

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule FSS 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 GSA *Advantage!*® is: GSAAvantage.gov.

Multiple Award Schedule

FSC Group: Professional Services FSC Class: U006
Contract number: GS-00F-120DA

Contract period: April 22, 2021 – April 21, 2026

The logo for Jefferson Consulting Group, featuring the word "Jefferson" in a stylized, cursive script font.

CONSULTING GROUP

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Contract administration source
Jeremy Arensdorf
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Business size: Small, Woman-Owned

For more information on ordering go to the following website: <https://www.gsa.gov/schedules>.

Price list current as of Modification #PS-0036 effective 8/19/2024

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

| SINs | Recovery | SIN Title |
|-----------|-------------|--|
| 54161 | 54161RC | Agency Human Capital Evaluation |
| 541611 | 541611RC | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services |
| 541611W | 541611WRC | Workforce Analytics and Employee Records |
| 541612EPM | 541612EPMRC | Employee Performance Management |
| 541612HC | 541612HCRC | Agency Human Capital Strategy, Policy and Operations |
| 56131 | 56131RC | Talent Acquisition |
| 611430 | 611430RC | Professional and Management Development Training |
| 611430TD | 611430TDRC | Talent Development |
| 611512 | 611512RC | Flight Training |
| OLM | OLMRC | Order-Level Materials |

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. See Page 5

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Worldwide

5. Point(s) of production (city, county, and State or foreign country). Same as Company Address

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. 5% on awards in excess of \$500,000.00

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 (list items by country of origin). Not Applicable
- 10a. Time of delivery. (Contractor insert number of days.) To Be Determined at the Task Order level
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor
- 10c. Overnight and 2-day delivery. Contact Contractor
- 10d. Urgent Requirements. Contact Contractor
11. F.O.B. point(s). Destination
- 12a. Ordering address(es). Same as Company Address
- 12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es). Same as Company Address
14. Warranty provision. Standard Commercial Warranty Terms & Conditions
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable

22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor’s website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>.

Not Applicable

23. Unique Entity Identifier (UEI) number. PS8NEAKW1MM4

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

Awarded GSA Pricing:

Applicable to SINs:
54161, 541611, 541611W, 541612EPM, 541612HC,
56131, 611430, 611430TD, 611512

| Labor Category/ Service Title | Minimum Education | Minimum Years of Experience | GSA Awarded Rate (including IFF) |
|---|-------------------|-----------------------------|----------------------------------|
| Corporate Executive/ Senior Vice President | Bachelors | 11 | \$295.85 |
| Vice President | Bachelors | 9 | \$257.20 |
| Director | Bachelors | 7 | \$223.86 |
| Senior Consultant | Bachelors | 5 | \$204.03 |
| Manager | Bachelors | 3 | \$172.40 |
| Assistant Manager | Associates | 4 | \$146.10 |
| Consultant/Program Analyst | Associates | 3 | \$127.16 |
| Research Assistant | Associates | 3 | \$84.41 |

Applicable to SIN 611430

| Course Title | Course Length | Minimum Participants | Maximum Participants | GSA Awarded Rate (including IFF) |
|-------------------------------|---------------|----------------------|----------------------|----------------------------------|
| Performance-Based Acquisition | 1 day | 1 | 20 | \$5,985.00 |

Labor Category Descriptions

| Labor Category/ Service Title | Labor Category/Service Description | Minimum Education | Minimum Years of Experience | Education Substitutions |
|---|---|----------------------|-----------------------------------|--|
| Corporate Executive/Senior Vice President | Experience conferring with executive management using line of business expertise to define the customer's strategic business goals and advise in the re-engineering of business processes to meet those goals. Develops and applies advanced methods, theories, and research techniques in the investigation and solution of complex and difficult concept, planning, design, and/or implementation problems requiring the expert application of advanced knowledge. He or she is often the highest level of individual contributor and is normally widely recognized for achievements, technical expertise, and meritorious standing within his or her professional field. | Bachelors | 11 | High School Degree and 15 years of experience; Master's Degree and 9 years of experience, or Ph.D. and 6 years of experience |
| Vice President | Experienced in managing projects that may comprise a diverse group of functional activities as well as managing subordinate groups of technical and administrative personnel. Is a senior person who not only has responsibility for managing projects, but also possesses strong technical skills in training and implementation, facilitation, and program integration. | Bachelors | 9 | High School Degree and 13 years of experience, Master's Degree and 7 years of experience, or Ph.D. and 4 years of experience |
| Director | Provides specialized knowledge of complex customer processes and requirements. Applies technical expertise to assist in analyzing, validating and documenting complex operating environments. Designs and manages compliance programs to meet federal requirements. Serves as a project manager. | Bachelors | 7 | High School Degree and 11 years of experience, Masters Degree and 5 years of experience, or Ph.D. and 2 years of experience |
| Senior Consultant | Provides subject matter expertise to projects. Serves in senior team member roles and assists project managers. May also serve as a project manager when a project aligns with his/her subject matter expertise. Undertakes studies, conducts data analyses, writes reports, and provides support for organizational, management and process improvement initiatives. Leads development of solutions, recommendations or outcomes. | Bachelors | 5 | High School Degree and 9 years of experience, Masters Degree and 3 years of experience, or Ph.D. and 0 years of experience |

| | | | | |
|----------------------------|---|------------|---|---|
| | Provides insight and advice on strategic direction and outcomes for projects | | | |
| Manager | Prepares management plans and reports and coordinates schedules to facilitate completion of contract deliverables, delivery order review, and briefings/presentations. Performs analysis and evaluation of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues that would require a report and recommend solutions. | Bachelors | 3 | High School Degree and 7 years of experience, Masters Degree and 1 years of experience, or Ph.D. and 0 years of experience |
| Assistant Manager | Serves in mid-level team roles and assists project managers. Applies subject matter knowledge, principles and methods to assist in conducting studies, analyzing data, drafting sections of reports and providing support for organizational, management and process improvement initiatives. Assists project managers by generating drafts of project reports and providing management support for projects. Supports the development of solutions, recommendations or outcomes. | Associates | 4 | High School Degree and 6 years of experience, Bachelors Degree and 2 years of experience, or Masters Degree and 0 years of experience |
| Consultant/Program Analyst | Performs project tasks as directed by the project manager in support of project team objectives. Assists in analyzing data, drafting report sections and providing support to execute organizational, management and business process initiatives. Supports the development of solutions, recommendations or outcomes. | Associates | 3 | High School Degree and 5 years of experience, Bachelors Degree and 1 year of experience Masters Degree and 0 years of experience |
| Research Assistant | Provides support through undertaking detailed research and data analysis, creating and revising presentations, and assisting in the completion of briefings and presentations. Will provide follow up on queries and take on special projects as assigned. Applies advanced knowledge of current word processing, spreadsheet, and graphical software products. | Associates | 3 | High School Degree and 5 years of experience, Bachelors Degree and 1 year of experience, or Masters Degree and 0 years of experience |

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), 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/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 SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Introduction to Jefferson

Jefferson Solutions (Jefferson) is the government consulting company of Jefferson Consulting Group, a Washington, DC-based, **woman-owned small business**. Jefferson provides acquisition, grants management, human capital, strategy development, program management, and institutional/mission support to help federal entities successfully achieve their missions through sound, results-focused management. Since its formation in 1996, Jefferson has supported more than 70 federal agencies on a host of acquisition, human capital, strategy development and program management initiatives. Jefferson has also provided support internationally, including onsite support in more than 70 countries. Jefferson's services include:

Acquisition and Grants Support

- Operational Acquisition and Grants Management Support including pre-solicitation, solicitation, evaluation, and post-award support
- Cost Analysis
- Strategic Acquisition and Grants Office Assessments/Studies and Support
- Performance-Based Acquisition Development – Performance Work Statements (PWSs), Statements of Objectives (SOOs), Quality Assurance Surveillance Plans (QASPs)
- Requirements Development – Statements of Work (SOWs), Market Research, Acquisition Plans, Independent Government Cost Estimates (IGCEs), Source Selection Plans, etc.
- Acquisition and Grants Management Policy Analysis
- Operational Grants and Agreements Support
- Acquisition and Grants Management Workforce Training

Human Capital

- Strategic Human Capital Plan Development
- Evaluation of Human Capital
- Organizational Design/Redesign
- HR Office Assessments/Studies
- Change Management
- Employee Performance Management
- Talent Development
- Operational HR Support, including Talent Acquisition

Strategy Development

- Agency Strategic Plan Development
- Program Strategy Development
- GPRA-M Strategy and Performance Development
- Facilitation Services
- Team-building Services

Program Management

- Communications Support
- Strategy Execution
- Budgeting Support

- Administrative Support

Consulting Services

Consulting services offered by Jefferson include the following:

- **Human Capital Strategic Planning:** Assist agencies in developing five-year strategic human capital plans with practical implementation efforts.
- **Cost / Benefit Analysis:** Assist in the development and use of cost/benefit models to allow agencies to analyze new capital and other investments in relation to agency strategic mission, plans and objectives.
- **Risk Analysis:** Review and analyze known or postulated threats and system or process vulnerabilities.
- **Policy Development:** Advise and assist in the development of agency policies, regulations and legislative changes for effective implementation of strategic mission, plans and objectives.
- **Benchmarking:** Identify best practices in specified practice areas and provide implementation assistance.
- **Information Technology Investment Strategies:** Develop and assess business processes to ensure information technology requirements and acquisition plans are aligned with agency strategic plans, objectives and budgeting.
- **Strategic Planning:** Assist in development of strategic and performance plans that identify expected results and link them to program plans, budgets and mission.
- **Change Management / Business Process Reengineering:** Facilitate efforts to identify outmoded processes and effect cultural and organizational change.
- **Chief Information Officer:** Advise and assist on effective incorporation of CIO role and responsibilities into agency program operations and information technology organization and acquisition.
- **Human Resources:** Advise and assist in HR policies, procedures and programs.
- **Acquisition Training:** Develop and deliver customized training programs and materials for agency personnel to increase understanding of the acquisition process.

Training Services

Jefferson specializes in training government agencies and commercial clients in the following areas:

- Performance-Based Acquisition

Jefferson has developed a customized training approach to meet the particular objectives of customers. We utilize training manuals, slides, overhead transparencies and presentation software. A minimum of two facilitators are present at each session to ensure the best possible hands-on level of effort.

Jefferson specializes in teaching principles of performance-based acquisition in a format that customers can apply in practice. Facilitators utilize realistic and practical examples that give customers tools needed to implement changes in their approach to conducting business. This ability to change is particularly important as agencies are continually encouraged to increase efficiency and improve management operations.

We work with our customers throughout all stages of the planning and implementation process, identifying key stakeholders, outcomes and challenges to make solutions easily recognizable and clear. Our training sessions incorporate performance metrics, indicators, benchmarking strategies and other measurement indices so customers achieve the highest level of understanding.

Acquisition and Grants Management Services

Acquisition Lifecycle Expertise

Jefferson provides acquisition professionals to work with both contracting and program offices for the full acquisition lifecycle. We offer specialized expertise in performance-based acquisitions and acquisition streamlining processes.

| Pre-Award | Solicitation and Evaluation | Award and Administration |
|---|--|---|
| Contracting Office | | |
| <ul style="list-style-type: none"> • Market Research • RFI/SSN Development • Acquisition Strategy • RFP/RFQ Development • Category Management Support | <ul style="list-style-type: none"> • Solicitation Posting • Questions and Answers Management • Amendment Drafting • Proposal Receipt • Compliance Reviews • Price/Cost Analysis • Negotiation Support | <ul style="list-style-type: none"> • Draft Award • Draft COR Designation Letter • Protest Support • Modification Processing • File Management • Guidance to CORs • Award Close-out |
| Program Office | | |
| <ul style="list-style-type: none"> • Requisition Package Development, including: <ul style="list-style-type: none"> ○ Performance Work Statements/ Statements of Objectives/ Statements of Work ○ Quality Assurance Surveillance Plans ○ Independent Government Cost Estimates ○ Evaluation Criteria ○ Acquisition Plans ○ Source Selection Plans | <ul style="list-style-type: none"> • Technical Questions and Answers Coordination • Technical Evaluation Team Facilitation • Technical Evaluation Memorandum Development • Cost Realism Evaluation | <ul style="list-style-type: none"> • Request for Modification Package Preparation • Deliverables Tracking • Invoice Tracking • Funding Tracking • CPARS Support • Lessons Learned Documentation • Document Management • Close-out Deobligation Packages |

Grants Management Lifecycle Expertise

Jefferson provides grants management professionals with expertise in 2 CFR 200 and a variety of financial assistance instruments, including grants and cooperative agreements. We have experience in competitive financial assistance instruments as well as non-competitive, non-2 CFR 200 agreements.

| Pre-Award | Posting and Review | Award and Administration |
|--|--|--|
| Grants Office | | |
| <ul style="list-style-type: none"> • Request for Application Development • Notice of Funding Opportunity (NFO) Development | <ul style="list-style-type: none"> • NFO Posting to grants.gov • Questions and Answers Management • Amendment Drafting • Application Receipt • Compliance Reviews • Price/Cost Analysis • Negotiation Support | <ul style="list-style-type: none"> • Draft Award • Draft AOR Designation Letter • Modification Processing • Draft Approval Letters • File Management • Guidance to AORs • Award Close-out |
| Program Office | | |
| <ul style="list-style-type: none"> • Requisition Package Development, including: <ul style="list-style-type: none"> ○ Program Description ○ Activity Budget Estimate (ABE) ○ Monitoring and Evaluation Framework ○ Table of Required Reports and Deliverables ○ Merit Review Criteria | <ul style="list-style-type: none"> • Technical Questions and Answers Coordination • Merit Review/Peer Review Team Facilitation • Merit Review Board Memorandum Development | <ul style="list-style-type: none"> • Request for Modification Package Preparation • Report Tracking • Funding Tracking • Lessons Learned Documentation • Document Management • Close-out/Deobligation Packages |

Strategic Services for Acquisition and Grants Offices

In addition to the operational services discussed above, Jefferson also provides a wide variety of strategic services to help acquisition and grants management offices continuously improve services and develop their people.

A-123 Assessments

Human Capital Planning

Policy Development

Employee Development

Process Improvement

Employee Engagement

Acquisition Assessments

Jefferson also has extensive experience conducting analysis and providing strategic recommendations and assessments of acquisition processes, policies, workload and workforce skills and competencies. Jefferson has developed acquisition staffing models/algorithms that go beyond cost-to-spend to include detailed workload factors such as simplified acquisitions, performance-based acquisitions, interagency agreements, and many others.

Performance-Based Acquisition

Jefferson assists program offices in the development of performance-based acquisitions with appropriate, meaningful performance metrics to allow agencies to define their needs in terms of "what" is to be accomplished rather than "how" to do the work.

Program and Project Management Services

Jefferson provides onsite and offsite program and project management services to help agencies execute their strategies and achieve mission outcomes. Jefferson assists in redefining and aligning agency goals with the outcomes and mission of an organization. We develop a variety of performance and management tools, metrics and analyses to guide management's strategies for attaining organizational goals and examine how employees must adapt or acquire new skills to meet agency objectives. All the necessary interrelationships are considered from a management perspective, and lead to the seamless integration of people and processes.

This approach is applied to such areas as:

- Developing performance-based execution plans
- Assessing acquisition and/or procurement-related planning processes
- Conducting human capital strategic planning
- Meeting federal policy goals, guidelines, rules and reforms