General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services

The Manhattan Strategy Group, LLC.
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NEW YORK, NY 10017
Telephone 301-828-1515
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http://www.manhattanstrategy.com
Contract Administrator: Shezad Habib
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Contract Number – GS-10F-0201T

Period Covered by Contract – March 28, 2017 – March 27, 2027

Price List Current through Modification PO-0041 effective March 28, 2022

Business Size – Small Disadvantaged Business

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov. Online access to contract ordering information, terms and conditions, and up-to-date pricing, as applicable, is available on GSA Advantage! at https://www.gsaadvantage.gov
INFORMATION FOR ORDERING ACTIVITIES

1a. Table of awarded special item number with appropriate cross-reference to item descriptions and awarded prices.
   541611 – Management and Financial Consulting, Acquisitions and Grants Management Support, and Business Program and Project Management Services
   541820 – Public Relations Services
   561611 – HR Support: Pre Employment Background Investigations
   611430 – Professional and Management Development Training
   OLM - Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. Not Applicable

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See labor category descriptions starting on page 5 and pricing on page 14.

2. Maximum order: $1,000,000

3. Minimum order: $300

4. Geographic coverage (delivery area): Domestic and Overseas

5. Point(s) of production (city, county, and State or foreign country): 708 Third Ave. 5FL New York, NY 10017 or 4340 East West Hwy Suite 1100 Bethesda, MD 20814

6. Discount from list prices or statement of net price: Prices listed are net

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): Not Applicable

10a. Time of delivery: Specified on the Task Order.

10b. Expedited Delivery: Contact Contractor
10c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor.

10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor.

11. F.O.B. point: Destination

12a. Ordering address:
Shezad Habib
8120 Woodmont Ave
Suite 850
Bethesda, MD 20814
Ph: 301-828-1515
shabib@manhattanstrategy.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address: Same as Ordering Address

14. Warranty provision: Not Applicable

15. Export packing charges, if applicable: Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Not Applicable

17. Terms and conditions of installation (if applicable): Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable.

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable
22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov. Not Applicable

23. Unique Entity Identifier (UEI) Number: 175967731

24. Notification regarding registration in the System for Award Management. CAGE Code 35BT1
Labor Category Descriptions

- **Lead Advisor**

  **Functional Responsibility.** The individual will provide expert guidance and advisory on projects based on experience in the field.

  **Education and Experience.** This individual will have 20 years of work experience and a bachelor’s degree.

- **Senior Subject Matter Expert**

  **Functional Responsibility.** The individual will provide expert guidance and advisory on projects based on experience in the field.

  **Education and Experience.** This individual will have 15 years of work experience and a bachelor’s degree.

- **Subject Matter Expert**

  **Functional Responsibility.** Provides expertise in a particular industry or functional area, such as science, technology, management, finance, etc. Offers guidance, consultation, facilitation, thought leadership, and education to the client and/or project team based on his/her specialized area of expertise.

  **Education and Experience.** This individual will have 10 years of work experience and a bachelor’s degree.

- **Director/Program Manager**

  **Functional Responsibility.** Leads firm development initiatives. Responsible for all projects in his practice area and client relationships. Primary point of client contact. Manages multiple projects and has the final responsibility for all analyses and deliverables. Utilizes industry knowledge and expertise, as well as functional and project management skills to support senior management in the client organization.

  **Education and Experience.** This individual will have 8 years of work experience and a bachelor’s degree.
• **Vice President/Senior Program Associate**

**Functional Responsibility.** Responsible for day-to-day management and leadership of large projects as well as client relationships. Provides consulting expertise and guidance to clients, such as managing quality control for deliverables, and presenting project results and recommendations to client senior executives.

**Education and Experience.** This individual will have 7 years of work experience and a bachelor’s degree.

• **Senior Manager/Program Associate**

**Functional Responsibility.** Responsible for day-to-day management and leadership on project. Coordinates and directs the activities of consultants and provides consulting support to clients, including resolving project issues, reviewing deliverables developed by other consultants, and presenting project findings and results to client management.

**Education and Experience.** This individual will have 6 years of work experience and a bachelor’s degree.

• **Manager/Managing Consultant**

**Functional Responsibility.** Responsible for day-to-day management and leadership of mid-size and smaller projects, or for team-leadership on large projects. Coordinates and directs the activities of consultants and provides consulting support to clients, including resolving project issues, reviewing deliverables developed by other consultants, and presenting project findings and results to client management.

**Education and Experience.** This individual will have 4 years of work experience and a bachelor’s degree.

• **Senior Consultant**

**Functional Responsibility.** Leads information gathering, conducts primary and secondary research, develops presentations, databases, and spreadsheets, analyzes data, drafts project reports, and other deliverables. Identifies project issues and guides associate consultants. Supports presentation of project findings and results to client management.

**Education and Experience.** This individual will have 2 years of work experience and a bachelor’s degree.
• **Consultant**

**Functional Responsibility.** Leads information gathering, conducts primary and secondary research, develops presentations, databases, and spreadsheets, analyzes data, drafts project reports, and other deliverables. Identifies project issues and guides associate consultants/analysts. Supports presentation of project findings and results to client management.

**Education and Experience.** This individual will have 2 years of work experience and a bachelor’s degree.

• **Associate Consultant**

**Functional Responsibility.** Gathers information for senior consultants, conducts research, develops, and manages databases and spreadsheets, analyzes data, takes notes during meetings and interviews, drafts process diagrams, contributes to project presentations and reports, and other deliverables. Provides logistics and scheduling support for interviews.

**Education and Experience.** This individual will have 2 years of work experience and a bachelor’s degree.

• **Administrative Associate**

**Functional Responsibility.** This position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records, and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials. Provides logistics and scheduling support for interviews.

**Education and Experience.** This individual will have 0 years of work experience and a high school diploma.

• **Senior Executive II**

**Functional Responsibility.** This individual provides leadership, advisory, facilitation, and coaching to client executives and helps senior management at agencies to formulate strategic plans and assess and execute operational directives.

**Education and Experience.** This individual will have 25 years of work experience and a master’s degree.
• **Senior Executive I**

**Functional Responsibility.** The individual will provide leadership, facilitation, and coaching to client executives at departments within agencies and helps client senior management to formulate departmental-level strategic plans and assess and execute operational directives.

**Education and Experience.** This individual will have 22 years of work experience and a master’s degree.

• **SME I**

**Functional Responsibility.** The individual provides subject matter expertise within a narrow area of the overall program. May provide input and support to senior level SMEs on certain projects.

**Education and Experience.** This individual will have 8 years of work experience and a bachelor’s degree.

• **Director IV**

**Functional Responsibility.** The individual will be responsible for contracts across multiple programs and service lines. Directs and supervises project teams across contracts, provides executive-level presentations to clients, reviews project performance, provides thought leadership, and takes personnel actions in support of programs, and is ultimately responsible for program budgets.

**Education and Experience.** This individual will have 15 years of work experience and a bachelor’s degree.

• **Director III**

**Functional Responsibility.** The individual will be responsible for major programs and/or service line. Directs and supervises multiple contracts, departmental personnel, program development, thought leadership, and execution and budgetary matters for the specific program or service area.

**Education and Experience.** This individual will have 12 years of work experience and a bachelor’s degree.
• **Director II**

**Functional Responsibility.** The individual provides program management support for multiple programs and/or service lines. Is actively involved in the day-to-day management and work on contracts, reviews deliverables, engages clients in substantive discussions, directs the teams on the course of actions, reviews final reports, and delivers client presentations.

**Education and Experience.** This individual will have 10 years of work experience and a bachelor’s degree.

• **Senior Consultant II**

**Functional Responsibility.** The individual is responsible for assisting with select tasks associated with project management and reporting. Develops reports, presentations, trainings, and technical assistance plans based on the research and analysis conducted. Identifies project issues and may also guide junior staff on projects. Supports presentation of project findings and results to client management.

**Education and Experience.** This individual will have 3 years of work experience and a bachelor’s degree.

• **Analyst III**

**Functional Responsibility.** This individual gathers information on projects, conducts research, develops, and manages databases and spreadsheets, analyzes data, takes notes during meetings and interviews, drafts process diagrams, contributes to project presentations and reports, and other deliverables.

**Education and Experience.** This individual will have 3 years of work experience and a bachelor’s degree.

• **Analyst I**

**Functional Responsibility.** This individual gathers information on projects, conducts research, develops, and manages databases and spreadsheets, analyzes data, takes notes during meetings and interviews, drafts process diagrams, contributes to project presentations and reports, and other deliverables. Provides logistics and scheduling support for interviews.

**Education and Experience.** This individual will have 0 years of work experience and a bachelor’s degree.
• **Operations Assistant II**

**Functional Responsibility.** The individual supports project teams and meeting planners and serve as task lead for materials for meetings, conferences, as well as coordinating necessary logistics to support activities. This includes scheduling all departmental meetings, including booking meeting space, providing materials, coordinating refreshments, taking meeting notes, and preparing meeting minutes.

**Education and Experience.** This individual will have 2 years of work experience and a bachelor’s degree.

• **Operations Assistant I**

**Functional Responsibility.** The individual supports project teams and meeting planners for materials for meetings, conferences, as well as coordinating necessary logistics to support activities. This includes scheduling all departmental meetings, including booking meeting space, providing materials, coordinating refreshments, taking meeting notes, and preparing meeting minutes.

**Education and Experience.** This individual will have 0 years of work experience and a bachelor’s degree.

• **Senior Meeting Planner**

**Functional Responsibility.** The individual is responsible for the full execution, from development and planning phases to the delivery of meetings, events, and conferences for various clients. The individual will manage a team of meeting planners and logistics staff, assign roles and responsibilities, track, and report on event budgets, and serve as the final point of contact with the client.

**Education and Experience.** This individual will have 7 years of work experience and a bachelor’s degree.

• **Meeting Planner II**

**Functional Responsibility.** The individual is responsible for the full execution, from development and planning phases to the delivery of meetings, events, and conferences for various clients. The individual will manage a team of support staff and logistics personnel, assign roles and responsibilities, and provide documentation to the Sr. Meeting Planner for reporting of milestones and budgets.

**Education and Experience.** This individual will have 5 years of work experience and a bachelor’s degree.
• **Meeting Planner I**

**Functional Responsibility.** The individual supports tasks related to the delivery of meetings, events, and conferences for various clients. May also lead tasks associated with smaller events and serves as on-site lead for activities related to registration, materials distribution, event surveys, A/V, and vendor management.

**Education and Experience.** This individual will have 3 years of work experience and a bachelor’s degree.

• **Senior Technical Writer**

**Functional Responsibility.** The individual researches, and writes deliverables including reports, presentations, and process and technical documents. The individual will conduct sessions with the technical staff to understand project requirements, analyze the data to make meaningful conclusions, and present in a succinct, concise manner consistent with the requirements of the clients.

**Education and Experience.** This individual will have 10 years of work experience and a bachelor’s degree.

• **Technical Writer**

**Functional Responsibility.** The individual researches, and writes deliverables including reports, presentations, and process and technical documents. The individual will conduct sessions with the technical staff to understand project requirements, analyze the data to make meaningful conclusions, and present in a succinct, concise manner consistent with the requirements of the clients.

**Education and Experience.** This individual will have 5 years of work experience and a bachelor’s degree.

• **Senior Editor**

**Functional Responsibility.** The individual is responsible for editing reports, presentations, and process and technical documents. The individual is also responsible for editing materials prepared for meetings and events such as brochures, meeting notes, agendas, marketing materials, and other deliverables.

**Education and Experience.** This individual will have 8 years of work experience and a bachelor’s degree.
• **Editor**

**Functional Responsibility.** The individual is responsible for editing reports, presentations, and process and technical documents. The individual is also responsible for editing materials prepared for meetings and events such as brochures, meeting notes, agendas, marketing materials, and other deliverables.

**Education and Experience.** This individual will have 4 years of work experience and a bachelor’s degree.

• **Senior Graphics Designer**

**Functional Responsibility.** The individual creates, designs, and formats marketing materials including brochures, proposals, presentation boards, flyers, postcards, newsletters, and event invitations, creates and designs HTML graphics for email blasts, confers with clients to discuss, and determine layout design, reviews final layouts and suggests improvements as needed. Is also responsible for the graphics in project deliverables, including reports, presentations, and technical documents.

**Education and Experience.** This individual will have 8 years of work experience and a bachelor’s degree.

• **Graphics Designer**

**Functional Responsibility.** The individual creates, designs, and formats marketing materials including brochures, proposals, presentation boards, flyers, postcards, newsletters, and event invitations, creates and designs HTML graphics for email blasts, confers with clients to discuss, and determine layout design, reviews final layouts and suggests improvements as needed. Is also responsible for the graphics in project deliverables, including reports, presentations, and technical documents.

**Education and Experience.** This individual will have 4 years of work experience and a bachelor’s degree.

• **Senior Communications Coordinator**

**Functional Responsibility.** The individual develops and executes communication associated to the projects including Public Relations programs and campaigns, social media activities, blog posts and other branding efforts.

**Education and Experience.** This individual will have 6 years of work experience and a bachelor’s degree.
Substitution Policy:

The Manhattan Strategy Group, LLC reserves the right to make the following substitutions in the education and/or experience requirements of any of the service skill categories set forth herein.

1. One year of additional work experience is equivalent to an additional one year of education.
2. One year of additional education is equivalent to an additional one year of experience.
3. Certification related to the technology is equivalent to two years of experience or education requirement.

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (***) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

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<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Title and Code</th>
<th>WD Number</th>
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<tbody>
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<tr>
<td>Skill Category</td>
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<td>Lead Advisor</td>
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<td>Senior Subject Matter Expert</td>
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<td>Senior Communications Coordinator</td>
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About Manhattan Strategy

Manhattan Strategy is a management consulting firm delivering organizational process improvement, research and evaluation, technical assistance, training, professional development, meeting planning, peer and grant reviews, and administrative support services to federal government agencies and commercial clients. Our services follow the full continuum, from identifying client need to building customized solutions that enable clients to achieve their tactical and strategic goals. Based on best practices and lessons learned from hundreds of past projects, and through customized research, we are able to bring best practices and models, and we apply these lessons to develop world class solutions for our clients.

Manhattan Strategy is made up of an experienced team of professionals with extensive experience in strategic and tactical planning, program evaluation, performance management, organizational assessment, process and workflow improvement, benchmarking, best practice research, e-learning, training, human capital management, technology and logistics and meeting support services in the commercial and federal government sector. Our staff members have consulted and solved the challenges of organizations globally and bring this wealth of experience to supporting our federal government clients. Additionally we have strong partnerships and global alliances to extend capacity. We have a national presence with offices across the US, as well as a global reach, with alliances in Latin America, Europe, South Asia, East Asia and Australia.

Manhattan Strategy is a small disadvantaged business. We have extensive experience working as a Prime with federal government agencies. A sample list of clients includes

- U.S. Department of Education
- U.S. Department of Labor
- U.S. Patent and Trademark Office
- U.S. Department of Housing and Urban Development
- National Science Foundation
- U.S. General Services Administration
- U.S. Department of Treasury
- NY City Department of Health
- Fortune 500 Firms
Services and Products Delivered Under MAS

Manhattan Strategy has been awarded Special Item Numbers (SIN) 541611, 541820, 561611, 611430 and OLM. MSG believes in customizing solutions to the specific needs of the clients.

- **ORGANIZATIONAL IMPROVEMENT**
  MSG provides services to help agencies enhance program performance and efficiency. Our solutions address untapped potential in organizational design, processes, people, structure, policies, and technology.

  - **Strategy & Analysis**
    - Strategy and Organizational Assessment
    - Leadership Facilitation
    - Strategic Planning and Business Case Development
    - Feasibility Analysis
    - Performance Management
    - Policy Planning and Analysis

  - **Business Transformation**
    - Organizational and Program Assessment
    - Business Process and Workflow Improvement
    - Organizational Alignment and Effectiveness
    - Implementation and Change Management

  - **Human Capital Management**
    - Workforce Planning
    - Performance Assessment
    - Employee Recognition Systems
    - Training and Professional Development

  - **Financial Planning and Analysis**
    - Performance Benchmarking
    - Business Case Validation / Cost-Benefit Analysis
    - Operational Cost Analysis / Benchmarking

- **RESEARCH AND EVALUATION**
  MSG provides data-driven solutions to help our clients make informed decisions. MSG has expertise in qualitative and quantitative research and in leveraging statistical and analytical tools to enhance program performance. MSG specializes in benchmarking and best practices research to build solutions with demonstrated success.

  - **Program Evaluation**
    - Research Design, Data Collection and Evaluation

  - **Best Practice Advisory**
    - Promising Practices Research and Reporting
• Filed Research and Site Visits
  o **Benchmarking**
    • Performance Benchmarking
    • Cost Benchmarking
  o **Customer and Market Insights**
    • Voice of Customer / Climate Surveys
    • Market Sizing and Segmentation
    • Economic Research and Analysis
  o **Policy Analysis**
    • Analysis of Program Structure and Policies
    • Development of White Papers / Policy Impact

**TRAINING / PROFESSIONAL DEVELOPMENT & TECHNICAL ASSISTANCE**
MSG provides solutions to enhance and unlock the potential of agency staff, stakeholders, partners, grantees and subgrantees by providing customized and scalable training solutions delivered via multiple formats. MSG has experience in providing one-to-many, peer to peer, and in-depth technical assistance to a variety of users, delivered in-person and via innovative virtual technology solutions.

  o Needs Assessment
  o Training Module Development
  o Traditional, e Learning and Blended Instructional Design
  o Technical Assistance and Staff Development
  o Workshop & Training Facilitation
    o Webinars, web casting, teleconferencing, videos, podcasts, etc.
  o Management Coaching & Training
  o Facilitation (group facilitations, working group meetings and communications, coaching and mentoring)
  o Virtual Communities of Practice

**LOGISTICS AND SUPPORT SERVICES**
MSG has full-service capabilities to plan and manage executive style meetings, workshops, presentations, retreats, conferences, and events. MSG also manages peer reviews, grant competitions, and all administrative and support services associated with such events including transcription, audio/visual, reimbursements, travel, lodging, meeting room, web casting, and other unique requirements for clients.

  o Peer Review
  o Meeting Facilitation
  o Grant Competitions
  o Meeting Planning
  o Conference Planning
  o Support Services (web design, marketing, database development, audio/visual, transcription, etc.)
Manhattan Strategy has provided facilitation and related decision support services for multiple federal agencies, from assisting rulemaking negotiations to annual reports to Congress. MSG has expert facilitators that are dedicated to balancing the needs of agencies and their stakeholders and in working towards consensus building.

Services covered include:
- Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputes)
- Leading or facilitating group briefings and discussions
- Enabling focused decision-making
- Recording discussion content and related facilitation support services
- Debriefing stakeholders
- Preparing and providing draft and final reports relating to the facilitated issues

**Business Intelligence Research and Analysis:** Through its survey service offering, Manhattan Strategy provides the research, intelligence, and analysis for our clients to make informed decisions. Critical steps of our survey services include:

- Planning survey design
- Defining and refining the agenda
- Determining survey collection methodology
- Selecting targets/stakeholders for survey effort
- Administration of surveys using various mediums
- Data capture and management
- Review and analysis of data
- Assessing reliability and validity of data
- Analyses of quantitative and qualitative results
- Conclusions and recommendations

Manhattan Strategy has completed over 400 projects covering the above-mentioned survey services. Our work has focused on qualitative surveys and quantitative analysis, including web-based surveys, one-on-one surveys, telephone-based surveys, focus groups, and customer workshops. Manhattan Strategy has extensive resources in-house to deliver the majority of the services and ensure the highest quality and service to our clients. Additionally, we have a network of partners that we leverage to extend our reach and resources.

Through targeted stakeholder, customer, user, partner, etc surveys, Manhattan Strategy is able to assist our clients in the following representative areas:

- **Sector Research and Analysis**
  
  *Surveys with key stakeholders to analyze:*
  - Market sizing and segmentation
  - Industry research and analysis
- Economic research analysis
- Policy assessment (revenue generation, job creation, ROI)

**Customer Satisfaction / Needs Analysis**

*Surveys with key stakeholders to analyze:*
- Customer / User satisfaction analysis
  - Voice of Customer
  - Employee Engagement
- Customer / User needs analysis
- Customer / User feedback analysis

**Vendor Screening**

*Surveys with key vendors and third parties to analyze:*
- Vendor offerings
- Vendor strengths and weaknesses
- Vendor match with client needs
  - Criteria driven selection process of product and service vendors that best meet client needs – criteria typically based on technical, financial, past experience and other factors)

**Best-in-class / Best Practices Benchmarking**

*Surveys with public and private sector entities to gather:*
- Best-practices Research
- Organizational Benchmarking
- Cost Benchmarking
- Process Benchmarking
- HR Benchmarking
- Pricing Benchmarking

**Research and Evaluation**

- Research Evaluation, Design and Data Collection
- Program Evaluation
  - Program and policy effectiveness (initiative, tax, policy, and others)
  - Program best-practices (vs. public and private sector)
  - Program improvement recommendations
- Best Practice Analysis and Advisory
- Benchmarking
- Organizational Assessment and Climate Surveys
- Market Sizing and Segmentation
- Industry Research and Analysis
- Economic Research analysis

Policy Assessment (revenue generation, job creation, ROI)