



Podziba Policy Mediation

Overview

Podziba Policy Mediation (PPM) specializes in public policy mediation and consensus building to effectively address existing and potential public disputes.

PPM:

- ❖ designs processes to enable large groups of stakeholders with diverse interests to build sustainable agreements to resolve complex disputes.
- ❖ provides services including facilitation, mediation, convening, conflict analysis, consultation, process design and implementation of consensus processes, including negotiated rulemakings (also referred to as regulatory negotiations).
- ❖ mediates and facilitates cases involving international relations; governance systems; environmental policy and disputes; land use, housing, and development decisions; transportation planning; emergency and security issues; public health policy; worker safety standards; and education policy.

Services offered under Special Item Number 874-1, 1RC: Integrated Consulting Services

Consultation: PPM provides expert advice to senior government officials to address complex public policy challenges and conflicts. Advice may focus on effective strategies for managing particularly difficult dynamics and personalities in existing situations as well as the design of processes to engage citizens and stakeholders in government decision-making and policy development.

Mediation and Consensus Building: PPM mediates complex public policy cases by assisting diverse groups of stakeholders to negotiate solutions to resolve existing conflicts or prevent future conflicts. Solutions may take the form of policies, plans, regulations, settlements, memoranda of understanding, or even city charters and constitutions.

Negotiated Rulemakings: Negotiated rulemaking (reg neg) is an interactive process that is rooted in a careful exploration and weighing of options to achieve a common public goal through regulatory action. PPM facilitates deliberative discussions to develop federal and state regulations, which are built on the

collective wisdom of representatives from government, industry, and civil society.

Facilitation: Meetings facilitated by PPM bring out the best in people because: meetings are carefully designed to achieve participants' goals, interactions are managed to foster productive communications, and focus is maintained on a groups' substantive issues by ensuring that individuals understand the comments of others prior to offering their responses.

Conflict and Convening Assessments: Complex problems require careful analysis to tease apart the actual issues in dispute, interests in conflict, affected stakeholders, and relevant situational dynamics. PPM undertakes convening and conflict assessments to create a shared understanding of the problem and to determine the feasibility of a consensus or mediated process.

Past Federal Clients include:

U.S. Department of Commerce
U.S. Department of Defense
U.S. Department of Education
U.S. Department of Health and Human Services
U.S. Department of Housing and Urban Development
U.S. Department of the Interior
U.S. Department of Labor
U.S. Department of Transportation
U.S. Environmental Protection Agency
U.S. General Services Administration

For a complete client list, please go to: <http://www.podziba.com/clientlist.html>
For more information on PPM, please visit: <http://www.podziba.com>

CONTRACT PRICE LIST – FSS 600

Mission Oriented Business Integrated Services (MOBIS) Schedule

Federal Supply Group: 874, Special Item Numbers 1, 1RC
Contract Number: GS-10F-0402N
Contract Period: May 16, 2003 – May 15, 2018

Contractor's name: Podziba Policy Mediation
Key Contact: Susan Podziba
Address: 21 Orchard Road, Brookline, MA 02445
Telephone: 617-738-5320
Email: susan@podziba.com
Website: <http://www.podziba.com>
Business type: Woman-Owned, Small Business

Special Item Number 874-1, 1RC: Integrated Consulting Services
Hourly Rates for SIN 1, 1RC:

| | |
|--|-------------------|
| Senior Dispute Resolution Professional | \$257.37 per hour |
| Junior Dispute Resolution Professional | \$129.79 per hour |
| Clerical | \$43.26 per hour |

Rates are effective January 1, 2014. Rates are fully loaded rates and therefore, inclusive of all direct and indirect costs (for example, wages, fringe benefits, overhead, taxes) and profit. Travel and other direct expenses (for example, copying, postage, telephone) are excluded from these rates.

The term dispute resolution professional may be used to designate an individual who provides services under titles including convener, conflict assessor, facilitator, mediator, trainer, and consultant.

Labor Categories Defined

Senior Dispute Resolution Professional: Must have a bachelor's degree and advanced degree or equivalent with more than 6 years of professional experience in planning, conducting, and supervising projects of major significance, necessitating advanced knowledge of dispute resolution, and the ability to design and apply new and unique methods and processes.

Possess the ability to: (1) be neutral with regard to both subject matter and parties; (2) listen well; (3) analyze situations and disputes, identify the parties and issues involved, and frame these issues for resolution; (4) be sensitive to strongly held values and political dynamics; (5) quickly understand complex scientific, technical, legal, and procedural materials; (6) interact well with highest level government, industry, and civil society officials; (7) work well with people of diverse backgrounds, experience, status, and interests; (8) plan and facilitate effective meetings and dispute resolution processes; (9) communicate clearly and concisely verbally and in writing; (10) accurately plan, schedule, and budget projects and project elements; and (11) be familiar with statutory, regulatory, and enforcement procedures of the federal government.

The duties and responsibilities of the senior dispute resolution professional include but are not limited to the following: conduct convening assessments; design and implement conflict prevention, management and resolution processes such as negotiated rulemakings; conduct trainings; oversee the project team of dispute resolution professionals including planning workload, tracking work of all team members, and plan, review, track and manage budgets; manage communications with Agency task managers, other staff and outside parties; and prepare and oversee preparation of all required reports.

Junior Dispute Resolution Professional: Must have a bachelor's degree and advanced degree or equivalent with 3 - 6 years of professional experience in dispute resolution. This person performs duties under the general supervision of the senior dispute resolution professional. Experience and training must include

significant responsibility in planning and conducting discreet parts of major projects such as facilitating work groups and panels during multi-day meetings.

Possess the ability to: (1) be neutral with regard to both subject matter and parties; (2) listen well; (3) identify the parties and issues involved in disputes; (4) be sensitive to strongly held values and political dynamics; (5) develop some understanding of complex scientific, technical, legal, and procedural materials; (6) interact well with government, industry, and civil society officials; (7) work well with people of diverse backgrounds, experience, status, and interests; (8) assist with planning and facilitating effective meetings and dispute resolution processes; (9) communicate clearly and concisely verbally and in writing; (10) develop familiarity with statutory, regulatory, and enforcement procedures of the federal government.

The duties and responsibilities of the junior dispute resolution professional include but are not limited to the following: assist the senior dispute resolution professional; translate guidance into usable information applicable to the particular assignment; prepare meeting summaries; maintain communication with parties; conduct training modules; facilitate work group sessions; research technical or process information necessary for the project; and draft reports.

Clerical: Secretarial school training or a minimum of 2 years experience as a secretary / typist and has experience with computer word processing systems and spreadsheet and database software.

The duties and/or responsibilities of the clerical employee include but are not limited to the following: arranging logistics; maintenance of documents; researching, identifying, collecting information and documents in support of the project; and typing or performing desktop publishing activities for a report specifically included in a task order.

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Environmental 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 29 CFR 541.300), 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 the applicable wage determination number. Failure to do so may result in cancellation of the contract.

2. Maximum order. \$1,000,000
3. Minimum order. \$100
4. Geographic coverage (delivery area). National and Abroad

5. Point(s) of production (city, county, and State). Brookline, MA
6. Discount from list prices or statement of net price. MFC status
7. Quantity discounts. n/a
8. Prompt payment terms. 0.5% - 10 days, 30 days net
9. Notification that Government purchase cards are accepted. up to \$2,500
10. Foreign items (list items by country of origin). n/a
11. Time of delivery. (Contractor insert number of days.) per specific task order
12. F.O.B. point(s). 21 Orchard Road, Brookline, MA
- 13a. Ordering address(es). 21 Orchard Road, Brookline, MA
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA / FSS Schedule homepage (fss.gsa.gov/schedules). Contactor is to simply include this statement as Item 13b.
14. Payment address. 21 Orchard Road, Brookline, MA
15. Warranty provision. none
- 16 - 24. n/a
25. Data Universal Number System (DUNS) number. 78-009-7093
26. Notification regarding registration in Central Contractor Registration (CCR) database. Registered
27. Uncompensated Overtime (Indicate if used). Not used