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 GSA
Advantage! is: GSAAdvantage.gov.

SCHEDULE TITLE: MULTIPLE
AWARD SCHEDULE

Federal Supply Group: Professional Services
FSC Class: R499
Business Size: Small
Contract Number: GS 10F0148P

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

Contract period: January 16, 2004 –
January 15, 2024
Price list current as of Modification
# PS-A812 effective March 16, 2020

CONTRACTOR INFORMATION

POC: David Wetherbee
Advocates for Human Potential, Inc.
490-B Boston Post Road
Sudbury, MA 01776
Phone: 978.443.0055
Fax: 978.261.1427
www.ahpnet.com

Advocates for Human Potential, Inc.
Real World Solutions for Systems Change
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OUR MISSION

Advocates for Human Potential, Inc., (AHP) improves health and human services systems of care and business operations to help organizations and individuals reach their full potential.
For more than 30 years, Advocates for Human Potential, Inc. (AHP) has focused our people, passion, and expertise on creating practical solutions to improve health and human services systems of care and business operations. Through hands-on research and evaluation, training and technical assistance, and professional consulting, AHP assists organizations of all sizes in achieving our collective goal of helping our most vulnerable populations lead full and productive lives. Every day we work to develop “real-world solutions for systems change” through our areas of expertise in addictions and substance abuse, behavioral health policy, criminal justice, healthcare reform, housing and homelessness, mental health, population health management, recovery supports, veterans, and workforce development.

To learn more about how we can put our experience to work for you, visit http://www.ahpnet.com.
Working with AHP

CONTACT INFORMATION

CORPORATE HEADQUARTERS
490-B Boston Post Road, Sudbury, MA 01776

Phone: 978.443.0055
Fax: 978.261.1427
www.ahpnet.com
### Customer Information

Online 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](https://www.gsa.gov/Advantage).

<table>
<thead>
<tr>
<th><strong>1a. Special Item Numbers:</strong></th>
<th>541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services OLM - Order Level Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b. Lowest Priced Model Number and Unit Price</td>
<td>N/A</td>
</tr>
<tr>
<td>1c. Proposed Hourly Rates</td>
<td>See hourly rate table below</td>
</tr>
<tr>
<td>2. Maximum Order:</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>3. Minimum Order:</td>
<td>$100</td>
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<tr>
<td>4. Geographic Coverage:</td>
<td>Domestic only</td>
</tr>
<tr>
<td>5. Points of Production:</td>
<td>Same as company address</td>
</tr>
<tr>
<td>6. Discount from List Prices or Statement of Net Price:</td>
<td>Prices shown in the table below are net prices</td>
</tr>
<tr>
<td>7. Quantity Discounts:</td>
<td>None offered</td>
</tr>
<tr>
<td>8. Prompt Payment Terms:</td>
<td>Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.</td>
</tr>
<tr>
<td>9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:</td>
<td>Yes</td>
</tr>
<tr>
<td>9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:</td>
<td>Will accept</td>
</tr>
<tr>
<td>10. Foreign Items:</td>
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<tr>
<td>11a. Time of Delivery:</td>
<td>As specified on Task Order</td>
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<tr>
<td>11b. Expedited Delivery:</td>
<td>Contact contractor</td>
</tr>
<tr>
<td>11c. Overnight and 2-Day Delivery:</td>
<td>Contact contractor</td>
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<tr>
<td>11d. Urgent Requirements:</td>
<td>Contact contractor</td>
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<tr>
<td>12. F.O.B. Point(s)</td>
<td>Destination</td>
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<tr>
<td>13a. Ordering Address:</td>
<td>490-B Boston Post Road, Sudbury, MA 01776</td>
</tr>
<tr>
<td>13b. Ordering Procedures</td>
<td>For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.</td>
</tr>
<tr>
<td>14. Payment Address:</td>
<td>490-B Boston Post Road, Sudbury, MA 01776</td>
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<tr>
<td>15. Warranty Provision:</td>
<td>Contractor’s standard commercial warranty</td>
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<tr>
<td>16. Export Packing Charges:</td>
<td>N/A</td>
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<td>17. Terms and Conditions of Government Purchase Card Acceptance:</td>
<td>Contact contractor</td>
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<tr>
<td>18. Terms and Conditions of Rental, Maintenance, and Repair:</td>
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<td>19. Terms and Conditions of Installation:</td>
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<td>20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:</td>
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<tr>
<td>20a. Terms and Conditions for Any Other Services:</td>
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<td>21a. Terms and Conditions of Government Purchase Card Acceptance:</td>
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<td>22. List of Participating Dealers:</td>
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<td>23. Preventative Maintenance:</td>
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<td>24a. Special Attributes Such as Environmental Attributes:</td>
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<tr>
<td>24b. Section 508 Compliance on EIT:</td>
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<tr>
<td>25. DUNS Number:</td>
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<tr>
<td>26. Notification Regarding Registration in System for Award Management (SAM) Database:</td>
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Special Item Numbers (SINs)

541611 – Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services; 00CORP 500 - Order Level Materials

AHP provides expert advice and assistance that helps organizations plan, assess, implement, communicate, evaluate, and improve programs or services. We provide strategy development, technical and management assistance, qualitative and quantitative policy and program research and evaluation, survey design and analysis, and related decision support services.

AHP offers practical approaches and concrete solutions through our service options.

- **Technical Assistance and Training:** We offer a wide range of customized training programs on evidence-based and promising practices provided in person or remotely. Our subject matter experts assist organizations to design, implement, and evaluate new services and systems of care. We provide complete meeting facilitation and documentation services, including the preparation of drafts and final reports. AHP conducts requirements analyses, facilitates focus groups to identify stakeholders’ concerns, and recommends ways to address them. If recommendations for change require new procedures, we help document and implement those procedures.

- **Research and Evaluation:** Using rigorous mixed-methods research, AHP helps programs understand and use data to develop and transform services. Our survey services range from the design of survey instrumentation, to data collection and analysis, to report production. AHP’s studies lead to improved service delivery systems, improved ability to plan and implement major government programs, and improved collaboration and communication among clients and their constituents.

- **Professional Consultation:** AHP Healthcare Solutions guides providers, managed care organizations, and government entities through strategic planning, business process reengineering, and implementing initiatives to improve their programs and outcomes. We determine meaningful outcome measures and identify performance that is most likely to be predictive of these measures. We identify and analyze core business processes (linked activities and tasks that provide value to a client). We analyze data collection and management processes and recommend modified or improved information technology (IT). Clients frequently ask AHP to return to evaluate progress and to update recommendations for improved management processes.

- **Program Integration:** Organizations require efficient and effective program, project, and organizational management practices to successfully achieve their mission and goals. AHP provides expert advice on and assistance with strategy development and implementation, organization change and alignment, business process improvement, key administrative functions such as human resources management and marketing, and performance improvement.

- **Events and Virtual Solutions:** AHP excels in producing both onsite and virtual events and works with you to develop the best content and delivery channel. Our conference and event planners offer everything from logistics to onsite coordination, all supported by our in-house travel agency. You can eliminate geographical, technological, and budgetary barriers to training and skill building with our virtual solutions team. Emphasizing real human connection and supported by best practices in adult learning and online communication, Virtual Solutions designs and delivers effective, engaging digital products and events that help people learn and put new ideas into practice.
## Pricing

<table>
<thead>
<tr>
<th>FUNCTIONAL AREA</th>
<th>GSA-Level</th>
<th>Awarded</th>
<th>GSA Rate</th>
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<td>Labor Category</td>
<td>On Site</td>
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<td>9</td>
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<tr>
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<tr>
<td>6</td>
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<td>5</td>
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<td>4</td>
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<td>8</td>
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<td>$197.65</td>
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<tr>
<td>7</td>
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</tr>
<tr>
<td>3</td>
<td>Technical Assistance Specialist 2</td>
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<td>$83.75</td>
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<td>2</td>
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<td><strong>RESEARCH AND EVALUATION</strong></td>
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<td>7</td>
<td>Senior Researcher</td>
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<tr>
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<td>Senior Data Analyst</td>
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<td>7</td>
<td>Senior Evaluator</td>
<td>$174.20</td>
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<tr>
<td>5</td>
<td>Evaluator</td>
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<td>4</td>
<td>Researcher</td>
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<td>Data Analyst</td>
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<td>2</td>
<td>Database Administrator</td>
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<tr>
<td><strong>EDITORIAL AND GRAPHICS</strong></td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>Writer / Editor 3</td>
<td>$174.20</td>
<td>$174.20</td>
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<tr>
<td>5</td>
<td>Writer / Editor 2</td>
<td>$123.95</td>
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<tr>
<td>4</td>
<td>Senior Graphics Artist / Designer</td>
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<tr>
<td>1</td>
<td>Graphics Artist / Designer</td>
<td>$56.95</td>
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<tr>
<td><strong>MEETING PLANNING</strong></td>
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</tr>
<tr>
<td>4</td>
<td>Senior Meeting Planner</td>
<td>$103.85</td>
<td>$103.85</td>
</tr>
</tbody>
</table>
Skill Category/
Job Title Descriptions
Consultant 2

- **Minimum Education/Experience/Skills:** Master’s degree from an accredited college or university in human services, health, or business plus 15 years (or a bachelor’s degree plus 20 years) of relevant experience in the healthcare industry; knowledge of project management techniques and tools; and direct work experience in the following project management areas: people management within the context of running projects, strategic planning, risk management, and change management. Proficient in project management software; qualification in project management preferred (e.g., Project Management Institute certification).

- **Duties and Responsibilities:** Responsible for the overall direction, management, budgeting, coordination, implementation, and execution of healthcare-related projects. Specific examples of project types include health and behavioral healthcare integration; the design of population-linked service systems (PLSS); new product, service, and business development; and provider network development. Ensures consistency with company strategy and the budget plan and provides a focus on a quality product and customer/project outcome. Leads the planning and implementation of Healthcare Solutions projects. Manages ongoing tasks to ensure they are on time, on scope, and on budget. Develops, updates, and manages project plans and staff. Manages project resource allocation. Plans and schedules project timelines. Tracks project deliverables using appropriate tools. Maintains regular and frequent contact with AHP administrative staff, clients, staff consultants, and subcontracted consultants. Provides direction and support to project team. Presents reports defining project progress, problems, and solutions. Implements and manages project changes and interventions to achieve project outputs.
Consultant 1

- **Minimum Education/Experience/Skills:** Master’s degree from an accredited college or university in human services, health, or business plus 10 years (or a bachelor’s degree plus 15 years) of relevant experience in the healthcare industry; knowledge of project management techniques and tools; and direct work experience in the following project management areas: people management within the context of running projects, strategic planning, risk management, and change management. Proficient in project management software.

- **Duties and Responsibilities:** Manages, budgets, and coordinates details relating to the implementation and execution of healthcare-related projects. Follows company strategy and the budget plan and provides a focus on a quality product and customer/project outcome. Follows the planning and implementation of Healthcare Solutions projects by senior staff. Manages ongoing tasks to ensure they are on time, on scope, and on budget. Updates and manages project plans and staff, including project resource allocation. Follows plans and schedules of project timelines. Tracks project deliverables using appropriate tools. Maintains regular and frequent contact with AHP administrative staff, clients, staff consultants, and subcontracted consultants. Provides direction and support to project team. Presents reports defining project progress, problems, and solutions. Implements and manages project changes and interventions to achieve project outputs.

Program Manager

- **Minimum Education/Experience/Skills:** Master’s degree from an accredited college or university in the scientific or technical area(s) in which projects are being monitored, combined with a minimum of 9 years’ experience directing major federal contracts. Equivalent experience may be substituted for education, at the company’s discretion. Must have demonstrated ability to plan, organize, and control diverse activities and the ability to meet corporate business development and performance objectives. Requires excellent written and verbal communication skills.

- **Duties and Responsibilities:** Reporting to the company’s executive management, plans, organizes, and controls all technical and operational aspects of assigned projects. Serves as a member of corporate management, responsible for assisting in the development and implementation of company’s annual business development and operational plan. Interviews, selects, hires, and assigns senior management staff. Interacts with highest-level client representatives. Directs senior staff in the development of work plans and budgets for assigned contracts. Anticipates and implements solutions to operational problems, based on knowledge of latest technological advances in assigned disciplines.

Project Manager 3

- **Minimum Education/Experience/Skills:** Master’s degree from an accredited university in social work, behavioral health, public health, or similar field. Professional experience may be substituted for the education requirement. Should possess at least 9 years of management and supervising experience, which includes managing highly complex processes and procedures, managing large grants or contracts, and directing and evaluating staff performance.
Duties and Responsibilities: Manages large projects and contracts; manages projects of all sizes, including work plans, deliverables, and staffing; creates standard operating procedures, monitors/evaluates project performance, and conducts quality control; monitors and fulfills contract requirements of projects and formulates policies and procedures for program auditing; determines strategic business direction to best meet client’s evolving needs; manages overall relationships with funders, briefing them on project process and potential; and manages subcontractors and consultants, including creation of statements of work. Focuses on fiscal concerns; develops and manages project budgets, including invoice approval; and plans, reviews, and analyzes using Deltek software.

Project Manager 2

Minimum Education/Experience/Skills: Master’s degree from an accredited university in social work, behavioral health, public health, or similar field. Professional experience may be substituted for the education requirement. Should possess at least 6 years of management and supervising experience, which includes managing complex processes and procedures, managing grants or contracts, and directing and evaluating staff performance.

Duties and Responsibilities: Manages projects and contracts; manages parts of projects or projects of medium size, including work plans, deliverables, and staffing; creates standard operating procedures, monitors/evaluates project performance, and conducts quality control; monitors and fulfills contract requirements of projects and formulates policies and procedures for program auditing; determines tactical business direction to best meet clients’ evolving needs; engages in relationships with funders, briefing them on project process and potential; and manages subcontractors and consultants, including working on statements of work. Attends to fiscal concerns; develops and manages project budgets, including invoice approval, and handles Deltek planning, review, and analysis.

Project Manager 1

Minimum Education/Experience/Skills: Bachelor’s degree in social work, behavioral health, public health, or similar field. Professional experience may be substituted for the education requirement. Candidates should possess at least 3 years of management and supervision experience, which includes managing processes and procedures, managing portions of grants or contracts, and directing and evaluating staff performance.

Duties and Responsibilities: Assists in the management of projects, including managing small projects and tasks such as work plans, deliverables, and staffing within large projects; creates standard operating procedures, monitors/evaluates project performance, and conducts quality control; and manages subcontractors and consultants, including creation of statements of work and contract work. Attends to fiscal concerns, including developing and managing budgets of specific tasks and invoice approval, and handles Deltek planning, review, and analysis.
Administration

Administrator

- **Minimum Education/Experience/Skills:** Associate’s degree from an accredited college or university. Equivalent experience may be substituted for education, at the company’s discretion. Requires 1 year of previous supervisory experience, with demonstrated skills in task and workflow management, staff supervision, report and document production, and quality control. Excellent organizational and verbal/written communication skills.

- **Duties and Responsibilities:** Manages, supervises, and coordinates activities of employees engaged in administrative services such as office clerical services, purchasing, vendor management, printing, inventory control, telecommunications, mail and messenger services, and all other office administrative support services. Recruits, hires, and trains staff; evaluates employee performance; and resolves employee conflicts. Recommends promotions, transfers, and disciplinary action. Determines training needs and recommends training programs. Establishes or adjusts work procedures to meet production schedules. Recommends and implements new methods, procedures, or strategies to solve work problems and improve productivity and quality of product or service. Suggests changes in working conditions to increase efficiency. Coordinates building security and maintenance.
Subject Matter Expert 3

- **Minimum Education/Experience/Skills:** Master’s degree from an accredited university in social work, behavioral health, public health, or similar field. Professional experience may be substituted for the education requirement. Should possess at least 12 years of experience in the subject matter they are covering and be known for their expertise.

- **Duties and Responsibilities:** Utilized by internal staff for their knowledge and expertise on the subject matter they cover. Completes project deliverables; develops written and online materials (e.g., reports, presentation slides, guidebooks, planning documents); conducts in-depth research, key informant interviews, and literature reviews to support assignments; creates evaluation questions and data-gathering instruments; establishes measurement-based practices to evaluate outcomes; and compiles, summarizes, and analyzes data. Carries out meeting, training, and technical assistance activities; plans meeting agendas, prepares supporting materials, and facilitates meetings; prepares formal notes of external meetings, clarifying commitments and follow-up action; prepares content of webinars (e.g., brainstorms topics, identifies speakers, writes learning objectives); develops curriculum and training materials and manuals; delivers online/on-site training and education (e.g., hosts/moderates webinars, serves as subject matter expert); provides guidance to speakers on content; and develops pre-tests and satisfaction assessments to help determine the effectiveness of training sessions.
Subject Matter Expert 2

- **Minimum Education/Experience/Skills:** Master’s degree from an accredited university in social work, behavioral health, public health, or similar field. Professional experience may be substituted for the education requirement. Should possess at least 9 years of experience in the subject matter they are covering.

- **Duties and Responsibilities:** Completes project deliverables; develops written and online materials (e.g., reports, presentation slides, guidebooks, planning documents); conducts in-depth research, key informant interviews, and literature reviews to support assignments; and creates evaluation questions and data-gathering instruments. Establishes measurement-based practices to evaluate outcomes and compiles, summarizes, and analyzes data. Carries out meeting, training, and technical assistance activities; plans meeting agendas, prepares supporting materials, and facilitates meetings; prepares formal notes of external meetings, clarifying commitments and follow-up action; prepares content of webinars (e.g., brainstorms topics, identifies speakers, writes learning objectives); develops curriculum and training materials and manuals; delivers online/on-site training and education (e.g., hosts/moderates webinars, serves as subject matter expert); provides guidance to speakers on content; and develops pre-tests and satisfaction assessments to help determine the effectiveness of training sessions.

Subject Matter Expert 1

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university. A master’s degree in social work, behavioral health, public health, or similar field is strongly preferred. Professional experience may be substituted for the education requirement. Should possess at least 6 years of experience in the subject matter they are covering.

- **Duties and Responsibilities:** Completes project deliverables; develops written and online materials (e.g., templates, reports, presentation slides, guidebooks, planning documents, listserv announcements, website content, online surveys); conducts in-depth research, key informant interviews, and literature reviews to support assignments; creates evaluation questions and data-gathering instruments; establishes measurement-based practices to evaluate outcomes; and compiles, summarizes, and analyzes data. Carries out meeting, training, and technical assistance activities; plans meeting agendas and prepares supporting materials; facilitates and otherwise contributes to meetings; prepares formal notes of external meetings, clarifying commitments and follow-up action; prepares content of webinars (e.g., brainstorms topics, identifies speakers, writes learning objectives); and develops curriculum and training materials and manuals. Delivers online/on-site training and education (e.g., hosts/moderates webinars, serves as subject matter expert); provides guidance to speakers on content; and develops pre-tests and satisfaction assessments to help determine the effectiveness of training sessions.
Technical Assistance Specialist 2

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university, preferably in behavioral health, social work, public administration, or similar field. A master’s degree is strongly preferred. Professional experience may be substituted for education requirement. Three years of experience in program management and behavioral health.

- **Duties and Responsibilities:** Helps complete project deliverables; carries out discrete tasks and assignments, following up as necessary; develops written and online materials (e.g., templates, reports, presentation slides, guidebooks, planning documents, listserv announcements, online surveys); and conducts research, key informant interviews, and literature reviews to support assignments. Conducts quality-control activities. Attends to meeting, training, and technical assistance activities; coordinates logistical details of events and meetings (scheduling, contacting speakers, etc.); plans meeting agendas and prepares supporting materials; and takes minutes at internal meetings and prepares formal notes of external meetings. Prepares content of webinars (e.g., brainstorms topics, identifies speakers, writes learning objectives); provides technical support on a variety of platforms, such as GoToWebinar and Adobe Connect; develops curriculum and training materials and manuals; delivers online/on-site training and education (e.g., hosts webinars); and develops pre-tests and satisfaction assessments to help determine the effectiveness of training sessions. Carries out administrative and logistical tasks, manages work plans and deliverables, and helps develop and maintain websites.

Technical Assistance Specialist 1

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university in sociology, human services, counseling, management, or related field. Minimum of 1 year of experience working on technical assistance and training projects. Requires experience assisting senior technical assistance staff in developing curricula and other training materials. Experience supporting the provision of on-site technical assistance in a variety of settings. Must be able, upon request, to assist in developing project reports, interfacing with the client, and performing other duties as assigned.

- **Duties and Responsibilities:** Serves as entry-level staff on projects involving training and technical assistance, including on-site consultation, workshops, management information systems development, program development, and/or staff development. Helps complete project deliverables, assists in the preparation of written and online materials (e.g., reports, guidebooks, planning documents, listserv announcements, presentation slides, online surveys), and conducts basic research and literature reviews to support assignments. Supports meeting, training, and technical assistance activities; coordinates logistical details of events and meetings (schedule events and meetings, contact speakers, etc.); provides technical support on a variety of platforms, such as GoToWebinar and Adobe Connect; takes minutes at internal meetings; and sets up pre-tests and satisfaction assessments to help determine the effectiveness of training sessions. Carries out administrative and logistical tasks; inputs data and otherwise maintains tracking systems; responds to phone calls and emails; maintains websites; and prints, copies, collates, and mails materials.
Senior Researcher

Minimum Education/Experience/Skills: Master's degree from an accredited university in behavioral or social sciences or mental health field plus 12 years of experience in health and human services research. Ph.D. in psychology, epidemiology, sociology, public health, or related field preferred. Strong knowledge of social science research study design and methods. Focused expertise and thought leadership in one or more of AHP’s core fields. Experience and knowledge of data analysis and data management techniques using SAS, SPSS, STATA, Access, Excel, and/or other databases.

Duties and Responsibilities: Provides conceptual leadership and guidance in developing research work related to behavioral health services and policy. Leads and manages the conceptualization, design, and implementation of a range of research and evaluation projects. Manages project plans, deliverables, budgets, and strategic client relationships to ensure projects are delivered on time and within budget and that they exceed customer expectations. Organizes and leads business development activities, obtaining funding for new grants and contracts. Provides leadership to team members, including motivating, mentoring, and supervising mid- and junior-level research staff in developing all aspects of proposals and implementing contracts and grants. Maintains a scientific presence as a subject matter expert by publishing regularly in peer-reviewed journals and/or by presenting at annual conferences and meetings.
Senior Data Analyst

- **Minimum Education/Experience/Skills:** Master’s degree in statistics or biostatistics or Ph.D. in social sciences with 9 or more years of experience in applied research projects in behavioral health, public health, or social science conducting rigorous analyses, including pilot studies, program evaluations, and effectiveness studies. Proficiency in STATA or SPSS required. Expertise with data analytic software such as Dedoose, SAS, Mplus, and MIXOR; expertise in statistical methodology and analyses including mixed-methods design and analyses, random effects and logistic regression analyses, structural equation models, multilevel modeling and longitudinal data analyses, and secondary analyses using large administrative datasets. Expertise writing up analytic analyses and interpreting findings.

- **Duties and Responsibilities:** Communicates directly with senior investigators on study design, analytic approach, and results; manipulates and creates complex datasets; cleans datasets to identify outliers, assign missing values, and so forth; and supervises both senior and junior analysts. Selects appropriate statistical methods and conducts complex quantitative and qualitative analyses; summarizes results of requested analyses in table and graphic format; works with senior investigators to prepare presentations; and conceptualizes collaborative manuscripts on study design, methods and results. Collaborates with senior investigators on proposals and related business development; writes analytic sections; serves as the primary linkage between the Research & Evaluation Center and Information Technology; and manages research projects that primarily have a data management and analysis focus.

Senior Evaluator

- **Minimum Education/Experience/Skills:** Master's degree from an accredited university in assessment and measurement, research design, statistics, or human sciences such as psychology, sociology, social work, criminal justice, or related field. Equivalent experience may be substituted for education, at the company’s discretion. Minimum of 9 years of experience conducting evaluation research, including 4 years in a senior-level position. Expertise in performance measurement and evaluation, using both quantitative and qualitative data. Proficiency with software tools used on evaluation projects, such as SPSS and SAS. Ability to design, develop, and implement assessment tools.

- **Duties and Responsibilities:** Designs program evaluation approaches and methodologies; manages the implementation of evaluation work plans; designs, tests, and oversees the implementation of data-collection instruments and other evaluation tools; conducts needs assessments in order to plan outcome evaluation and research; and collects and analyzes qualitative and quantitative data to support data analysis and report production. Supervises evaluation specialists involved in data collection and analysis and report development. Works closely with client/stakeholder staff to identify potential operational problems and develop and implement feasible solutions.
Evaluators

Minimum Education/Experience/Skills: Master’s degree from an accredited university in assessment and measurement, research design, statistics, or human sciences such as psychology, sociology, social work, criminal justice, or related field. Equivalent experience may be substituted for education, at the company’s discretion. Minimum of 6 years of experience conducting evaluation research, including 2 years in a senior-level position. Skilled in performance measurement and evaluation, using both quantitative and qualitative data. Proficiency with software tools used on evaluation projects, such as SPSS and SAS. Ability to design, develop, and implement assessment tools.

Duties and Responsibilities: Designs program evaluation approaches and methodologies; manages the implementation of evaluation work plans; designs, tests, and oversees the implementation of data-collection instruments and other evaluation tools; conducts needs assessments in order to plan outcome evaluation and research; and collects and analyzes qualitative and quantitative data to support data analysis and report production. Acts as a liaison between the evaluation and provider staff regarding data submission and all related questions.

Researchers

Minimum Education/Experience/Skills: Bachelor’s degree from an accredited college or university and previous experience with field studies in behavioral health is strongly preferred. Three years of experience working directly with individuals with substance use disorders receiving publicly funded treatment services is also preferred. Excellent written and verbal communication skills. Knowledge of MS Word, Outlook, PowerPoint, Excel, and citation management software.

Duties and Responsibilities: Participates in data collection, data entry, and data-quality/integrity tasks; enrolls, tracks, and conducts interviews with study participants; and meets regularly with the project team to discuss interviewing, data, and any difficulties. Maintains interviewee payment and tracking databases, assists with focus groups of study participants or key informants, and contributes to literature.

Data Analysts

Minimum Education/Experience/Skills: Bachelor’s degree from an accredited college or university in relevant course of study such as information technology or statistics, with 1 year of relevant experience. Ability to analyze data and draw conclusions, following approved data-analysis plan. Previous experience with data analytic software tools used on evaluation projects, such as SPSS and SAS. Ability to design, develop, and implement assessment tools.

Duties and Responsibilities: Extract data from files and prepare graphic displays of findings; revise displays upon request; coordinate the retrieval of data from program records; participate in data coding, review, and cleaning; contact respondents to elicit responses (initial and follow-up) and report to project management any problems with study progress (e.g., misunderstandings/problems with interview instruments, missing data). Maintain, update, and ensure the confidentiality of tracking database.
Database Administrator

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university, preferably in the area of information science or computer science, combined with a minimum of 3 years of experience in database administration. Equivalent experience may be substituted for education, at the company’s discretion. Must have knowledge of entity relationship diagrams and data modeling. Also requires knowledge of memory utilization and distributed database design. As applicable, may need to be familiar with Sybase, Oracle, Unix, or other operating systems to ensure that databases operate efficiently.

- **Duties and Responsibilities:** Maintains the integrity and performance of company databases and guarantees that data is stored securely and optimally. Informs end users of changes in databases and trains them to use systems. Through control access, ensures the security of company data. Works with senior information technology staff to troubleshoot and resolve operational problems. May be asked to contribute to reports to clients.
**Writer/Editor 3**

- **Minimum Education/Experience/Skills:** Bachelor’s degree in writing, English, or mental health or social science discipline from an accredited college or university. Six or more years of experience as a writer or editor. Proficient with Word; preferred expertise in PowerPoint and Excel. Familiarity with U.S. Government Publishing Office (GPO), American Psychological Association (APA), and other style guidelines. Expertise in a mental health, substance abuse, or housing and homelessness content area. Experience in speechwriting or academic writing. Experience in proposal development, including federal contracts and grants.

- **Duties and Responsibilities:** Researches, writes, edits, and manages production of reports and technical assistance documents for government contracts or grants in the behavioral health field. Writes and edits business proposals and other AHP documents. Manages projects, including budgets, schedules, and staff. Works with other writers, clients, and client teams to clarify project purpose and determine project approach; develops outlines and organization for reports based on these conversations. As a contributor to client reports and business proposals, researches multiple sources of information, including interviews, the internet, guides, proposals, peer-reviewed literature, and reports. Writes and edits documents to ensure compliance with GPO and APA style and other standards.
required by contracts. Ensures appropriate transition, grammar, readability, conciseness, and clarity of all documents; makes changes to documents based on feedback from clients or other field experts; and works with graphic artists and photographers to prepare camera-ready copy, approve layouts, and edit and revise text of reports and technical assistance documents to ensure that the look and feel is consistent with client expectations. Contributes to proposals and new business development efforts; manages client projects, including supervision of staff, management of timelines and budgets, and client relationship management; and works with senior information technology staff to troubleshoot and resolve operational problems. May be asked to contribute to reports to clients.

**Writer/Editor 2**

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university in writing, English, or a mental health or social science discipline. Three to 5 years of experience as a writer or editor. Proficient with Word; preferred expertise in PowerPoint and Excel. Familiarity with GPO, APA, and other style guidelines. Expertise in a mental health, substance abuse, or housing and homelessness content area; experience in speechwriting or academic writing a plus. Experience in proposal development, including federal contracts and grants.

- **Duties and Responsibilities:** Works with other writers, clients, and client teams to clarify project purpose and determine project approach; develops outlines and organization for reports based on these conversations. As a contributor to client reports and business proposals, researches multiple sources of information, including interviews, the internet, guides, proposals, peer-reviewed literature, and reports. Writes and edits documents to ensure compliance with GPO and APA style and other standards required by contracts. Ensures appropriate organization, transition, grammar, readability, conciseness, and clarity of documents; makes changes to documents based on feedback from clients or other field experts; and works with graphic artists and photographers to prepare camera-ready copy, approve layouts, and edit and revise text of reports and technical assistance documents to ensure that the look and feel is consistent with client expectations. Contributes to proposals and new business development efforts and may manage client projects, including supervision of staff, management of timelines and budgets, and client relationship management.

**Senior Graphic Artist/Designer**

- **Minimum Education/Experience/Skills:** Six to 10 years of experience in a graphic design/creative environment plus 3 to 5 years of experience in a graphic design management role. Must be proficient in Adobe Creative Suite, as well as MS Word, Outlook, Excel, PowerPoint, and SharePoint. Knowledge of Section 508 standards and compliance. Bachelor’s degree in graphic design from an accredited college or university or equivalent training. Works in Adobe Creative Suite and MS Office to create visual materials (both print and electronic). Conducts online and library research on a variety of topics relative to the development of graphic documents.
**Duties and Responsibilities:** Coordinates, manages, and executes the graphic needs of various projects simultaneously, from kickoff meetings through turning over final artwork for print or electronic production. Plans and manages daily workload for all design staff to ensure on-time delivery of products. Supervises and delegates job tasks among design staff and freelance staff. Provides guidance on projects to project managers to ensure best allocation of creative budget and staff. Uses and improves technological management tools to support the graphic management function. Works with marketing manager to monitor and provide guidance to project directors for project planning to support keeping creative labor projections on track. Meets with clients, listens to their project specifications, and translates their requests into designs. Provides leadership and training to design staff. Demonstrates a high level of proficiency in design and production. Educates, informs, and guides AHP staff in the processes of graphic design. Creates memorable and impactful graphic designs and visual materials for internal branding campaigns and clients. Designs and produces materials for a wide variety of applications such as print, electronic media, packaging, signage, collateral, tradeshow events, and website pages. Effectively communicates and coordinates with team members to ensure the visual design displays the desired message and brand strategy. Develops, implements, and administers graphic design policies, procedures, and approaches to ensure consistent and efficient application of the company's brand.

**Writer/Editor 1**

- **Minimum Education/Experience/Skills:** Bachelor’s degree from an accredited college or university in writing, English, or a mental health or social science discipline. Three years of professional experience as a writer or editor. Proficient with MS Word; preferred experience in PowerPoint and Excel. Familiarity with GPO, APA, and other style guidelines. Familiarity with mental health, substance abuse, or other relevant content areas; experience in speechwriting or academic writing a plus. Experience in proposal development, including federal contracts and grants.

- **Duties and Responsibilities:** Works with other writers, clients, and client teams to clarify project purpose and determine project approach; assists with the development of outlines and organization for reports based on these conversations. As a contributor to client reports and business proposals, researches multiple sources of information, including interviews, the internet, guides, proposals, peer-reviewed literature, and reports. Writes and edits documents to ensure compliance with GPO and APA style and other standards required by contracts. Ensures appropriate organization, transition, grammar, readability, conciseness, and clarity of documents; makes changes to documents based on feedback from clients or other field experts; and works with graphic artists and photographers to prepare camera-ready copy, approve layouts, and edit and revise text of reports and technical assistance documents to ensure that the look and feel is consistent with client expectations. Contributes to proposals and new business development efforts and may manage client projects, including supervision of staff, management of timelines and budgets, and client relationship management.
Graphic Artist/Designer

- **Minimum Education/Experience/Skills:** One to 5 years’ experience in a graphic design/creative environment. Experience using Adobe Creative Suite (InDesign, InCopy, Illustrator, Photoshop, etc.) as well as MS Word, Outlook, Excel, PowerPoint, and SharePoint. Bachelor’s degree in graphic design from an accredited college or university (or equivalent training). Experience conducting online and library research on a variety of topics relative to the development of graphic documents, including photo identification and research. Possesses attention to detail when interacting with copywriters and copyeditors; can make accurate corrections through the review process. Adheres to project schedules and contributes to on-time submission of deliverables at all stages of design and production.

- **Duties and Responsibilities:** Supports the design team in creating memorable and impactful graphic designs and visual materials for corporate branding campaigns and clients in various print, web, and multimedia formats. Designs and produces materials for a wide variety of applications such as print, electronic media, packaging, signage, collateral, trade shows, and webpages. Works collaboratively with team members, including project managers, copywriters, client services and sales, and web developers to ensure the visual design displays the desired message and brand strategy. Supports the Graphic Design team in creating AHP graphic style standards and communicating them across the organization. Conducts photo research and manages photo libraries. Manages the graphic filing system; learns and helps to manage the organization’s knowledge management platform for support of the graphic design function.
Senior Meeting Planner

- **Minimum Education/Experience/Skills**: Bachelor’s degree from an accredited college or university. Equivalent experience may be substituted for education, at the company’s discretion. Requires 6 years of previous experience as a meeting planner, preferably in the federal government arena. (Must include 3 years of experience at a senior level, operating with complete authority to commit corporate resources.) Must be thoroughly familiar with the Federal Travel Regulation.

- **Duties and Responsibilities**: Plans, organizes, and controls all technical, fiscal, operational, and performance activities on assigned conference and meeting support task orders and work assignments. Serves as task leader, overseeing all pre-meeting, on-site, and post-meeting activities. Interprets task order and work assignment specifications and develops written responses (work plans) and related task breakdown. Develops and controls budgets, schedules, and timelines for assigned meetings. Advises project director of anticipated problems and develops and implements innovative solutions. Assigns and supervises senior staff. Drafts portions of monthly and/or annual reports describing activities on assigned tasks. Conducts post-meeting evaluations. Responsible for direct interaction with clients and for ensuring total client satisfaction.
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