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: GSAAdvantage.gov.

Schedule Title:
Multiple Award Schedule
Federal Supply Group: Professional Services

Contract No.: GS-10F-0031Y
Contract Period: October 31, 2011 through October 30, 2026

Price list current through modification PA-0034 dated March 10, 2022

Business Size: Small Business

4 Belinder Road
Gaithersburg, MD 20878

Phone: (410) 685 1169
Fax: (301) 977 0280

Administrator: Erika Ostlie
erika@carnevaleassociates.com
www.carnevaleassociates.com

Prices Shown Herein are Net (Discount Deducted)
For more information on ordering from Federal Supply Schedules, go to the GSA Schedules page at GSA.gov
Customer Information

1a. Awarded Special Item Number(s): 541611 Management and Financial Consulting Acquisition And Grants Management Support and Business Program and Project Management Services Order Level Materials (OLM)

1b. Lowest Priced Service and Price for Each SIN: 1 hour Policy Analyst I $44.42

1c. Description of Job Titles: See below

2. Maximum Order $1,000,000

3. Minimum Order: $100


5. Point(s) of production (city, county, and State or foreign country): Gaithersburg, MD

6. Discount from list prices or statement of net price: Prices shown herein are GSA net prices, discount deducted.

7. Quantity discounts: None

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 (list items by country of origin): None

10a. Time of Delivery: As specified on task order

10b. Expedited Delivery: Contact Contractor

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

10d. Urgent Requirements: Contact Contractor

11. F.O.B. Point(s): Destination.

12a. Ordering address: 4 Belinder Road, Gaithersburg, MD 20878

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: 4 Belinder Road, Gaithersburg, MD 20878

14. Warranty provision: SCW

15. Export packing charges, if applicable: N/A

16. Terms and conditions of rental: N/A

17. Terms and conditions of installation: N/A

18a. Terms and conditions of repair parts: N/A

18b. Terms and conditions for other services: N/A

19. List of service and distribution points: N/A

20. List of participating dealers: N/A

21. Preventive maintenance: N/A

22a. Environmental attributes: N/A

22b. Section 508: N/A

23. SAM Unique Entity Identifier (UEI): NM3NBCXKTKR9

About Carnevale Associates

Carnevale Associates, LLC (CALLC) is a woman-owned small business, providing strategic consulting in behavioral health (substance use treatment, substance use prevention, and mental health) and criminal justice. Since our founding in 2000, CALLC has served six US Executive Departments (Justice, Health & Human Services, Homeland Security, State, Veterans Affairs, and Defense), the Executive Office of the President, foreign governments, several US cities & counties, and national constituent groups. CALLC is internationally recognized for expertise in substance use prevention and treatment policy, federal drug control, fiscal and programmatic accountability, performance measurement, strategic planning, and training & technical assistance. Our team of subject matter experts bring a wealth of industry knowledge to deliver practical and research-based policy solutions across our service array of: Research & Evaluation, Policy Formulation, Strategic Planning, Performance Measurement & Management, and Training & Technical Assistance.

Based in the Washington, DC metropolitan area, CALLC was founded by Dr. John Carnevale after a long career in government service, during which he served three administrations and four federal "Drug Czars". CALLC is now led by President and CEO, Erika Ostlie, who oversees a staff with diverse educational backgrounds and experience in each of the firm’s practice areas. Ms. Ostlie provides executive leadership and oversight for all Carnevale Associates engagements. She crafts the firm’s overall strategy and shapes all service offerings across behavioral health and criminal justice engagements. Over more than 20 years, she has led projects at the federal, state, and local levels as well as in the private sector. Her work spans the company’s entire service offering, including research, evaluation, performance measurement & management, strategic planning, policy formulation, and training & technical assistance.

CALLC conducts evaluations and research projects in the juvenile/criminal justice and behavioral health sectors, ranging from large national evaluations to evaluations of state-level grant programs. At the national level, CALLC has participated in several multi-organization teams that develop and implement pre/post quasi-experimental evaluation designs for national cross-site evaluations. These include the research team evaluating the effectiveness of the US DOJ Juvenile Drug Treatment Court (JDTC) Guidelines, where CALLC leads the site visit component of the research, to better understand variations in the fidelity of JDTC guideline implementation. CALLC also evaluates the National Association of Drug Court Professionals’ (NADCP) robust training efforts funded by the Office of National Drug Control Policy (ONDCP), the Bureau of Justice Assistance, and the National Highway Transportation Safety Administration. In this capacity, CALLC designs evaluation and knowledge attainment survey instruments for trainings and site visits, analyzes data using statistical tools and quantitative examination methods, and works with NADCP trainers to enhance and improve training products. CALLC is also involved in developing national cost estimates to address substance use treatment demand for individuals in the community and in the criminal justice system.
At the local level, CALLC conceives, develops, and implements pre/post non-experimental evaluations for the DC Department of Behavioral Health’s (DCDBH) for grants funded by the Substance Abuse and Mental Health Services Administration (SAMHSA). Past and present grant evaluations include: Access to Recovery, Minority AIDS Initiative, State Youth Treatment, Cooperative Agreement to Benefit Homeless Individuals, Youth and Family Enhancement and Expansion of Treatment and Recovery (TREE), State Targeted Response to the Opioid Crisis (STR), and State Opioid Response grants. CALLC was also the lead evaluator of enhancements made by the Charlottesville/Albemarle Adult Drug Court (2009-2014) and conducted a qualitative workload analysis for DC’s Court Services and Offender Supervision Agency (2019).

Beyond program evaluation, CALLC has extensive experience in performance measurement and management, specifically focusing on the justice sector. CALLC is part of the Booz Allen Hamilton team on the Office of Justice Programs (OJP), Performance Measurement Tool (PMT) Support Contract, providing subject matter expertise in the development of program specific performance measures, logic modeling, data analysis, report writing, and research support. CALLC also conducted a case study of community policing initiatives in Chicago, investigated substance use treatment in community corrections programs, and is part of the team monitoring the Judgment Order for the Maricopa County Sheriff’s Office.

CALLC helps organizations improve program and policy strategies using performance measurement techniques pioneered by our founder. CALLC uses these techniques as management tools to link strategic goals, objectives, action plans, and budgets, each cast in a performance accountability system that provides feedback to the strategic plan. At the federal level, CALLC developed the ONDCP Performance Reporting System (ONDCP PRS), developed the strategic plan for SAMHSA, developed SAMHSA’s Strategic Prevention Framework, and developed performance metrics for the US Veterans Health Administration’s Office of Communications. CALLC also assisted the District of Columbia’s Pre-Trial Services Agency in developing a logic model to guide its strategic planning and led the strategic planning process for Virginia’s Region Ten Community Services Board.

Finally, CALLC provides training and technical assistance (TTA) across a wide variety of clients and topics. CALLC is part of the team providing TTA through SAMHSA’s Central East Prevention Technology Transfer Center (PTTC). In this capacity, CALLC uses subject matter expertise to develop and deliver webinars and TTA presentations on a wide variety of substance use prevention topics, including epidemiology, strategic planning, risk and protective factors, evidence-based strategies, and overdose prevention. CALLC develops prevention resource guides and newsletter articles as additional TTA products and supports the administration of the PTTC, including managing incoming requests for TTA services, identifying potential participants in an Advisory Council, and developing needs assessment surveys. CALLC also provided TTA to federal interagency working groups on how to report data to the ONDCP PRS. CALLC has provided TTA to organizations such as Community Anti-Drug Coalitions of America grantees on strategic planning and performance measurement and to behavioral health providers throughout the District of Columbia on data collection and utilization.
### GSA Federal Supply Schedule Price List

#### SIN 541611

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Government Hourly Rates (Inclusive of IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Matter Expert IV</td>
<td>$290.13</td>
</tr>
<tr>
<td>Subject Matter Expert III</td>
<td>$203.00</td>
</tr>
<tr>
<td>Subject Matter Expert II</td>
<td>$183.78</td>
</tr>
<tr>
<td>Project Director IV</td>
<td>$178.27</td>
</tr>
<tr>
<td>Project Director III</td>
<td>$171.46</td>
</tr>
<tr>
<td>Research Analyst III</td>
<td>$123.43</td>
</tr>
<tr>
<td>Research Analyst II</td>
<td>$ 93.02</td>
</tr>
<tr>
<td>Research Analyst I</td>
<td>$ 73.34</td>
</tr>
<tr>
<td>Policy Analyst IV</td>
<td>$ 81.55</td>
</tr>
<tr>
<td>Policy Analyst III</td>
<td>$ 54.29</td>
</tr>
<tr>
<td>Policy Analyst I</td>
<td>$ 44.42</td>
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</tbody>
</table>

The Service Contract Labor Standards (SCLS) (formerly the Service Contract Act (SCA)) are applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) 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 29CRF 5413.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.
## Labor Category Definitions

**Position Title:** Subject Matter Expert IV

**Description of Duties/Responsibilities:**

- Serves as nationally recognized expert in the field of strategic planning, performance measurement, strategic communications, statistics or management.
- Conducts highly technical research and data analysis to support client decision making.
- Provides expert strategic guidance and direction on key project tasks.
- Serves as a technical resource for client and project staff.
- Participates in key face to face meetings with clients, including project findings and strategic recommendations.
- Reviews final deliverables to ensure technical accuracy and precision.
- Engages clients on strategic and complex issues.
- Serves as a scientific, technical, or subject matter advisor on complex and highly specialized issues.

**Minimum Experience Requirements:**

- Minimum of 20 years of experience working in the highly specialized subject matter field and/or using processes required to complete the required contract tasks.
- Expert knowledge of the contract subject matter and/or processes required to complete required tasks.
- In depth understanding of government policy development and program management.
- Superior writing and presentation skills.
- Expert knowledge and advanced skills in one or more of the following areas:
  - Statistical Analysis
  - Survey Methodology and Design
  - System Design
  - Organizational Behavior
  - Meeting Facilitation
- Working knowledge of the following areas:
  - Strategic Planning
  - Performance Measurement
CARNEVALE ASSOCIATES LLC

Contract No. GS-10F-0031Y

Contract Dates: October 31, 2011 – October 30, 2026

- Strategic Communications
- Policy Analysis

**Minimum Education Requirements:**

Master’s or advanced degree in management, statistics, psychology or related field required.
**Position Title:** Subject Matter Expert III

**Description of Duties/Responsibilities:**

- Provides expert strategic guidance and direction on key project tasks.
- Conducts highly technical research and data analysis to support client decision making.
- Serves as a technical resource for client and project staff.
- Participates in key face to face meetings with clients, including project findings and strategic recommendations.
- Reviews final deliverables to ensure technical accuracy and precision.
- Engages clients on strategic and complex issues.
- Serves as a scientific, technical, or subject matter advisor on complex and highly specialized issues.

**Minimum Experience Requirements:**

- Minimum of 10 years of experience working in the highly specialized subject matter field and/or using processes required to complete the required contract tasks.
- Expert knowledge of the contract subject matter and/or processes required to complete required tasks.
- Understanding of government program management.
- Superior writing and presentation skills.
- Expert knowledge and advanced skills in one or more of the following areas:
  - Statistical Analysis
  - Survey Methodology and Design
  - System Design
  - Organizational Behavior
  - Meeting Facilitation
- Working knowledge of the following areas:
  - Strategic Planning
  - Performance Measurement
  - Strategic Communications
  - Policy Analysis

**Minimum Education Requirements:**

Master’s or advanced degree in management, statistics, psychology or advanced degree or certification in a related field required.
Position Title: Subject Matter Expert II

Description of Duties/Responsibilities:

- Provides expert strategic guidance and direction on key project tasks.
- Serves as a technical resource for client and project staff.
- Participates in key face to face meetings with clients, including project findings and strategic recommendations.
- Reviews final deliverables to ensure technical accuracy and precision.
- Engages clients on strategic and complex issues.
- Serves as a scientific, technical, or subject matter advisor on complex and highly specialized issues.

Minimum Experience Requirements:

- Minimum of 5 years of experience working in the highly specialized subject matter field and/or using processes required to complete the required contract tasks.
- Expert knowledge of the contract subject matter and/or processes required to complete required tasks.
- Superior writing and presentation skills.
- Expert knowledge and advanced skills in one or more of the following areas:
  - Statistical Analysis
  - Survey Methodology and Design
  - System Design
  - Organizational Behavior
  - Meeting Facilitation
- Working knowledge of the following areas:
  - Strategic Planning
  - Performance Measurement
  - Strategic Communications
  - Policy Analysis

Minimum Education Requirements:

Master’s or advanced degree in management, statistics, psychology or a related field required.
<table>
<thead>
<tr>
<th>Position Title: Project Director IV</th>
</tr>
</thead>
</table>

**Description of Duties/Responsibilities:**

- Manages multiple aspects of a project to ensure quality and timeliness of deliverables.
- Assigns and manages appropriate staff to projects.
- Manages client interactions and deliverable development.
- Participates in and attends key face to face meetings with clients, including project updates and planning sessions.
- Engages clients on routine project issues and logistics
- Participates in communication efforts with clients on a regular basis.

**Minimum Experience Requirements:**

- Minimum of 15 years of experience working in the contract subject matter field and/or using processes required to complete required tasks, to include 7 years successful management and leadership of large, complex projects.
- Working knowledge of the contract subject matter and/or processes required to complete required tasks.
- Superior writing, research, and presentation skills.
- Working knowledge of the following areas:
  - Strategic Planning
  - Performance Measurement
  - Design of Logic Models
  - Policy Analysis
  - Statistical Analysis
  - Survey Methodology and Design
  - Strategic Communications

**Minimum Education Requirements:**

Bachelor’s degree from an accredited university or college required.
Position Title: Project Director III

**Description of Duties/Responsibilities:**

- Assists with the design and implementation of project work plans.
- Reviews junior staff research and deliverables before delivery to client.
- Manages individual task items on large projects.
- Assists with quality control of work produced over a broad range of projects.
- Participates in and attends key face to face meetings with clients, including project updates and planning sessions.
- Engages clients on routine project issues and logistics.
- Participates in communication efforts with clients on a regular basis.

**Minimum Experience Requirements:**

- Minimum of 10 years of experience working in the contract subject matter field and/or using processes required to complete required tasks, to include 5 years successful management and leadership of large, complex projects.
- Working knowledge of the contract subject matter and/or processes required to complete required tasks.
- Working knowledge of the following areas:
  - Strategic Planning
  - Performance Measurement
  - Design of Logic Models
  - Policy Analysis
  - Statistical Analysis
  - Survey Methodology and Design
  - Strategic Communications

**Minimum Education Requirements:**

Bachelor’s degree from an accredited university or college required.
Position Title: Research Analyst III

Description of Duties/Responsibilities:

- Directs or supports research in one of the following specialties: Program and Process Evaluation, Performance Measurement and Management, Data Analysis, and Program Management

Program and Process Evaluation
- Develops logic models
- Selects performance metrics
- Works with the evaluation team to determine program success using data analytics related to selected metrics
- Facilitates focus groups and team building sessions
- Develops survey instruments and conducts qualitative data collection

Performance Measurement and Management
- Develops, implements, and manages program performance indicators
- Reports programmatic and strategy results
- Develops evaluation strategies, strategic and operational planning, program evaluation and research design, performance management, change management, operational assessment, data and information communication and other related services
- Leads the planning, initiating, managing, executing, and closing out mission-oriented programs and projects.

Data Analysis
- Designs statistical analysis approaches for assessment and reporting
- Conducts simple or inferential analysis

Program Management
- Oversees projects
- Manages staff allocated to support projects

Minimum Experience Requirements:

- Minimum of 5 years of experience
- Must be proficient in Excel and other Microsoft products, and statistical packages (e.g., SPSS, SAS, R, Stata, etc.)
• Must possess demonstrated knowledge and experience in performance metrics

Performance Measurement and Management
• Must possess knowledge and experience in establishing standard policies and procedures governing performance measurement activities

Data Analysis
• Must possess knowledge and experience in managing and analyzing data from multiple sources

Program Management
• Must have experience in overseeing projects and staff

**Minimum Education Requirements:**

Master’s degree in the social sciences, public policy, or political sciences preferred. A doctoral degree in the social sciences, public policy or political sciences may be substituted for 3 years of experience.
**Position Title: Research Analyst II**

**Description of Duties/Responsibilities:**

- Provides research assistance in one of the following specialties: Program and Process Evaluation, Performance Measurement and Management, and Data Analysis.

**Program and Process Evaluation**
- Assists with developing logic models
- May develop performance metrics
- Works with the evaluation team to determine program success using data analytics related to selected metrics
- May assist in focus groups and team building sessions
- May assist with survey instrument development and qualitative data collection

**Performance Measurement and Management Services:**
- May conduct literature searches
- May provide critiques on evaluation strategies, strategic and operational planning, program evaluation and research design, performance management, change management, operational assessment, data and information communication and other related services
- May assist in planning, initiating, managing, executing, and closing out mission-oriented programs and projects.

**Data Analysis:**
- Conduct data analysis, basic descriptive statistics, and data visualization and utilization
- Assist with data interpretation for reporting

**Minimum Experience Requirements:**

- Minimum of 3 years of experience
- Must be proficient in Excel and other Microsoft products
- Must possess experience using at least one statistical package such as SPSS, SAS, R, Stata, etc.

**Minimum Education Requirements:**

Master’s degree is required, in the social science, public policy, or political sciences preferred. A doctoral degree in the social science, public policy, or political sciences may
be substituted for 3 years of experience
### Position Title: Research Analyst I

**Duties/Responsibilities:**

- Provides research assistance in any area of Program Analysis, Program Evaluation, and/or Data Analysis
- Assists in report writing
- Works under the direction of a Research Analyst III, Project Director, or Subject Matter Expert

**Minimum Experience Requirements:**

- Minimum of 2 years of experience
- Must be proficient in the use of Excel and other Microsoft products

**Minimum Education Requirements:**

Bachelor's degree is required, master’s degree preferred in the social sciences, public policy, or political sciences.
Position Title: Policy Analyst IV

**Description of Duties/Responsibilities:**

- Reviews, analyzes, and approves policy reports.
- Compiles policy data for client review.
- Conducts research using subject matter experts, client interviews and a variety of web-based search engines.
- Contributes to project research and writing.
- Provides editorial and content development support.
- Participates in and attends key face to face meetings with clients, including specific project updates and planning sessions, if necessary.
- Participates in communication efforts with specific project clients if needed.

**Minimum Experience Requirements:**

- Minimum of 4 years of experience conducting public policy research, analysis, and writing for a professional audience
- Working knowledge of the following areas required:
  - Policy Analysis
- Working knowledge in the following areas:
  - Statistical Analysis
  - Survey Methodology and Design
  - Strategic Communications
  - Strategic Planning
  - Performance Measurement

**Minimum Education Requirements:**

Bachelor’s degree from an accredited university or college required.
Position Title: Policy Analyst III

**Description of Duties/Responsibilities:**

- Develops policy reports and presentations.
- Conducts research using subject matter experts, client interviews and a variety of web-based search engines and databases.
- Contributes to project research and writing.
- Provides editorial and content development support.
- Participates in and attend key face to face meetings with clients, including specific project updates and planning sessions, if necessary.
- Engages clients on project issues if clarification is needed.
- Participates in communication efforts with specific project clients if needed.

**Minimum Experience Requirements:**

- Minimum of 3 years of experience conducting public policy research, analysis, and writing for a professional audience
- Working knowledge of the following areas required:
  - Policy Analysis
- Working knowledge in the following areas common:
  - Statistical Analysis
  - Survey Methodology and Design
  - Strategic Communications
  - Strategic Planning
  - Performance Measurement

**Minimum Education Requirements:**

Bachelor’s degree from an accredited university or college required.
**Position Title: Policy Analyst I**

**Description of Duties/Responsibilities:**

- Conducts research using a variety of web-based search engines and databases.
- Contributes to project research and writing.
- Provides editorial and/or graphics support.
- Participates in and attends key face to face meetings with clients, including specific project updates and planning sessions, if necessary.
- Engages clients on project issues if clarification is needed
- Participates in communication efforts with specific project clients if needed.

**Minimum Experience Requirements:**

- Minimum of 1 year experience conducting public policy research, analysis, and writing for a professional audience
- Working knowledge of the following areas required:
  - Policy Analysis
- Working knowledge in the following areas common:
  - Statistical Analysis
  - Survey Methodology and Design
  - Strategic Communications
  - Strategic Planning
  - Performance Measurement

**Minimum Education Requirements:**

Bachelor’s degree from an accredited university or college required.