

THE MANGI ENVIRONMENTAL GROUP

SERVICES AVAILABLE THROUGH THE

GSA ENVIRONMENTAL SERVICES SCHEDULE

*Supporting Federal customers' missions with better,
faster, less expensive environmental services*



WINNER---SBA PRIME CONTRACTOR OF THE YEAR, REGION 3

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICELIST**

Environmental Advisory Services

FSC Group 899 FSC Class 8999

Contract Number: GS- 10F-0032J

Contract Period: 2 Feb 1999-1 Feb 2004

Contractor: THE MANGI ENVIRONMENTAL GROUP, INC.

7915 Jones Branch Dr. McLean VA 22102

Telephone: 703 760 4801

Business Size: Small

Fax: 703 760 4899

DUN's Number: 835979147

Contract Administration: James I. Mangi, PhD

CUSTOMER INFORMATION

Table of Awarded Special Item Numbers (SINs)

- ☐ SIN 899-1 Environmental Planning and Documentation
- ☐ SIN 899-2 Environmental Compliance Services
- ☐ SIN 899-3 Environmental and Occupational Training
- ☐ SIN 899-7 Geographic Information Systems (GIS)
- ☐ SIN 899-99 New Technologies

*Please see
accompanying
information on
services and
qualifications*

Geographic Coverage: Worldwide

Discount from list prices or statement of net price: See attached price list

Quantity discounts: 1.5 % on orders exceeding \$1,000,000

Prompt Payment Terms: 2%--15 Days; 1.5%-21 Days, Net 30 Days

Credit Cards Accepted: Yes

Time of Delivery: To be negotiated with ordering agency on each task

Ordering and Payment Addresses: Same as above

Contractor is registered in Central Contractor Registration database



Mangi Environmental is a specialized firm. We serve only Federal customers, and we provide only the kinds of services shown here. Because we are focused, we deliver excellent, highly responsive results very cost-effectively. Please see following text for more information.

WINNER---SBA ADMINISTRATOR'S AWARD FOR EXCELLENCE

THE MANGI ENVIRONMENTAL GROUP, INC.

ENVIRONMENTAL SERVICES

On Government or Contractor Premises

MANGI ENVIRONMENTAL GROUP is a right sized interdisciplinary team of environmental professionals. We assisted GSA in the development of the initial concept for the Environmental Advisory Services Schedule, and we were awarded the very first such schedule. The distinctive features of Mangi and what we offer are:

- **Focus on environmental planning, compliance and documentation services**
We offer a short list of services because it is better to be an excellent specialist than a mediocre generalist.
- **Efficient expertise**
As experienced specialists, we have in-depth understanding of environmental planning and associated requirements. We take a rigorous, structured approach that ensures our research, analysis and documentation are thorough, useful, readable, defensible and on time. Therefore, we can meet customers' needs effectively and efficiently.
- **Service only to Federal customers**
We are committed to supporting the Federal customer's mission, and we offer solid understanding of the Federal perspective.
- **Freedom from conflict of interest**
Because we focus on environmental planning, and because we serve only Federal customers, we never have a conflict of interest. We have no financial interest in follow-on design, construct or remediation work, nor divided loyalties to private sector project proponents or applicants.
- **Responsive, cost-effective support**
As a lean, focussed organization, we are free of excess organizational baggage. Therefore we can respond rapidly and deliver promptly at very modest rates.
- **Nationwide experience**
We have supported Federal customers on projects in 47 states and several locations outside the US.
- **Fast Track expertise**
With our clear organizational focus and operational efficiency, we have successfully delivered several major documents, such as Environmental Impact Statements, on extraordinarily expedited schedules.

PERFORMANCE

These distinctive advantages have enabled us to develop an unusual track record:

- In over 200 environmental planning and related projects, such as NEPA EISs and EAs, only 2 have ever been challenged, and not a single one has ever been successfully challenged.
- The quality and responsiveness of our work has won awards, for our customers and for ourselves.
 - An exceptionally fast-paced EIS we completed on a highly controversial project resulted in a commendation for our customer and for us from the Governor of Kentucky.
 - Another fast-paced EIS we completed on a controversial state-wide project resulted in an award for the customer from their headquarters, and their nomination of us for the two SBA awards we received:

The Record

200+
2
0



- Our work has also earned a high degree of customer satisfaction, as shown in the following results of a Dun & Bradstreet survey of several dozen of our customers:



CUSTOMERS

Established in 1993, Mangi Environmental has been privileged to serve over 50 Federal customers, including:

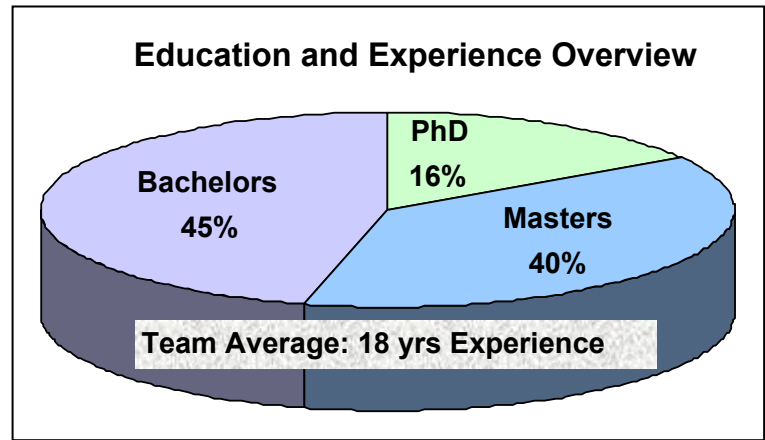
- Department of Interior
 - National Park Service
 - Fish and Wildlife Service
 - Bureau of Land Management
 - Bureau of Indian Affairs
- Department of Agriculture
 - Forest Service
 - Natural Resources Conservation Service
 - Rural Utilities Service
 - Farm Services Agency
- Department of Energy
- Department of Defense
 - Army
 - Army Reserves
 - National Guard
 - Navy
 - Marine Corps
 - Air Force
- Department of Transportation
 - Federal Highways Admin.
 - Coast Guard
- Environmental Protection Agency
- General Services Administration and others

LOCATIONS

We serve customers on projects nationwide. Mangi has successfully conducted projects in 47 States and several locations outside the US, from our northern Virginia offices. The cost of travel is more than offset by the cost savings that our efficiency and low rates enable us to offer.

PERSONNEL

We are an integrated interdisciplinary team of environmental scientists, planners and other professionals. We offer expertise in the full range of appropriate biological, physical, social and economic disciplines, as well as regulatory analysis and environmental law. The Mangi staff also includes public involvement specialists.



SERVICES

Special Item Number 899-1: Environmental Planning and Documentation

NEPA Services

The National Environmental Policy Act (NEPA) is an example of an environmental planning requirement with which MANGI ENVIRONMENTAL can provide highly expert assistance. MANGI personnel have been doing NEPA work for over 30 years. We are thoroughly experienced in all aspects of NEPA work, from scoping through work planning, data gathering and analysis, preparation of documents, and public review and revision. In the case of EISs, for example, we have been responsible for all tasks from drafting of the NOI to drafting of the ROD (and we have done so on several occasions on highly expedited schedules.

Our NEPA work has involved:

- Environmental Assessments
- Environmental Impact Statements
- Programmatic EAs & EISs,
- Supplemental EAs & EISs,
- Legislative EAs, EISs,
- Tiered EAs & EISs.

We have conducted several hundred NEPA projects, for Federal customers nationwide, on a wide variety of types of projects including:

- water resource development
- watershed and habitat restoration
- energy and utility projects
- industrial, office and school facilities
- recreation facilities and museums
- land and resource management plans
- timber cutting and salvage harvests
- military and aerospace facilities and activities
- installation, and range management planning
- historic preservation actions

Public Involvement

An integral part of NEPA and other environmental planning efforts is collaboration and consultation with the public and other agencies. We offer solid expertise in all aspects of the design, planning and execution of effective public and agency involvement, including

- Meeting/workshop design and conduct
- Multi-faceted publicity
- Multiple mechanisms for inputs and comments

We have special expertise in ensuring outreach efforts that comply with the Executive Order requirements concerning Environmental Justice.



Guidance

We have assisted several agencies in drafting regulations and guidance for their environmental planning and compliance programs. We offer policy analysis and legal and regulatory expertise in support of these efforts.

Other Environmental Planning

As the most comprehensive Federal environmental law, NEPA inherently involves working with environmental resources that are also protected under more specific laws. Therefore, we also assist our Federal customers in meeting the requirements of :

- Endangered Species Act
- Fish and Wildlife Coordination Act
- Migratory Bird Treaty Act
- Sikes Act
- Federal Land Policy Management Act
- Farmland Protection Policy Act
- Coastal Zone Management Act
- Clean Air Act
- Clean Water Act
- Noise Control Act
- National Historic Preservation Act
- Native American Graves Protection and Repatriation Act

Also, Executive Orders and Agency Policies on:
Wetlands, Farmlands, Biodiversity,
Environmental Justice, Plain Language and
others

Special Item Number 899-3: Environmental Training

To achieve effective and efficient compliance, and to improve overall productivity, quality and efficiency in their ongoing operations, agencies need well-trained personnel. Mangi's training arm, Mangi Educational Technologies, specializes in environmental training for Federal employees, with particular emphasis on Computer-Based Training.

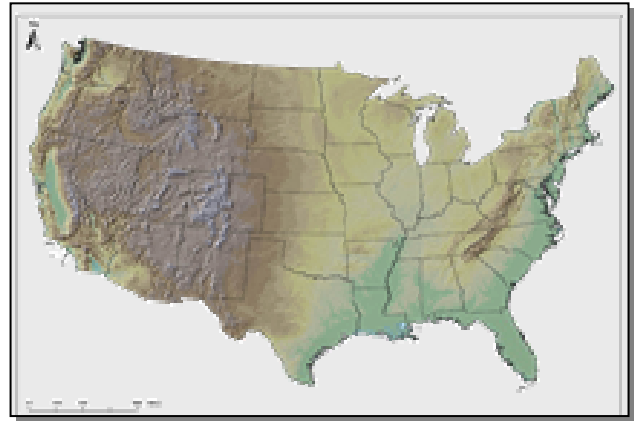
Our interdisciplinary team of subject matter experts, trainers, and multimedia program development specialists applies a unique set of skills to the training task. We use a rigorous training development system to ensure that the training products we provide are successfully tailored to meet the specific Federal audience needs in a timely and cost-effective fashion.

Depending on the subject and the audience, we will recommend the most cost-effective training format. For some topics and small audiences, traditional classroom instruction is sometimes the best. For large Federal workforce audiences, the Computer-Based format can often dramatically lower the cost to train each person, resulting in multi-million dollar savings in training costs.



Special Item Number 899-07 Geographic Information Systems (GIS)

The organization and analysis of spatial and spatially-linked information is an integral part of environmental analysis and planning. We maintain a professional GIS staff equipped with current systems and technologies. We offer GIS services as a key part of other services such as NEPA compliance, or as separate, stand-alone services to our Federal customers.



Special Item Number 899-99: New Technology

Mangi has provided, and continues to develop, innovative Expert System/ Decision Support packages such as the NEPAassist toolkit to help agency personnel to meet their environmental planning and decisionmaking needs more efficiently and effectively.

Responding to Customers' Needs

MANGI ENVIRONMENTAL's own staff of environmental and training professionals has served numerous customers throughout the Federal Government. However, when customers need the benefit of some unique or very specialized background or expertise, we respond by identifying and engaging appropriate specialized consultants or subcontractors.

Exceptional Tasking Flexibility—Your Place or Ours

Our rate package (see next page) lets you order our services on whatever basis makes most sense for you:

- If you can identify your needs with great certainty and detail, you may want to task us on a Fixed Price Completion basis.
- If you are less certain of your exact needs, or if you want rapid, flexible response support for evolving needs, you may want to task us on a Labor Hour Level Of Effort Basis.
- If the nature of the work or the support you want requires our personnel to be stationed at your facility, our rate structure also provides for that option.

Several discounts, negotiated with GSA, are available to you. We look forward to serving you. For Information please contact: Dr. Jim Mangi, Mr. Tony Petruzzi, or Dr. Phil Sczerzenie.

THE MANGI ENVIRONMENTAL GROUP INC.
7915 JONES BRANCH DR. MCLEAN VA 22102
703 760 4801
www.mangi.com

Proprietary Data

**MANGI ENVIRONMENTAL GROUP, INC.
GSA ENVIRONMENTAL SERVICES RATES 2003**

Special Item Numbers:

SIN 899-1 Environmental Planning Services and Documentation

SIN 899-3: Environmental/Occupational Training Services

SIN 899-07: GIS

SIN 899-99: New Technologies

These rates do not include any of the several discounts discussed below.

Rates shown are based on Fixed Price Tasking.

Additional discounts may be offered for Labor Hour Tasking.

Labor Category	Total Rate/Hour
<i>Technical Personnel</i>	
Managing Environmental or Training Professional	\$98.23
Senior Environmental or Training Prof. II	\$91.57
Senior Environmental or Training Prof. I	\$83.77
Environmental or Training Prof. II	\$74.60
Environmental or Training Prof. I	\$59.96
Assistant Environmental or Training Prof. II	\$48.00
Assistant Environmental or Training Prof. I	\$44.14
Junior Environmental or Training Prof.	\$32.61
Technician	\$27.47
<i>Corporate Personnel</i>	
Principal Environmental or Training Prof.	\$111.27
Sr Administrative Staff	\$46.94
Administrative Staff	\$27.47

Customer Discounts:

2% for Prompt Payment within 15 days of Gov't receipt of Invoice, OR

1.5% for prompt payment within 21 days of Gov't receipt of invoice, OR

1.5% on Task Orders over \$1,000,000

Proprietary Data

ORDERING FROM THE GSA ENVIRONMENTAL SCHEDULE

AT A GLANCE:

- Mangi Environmental holds an Environmental Advisory Services contract, **GS 10F 0032 J**, from GSA
- This contract is intended for use by ALL Federal agencies.
- It covers all the environmental services Mangi offers.
- Any Federal agency can use this contract directly; no approvals from GSA are needed
- Agencies can issue Delivery Orders to and work directly with Mangi; there are no intermediaries
- The award to Mangi was on a competitive basis; so government competition requirements have already been met; you don't need to re-do the whole RFP process

TO PLACE AN ORDER:

- Ask us to submit a cost to execute your statement of work. Ask for our relevant qualifications if you want
- Determine if our cost is fair and reasonable (For example, compare our standard, published rates with those of one or two other firms)
- If you are satisfied that our cost and qualifications offer you the best value, issue the Delivery Order. (If you are not, perhaps discussions and clarifications would be useful.)

This booklet provides additional reference information:

- Comparison of Standard Rates
- Competition Rules
- Sample Selection Documentation
- Frequently Asked Questions

If you need any additional information, please contact: **Jim Mangi**

THE MANGI ENVIRONMENTAL GROUP INC.
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Comparison Of Standard Rates

All of these firms hold Environmental Advisory Services GSA Schedule 899 Contracts

MANGI ENVIRONMENTAL		SAIC		EARTH TECH	
Feb 2001-Jan 2002					
Category	Total Rate/hr	Category	Total Rate/hr	Category	Total Rate/hr
Prin.Environ.Prof.	\$102.92	Exec. Consultant	\$205.30	Principal II	\$169.53
Managing Environ.Prof.	\$90.86	Principal Consult.	\$168.30	Sr. Prof. IV	\$138.89
Sr. Environ. Prof. II	\$84.70	Sr. Consultant II	\$117.31	Sr. Prof. III	\$123.10
Sr. Environ.Prof. I	\$77.49	Sr. Consultant I	\$110.17	Sr. Prof. I	\$101.69
Environ. Prof. II	\$69.00	Sr. Engr/Scientist II	\$96.91	Project Prof. II	\$74.71
Environ.Prof. I	\$55.46	Engr/Scientist V	\$86.71	Project Prof. I	\$63.47
Assist. Environ. Prof. II	\$44.40	Engr/Scientist IV	\$71.41	Staff Prof. III	\$58.91
Assist. Environ. Prof. I	\$40.82	Engr/Scientist III	\$66.31	Staff Prof. II	\$54.36
Jr. Environ.Prof.	\$30.17	Engr/Scientist II	\$63.66	Staff Prof I	\$45.96
Technician	\$25.41	Technician	\$51.05	Technician II	\$40.29
Sr. Administrative Staff	\$43.42	Admin II	\$37.79	Project Admin	\$63.25
Administrative Staff	\$25.41	Clerical	\$25.50	Admin. Staff	\$36.05

Excerpts from the Federal Acquisition Regulations

<http://www.arnet.gov/far>

FEDERAL ACQUISITION REGULATIONS

PART 8--REQUIRED SOURCES OF SUPPLIES AND SERVICES

Sec.

8.000 Scope of part.

8.001 Priorities for use of Government supply sources.

8.002 Use of other Government supply sources.

8.003 Contract clause.

Subpart 8.4--Federal Supply Schedules

8.401 General.

8.402 Applicability.

8.403 [Reserved]

8.404 Using schedules.

8.404-1--8.404-2 [Reserved]

8.404-3 Requests for waivers.

8.405 Ordering office responsibilities.

8.405-1 [Reserved]

8.405-2 Order placement.

8.405-3 Inspection and acceptance.

8.405-4 Delinquent performance.

8.405-5 Termination for default.


8.405-6 Termination for convenience.

8.405-7 Disputes.

Subpart 8.4--Federal Supply Schedules

8.404 Using schedules.

- (a) General. When agency requirements are to be satisfied through the use of Federal Supply Schedules as set forth in this subpart, the simplified acquisition procedures of Part 13 and the small business set-aside provisions of Subpart 19.5 do not apply except for the provision at 13.303-2(c)(3).

 **Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in this subpart, are considered to be issued pursuant to full and open competition (see 6.102(d)(3)). Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition,**

synthesize the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with Subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures in this section, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

(b) Ordering procedures for optional use schedules--(1) Orders at or below the micro-purchase threshold. Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule contractor.

(2) Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the schedule contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three schedule contractors and select the delivery and other options available under the schedule that meet the agency's needs. In selecting the supply or service representing the best value, the ordering office may consider--

(i) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(ii) Trade-in considerations;

(iii) Probable life of the item selected as compared with that of a comparable item;

(iv) Warranty considerations;

(v) Maintenance availability;

(vi) Past performance; and

(vii) Environmental and energy efficiency considerations.

Example of Competitive Source Selection

MEMORANDUM

DATE:

TO:

FROM:

SUBJECT: Best Value Selection of Contractor for

This office has a requirement for contractor services for.....These services can be provided by contractors on the competitively awarded GSA Multiple Award Schedule for Environmental Advisory Services Schedule 899.

In accordance with FAR 8.404 requirements, we have reviewed reasonably available comparative information on pricing from more than the minimum number of contractors. GSA has indicated, in establishing these schedule contracts, that all of these contractors have been determined to offer fair and reasonable prices. After reviewing this data, and in light of our technical and performance requirements, we conclude that _____ (Contract # GS _____) represents the best value contractor for this requirement. This conclusion is based on the fact that they:

- ☐ Offer the lowest price
- ☐ Are highly experienced in the particular specialized variety of services we require
- ☐ Can apply a team of professionals with a unique combination of highly relevant skills and abilities
- ☐ Are a Small Business.

FREQUENTLY ASKED QUESTIONS

ABOUT THE GSA ENVIRONMENTAL ADVISORY SCHEDULE

Courtesy of Mangi Environmental

- | | |
|------------------------------------------|------------------------------------------|
| 1. Never Heard of This Before? | 12. GSA's Motive? |
| 2. Eligible Agencies? | 13. Displacing jobs? |
| 3. Small Business Goals? | 14. Revolutionary unease? |
| 4. GSA Involvement? | 15. On-site? & Privatization? |
| 5. GSA Permission? | 16. Our own contractor? |
| 6. GSA Experience? | 17. Work through GSA? |
| 7. Transfer of Funds? | 18. Commitment |
| 8. Competition? | 19. This really works? |
| 9. Lowest Price? | 20. How fast? |
| 10. Fixed Price? | 21. GSA Point of Contact? |
| 11. Fixed Rates? & Discounts? | |

1. If this is such a great deal, why haven't we heard about it before this?

This GSA Schedule Contract was established in February 1999.

2. *Which Federal agencies may use this GSA schedule?*

All of them.

3. *Can using this GSA schedule help us meet our Small Business contracting goals?*

Yes. If the contractor you use is a small business, your agency can count this toward meeting your small business goals. It is, after all, your agency's funds that are being expended, and there is never the complication of those funds passing through GSA or any other agency. (*Note: MANGI ENVIRONMENTAL is a Regular Small Business, the category in which many agencies fall far short of meeting their goals.*)

In fact, according to the FAR (at 8.404), Small Businesses offering services on a GSA Schedule should receive preference over large firms.

4. *Do we have to let GSA manage the task?*

No. GSA has no involvement at all in the management of task orders. GSA's role was to conduct the initial competitive procurement to establish the overall schedule contract on behalf of all other Federal agencies. Having done that, GSA does not maintain any involvement in the management of tasks placed through this contract.

5. *Do we have to request GSA to allow us to use their contract?*

No. A GSA Schedule is automatically available for, and intended for use by, any and all Federal agencies. You don't need to ask their permission. GSA created the schedule for you.

6. *We used a GSA contract once and we had a real hassle with the GSA people insisting they had to manage the contractor for us. Is this the same kind of deal?*

No, this new structure is very different. The difficult situation cited may have been a traditional contract that was established by one of the specific regional facilities staffs of the GSA Federal Buildings Service. It may have been originally intended for their own internal use, and they were not fully oriented toward having other agencies use it.

In contrast, this new Schedule was established by a wholly different part of GSA, the Federal Supply Service. That organization's mission is to set up various Schedules explicitly for use by all the other agencies of the Government. Thus, although it was created *by* GSA, it is not really *for* GSA; like the dozens of other Schedules they have created, GSA created this *for your use*.

7. *Do we have to transfer funds to GSA?*

No. The task order from your agency is issued directly to your selected contractor. It just cites the GS Schedule Contract number. The contractor provides the deliverables and the invoices directly to your agency, and your agency pays the contractor directly.

8. *Don't we still have to do our own competition?*

Not according to the Federal Acquisition Regulations. FAR 8.404 states: Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in this subpart, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition. To ensure that you are obtaining the Best Value, the FAR also says

Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three schedule contractors

9. Does this mean we have to go with the lowest price?

No. Government procurement policy is to obtain the Best Value, which may or may not be the lowest price. The FAR at 8.404 indicate that price is only one of various factors that need to be considered. Others include special features of the procurement and past performance of the contractor.

10. *Do task orders have to be issued on a Fixed Price Basis?*

The customer has great flexibility available: a task can be issued on a traditional Firm Fixed Price Completion basis, in which the contractor agrees to perform a fixed scope of work on a fixed schedule for a fixed price, regardless of how many labor hours it actually costs him to do it.

Alternatively, the customer can task the contractor to provide services on an hourly basis. The contract contains a set of fully loaded labor category rates which are the maximum hourly rates the contractor may charge. The customer determines how she wants the task order structured.

11. *Are there hourly rates for each labor category under the contract?*

Yes. There may be discounts available that could effectively lower those rates. MANGI ENVIRONMENTAL has a series of volume and prompt payment discounts.

12. *Why did GSA do all the other agencies such a labor-and-cost-saving favor?*

It's their job. Moreover, the Government's acquisition reforms have provided a further incentive to eliminate duplication and streamline processes. GSA initiatives such as these are intended in large part to help hard-pressed contracting professionals throughout the government to meet the increasing demands facing them.

13. If this really does make it quicker and easier to obtain many environmental services, will our procurement shop have to downsize?

Hardly. With enormous downsizing already, procurement professionals throughout the government are today seriously overloaded and under-resourced. GSA has just created a mechanism that will help them save some time and effort in not having to "start from scratch" to develop and execute their own environmental procurements. However, your procurement professionals will still need to be involved in the development and administration of specific task orders under this contract. GSA has given them a power tool to help them get their work accomplished; it does not eliminate anyone's job.

14. This seems rather revolutionary, doesn't it? Our agency does not generally endorse revolutions.

In the environmental services arena, this is an innovation, but it is actually just a logical extension of two different ideas:

For many years GSA has provided dozens of types of Schedule contracts to other agencies for their use in quickly and easily obtaining various supplies, equipment and commodities. GSA's establishment of exactly the same type of Schedule Contract structure for Environmental Services is really just a somewhat obvious extension of a proven effective mechanism.

In another sense, GSA has merely imitated what various other agencies have been doing in the environmental service arena for years:

Establishing a competitive environmental services contract requires a large amount of government time and effort. (One agency, for example, recently spent 2 years just on developing an RFP for the recompetition of an environmental contract). Once such a contract is established, many agencies seek to provide the taxpayer with an increased return on their investment by making that contract "asset" available for use by other agencies. Many agencies realize the value of avoiding the time and cost of "re-inventing their own wheels" when another agency is willing to let them use theirs.

GSA, the one agency that is specifically chartered to serve all the other agencies in the Government, is just using that same idea of helping other agencies avoid duplicative efforts. But GSA's approach improves on the basic idea because it is less burdensome, less costly and much more flexible.

15. In light of all this privatization pressure, could this contract be used to provide on-site contractor support?

Yes. In fact, MANGI ENVIRONMENTAL has a separate set of (lower) hourly rates for on-site support.

16. We are planning to conduct our own procurement to get our own contractor. Why would we want to use this GSA contract?

For two reasons:

- it will save time and effort and taxpayer money.
- it is explicitly called for by the Federal Acquisition Regulations.

GSA spent over two years and an estimated \$100,000+ worth of Government personnel effort in getting this contract vehicle in place. They did this specifically to let other agencies such as yours avoid the need to expend similar amounts of time and effort. After all, serving other agencies is GSA's mission. Thus, a good reason for you to use this contract vehicle instead of creating your own is because your agency can reap the benefits of having "your own contract" without paying the costs of reinventing the wheel and conducting your own procurement effort.

In addition, according to FAR 8.001, when a GSA schedule is available for the services you need, using that GSA schedule is to be given preference over conducting a new procurement effort. This government-wide regulation is aimed at avoiding wasteful duplication of what GSA has already done.

17. Could we deal directly with the contractor? Wouldn't GSA be involved?

GSA's only role was to create the overall contract. They have no role in the issuance of nor management of specific delivery orders. Your agency deals directly with the contractor just as if this were a contract created by your agency.

18. If we use this contract, are we committed to using it for the duration of the contract?

Not at all. If you issue a delivery order under this contract, your agency incurs no commitment to ever use this vehicle again. This is a very low risk way to try out a contractor without having made any investment in, nor commitment to them through an elaborate procurement effort.

If you do decide to continue using your chosen contractor, the contract vehicle is good at least through 2004.

19. Does this deal really work?

Yes. From the first month it has been in place, customers have found that it really is quick and easy to engage MANGI ENVIRONMENTAL's services through this mechanism.

20. How long does it take to get a delivery order in place?

There is no reason it can't take a matter of a day or two, as several Mangi Environmental customers have experienced.

21. Who do we have to talk to at GSA?

You don't have to talk to GSA at all. You don't need their OK to use the contract, nor do you transfer funds to them. However, if you want to check with them on any of these points, you are welcome to call Barbra Weitzel at 253 931 7932.

Prepared by Mangi Environmental, the small business that first developed the concept for this schedule and proposed it to GSA. Mangi was awarded the first such schedule contract. Visit us at www.mangi.com.

THE MANGI ENVIRONMENTAL GROUP INC.

NEPA STANDARDS OF PRACTICE

To produce better, faster, less expensive NEPA results:

Focus on the objective.

- Understand clearly the purpose of the NEPA effort.
- Don't ever lose sight of that objective.
- Identify the questions the NEPA effort must answer.
- Concentrate on answering them.
- Focus on getting the job done excellently, on budget and on time.
- Follow the rules
- Understand CEQ's regulations and guidance.
- Understand the specific procedures and approaches of the agency we are serving.

Plan the work; work the plan.

- Develop a project plan, budget, critical path, and schedule.
- Execute according to the plan, monitoring and controlling the planned vs. actual progress and costs.
- Respond positively and promptly to the customer's changes.
- Be flexible, but don't forget about accomplishing the objective.

Gather data smartly

- Identify the relevant data needs **before** you start gathering data.
- Identify the most appropriate, cost-effective sources of data.
- Don't get lost in the data gathering forest.
- Gather the data you need; gather nothing you don't need.
- Not everything you can count, counts.
- Conduct thoughtful analysis
- Use relevant data and appropriate methods or models to calculate, estimate, or extrapolate specific effects, stemming from specific causes, on specific resources.
- Compare existing conditions with future conditions; that is, analyze the net changes caused by the project.
- Focus on useful content, not bulky data and puffy text.

- Do not write the report before, or instead of, doing the study.
- Clear analytic thinking is hard work. Work hard.

Formatting is important, but it is content that counts

- Address cumulative effects stemming from multiple causes in time and place.
- Conclusions must be logical and traceable. If professional judgment is involved, state the basis for it.

Provide clear conclusions, with clear rationales

- Show what impacts will or will not occur, from what cause, with what duration, magnitude and significance. Substantiate this.
- Ensure that every reported effect can be traced to one or more causes. There can be no effects without causes.

Make every document reader friendly

- Write in 12th Grade Plain English, using Anglo-Saxon words.
- Use short, simple sentences.
- Eschew sesquipedalian grammatical modules comprised of multiplicities of potentially obfuscatory polysyllabic Latinate terminology (i.e. avoid foot-and-a-half long sentences with lots of long, confusing words).
- Write for the interested but inexpert public.
- Explain anything the citizen cannot be expected to know beforehand.
- Have a logical sequence of presenting information; make it so clear that the reader will never be confused by the next point.
- If the taxpayers can't follow or can't understand what you have written, you have wasted their money.
- Write as if every word has to be clear and meaningful. It does.



KISS: Keep It Short and Simple

Mangi Environmental, an award-winning small business specializing in NEPA support, is immediately accessible through a GSA Contract. Call Jim Mangi for more information. 703 760 4801 www.mangi.com

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