

Kearns & West

GSA Professional Services Schedule

541-2 Public Relations Services
541-5 Integrated Marketing Services
541-4A Market Research and Analysis
874-1 Integrated Consulting Services
541 1000 Other Direct Costs



Industrial Group: 00CORP
GSA Professional Services Schedule Contract Number: GS-00F-132CA
Contract Period: May 6, 2015 through May 5, 2020

Business Size: Woman-Owned,
Small Business

Contractor: Kearns & West

Address: 233 Sansome St.
Suite 400
San Francisco, CA 94104

Website: www.kearnswest.com

Contract Administration:

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Overview

Kearns & West, founded in 1984, is a strategic communications and collaborative solutions firm that drives successful programs for its clients. Kearns & West's high profile projects include facilitation, strategic process design and planning, mediation, collaboration, and communications work at local, state, regional, and national levels. Our work covers a variety of sectors including natural resources, energy, renewable energy, water, marine, land use, government, business and academia, and technology and Internet. Kearns & West helps clients understand the interests and issues of their stakeholders and plans, manages and implements outreach and education, collaboration, and communications programs. The firm provides a wide range of services that include stakeholder and other research, strategy and planning, collaborative planning and public involvement, change management, facilitated organizational planning, internal communication development, stakeholder relations, and program management office staffing. Kearns & West is a small, woman-owned business with offices and staff in Washington, DC, Davis, CA, San Francisco, CA, San Diego, CA, Los Angeles, CA, and Portland, OR.

In addition to private-sector organizations, non-profits, and local and state government agencies, Kearns & West has communications and stakeholder engagement experience with agencies and offices within the:

- Centers for Disease Control and Prevention,
- Department of Agriculture,
- Department of Commerce,
- Department of Education,
- Department of Energy,
- Department of Homeland Security,
- Department of Interior,
- Department of Transportation,
- Environmental Protection Agency, and
- Federal Energy Regulatory Commission.

Customer Information

1a. Special Item Numbers:

SIN	Recovery	SIN Description
541-1000	541-1000RC	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
541-2	541-2RC	Public Relations Services
541-4A	541-4ARC	Market Research and Analysis
541-5	541-5RC	Integrated Marketing Services
874-1	874-1RC	Integrated Consulting Services

1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: Not Applicable

1b. Labor category descriptions for hourly rates: See page 5.

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

3. Minimum Order: \$100

4. Geographic Coverage: Domestic and Overseas

5. Point of Production: Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See price list below.

7. Quantity discounts: 3% on orders over \$750,000

8. Prompt payment terms: 1% 10 days/ Net 30 days

- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold of \$3,000.
- 10. Foreign items: Not Applicable
- 11a. Time of delivery: Specified on Task Order
- 11b. Contact Contractor for items available for expedited delivery.
- 11c. Contact Contractor for overnight or 2-day delivery.
- 11d. Contact Contractor for urgent requirements.
- 12. F.O.B. Point: Destination
- 13. Ordering Address: 233 Sansome St
 Suite 400
 San Francisco, CA 94104
- 14. Payment Address: 1110 Vermont Ave, NW
 Suite 950
 Washington, DC 20005
- 15. Warranty Provision: Contractor's standard commercial warranty
- 16. Export Packing Charges: Not Applicable
- 17. Contact contractor for terms and conditions of Government purchase card acceptance.
- 18 – 24. Not Applicable
- 25. Data Universal Numbering System (DUNS) number: 15-5317936
- 26. Contractor is registered in Central Contractor Registration (CCR) database.

27. Final Pricing: The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

SINS	Labor Category	May 6, 2015- May 5, 2016	May 6, 2016- May 5, 2017	May 6, 2017- May 5, 2018	May 6, 2018- May 5, 2019	May 6, 2019- May 5, 2020
541-2, 541-4A, 541-5, 874-1	Principal/ Senior Facilitator	\$247.08	\$252.02	\$257.06	\$262.20	\$267.44
541-2, 541-4A, 541-5, 874-1	Vice Presi- dent/ Project Manager	\$182.84	\$186.49	\$190.22	\$194.03	\$197.91
541-2, 541-4A, 541-5, 874-1	Director/ Facilitator	\$148.26	\$151.23	\$154.25	\$157.34	\$160.48
541-2, 541-4A, 541-5, 874-1	Senior Associate	\$128.49	\$131.06	\$133.68	\$136.35	\$139.08
541-2, 541-4A, 541-5, 874-1	Associate	\$108.72	\$110.90	\$113.11	\$115.38	\$117.68
541-2, 541-4A, 541-5, 874-1	Project Coordinator	\$93.90	\$95.77	\$97.69	\$99.64	\$101.64
541-2, 541-4A, 541-5, 874-1	Support Staff**	\$69.19	\$70.57	\$71.98	\$73.42	\$74.89
541-2, 541-4A, 541-5, 874-1	Intern	\$69.19	\$70.58	\$71.99	\$73.43	\$74.90

28. Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Support Staff	01020- Administrative Assistant	2005-2059

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

29. Labor Category Descriptions

Labor Category	Description
Principal 1&2/ Sr. Facilitator	<p>Description: Capable of facilitating large meetings, trainings, and providing meeting recommendations including logistics planning and agenda development. May provide specialized technical expertise or subject matter knowledge. May hold a certification in facilitation, mediation, communications, project management, or leadership. Fully responsible for planning, budgeting, and managing projects. Establishes administrative requirements and deadlines.</p> <p>Education: Bachelors degree in policy, conflict resolution, communications, business administration or equivalent experience required.</p> <p>Skills & Experience Required: 15+ years of experience. Proven leadership, organizational, complex project management and deadline-oriented capabilities. Proven communications skills and issue knowledge in areas related to project – collaboration, natural resource, environment, energy, federal policies, etc.</p>

<p>Vice President/ Principal Project Manager</p>	<p>Description: Qualified communications professional or facilitator with facilitation experience. Serves as the project manager responsible for planning, budgeting for project team management. Works to ensure administrative requirements and deadlines and project goals and deadlines are met. May hold a certification in facilitation, mediation, project management, communications or in leadership.</p> <p>Education: Bachelors degree in policy, conflict resolution, communications, business administration or equivalent experience required.</p> <p>Skills & Experience Required: 10-20 years of experience. Proven leadership, organizational, complex project management and deadline-oriented capabilities. Proven communications skills and issue knowledge in areas related to project. Contribute to client retention/growth. Proven communications skills and issue knowledge in area related to project – collaboration, natural resources, environment, etc.</p>
<p>Director/ Facilitator</p>	<p>Description: Capable of facilitating large meetings, webinars, trainings, and providing meeting recommendations and support including logistics planning, note taking, and agenda development. May hold a certification in facilitation, mediation, project management, communications or in leadership. Manages assigned projects.</p> <p>Education: Bachelors degree in policy, conflict resolution, communications, business administration or equivalent experience required.</p> <p>Skills & Experience Required: 5-10 years of experience. Proven leadership, organizational, complex project management and deadline-oriented capabilities. Proven communications skills and issue knowledge in areas related to project – collaborative, natural resource, etc. Contribute to client retention/growth. Proven communications skills and issue knowledge in area related to project – collaborative, natural resource, etc.</p>

<p>Senior Associate</p>	<p>Description: Capable of facilitating large meetings, webinars, trainings, and providing meeting recommendations and support including logistics planning, note taking, and agenda development. May hold a certification in facilitation, mediation, project management, communications or in leadership. Responsible for the day-to-day management of assigned client accounts.</p> <p>Education: Bachelors degree in policy, conflict resolution, communications, business administration or equivalent experience required.</p> <p>Skills & Experience Required: 4-10 years of experience. Proven communications skills and issue knowledge in areas related to project – collaborative, natural resource, etc. Contribute to client retention/growth. Proven communications skills and issue knowledge in area related to project – collaborative, natural resource, etc.</p>
<p>Associate</p>	<p>Description: Capable of facilitating small meetings and webinars, assisting with facilitation in larger meetings, and providing meeting support including logistics planning, note taking, and agenda development. Responsible for implementing strategies and tactics to meet team account goals.</p> <p>Education: Bachelors degree in policy, conflict resolution, communications, business administration or equivalent experience required.</p> <p>Skills & Experience Required: 2-7 years of experience. Proven communications skills and issue knowledge in areas related to project – collaboration, natural resources, environment, etc.</p>
<p>Project Coordinator</p>	<p>Description: Capable of facilitating small meetings and webinars and providing meeting support including logistics planning, note taking, webinar support, and agenda development. Responsible for supporting project teams.</p> <p>Education: Bachelors degree in policy, conflict resolution, communications, business administration or equivalent experience required.</p> <p>Skills & Experience Required: 1-5 years of experience.</p>

<p>Project Assistant</p>	<p>Description: Capable of facilitating small break-out groups and providing meeting support including logistics planning, note taking, webinar support, and agenda development. Assists with the execution of communications plans.</p> <p>Education: Bachelors degree in policy or conflict resolution or equivalent experience required.</p> <p>Skills & Experience Required: 0-2 years of experience.</p>
<p>Support Staff**</p>	<p>Description: Assists with preparing project work such as mailings and agendas as necessary. Types notes from project meetings and facilitation session. Provides administrative support.</p> <p>Education: Bachelors degree or equivalent experience required.</p> <p>Skills & Experience Required: 1+ years of experience.</p>
<p>Intern</p>	<p>Description: Capable of facilitating small break-out groups and providing meeting support including logistics planning, webinar support, and note taking. Assists with execution of communications plans.</p> <p>Education: High school diploma required.</p> <p>Skills & Experience Required: No experience required.</p>