GENERAL SERVICES ADMINISTRATION

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 for GSA Advantage! is: www.GSAAdvantage.gov.

Federal Supply Group: Professional Services
Schedule Title: Multiple Award Schedule

Class: R408

CONTRACT NO. GS-10F-0414R
Contract Period: August 05, 2005 – August 04, 2025

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: National Academy of Public Administration
1600 K Street, N.W., Suite 400
Washington, DC 20006-2828
Web site: www.napawash.org
Telephone Number: (202) 204-3647
Facsimile: (202) 821-4728

Contracts Administrator: Ken Troshinsky
Chief Financial Officer
Email: ktroshinsky@napawash.org
Telephone Number: (202) 204-3647
Facsimile: (202) 821-4728

Business Size: Other than Small Business

Modification Number: PA-0051 Effective Date: April 02, 2021
# TABLE OF CONTENT

ABOUT THE NATIONAL ACADEMY OF PUBLIC ADMINISTRATION 3
CUSTOMER INFORMATION 5
SPECIAL ITEM NUMBER (SIN) DESCRIPTION 8
LABOR CATEGORY DESCRIPTIONS 9
RATES FOR SERVICES 13
ABOUT THE NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

LEADERS ADVISING LEADERS

These are dynamic times for government agency leaders. When leaders face challenges, they need a source of trusted, expert advice. The National Academy of Public Administration (the Academy) is the one place where leaders advise leaders by providing insights, expertise, and advice that can drive performance and deliver results. The Academy has helped agencies at all levels of government through research, analysis, problem solving, strategic planning, and thought leadership.

WHO WE ARE

The Academy is an independent, non-profit, non-partisan corporation chartered by Congress. Through its staff and more than 900 distinguished Fellows, the Academy provides trusted advice on issues of governance and public management to government leaders at every level. Fellows include the nation’s leading policy makers, public administrators, scholars of public policy and public administration, business executives, labor leaders, current and former cabinet officers, members of Congress, governors, mayors, state legislators, military officers, and diplomats. They have extensive experience in a wide variety of issues at the highest levels of public service.

WHAT WE DO

Academy engagements result in actionable recommendations focused on helping client organizations solve governance and public management problems. The Academy provides additional value by working closely with clients to implement the recommendations. Among the Academy work products prospective clients will find:

- In-depth studies, analyses, and research reports
- Advisory services, strategic plans, and technical assistance
- Forums and conferences
- Executive briefings
- Congressional testimony
- Forums that convene government leaders and other stakeholders
HOW WE WORK

When an agency contracts for assistance, the Academy draws from its pool of Fellows to form a Panel with experience relevant to client needs. This process allows the Academy to tailor its work to the unique needs of its customers. Academy Panels oversee the projects and provide the high-level expertise that clients desire. Academy staff and carefully selected subcontractors support the work of these Panels.

Federal agencies, Congress, state and local governments, academia, and foundations frequently seek the Academy’s assistance in addressing both short-term and long-term challenges—including budgeting and finance, human resources management, information technology, organizational design, performance management and measurement, program design, and strategic planning.

Individually, Academy Fellows provide unsurpassed insight and experience. Collectively, they are the Academy’s primary vehicle for addressing emerging issues and contributing to advances on issues of governance.

Projects are supported by the Academy’s executive, research and administrative staffs. In addition, the Academy has a number of Standing Panels of Fellows that provide input to the Academy’s work and serve as collegial forums for Fellows to exchange ideas and to interact with experts outside the Academy, including senior government officials.
CUSTOMER INFORMATION

1a. List of Awarded Special Item Number (SIN): 541611 / 541611 RC Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

OLM / OLM RC Order-Level Materials

1b. Lowest Price: Please refer to our schedule rates

1c. Labor Category Descriptions: As stated below

2. Maximum Order: SIN 541611 $1,000,000

OLM $250,000

3. Minimum Order: $100.00

4. Geographic Coverage: Domestic

5. Point (s) of Production: National Academy of Public Administration

1600 K Street, N.W., Suite 400

Washington, DC 20006-2828

6. Discount from List Price: Prices listed are net

7. Quantity Discounts:

<table>
<thead>
<tr>
<th>Threshold Amount</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150,000 - $499,999</td>
<td>0.50%</td>
</tr>
<tr>
<td>$500,000 - $999,999</td>
<td>0.75%</td>
</tr>
<tr>
<td>$1,000,000 and above</td>
<td>1.00%</td>
</tr>
</tbody>
</table>

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: None

10a. Time of Delivery: To Be Negotiated with Ordering Agency and included in the contract or task order
10b. Expedited Delivery: To Be Negotiated with Ordering Agency and included in the contract or task order. Items available for expedited delivery are noted in this price list.

10c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency and included in the contract or task order.

10d. Urgent Requirement: To Be Negotiated with Ordering Agency and included in the contract or task order.

11. F.O.B. Point(s): Destination

12a. Ordering Address: National Academy of Public Administration 1600 K Street, N.W., Suite 400 Washington, DC  20006-2828 Attention: R. Lyon, Director of Development and CFO

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: National Academy of Public Administration 1600 K Street, N.W., Suite 400 Washington, DC  20006-2828

14. Warranty Provision: Not applicable

15. Export Packing Charges: Not Applicable

16. Terms and conditions of rental, maintenance, and repair: Not Applicable

17. Terms and conditions of installation: Not Applicable

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

18. Terms and conditions for any other services: Not Applicable

19. List of service and distribution points: Not Applicable
20. List of participating dealers: Not Applicable

21. Preventative maintenance: Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.): Not Applicable

22b. Section 508 compliance information is available on Electronic and Information Technology (EIT) services. The EIT standards can be found at: www.Section508.gov:

23. Data Universal Number System (DUNS) Number: 074838103

24. Notification regarding registration in System for Award Management (SAM) database: Registered
SPECIAL ITEM NUMBER (SIN) DESCRIPTION

SIN 541611 / 541611RC: MANAGEMENT AND FINANCIAL CONSULTING, ACQUISITION AND GRANTS MANAGEMENT SUPPORT, AND BUSINESS PROGRAM AND PROJECT MANAGEMENT SERVICES

The National Academy of Public Administration will provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency’s portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.
LABOR CATEGORY DESCRIPTIONS

Education can be substituted for experience at the rate of 2 years of additional experience for 1 year of education.

Labor categories are separated as follows:

► Senior Executive
► Professional/Technical, and
► Administrative

NAPA Position Descriptions and Rates for SIN 541611 and 541611 RC for Recovery Purchasing follow. Each named labor category will be available, if or as proposed and required, to work on projects covered under SINs 541611.

SENIOR EXECUTIVE

Position Title: Vice President
Description: Serving at a senior management position in the National Academy of Public Administration. Additional documented experience at a senior level in a range of public management-related positions including, but not limited to, U.S. Federal government, state and local government agencies. Each individual assigned has exceptionally detailed knowledge of the Academy and is a recognized expert in organizational development and change, and program management and evaluation with a sustained record of successful project leadership and management. The Vice President category of Academy staff is recognized as a highly capable leader with a proven ability to effectively interact all levels within an agency or activity. Assigned professionals provide specific guidance and oversight to the Project Director and through that individual to project staff. The Vice President provides specific subject matter guidance and leadership and serves as the key staff contact person with agency and congressional clients.

Experience: More than 20 years of experience in the public management field. Individuals assigned must have at least 15 years in direct leadership or senior management positions.

Education: Graduate degree and/or professional certification required.
Rate: See Schedule of Rates

Position Title: Program Area Director
Description: Serving in an essential senior management position in the National Academy of Public Administration. Also has documented experience at a senior level in a range of public management-related positions including, but not limited to, U.S. Federal government, state and local government agencies. Each individual assigned has detailed knowledge of the Academy and is a recognized expert in organizational development and change, and program management and evaluation with a sustained record of successful project leadership and
management. The Program Area Director category of Academy staff is accepted as a highly capable leader with a proven ability to effectively interact across levels within an agency or activity. Assigned professionals provide project-specific guidance and oversight to the Project Director and through that individual to project staff. The Program Area Director provides detailed subject matter guidance and leadership and serves as the key staff contact person with a majority of clients. The Program Area Director provides support and, on occasion, may be called upon to act on behalf of the assigned Vice President.

**Experience:**
More than 18 years of experience in the public management field. Individuals assigned must have at least 12 years in direct leadership or senior management positions.

**Education:**
Graduate degree and/or professional certification required.

**Rate:**
See Schedule of Rates

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**Position Title:** **Project Director**

**Description:**
Documented experience at a senior level in a range of public management-related positions including, but not limited to, U.S. Federal government, state, and local government agencies. Assigned individuals have exceptionally detailed knowledge of the range of processes related to organizational development and change, and program management and evaluation. They also have a sustained record of project leadership and management. Staff personnel assigned as Project Director are recognized as highly capable leaders with a notable ability to effectively interact at all levels within an agency or activity. In addition, assigned professionals have served in top management positions. Assigned professionals provide specific subject matter guidance and leadership to all members of the project team and serve as a primary point of contact to the client agency and Panel members.

**Experience:**
15 to 18 years of experience in the public management field. At least 10 years in leadership of senior management and/or project positions during that period.

**Education:**
Graduate degree and/or professional certification required.

**Rate:**
See Schedule of Rates

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**Position Title:** **Senior Advisor 2**

**Description:**
Significant experience at senior levels in a range of public management-related positions including, but not limited to, U.S. Federal government, state, and local government agencies. All assigned individuals possess in-depth knowledge of the range of processes related to organizational development and change, and program management and evaluation. Staff personnel assigned as Senior Advisor 2 are recognized as having demonstrated a consistent ability to effectively interact with agency or activity leaders. In addition, assigned professionals have served in top management positions. Assigned professionals provide specific subject matter support to all members of the project team and designated Panel members.
Experience: 12 to 15 years of experience in the public management field. At least 7 years in leadership or senior management positions.
Education: Graduate degree and/or professional certification required.
Rate: See Schedule of Rates

PROFESSIONAL/TECHNICAL

Position Title: Senior Advisor 1
Description: Documented experience at senior levels in a range of public management-related settings including, but not limited to, U.S. Federal government, state, and local government agencies. Assigned individuals possess in-depth knowledge of the range of processes related to organizational development and change, and program management and evaluation. Senior Advisor 1 staff personnel have demonstrated a capability to effectively interact with agency or activity leaders. Assigned professionals provide topical support to all members of the project team and any designated Panel members.
Experience: 10 to 12 years of experience in the public management field. At least 5 years in leadership or senior management positions.
Education: Graduate degree and/or professional certification desired.
Rate: See Schedule of Rates

Position Title: Project Advisor
Description: Has extensive experience in specific discipline with documented agency background; provides research expertise to project team; and may serve as primary researcher. Has direct and extensive background and experience with a Government agency or equivalent that provides him/her with a unique knowledge of the mission, goal and organizational contexts. A Project Advisor interfaces with customers and clients regarding such aspects as problem definition and clarification, and beneficial approaches to problem solution.
Experience: 8 to 15 years of experience with Government Agency/Government client and/or directly related public management field.
Education: Graduate degree required.
Rate: See Schedule of Rates

Position Title: Senior Research Associate
Description: Mid-level professional assigned to conduct directed research. Collects and analyzes data and prepares briefing materials.
Experience: 3 to 7 years broad professional experience.
Education: Bachelor’s degree required; graduate degree preferred.
Rate: See Schedule of Rates
Position Title: **Research Associate**

Description: Entry level professional. Provide assistance and research support to project teams.

Experience: 2 to 5 years experience.

Education: Bachelor’s degree required; graduate degree preferred.

Rate: See Schedule of Rates

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**ADMINISTRATIVE**

Position Title: **Administrative Assistant**

Description: Provides general and complex administrative support functions related to the Academy's management programs, operations, and projects.

Experience: 1 to 3 years of experience in general administrative duties.

Education: HS Graduate or equivalent, Business School graduate or college degree preferred.

Rate: See Schedule of Rates
<table>
<thead>
<tr>
<th>Labor Category</th>
<th>08-05-2020 To 08-04-2021</th>
<th>08-05-2021 To 08-04-2022</th>
<th>08-05-2022 To 08-04-2023</th>
<th>08-05-2023 To 08-04-2024</th>
<th>08-05-2024 To 08-04-2025</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President</td>
<td>$299.47</td>
<td>$305.76</td>
<td>$312.18</td>
<td>$318.74</td>
<td>$325.43</td>
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<td>Program Area Director</td>
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<td>Director</td>
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<tr>
<td>Senior Advisor 2</td>
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<td>$269.69</td>
<td>$275.35</td>
<td>$281.14</td>
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<td>Senior Advisor 1</td>
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<td>Project Advisor</td>
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<td>$232.49</td>
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<tr>
<td>Senior Research Associate</td>
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<td>$88.22</td>
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<td>$93.90</td>
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<td>Research Associate</td>
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<td>$84.82</td>
<td>$86.60</td>
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<tr>
<td>Administrative</td>
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<td>$59.48</td>
<td>$60.73</td>
<td>$62.00</td>
<td>$63.31</td>
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</table>

Rates include 0.75% Industrial Funding Fee.
* Indicates SCLS eligible categories.

The Service Contract Labor Standard (SCLS) is applicable to this contract and includes an SCLS-applicable labor category. The prices for the indicated (*) SCLS labor category are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).