



GSA Multiple Award Schedules (MAS) and Federal Supply Schedules
Authorized Schedule List for Dennison Associates, Inc.
Contracts Period: 09/07/2010 - 09/06/2015

Contract Number: GS-00F-0015W (BF0015W) – Management Consulting – Facilitation/Training
Contract Number: GS-00F-0016W (BF0016W) – Conference Management – Service (Contract awarded for Small Business Set Aside Items)

Dennison Associates, Inc. – Approved GSA Schedules as of September 2010

Labor Category Descriptions - 2010 - 2011 Period

<p>CN# BF0015W & BF0016W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC & 541 4D</p>	<p>Administrative Assistant</p>	<p>Handles project teams administrative matters. Interact with outside parties interested or involved in assigned projects. Screens calls, visitors, and mail; forward requests for info to appropriate staff; prepares and signs routine, non-technical correspondence. Schedules tentative appointments w/o prior approval, handles arrangements for meetings/conferences, records proceedings, pulls together established background materials as directed. Collects information for routine inquiries on office programs or reports, refers non-routine requests to staff. Reviews outgoing materials for conformance with procedures, assures that when appropriate, clearances and or signatures have been obtained. Assists in filing of Corporate central files. Assists in coordinating logistics during data collection and analysis phases including assistance with coordination of project travel, equipment rental, and reprographics services.</p>
<p>CN# BF0016W</p> <p>541 4D</p>	<p>Meeting Coordinator I</p>	<p>Experience and knowledge in meeting/conference planning and in hotel, travel and travel related service operations. Experience negotiating with vendors and suppliers. Organizational skills to manage budgets and tight schedules in an atmosphere that is conducive to changes and delays. Working with other conference personnel, ensures effective agenda and timing of event's segments. Collaborates with other staff, the client, and consultants to develop content, documentation, and logistics for all conferences and meetings. Monitors portion of budgets that relate to conference logistics.</p>

<p>CN# BF0016W</p> <p>541 4D</p>	<p>Meeting Coordinator II /Analyst</p>	<p>Experience and knowledge in meeting/conference planning and in hotel, travel and travel related service operations. Experience negotiating with vendors and suppliers. Organizational skills to manage budgets and tight schedules in an atmosphere that is conducive to changes and delays. Working with other conference personnel, ensures effective agenda and timing of event's segments. Collaborates with other staff, the client, and consultants to develop content, documentation, and logistics for all conferences and meetings. Monitors portion of budgets that relate to conference logistics. Oversees and trains employees. Recommends the use of audio visual support materials and equipment.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Research Analyst III</p>	<p>Works on detailed assignments in conducting research and analysis of project-related activities. Performs research, writing, evaluation, studies and special projects or reports associated with project. Assignments range from evaluating economic or industrial hygiene data to measuring the impact of various regulatory policies.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Research Analyst IV</p>	<p>Takes significant, independent responsibility for policy analysis and evaluation, including design and implement policy studies, data base management and statistical analysis, technical drafting, and preparation of final project reports. Legal research experience helpful. Works with end user groups to evaluate and solve technical problems.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Management Analyst</p>	<p>Possesses programmatic expertise in housing and community development, strategic planning, performance improvement consulting, health and safety or public policy analysis. Often employed to design and implement studies to assess impact of programs on housing and community development, organizational development, performance improvement, health and safety, synthesize complex scientific, inspection and /or comparative data. Works on or in conjunction with a multidisciplinary team to accomplish project goals.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Management /Senior Analyst I</p>	<p>Possesses programmatic expertise in housing and community development, strategic planning, performance improvement consulting, health and safety or public policy analysis. Often employed to design and implement studies to assess impact of programs on housing and community development, organizational development, performance improvement, health and safety, synthesize complex scientific, inspection and /or comparative data. Works on or in conjunction with a multidisciplinary team to accomplish project goals.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Senior Analyst II</p>	<p>Works independently and manages a multi-disciplinary project team responsible for providing technical expertise and evaluation of housing and community development, high level complex strategic planning, organizational development, performance improvement consulting, health and safety issues. Identifies and implements methodologies for evaluating programs.</p>

<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Senior Analyst III</p>	<p>Works independently and manages a multi-disciplinary project team responsible for providing technical expertise and evaluation of housing and community development, high level complex strategic planning, organizational development, performance improvement consulting, health and safety issues. Identifies and implements methodologies for evaluating programs.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Sr. Project Manager</p>	<p>Sr. level manager or leading expert in housing and community development, high level complex strategic planning, organizational development, performance improvement consulting or occupational safety and health, law, economics or occupational medicine. Works with Federal, State, Local public agencies and others to evaluate and solve technical problems. Coordinates data analysis and policy evaluation and assist in supervision preparation of reports and analysis. Significant responsibility for interacting with client and stakeholders.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Sr. Program Manager I</p>	<p>Sr. level manager or leading expert in housing and community development, high level complex strategic planning, organizational development, performance improvement consulting or occupational safety and health, law, economics or occupational medicine. Works with Federal, State, Local public agencies and others to evaluate and solve technical problems. Coordinates data analysis and policy evaluation and assist in supervision preparation of reports and analysis. Significant responsibility for interacting with client and stakeholders.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Sr. Program Manager II</p>	<p>Sr. level manager or leading expert in housing and community development, high level complex strategic planning, organizational development, performance improvement consulting or occupational safety and health, law, economics or occupational medicine. Works with Federal, State, Local public agencies and others to evaluate and solve technical problems. Coordinates data analysis and policy evaluation and assist in supervision preparation of reports and analysis. Significant responsibility for interacting with client and stakeholders.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Executive/Legal Analyst VII</p>	<p>Sr. level manager or leading expert in housing and community development, high level complex strategic planning, organizational development, performance improvement consulting or occupational safety and health, law, economics or occupational medicine. Works with Federal, State, Local public agencies and others to evaluate and solve technical problems. Coordinates data analysis and policy evaluation and assist in supervision preparation of reports and analysis. Significant responsibility for interacting with client and stakeholders.</p>
<p>CN# BF0015W</p> <p>874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Executive/Legal Analyst VIII</p>	<p>Sr. level manager or leading expert in housing and community development, high level complex strategic planning, organizational development, performance improvement consulting or occupational safety and health, law, economics or occupational medicine. Works with Federal, State, Local public agencies and others to evaluate and solve technical problems. Coordinates data analysis and policy evaluation and assist in supervision preparation of reports and analysis. Significant responsibility for interacting with client and stakeholders.</p>

Dennison Associates, Inc.

Distinctive Action | Decisive Impact

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<p>CN# BF0015W 874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Executive/Legal Analyst IX</p>	<p>Executive or Project Director level leading expert in housing and community development, high level complex strategic planning, organizational development, performance improvement consulting or occupational safety and health, law, economics or occupational medicine. Works with Leadership in Federal, State, Local public agencies including political elected officials Administration officials, and others to evaluate and solve complex sensitive technical problems. Coordinates data analysis and policy evaluation and assist in supervision preparation of reports and analysis. Significant responsibility for interacting with client and stakeholders.</p>
<p>CN# BF0015W 874 1, 874 1RC, 874 2, 874 2RC, 874 4, 874 4RC</p>	<p>Executive</p>	<p>Generally small business managing Executive/Principle/or Partner leading expert in housing and community development; Leads high level complex strategic planning, organizational development, performance improvement consulting or occupational safety and health, law, economics or occupational medicine. Works with Key Decision makers at Federal, State, Local public agencies and others to evaluate and solve extremely sensitive technical and program implementation problems. Coordinates data analysis and policy evaluation and supervises preparation of reports and analysis. Significant lead responsibility for interacting with client and stakeholders.</p>

Labor Category Price List - 2010 - 2011 Period Available Upon Request