AOR Designation Letter Modification Processing Draft Approval Letters File Management Guidance to AORs Award Close-out
Program Office		
<ul style="list-style-type: none"> Requisition Package Development, including: <ul style="list-style-type: none"> Program Description Activity Budget Estimate (ABE) Monitoring and Evaluation Framework Table of Required Reports and Deliverables Merit Review Criteria 	<ul style="list-style-type: none"> Technical Questions and Answers Coordination Merit Review/Peer Review Team Facilitation Merit Review Board Memorandum Development 	<ul style="list-style-type: none"> Request for Modification Package Preparation Report Tracking Funding Tracking Lessons Learned Documentation Document Management Close-out/Deobligation Packages

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.



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