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GSA Contract #GS-10F-0330P

Contract Period: May 18, 2004 through May 17, 2019

Overview

The Environmental Law Institute's GSA Environmental Services Contract provides all Federal agencies a quick and efficient means of addressing their environmental needs.

Under the GSA Professional Services Schedule, the Environmental Law Institute (ELI) provides all Federal agencies with Environmental Consulting Services for the development, planning, facilitation, coordination, and documentation of environmental initiatives as well Environmental Training Services to aid agencies in training personnel in a variety of environmentally related subjects in order to meet Federal mandates and Executive Orders.. The Federal Supply Schedule delivers the means to meet both individual and unique requirements in an efficient and effective manner. It allows the federal community to employ commercial buying practices, reduce the time and cost of acquisition, and devote more of their resources to their primary mission.

ELI is an internationally recognized nonprofit independent research and education center. ELI plays a pivotal role in shaping the fields of environmental law, policy, and management, domestically and abroad through its training courses, consulting services, seminars, and research programs. For more than 45 years, ELI has consulted and worked with United States government agencies and international governmental entities to provide expert advice, assistance, guidance, and counseling in support of environmental consulting services.

ELI's mission presupposes that environmental protection depends on well-functioning relationships among governments, federal agencies, the states, and localities. For the system to function well, officials at all levels of government need expert help in making environmental laws work. In the United States and throughout the Americas, Europe, India, and Africa, ELI has become an essential player in helping governmental, civil society, and other entities build more effectively managed public institutions and improve the processes by which they operate and interrelate. ELI regularly provides services to such agencies because of the high quality advice and counsel it provides, and the stellar products it produces for its customers.

ELI's interdisciplinary staff comprises top quality professionals who are accomplished leaders in their fields. Under this schedule, ELI supports federal activities by providing environmental consulting and training services to ensure compliance with various laws including the Clean Air and Water Acts, the National Environmental Protection Act (NEPA), the Resource Conservation

and Recovery Act (RCRA), the Surface Mining Control and Reclamation Act (SMCRA), and the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). ELI's staff has extensive experience in law, policy, management, and science, having worked in the private and public sectors in high-level federal and state government positions and in private law firms and corporations. When staffing projects, ELI takes into account not only the diverse background of the staff and the decades of experience of the senior staff but also the most cost-effective manner in which to staff projects, teaming senior and junior staff members, as appropriate.

Scope of Services

ELI's GSA Professional Services Schedule Contract authorizes us to provide services under the following Special Item Numbers (SINs):

- SIN 899-1 Environmental Consulting Services
- SIN 899-1RC Environmental Consulting Services – Disaster and Recovery
- SIN 899-3 Environmental Training Services
- SIN 899-3RC Environmental Training Services – Disaster and Recovery

Given the broad scope of the contract and the extensive capabilities offered by ELI, it is not possible to provide a full, comprehensive list of the services offered under the GSA Contract. Following are representative listings of the services provided under SINs 899-1/1RC and 899-3/3RC. These examples are not meant to limit or exclude other authentic environmental services covered by the scope of the contract. Please contact us to discuss any service not specifically listed.

SIN 899-1 and SIN 899-1RC Environmental Consulting Services

ELI offers a full range of environmental consulting services. The following listing of environmental planning services provides selected examples of the services ELI provides. This list is not all-inclusive and is not meant to limit or exclude environmental consulting services not specifically listed.

- *Endangered Species, Invasive Species, Biodiversity and Wetlands Analysis*
- *Watershed Governance and Wetlands Analysis*
- *Environmental Program Management and Environmental Regulation Development*
- *Non-Point Source Pollution Prevention Analysis*
- *Economic, Technical and Risk Analysis*
- *Pollution Prevention and Innovation Analysis*
- *Environmental Management Systems and Analysis*
- *Identification and Mitigation of Threats to Sustainability*
- *Environmental Justice Implementation*
- *Information Disclosure and Confidentiality*
- *Environmental Planning and Smart Growth Analysis*
- *Assessment of State, Local and Federal Environmental Programs*
- *Environmental Compliance and Enforcement Metrics Analysis*
- *Permitting Systems Evaluation*

- *ISO 14000, Environmental Management Systems Evaluation*
- *Management of Stakeholder Participation*
- *Stakeholder Education*
- *Evaluation of State, Local and Federal Environmental Programs*
- *Program Implementation Assessment*
- *Management and Dissemination of Information*
- *Strategic Targeting and Information Collection*
- *Compliance and Enforcement Program Assessment*

SIN 899-3 and SIN 899-1RC Environmental Training Services

ELI offers a full range of environmental training services. The following listing of on- or off-site courses using off-the-shelf, customized, or computer/web-based interactive training modules provides selected examples of the services ELI provides. This list is not all-inclusive and is not meant to limit or exclude environmental training services not specifically listed.

- *Compliance with environmental laws/regulations*
- *Comprehensive Environmental Response Compensation and Liability Act (CERCLA)*
- *Environmental audits, awareness, compliance, and management*
- *ISO 14001 Environmental Management Systems (EMS)*
- *National Environmental Policy Act (NEPA)*
- *Natural habitat preservation*
- *Pollution prevention*
- *Resource Conservation and Recovery Act (RCRA)*
- *Sustainable environmental practices*
- *Water conservation*
- *Wetlands regulation and permitting.*

Customer Information for GSA Contract #GS-10F-0330P

- 1a. Table of Awarded Special Item Number (SIN):
- 899-1 Environmental Consulting Services**
 - 899-1RC Environmental Consulting Services – Disaster and Recovery**
 - 899-3 Environmental Training Services**
 - 899-3RC Environmental Training Services – Disaster and Recovery**
- 1b. Identification of the lowest priced model number and lowest unit price model for each special item number awarded in the contract: **Please see *Price List***
- 1c. Labor Categories and Descriptions: **Please see *Labor Category Descriptions***
2. Maximum Order: **\$1,000,000.00**
3. Minimum Order: **\$100.00**
4. Geographic Coverage (Delivery Area): **Domestic and Overseas**
5. Points of Production: **Washington, DC**
6. Discount from list prices or statement of net price: **Government net price; please see *Price List***
7. Quantity Discounts: **Please see *Quantity Discount Price List***
8. Prompt Payment Terms: **Net 30 days**
9. Acceptance of Government purchase card: **Yes**
10. Foreign items: **None**
- 11a. Time of Delivery: **As specified on the Task Order**
- 11b. Expedited Delivery: **Contact Contractor**
- 11c. Overnight and 2-day Delivery: **Contact Contractor**
- 11d. Urgent Requirements **Contact Contractor**

12.	F.O.B. Point(s):	Destination
13a.	Ordering Address:	Same as Company Address
13b.	Ordering Procedures:	fss.gsa.gov/schedules
14.	Payment Address:	Same as Company Address
15.	Warranty Provision:	Company standard
16.	Export Packing Charges:	Not Applicable
17.	Terms and Conditions of Government Purchase Card Acceptance:	Contact Contractor
18.	Terms and Conditions of Rental, Maintenance, and Repair:	Not Applicable
19.	Terms and Conditions of Installation:	Not Applicable
20.	Terms and Conditions of Repair Parts:	Not Applicable
20a.	Terms and Conditions for Other Services:	Not Applicable
21.	List of Service/Distribution Points:	Not Applicable
22.	List of Participating Dealers:	Not Applicable
23.	Preventive Maintenance:	Not Applicable
24a.	Special Attributes:	Not Applicable
24b.	Section 508 Compliance:	Not Applicable
25.	DUNS Number:	07-0112438
26.	Registration in CCR:	Registered
27.	Business Size:	Other than Small Business (nonprofit)

Pricing

Labor Category Definitions for both SIN 899-1 and SIN 899-3

Director of Research and Policy:

Education: JD

Experience: 20 or more years of directing and managing successful domestic and/or international programs and projects.

Function: Design, manage and direct projects and programs including assessing expertise needed and staffing assignments; recruiting and managing senior and junior program and project staff; developing and managing budgets to ensure cost effectiveness; ensure quality control of products delivered.

Sr. Attorney/Sr. Legal Policy Analyst:

Education: JD

Experience: 15 or more years of conducting high quality legal research and policy analysis and program evaluation

Function: Leads research project team; performs high-level international and U.S. legal and policy research and analysis and evaluation, including interpretation of law and policies and implementation of government programs and policies; conducts evaluation of programs and policies; writes and edits final reports, books and articles for publication; develops educational materials and develops and delivers educational trainings, develops and delivers presentations and briefings; organizes and facilitates dialogues and participatory programs; manages work of research associates and junior staff attorneys, local and international partners and consultants. Designs and conducts trainings for agency personnel in a variety of environmentally related subjects, including: compliance with environmental laws/regulations; environmental awareness, compliance, and management; National Environmental Policy Act (NEPA); natural habitat preservation; pollution prevention; sustainable environmental practices; water quality; and wetlands regulation and permitting.

Mid-level Attorney/ Mid-level Legal Policy Analyst:

Education: JD

Experience: 8 or more years of conducting legal research and policy analysis and program evaluation

Function: Member of research project team; performs international and U.S. legal and policy research and analysis and evaluation, including interpretation of law and policies and implementation of government programs and policies; conducts evaluation of programs and policies; trains government staff; writes and edits final reports, books and articles for publication; develops educational materials and develops and delivers educational trainings, develops and delivers presentations and briefings; organizes and facilitates dialogues and participatory programs; manages work of research associates and junior staff attorneys, local and international partners and consultants. Conducts trainings for agency personnel in a variety of environmentally related subjects, including: compliance with environmental laws/regulations; environmental awareness, compliance, and management; natural habitat preservation; sustainable environmental practices; and wetlands regulation and permitting.

Staff Attorney/Legal Policy Analyst:

Education: JD

Experience: 8 or more years of relevant experience

Function: Member of research project team; conducts basic research including archival and interview research; collects and assembles data; performs legal and policy research and analysis; writes reports and articles for publications under the supervision of senior attorneys and senior science and policy analyst; assists senior attorneys and science and policy analysts in developing educational programs and briefings. Conducts trainings for agency personnel in a variety of environmentally related subjects, including: compliance with environmental laws/regulations; environmental awareness, compliance, and management; National Environmental Policy Act (NEPA); natural habitat preservation; pollution prevention; sustainable environmental practices; water quality; and wetlands regulation and permitting.

Science and Policy Analyst

Education: Masters of Science

Experience: 8 or more years of relevant experience

Function: Leads scientific and policy research project team; performs and supervises staff attorneys, research associates, and staff science and policy analyst in research and analysis; writes articles, reports and books for publications; facilitates meetings and dialogues; develops and makes presentations and develops and delivers educational materials and briefings. Designs and conducts trainings for agency personnel in a variety of environmentally related subjects, including: compliance with environmental laws/regulations; environmental awareness, compliance, and management; natural habitat preservation; sustainable environmental practices; and wetlands regulation and permitting.

Staff Science and Policy Analyst

Education: Masters of Science

Experience: 1 or more years of relevant experience

Function: Member of research project team; performs scientific and policy research and analysis; writes background papers, articles, chapters, and reports under the supervision of senior attorneys and science and policy analyst; assists senior attorneys and science and policy analyst in developing educational programs and briefings. Conducts trainings for agency personnel in a variety of environmentally related subjects, including: compliance with environmental laws/regulations; environmental awareness, compliance, and management; natural habitat preservation; sustainable environmental practices; and wetlands regulation and permitting.

International Policy Analyst

Education: Masters Degree

Experience: 5 or more years of relevant international experience

Language Skills: Fluency in at least one foreign language

Function: Member of research project team; manages international consultants and subcontractors to ensure accuracy and quality of work; performs research and analysis; writes report; books, and articles for publications. Designs and conducts trainings for agency personnel in a variety of environmentally related subjects, including: compliance with environmental laws/regulations; environmental awareness, compliance, and management; natural habitat preservation; and sustainable environmental practices.

Law Fellow

Education: JD

Experience: 3 or more years of relevant experience

Function: Member of research project team; performs policy and legal research and analysis; assists in writing reports and articles for publications and in developing briefing and training materials.

Research Associate

Education: Bachelor's Degree

Experience: 1 or more years of work experience

Function: Assists research project team in performing basic legal and policy research and analysis; organizes training and educational events.

Publications Specialist

Education: Masters Degree

Experience: 3 or more years of relevant experience

Function: Oversees website content and design related to research projects and trainings, strategizes the dissemination of research reports; consults with senior research staff on effective project-related communications strategies; produces printed collateral materials that highlight research and training activities.

Contractor will Accept Labor Hours (LH) and Firm-Fixed Price (FFP)

Pricing Schedule – Government Awarded Prices (Net Prices)

Environmental Law Institute SIN: 899-1 Labor Categories	OPTION TWO				
	5/18/14- 5/17/15	5/18/15- 5/17/16	5/18/16- 5/17/17	5/18/17- 5/17/18	5/18/18- 5/17/19
Director of Research & Policy	183.87	187.36	190.92	194.55	198.24
Sr. Attorney/Sr. Legal Policy Analyst	151.61	154.49	157.43	160.42	163.46
Mid-level Atty/Sr. Legal Policy Analyst	126.12	128.51	130.95	133.44	135.98
Staff Attorney/Legal Policy Analyst	90.93	92.66	94.42	96.21	98.04
International Policy Analyst	102.86	104.81	106.81	108.84	110.90
Science & Policy Analyst	126.64	129.04	131.49	133.99	136.54
Staff Science & Policy Analyst	90.93	92.66	94.42	96.21	98.04
Law Fellow	52.68	53.68	54.70	55.74	56.80
Research Associate	43.30	44.12	44.96	45.82	46.69
Publications Specialist	65.83	67.08	68.36	69.65	70.98

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire 00Corp- Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CFR 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.

Discounts

GSA Labor Categories	Unit of Issue	Quantity/Volume	Discount, Concessions, Terms and Conditions Offered to GSA
Director of Research	Per Hour	More than 100 hours per task order	1% discount on hourly rate
Sr. Attorney	Per Hour	More than 1250 hours per task order	1% discount on hourly rate
Mid-level Attorney	Per Hour	More than 1100 hours per task order	1% discount on hourly rate
Staff Attorney	Per Hour	More than 1000 hours per task order	1% discount on hourly rate
International Policy Analyst	Per Hour	More than 400 hours per task order	1% discount on hourly rate
Science & Policy Analyst	Per Hour	More than 750 hours per task order	1% discount on hourly rate
Staff Science & Policy Analyst	Per Hour	More than 400 Hours per task order	1% discount on hourly rate
Law Fellow	Per Hour	More than 400 Hours per task order	1% discount on hourly rate
Research Associate	Per Hour	More than 1250 Hours per task order	1% discount on hourly rate
Publications Specialist	Per Hour	More than 100 Hours per task order	1% discount on hourly rate

Contact Information

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Point of Contact:

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