

**Management Consulting
Services Catalog**

Let's Build A Legacy, LLC

FEIN: 84-2937717

CATEGORY 4 - PROCUREMENT

Contract #:

99999-SPD-SPD0000208-21

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Contact Information:

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Our Legacy Building Tools

Value-Added and experienced staff and contractors

P-Card Ready

Competitive Rates

(Ranked #1 among 2023 awardees

in the Procurement category)

PRIMARY SERVICE DEFINITIONS

**Rates for services below are listed as
"Primary Services"**

| Line Item # | Resource/Job Title | Service Definition |
|-------------|--------------------------|---|
| 1 | Senior Partner | <p>Functional Responsibilities (<i>This role may share the same responsibilities as the Principal Partner; however, this role has the ability to manage the Principal's roles & responsibilities</i>):</p> <ul style="list-style-type: none"> • Provides executive level consultation services to the Authorized User. • Provides senior-level interface with the Authorized User and manages daily operations. • Ensures the timely performance and completion of all contractual obligations. • Organizes and directs the overall performance of the contract. • Possesses the authority to make binding decisions on behalf of the Supplier. • Formulates the organizational strategy and directs major strategic initiatives. • Ensures that goals and objectives are accomplished within budgetary parameters. • Develops and maintains customer relationships. • Assists on large, complex or multi-discipline engagements. • Allocates financial and human resources along with material assets. • Formulates and enforces work standards. • Participates in the design phase of tasks and ensures their successful execution. |
| 2 | Principal/Partner | <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Provides executive level consultation services to the Authorized User. • Provides senior-level interface with the Authorized User and manages daily operations. • Ensures the timely performance and completion of all contractual obligations. • Organizes and directs the overall performance of the contract. • Possesses the authority to make binding decisions on behalf of the Supplier. • Formulates the organizational strategy and directs major strategic initiatives. • Ensures that goals and objectives are accomplished within budgetary parameters. • Develops and maintains customer relationships. • Assists on large, complex or multi-discipline engagements. • Allocates financial and human resources along with material assets. • Formulates and enforces work standards. • Participates in the design phase of tasks and ensures their successful execution. |
| 3 | Senior Director | <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Develop and execute the Authorized User's/client's business strategies in order to attain goals. • Provide strategic advice to the Board and Chairperson. • Prepare and implement comprehensive business plans. • Plan cost-effective operations and market development activities. • Establish agency policies and legal guidelines. • Supervise the work of executives providing guidance and motivation to drive maximum performance. • Ensure a positive work environment. • Prepare and/or coach leadership on performance appraisal, training and professional development activities. |
| 4 | Senior Consultant | <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Manages the day-to-day operations. • Ensures the quality and timely completion of projects. • Provides technical and subject matter expertise in fulfillment of Statements of Work. • Participates as a senior team member providing high-level consulting services. • Plans, organizes, and executes project tasks in successful delivery of services. • Develops and defines strategic visions. • Plans, directs, controls, schedules, coordinates, and organizes management of tasks. • Provides customer interface in fulfillment of Statements of Work. • Possesses authority and responsibility for the execution of Statements of Work. • Plans, organizes, and oversees all subordinate work efforts. • Ensures quality standards and work performance on all Statements of Work and projects. • Organizes, directs, and manages support services. |

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| 5 | Consultant | Functional Responsibilities: <ul style="list-style-type: none"> •Applies administrative, consultative, and technical expertise in fulfillment of Statements of Work •Plans, organizes, executes, and controls project tasks in successful delivery of services •Interfaces with client on a day-to-day basis to ensure delivery of project status •Applies a broad set of management skills and technical expertise as a project leader •Provides solutions through analysis •Directs subordinates in the completion of task orders •Organizes, directs, and manages support services •Assigns tasks and oversees projects •Directs project activities in fulfillment of contract deliverables and Statements of Work •Trains customer personnel through formal classroom courses |
| 6 | Junior Consultant | Functional Responsibilities: <ul style="list-style-type: none"> •Applies a broad set of subject matter and technical expertise •Directs the completion of projects within estimated timeframes and budget constraints •Organizes, directs, and manages support services •Serves as a member of a team performing mid-level assignments •Provides solutions through analysis •Conducts customer training through formal classroom courses, workshops, and seminars |
| 7 | Business Consultant | Functional Responsibilities: <ul style="list-style-type: none"> •Analyze and evaluate client requirements and business goals. •Recommend appropriate strategies and logistics to increase business opportunities. •Create different analytical role models appropriate to projects. •Identify and implement operational business logistics. •Conduct research and information gathering. •Initiate structure documentation and presentation of findings. •Identify and document functional requirements, information sources, distribution paths and system specifications. •Perform financial analyses and make reports. •Drive process improvements and efficiencies. •Integrate best practices while evaluating business prospects, goals and objectives. |
| 8 | Associate Business Consultant | Functional Responsibilities: Duties as assigned by the Business Consultant; at a minimum, the following may apply: <ul style="list-style-type: none"> •Analyze and evaluate client requirements and business goals. •Recommend appropriate strategies and logistics to increase business opportunities. •Create different analytical role models appropriate to projects. •Identify and implement operational business logistics. •Conduct research and information gathering. •Initiate structure documentation and presentation of findings. •Identify and document functional requirements, information sources, distribution paths and system specifications. •Perform financial analyses and make reports. •Drive process improvements and efficiencies. •Integrate best practices while evaluating business prospects, goals and objectives. |
| 9 | Business Analyst | Functional Responsibilities: <ul style="list-style-type: none"> •Analyze the business processes in an organization or a company for inefficiencies and inadequacies. Make recommendations and approvals for solutions or improvements that can be achieved and attained through new technology or alternative uses of existing technology. •Act as a liaison between business stakeholders, such as management, customers or end users, and the software development or information technology team. •Analyze and communicate stakeholder needs by translating business requirements into software requirements. •Document and evaluate required data and information. •Use modeling, testing and data models to improve the flow of information through an organization to enhance project success. |

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| 10 | Project Manager | Functional Responsibilities: <ul style="list-style-type: none"> •Plan project duties from execution to delivery. •Direct the team to achieve a common goal. •Delegate work effectively. •Manage the resource of time. •Manage the deployment deliverables. •Monitor progress and track roadblocks. •Conduct regular meetings. •Manage documentation and reporting. •Initiate an alternative and/or Plan B, when applicable. •Coordinate project action items with Authorized Users. |
| 11 | Engagement Partner | Functional Responsibilities: <ul style="list-style-type: none"> •Solve client issues. •Assign resources from the company to the client. •Invoice and bill client, if applicable. •Work with the sales team to find new clients. •Ensure the contract is carried out correctly. •Create a positive experience for clients. •Create reports on progress of the project. |
| 12 | Trainer | Functional Responsibilities: <ul style="list-style-type: none"> •Liaise with managers to determine training needs and schedule training sessions. •Design effective training programs. •Conduct seminars, workshops, individual training sessions etc. •Prepare educational material such as module summaries, videos etc. •Support and mentor new client on new process and/or project. •Keep attendance and other records. •Manage client training budgets. •Conduct evaluations to identify areas of improvement. •Monitor performance and response to training and provide correspondence of results to agency. |

OPTIONAL SERVICE DEFINITIONS

**Rates for services below are listed as
"Other Related Services"**

| Line Item # | Resource/Job Title | Service Definition |
|-------------|---------------------------------------|--|
| 1 | Database Developer | <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Knowledge of multiple database application software packages, including current versions of relational Oracle, SQL Server database technology (in a development or DBA capacity), Access, and Visual Basic. • Ability to work directly with clients, make recommendations and comprehend multiple, and simultaneous client requirements. • Work with internet based database products. • As needed, provide supervision to a small team of developers; create and implement project work plan. • Develop project budgets. • Develop, integrate, and manage data ingestion services that process a wide range of data sources; design and maintain database management system (DBMS). • Track and manage user requirements, testing, revisions, and upgrades; administer and control activities related to database planning, architecture, design, and development as well as the establishment of policies and procedures pertaining to data management, availability, integrity, security, utilization and maintenance. |
| 2 | Database Administrator | <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Accurately assess data management needs of the client as related to evaluation and organizational development requirements. • Create databases with appropriate and required security protocols and use other data management tools to assist in the design of needs assessments, evaluations, training and technical assistance programs, meeting facilitation engagements, and organizational development consultations. • All tools are developed in conjunction with either project specifications, preliminary findings, organizational diagnosis (strategic planning, organizational assessments, etc.), meeting facilitation, technical assistance, or training consultations. Create database enhancements (such as reports, relational functionality, etc.) to support effective use of evaluation and organizational development recommendations. |
| 3 | Web-based meeting platform fee | <ul style="list-style-type: none"> • Rate for use of web-based meeting platform such as Zoom that accommodates up to 300 participants per meeting space. |
| 4 | Attorney | <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Licensed to practice law before one or more state courts, federal courts, U.S. Tax Court and the United States Patent and Trademark Office • Has supervisory skills to manage complex legal matters and oversee the professional performance of associates, of counsel and legal assistants. • Has superior knowledge of the law and has excellent writing and oral skills. • Graduate of a fully accredited law school located in the United States of America or commensurate jurisdiction. • Licensed to practice law in Georgia and/or other states in the United States of America. • Experience as a law practitioner |
| 5 | Paralegal | <p>Functional Responsibilities:</p> <ul style="list-style-type: none"> • Generally, a graduate of a four-year college or university and/or recipient of paralegal certification from a fully accredited college or university in the United States of America or commensurate jurisdiction. • Has professional skills to provide assistance to partners, associates and of counsel in their respective undertaking of legal matters. • Has premium writing and oral skills. • Has coordination skills to arrange legal project teams when appropriate. |

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| 6 | Research Analyst | Functional Responsibilities: <ul style="list-style-type: none"> • Ability to develop project management plan for task, general subject matter knowledge, technical knowledge in research techniques, general supervision and guidance. |
| 7 | Research Assistant | Functional Responsibilities: <ul style="list-style-type: none"> • Ability to conduct project tasks with minimal supervision and general knowledge of research techniques. • Conduct interviews with minimal supervision, write summaries, and devise data input strategies. |
| 8 | Policy Analyst | Functional Responsibilities: <ul style="list-style-type: none"> • Experience in developing project management plan for policy development, analysis, assessment, and advisement tasks. • Subject matter knowledge, technical knowledge in policy research techniques. • Provides some degree of supervision and guidance to project team. |
| 9 | Writer/Editor | Functional Responsibilities: <ul style="list-style-type: none"> • Write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. • Ability to work in a team environment among other writers, editors, graphic designers and communication planners. |
| 10 | Senior Writer/Editor | Functional Responsibilities: <ul style="list-style-type: none"> • Interface with our customers and technical staff to supervise editorial staff and write, proof, and edit reports, briefing presentations, brochures, and proposals for assigned projects. • The individual will work in a team environment among other writers, editors, graphic designers and communication planners. • Must be able to meet quick turnaround deadlines and work on multiple projects simultaneously. |
| 11 | Graphics Designer | Functional Responsibilities: <ul style="list-style-type: none"> • Uses knowledge of current graphic design software to produce graphic art and visual materials for documents, figures, tables, and informative and instructional material through a variety of media outlets such as websites. • Generate and manipulate graphic images, animations, sound, text and video into consolidated and seamless multimedia programs. Provide creative development and graphic design for media kits, brochures, one-pagers, and other materials. • Extensive knowledge of InDesign, Illustrator, Photoshop, PowerPoint, HTML and other graphic desktop publishing software is required. • Knowledge and experience in production art, printing, electronic pre-press, promotion and advertising is needed. • Some familiarity with MS Word and Excel is essential. • Must be familiar with standard concepts, practices, and procedures within a particular field. • Rely on limited experience and judgment. |
| 12 | Facilitator | Functional Responsibilities: <ul style="list-style-type: none"> • Provide specific expertise in various subject matters. • Able to develop project management plans and meet with clients independently. • Extensive consulting experience. |

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| 13 | Administrative Assistant | Functional Responsibilities: <ul style="list-style-type: none"> • Experience includes maintaining schedules, performing complex word processing functions, producing final documents and other formal project deliverables, acquiring and maintaining supplies and equipment, and performing a variety of other routine and non-routine administrative support functions. • Required to use judgment and initiative in problem solving. • Experience performing a variety of clerical support functions. |
| 14 | Event/Logistics Coordinator | Functional Responsibilities: <ul style="list-style-type: none"> • Ability to design, implement, and manage complete event project associated with evaluation and other mission-oriented business projects. • Able to develop implementation work plans and budgets, meet with clients and event facilities managers and resolve issues that arise during the course of a project. • Plan and facilitate project meetings to keep project team apprised of accomplishments and outcomes. |
| 15 | Quality Assurance Reviewer | Functional Responsibilities: <ul style="list-style-type: none"> • Provides executive management experience to oversee multiple projects. • Commit business resources to the implementation of project requirements. • Oversee the development of and implementation of issues and risk management procedures. • Provides quality assurance and quality control reviews as needed to ensure work product and service delivery meet minimum standards. |

Management Consulting Services

Let's Build A Legacy, LLC

CATEGORY 4 - PROCUREMENT

| SERVICE DESCRIPTION | SUPPLIER PROPOSED | |
|----------------------------|--|-----------|
| (OPTIONAL DISCOUNT) -----> | % OFF Discount For Fixed Fee | 1% |
| (OPTIONAL DISCOUNT) -----> | % OFF Discount For Virtual Services | 0% |

Primary Services

| Line Item # | Resource/Job Title | Unit of Measure | Not-to-Exceed Rate Per UoM |
|-------------|-------------------------------|-----------------|----------------------------|
| 1 | Senior Partner | HR | \$170.06 |
| 2 | Principal/Partner | HR | \$163.75 |
| 3 | Senior Director | HR | \$157.36 |
| 4 | Senior Consultant | HR | \$111.59 |
| 5 | Consultant | HR | \$99.07 |
| 6 | Junior Consultant | HR | \$79.33 |
| 7 | Business Consultant | HR | \$110.95 |
| 8 | Associate Business Consultant | HR | \$81.73 |
| 9 | Business Analyst | HR | \$94.19 |
| 10 | Project Manager | HR | \$97.20 |
| 11 | Engagement Partner | HR | \$109.31 |
| 12 | Trainer | HR | \$81.20 |

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Other Related Services

| SERVICE DESCRIPTION | | | SUPPLIER PROPOSED |
|---------------------|--------------------------------|-----------------|----------------------------|
| Line Item # | Resource/Job Title | Unit of Measure | Not-to-Exceed Rate Per UoM |
| 1 | Database Developer | HR | \$84.51 |
| 2 | Database Administrator | HR | \$84.71 |
| 3 | Web-based meeting platform fee | HR | \$49.96 |
| 4 | Attorney | HR | \$103.92 |
| 5 | Paralegal | HR | \$69.96 |
| 6 | Research Analyst | HR | \$64.67 |
| 7 | Research Assistant | HR | \$56.00 |
| 8 | Policy Analyst | HR | \$73.07 |
| 9 | Writer/Editor | HR | \$65.33 |
| 10 | Senior Writer/Editor | HR | \$79.33 |
| 11 | Graphics Designer | HR | \$74.66 |
| 12 | Facilitator | HR | \$81.20 |
| 13 | Administrative Assistant | HR | \$66.71 |
| 14 | Event/Logistics Coordinator | HR | \$75.36 |
| 15 | Quality Assurance Reviewer | HR | \$94.98 |