

Cherokee Energy Management and Construction, Inc.

2589 Quality Court Suite 303

Virginia Beach, VA 23454

Schedule for Energy Management Services

GSA Contract # GS-21F-0145V

Federal Supply Group: 871

Class: R799

SIN 871-208 Resource Efficiency Manager

Business: Certified Small Business, Native American Women Owned

Telephone: (757) 615-1728

Extension: N/A

FAX Number: (757) 961-9229

Web Site: www.cherokee-energy.com

E-mail: jane@cherokee-energy.com or vince@cherokee-energy.com

Contract Administration:

Jane Hoffman Parks,

2589 Quality Court Suite 303

Virginia Beach, VA 23454

Second office:

9651 26th Bay Street (Garage entrance)

Norfolk, VA 23518

Energy Services

Cherokee Energy Management and Construction is pleased to present our consulting services proposal to the General Services Administration to provide Energy Management Services for the Federal Supply Schedule.

Cherokee Energy Management & Construction, Inc is a small, Native American, woman owned firm, established in September of 2006 to contract with the United States Government on Energy Matters. Although Cherokee Energy was formed as a corporate entity in 2006, our experience goes back decades. We often say that “We were Green before Green was cool.” Prior to 2006 we worked exclusively with commercial clients on energy matters. See our website www.gocemc.com for a prior client list.

Cherokee’s unique approach to local business and personnel development is what makes us different. We use a holistic approach to enhance communication among individual Resource Efficiency Managers, Clients served and Regional REMs. Our ability to combine technical resources, lessons learned, proven technologies and experience to individual REM programs, allows us to leverage the existing skill sets of individual Resource Efficiency Managers to provide outstanding service and large returns on investment to our clients.

A unique feature of the REM program is that it pays for itself through energy savings and verifiable cost avoidances. Annual savings created have to be greater than the implementation cost to each client. As a goal, a REM program should provide a return on investment of greater than 200 percent versus contract costs on an annual basis. No matter what we did last year, we always start back at a zero basis each new fiscal year. As such, the actual savings accrued over the course of our contracts can easily exceed 1,000 percent.

There are numerous reasons to choose a small business like us for a service contract. Many of our clients tell us that they like working with small businesses because they receive better support. Cherokee Energy is a member of the Hampton Roads Green Building Council

Our competencies include all SIN codes from 871-200 through 210 and 871-299. Being new to the GSA schedule, Cherokee Energy is only listed for 871-208 (Resource Efficiency Managers) and 871-207 (Energy Audits)

Cherokee Energy Management and Construction Inc. Schedule 871 Details

Contract Number: GS-21F-0145V

Effective: September 16, 2009- September 15, 2014

Awarded Special Item Numbers (SIN):

SIN 871-208 Resource Efficiency Managers
SIN 871-207 Energy Audits

Maximum Order: \$1,000,000

Minimum Order: \$100

Geographic Area Covered: All 50 States including Puerto Rico

Point of Production: 2589 Quality Court Suite 303, Virginia Beach VA 23454

Business Size: Certified Small Business, Native American Women Owned

DUNS Number: 784445285

All prices reflect the net price for the services in question.

Prompt Payment Terms: 1%, Net 10 Days
Government credit cards are accepted.

Foreign Items: None

Time of Delivery Will be negotiated for individual task orders

Ordering Address Cherokee Energy Management and Construction, Inc.
2589 Quality Court Suite 303
Virginia Beach, VA 23454

Program Manager Jane Parks
9651 26th Bay Street
Norfolk, VA 23518

Telephone: (757) 615-1728
Facsimile: (757) 961-9229

Payment by Mail: Cherokee Energy Management and Construction, Inc.
2589 Quality Court Suite 303
Virginia Beach, VA 23454

Cherokee Energy Management Labor Category Descriptions

Engineer I

Functional Responsibilities- Provides basic engineering technical assistance under the supervision of more experienced personnel. Must have a minimum of 3 years of experience in the field of Energy Management or a BS degree in engineering or a related technical discipline and 2 years experience. A Certified Energy Manager (CEM) certification is preferred.

Minimum Years of Experience- 3

Minimum Education- BS

Training/Certification Requirements- Certified Energy Auditor, Certified Energy Manager, LEED AP

Senior Energy Consultant

Functional Responsibilities- Assists agencies and installations in developing, executing and reporting their energy implementation plan activities. Develops energy plans and strategies, supports energy choice analyses, and provides risk management services. Provides energy metering and data management services, manages and analyzes utility billings, and helps improve customer billing processing systems. Assists agencies in preparing statements of work for energy management projects, provides measurement and verification services, and helps customer agencies take advantage of rebate programs, alternative financing and utility-provided energy efficiency programs.

Minimum Years of Experience- 4

Minimum Education- BS

Training/Certification Requirements- Certified Energy Manager, LEED AP

Junior Energy Consultant

Functional Responsibilities- Assists in providing technical consulting to managers and supervisors for energy management and auditing program support. Assists in the analysis of programmatic, organizational, and operational requirements, and assessment of needs. Provides research and analytical support during conduct of strategic planning, auditing, choice analysis, and life cycle cost analysis.

Minimum Years of Experience- 2

Minimum Education- BS

Training/Certification Requirements- Certified Energy Auditor, Certified Energy Manager, LEED AP

Administrative Support (01311 - Secretary I)

Functional Responsibilities- Assists technical experts with the organization of tasks, preparation for meetings and other sessions, documentation of meeting results, and completion of contractually required paperwork. This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Minimum Years of Experience- 2

Minimum Education- High School or GED

Training/Certification Requirements-

Clerk (01111 GENERAL CLERK I) –

Functional Responsibilities- Enters information into varying databases and systems. This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

Minimum Years of Experience- 2

Minimum Education- High School or GED

Training/Certification Requirements-

Labor Category			
Senior Energy Consultant	Qualifications		Standard
	Min. Education	Yrs. Exp.	Hourly Rate
	BS	4	\$ 99.74
Engineer I	Qualifications		Standard
	Min. Education	Yrs. Exp.	Hourly Rate
	BS	3	\$ 69.82
Junior Energy Consultant	Qualifications		Standard
	Min. Education	Yrs. Exp.	Hourly Rate
	BS	2	\$ 58.52
Administrative Support	Qualifications		Standard
	Min. Education	Yrs. Exp.	Hourly Rate
	HS or GED	2	\$ 49.87
Clerk	Qualifications		Standard
	Min. Education	Yrs. Exp.	Hourly Rate
	HS or GED	2	\$ 34.65