GENERAL SERVICES ADMINISTRATION

Federal Supply Service
Authorized Federal Supply Schedule Price List
Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services
Prices shown herein are Net (discounts deducted)

Contract Number: GS-10F-0359U, PS-A812
(Supplemental No.2 – effective March 17, 2020)

Contractor: Public Strategies, Inc.
3 East Main Street
Oklahoma City, OK 73104

Contract Period: September 17, 2008 – September 16, 2023

Business Size: Small, Woman-Owned Business

Telephone: 405.848.2171
Fax Number: 405.848.2078
Web Site: www.publicstrategies.com
E-mail: toni.faris@publicstrategies.com

Contract Administration: Toni D. Faris

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!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
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CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 541611 see page 3 for pricing

1b. Price list: included

1c. Labor category descriptions: please see pages 4–6 for a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services

2. Maximum order: $1,000,000.00

3. Minimum order: $300.00

4. Geographic coverage (delivery area): domestic only

5. Point(s) of production (city, county, and state or foreign country): same as company address

6. Prices shown in catalog: net prices

7. Quantity Discounts: none offered

8. Prompt payment terms. Information for Ordering Offices: prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. Net 30 days

9a. Table of delivery (contractor insert number of days): specified on the task order

9b. Expedited delivery: none

9c. Overnight and 2-day delivery: none

9d. Urgent requirements: contact contractor

10. F.O.B. Point(s): destination

11a. Ordering address(es): same as company address

11b. 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

12. Payment address(es): same as company address

13. Warranty provision: contractor’s standard commercial warranty

14. Export packing charges (if applicable): N/A

15. Terms and conditions of rental, maintenance, and repair: N/A

16a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A

16b. Terms and conditions for any other services: N/A

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

18. List of participating dealers: N/A

19. Preventive maintenance: N/A

20a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

20b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and can be found at www.Section508.gov : N/A

21. Data Universal Numbering System (DUNS) number: 86-9106179

22. Notification regarding registration in System for Award Management (SAM): contractor is registered and active in SAM
Public Strategies, Inc. is a privately held, small, woman-owned business with corporate offices located in Oklahoma City, Oklahoma. Founded in 1990, Public Strategies has distinguished itself as an elite project management and strategic planning firm, capable of managing a wide array of national and state programs, as well as government contracts. Public Strategies meets the distinct needs of clients by providing strategic planning, project management, program development and facilitation services to commercial and government clients. Our services are based on strategies to increase management performance by facilitating problem solving and dispute resolution in organizations. Our culturally diverse team is made up of more than 200 full- and part-time project managers and coordinators, policy specialists, marketing professionals and business administrative staff. Mary Myrick, President and CEO, has experience in providing management consulting services for clients in the commercial and government sectors. Chief Operating/Chief Financial Officer Sammye Cravens is a CPA with experience in managing cash flow and treasury functions, while overseeing day to day operations in close consultation with Ms. Myrick.

**541611 Integrated Consulting Services:**
Public Strategies has 30 years of corporate experience providing management consulting, strategy consulting, program planning, facilitation services and executive/management coaching services. Our knowledgeable team employs effective planning strategies to define and evaluate goals and assist with implementation of plans to improve processes. Public Strategies’ senior staff and project managers are highly experienced in this area, providing expert advice and guidance in support of agencies’ mission-oriented business functions. Our project managers and consultants work to develop an understanding of each element of the project and how those elements fit into the client’s management strategy program. Public Strategies can assist in defining, refining and resolving disputes, disagreements and divergent views within agencies and organizations. Public Strategies has demonstrated experience building healthy partnerships to support the development of quality work products by facilitating group discussions to identify and resolve disputes.

**541611 Integrated Business Program Support Services:**
Public Strategies has 30 years of experience providing services to State and Federal clients in areas of project planning and scheduling, performance monitoring and measurement, reporting and documentation, stakeholder briefings, and program integration.
The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 AND 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the Contractor adds SCLS labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
LABOR CATEGORY DESCRIPTIONS

**Project Coordinator**
Assist in the implementation of project activities.
  - Provide support by coordinating execution of day-to-day project logistics
  - Assists in the preparation of presentations, documents and materials
  - Performs data collection (survey work, library research, computer research)

Associates Degree
2 years’ experience required

**Resource Developer**
Provide support in research and development of educational material for quality improvement initiatives.
  - Generates documents and papers
  - Provides support by assisting in rewrites of quality materials and technical reports
  - Assist in the gathering of data to be used in developing educational material

Bachelor’s Degree
2 years’ experience required

**Technical Writer/Developer**
Responsible for planning and execution of publications, presentations and documents of a technical nature including supporting elements
  - Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology
  - Develop materials suitable for use in Web environment
  - Ensure selection of appropriate visual and audio design elements for products

Bachelor’s Degree
4 years’ experience required
**Task Team Leader**
Responsible for handling the day-to-day management and administration of project tasks.
Assigns staff responsibilities and supervises all staff efforts.
- Responsible for coordinating all tasks and activities of a project
- Ensure accurate communication
- Identify and resolve issues as they arise and alert staff to changes in project scope
- Define and direct technical specification and tasks to be performed by team members
- Define target dates of tasks and subtasks
- Develop detailed work plans and schedules
- Perform quality checks and redirects available resources as necessary to complete tasks
- Define and direct technical specification and tasks to be performed by team members
- Define target dates of tasks and subtasks

Bachelor’s Degree
3 years’ experience required

**Facilitator**
Assist with facilitation of working group and team processes related to problem solving.
- Manage flow of facilitated group sessions and producing meeting output
- Conduct preliminary business analysis with organizations
- Analyze, in a group setting, needs for process improvement, business activity requirements and business scenarios
- Assist clients in developing and presenting quality workshops and seminars

Bachelor’s Degree
3 years’ experience required

**Analyst**
Analyze, design, modify, develop, or implement written materials to accurately communicate goals and strategies to achieve stated goals.
- Communicate highly technical and specialized information to a variety of audiences orally and in writing.
- Review and revise policy briefs.

Bachelor’s Degree
4 years’ experience required
Manager I
Assist with project management implementation.
  • Analyze, develop, implement and monitor business processes, policies and procedures
  • Analyze organizational structure and management tools
  • Present alternatives and recommendations based on analysis
  • Interpret and document an organizational needs assessment
  • Gather data to be used in development and implementation of policies and procedures
Bachelor’s Degree
4 years’ experience required

Manager II
Ensure key programs are implemented on time, within budget. Demonstrate positive outcomes by articulating goals, developing detailed project plans, and identify and mitigating project risks
  • Manage team of senior consultants and managers supporting client’s strategy development, implementation and process improvement effort initiatives.
  • Provide executive coaching to agency heads, directors and senior managers on strategy development, implementation and quality improvement engagements.
Master’s Degree
6 years’ experience required

Manager III
Responsible for providing leadership in project area, and developing solutions to complex operational and organizational problems.
  • Contributes major technical sections of client deliverables and proposals
  • Acts as primary quality control for projects and proposals within project area.
  • Serves as technical advisor to other projects
  • Responsible for business development and relationship management
Master’s Degree
8 years’ experience required

Consultant
Assist in the facilitation of process improvement efforts
  • Perform technical analysis or implementation to develop new, modified or improved designs
  • Assist with benchmarking and surveys for organizations
  • Provide logistical support
Bachelor’s Degree
5 years’ experience required
Subject Matter Expert
Engage and align senior leaders, heads of agencies, and policy makers to design and define core process, functions, and roles. Serve as a catalyst for change.

- Apply specialized knowledge to specific objectives.
- Understand and translate the client requirements into plans for performing services
- Participate in development of project methodology, deliverable schedule and approaches
- Assist client/project management with the implementation of project design including methods, tools, and procedures to execute strategy or change efforts
- Provide mediation and facilitation services and executive coaching and staff training
- Provide advice and counsel
- Facilitate process improvement efforts at an executive level to ensure the success of projects and implementation.
- Give lectures, speeches or write original articles or documents relating to development, implementation and process improvement or technical enhancements to process improvement.
- Provide strategic direction for and participate in business development
- Oversee client and teaming relationship management

Master's Degree
10 years’ experience required

Substitutions for Educational Requirements
Additional years of related experience may be substituted for degree requirements.

<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>Equivalent Experience Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>GED</td>
</tr>
<tr>
<td>Associate</td>
<td>High School plus two years additional related experience</td>
</tr>
<tr>
<td>Bachelor's</td>
<td>High School plus four years additional related experience or Associate’s degree plus two years additional related experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s degree plus two years additional related experience or six years additional related experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Bachelor’s degree plus four years, Master’s degree plus two years, or eight years additional related experience</td>
</tr>
</tbody>
</table>
Substitutions for Work Experience Requirements
A related degree may be substituted for years of experience.

<table>
<thead>
<tr>
<th>Degree Requirement</th>
<th>Equivalent Experience Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>Four</td>
</tr>
<tr>
<td>Master's</td>
<td>Six</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Eight</td>
</tr>
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