Trusted Advisors to the Nation's Brain Trust

Research & Publication | Records Management | Meeting Logistics | Board/Subcommittee Management

Federal Advisory Committees Trust Knowesis

From the very beginnings of American governance, the United States Executive Branch has relied upon the advice of able Americans from many fields in making the vital decisions of our republic. This practice was formalized in the Federal Advisory Committee Act (FACA) in the 1970s and in recent years, Knowesis has become a trusted advisor to the FACA brain trust. The contributions made by these groups have been impressive and diverse. Today, an average of 1,000 advisory committees are engaged with more than 60,000 members. Knowesis has supported the efforts of many of our Nation's federal advisory committees (FACs), ensuring their objectives and resolutions are tracked, administered, and activated.

The Objective

Supporting FACs means assisting the committee members in meeting their objectives to provide independent advice and recommendations to the stakeholders they represent. The success of this objective is measured by the efficiency the committee achieves through its reports and recommendations. When Knowesis is engaged to provide thoughtful support, FACs are uniquely empowered to meet their goals. Knowesis experts provide services such as conducting research, studies, and analysis; knowledge and information management; records and program management; board and subcommittee management; and logistical support. These salient tasks entail researching and writing reports and publications; planning and facilitating meetings; working membership appointment requirements; crafting strategic communications and public affairs support; updating websites and databases; and maintaining FAC records.

Research and Publication

- Conduct literature review
- Draft reports, scientific manuscripts, and white papers
- Provide editorial and graphic support
- Develop scientific conference presentations

Records Management

- Manage electronic and physical records
- Archive correspondence, documents, and reports
- Ensure compliance with the guidelines of the National Archives and Records Administration and the Office of the Secretary of Defense

Meeting Logistics

- Manage travel and expenses
- Prepare meeting materials and venue
- Draft and review FACA notifications
- Develop agenda and catalog notes

Board & Subcommittee Management

- Source member candidates
- Develop candidate proposals for nomination
- Prepare nomination package for review and approval
- Initiate and track annual renewals, security and resource processes for membership
- Deliver monthly and annual membership reports

The Result

Knowesis FAC support teams have an impressive track record of success. Two examples include the U.S. Commission on Civil Rights (USCCR) and the Defense Health Board (DHB). In support of DHB, Knowesis consultants prepared for, and facilitated 101 subcommittee and 11 DHB quarterly meetings, either in-person or virtual, via video teleconference platform. We performed all scheduling, planning, coordination, support, and execution of DHB and subcommittee meetings, to include all efforts required before, during, and after these events. Activities included scheduling meeting dates and times and arranging for conference and meeting venues. Knowesis provided all necessary administrative support, to include development of agendas, Federal Register Notices, preparatory notes; identifying and coordinating speakers and speaker slides and room preparation; sending invitations to members, guests, distinguished visitors, as well as members of the public, as indicated for open meetings; managing attendance responses, and regularly providing DHB staff with attendance. For USCCR, Knowesis support includes nationwide search and recruitment outreach campaigns seeking qualified individuals to serve on state and territory Advisory Committees.

Contact Us

John Broughton
Director, Business Development
(202) 375-4911
jbroughton@knowesis-inc.com

www.knowesis-inc.com

Knowesis

Knowesis

NAICS Codes

Knowesis is registered in the System for Award Management (SAM) for all NAICS codes in the 541XXX Series. In addition, we are registered for the following codes as a small business.

511210 Software Publishers

512110 Motion Picture and Video Production

512191 Tele-production and Other Postproduction Services

518210 Data Processing, Hosting, and Related Services

519130 Internet Publishing and Broadcasting and Web Search Portals

519190 All Other Information Services

541511 Custom Computer Programming Services

541512 Computer Systems Design Services

541513 Computer Facilities Management Services

541519 Other Computer Related Services

541713 Research and Development in Nanotechnology

541714 Research and Development in Biotechnology (except Nanobiotechnology)

541715 Research and Development in the Physical, Engineering, and Life Sciences

561210 Facilities Support Services

561320 Temporary Help Services

561410 Document Preparation Services

624230 Emergency and Other Relief Services

Government Contracting

Knowesis is an SBA certified Woman Owned Small Business 8(m) program participant.

Knowesis has also certified with the Department of Veterans Affairs' Center for Veterans Enterprise (CVE) as a Service Disabled Veteran Owned Small Business (SDVOSB).

For more information about these programs and how to use directed awards, visit our website at www.knowesis-inc.com.

Government Contract Vehicles

We invite you to utilize the following contract vehicles, Indefinite Delivery Indefinite Quantity (IDIQ)s and Blanket Purchase Agreements (BPA)s for fast and convenient access to our experts and services. Vehicles noted with an asterisk (*) indicate Knowesis' participation as a team member.

GSA Multiple Award Schedule (MAS) (formerly PSS) Contract Number GS-10F-0165W and Contract Number 47QTCA-18D-00BV (formerly IT70)
SIN categories 512110, 541330ENG, 541430, 541511, 54151S, 541611, 541612HC, 541613, 541613, 541715, 541810, 541820, 541910, 561920, 611430, 611512, and OLM

GSA 8(a) Stars III Contract Number 47QCTB-21D-0238, valid through 07/01/2026

One Acquisition Solutions for Integrated Services (OASIS)
SB Pool 1 (Small Business) and OASIS SB Pool 4 (Small Business)*

Agency Specific Vehicles

Department of Defense (DoD)
Department of the Navy SeaPort Next Generation (SeaPort-NxG) #N0017821D9165, valid through 01/01/2029
USAMRAA Research Activities Support Services (RASS) #W81XWH-18-D-004, valid through 11/12/2027
Information Analysis Centers Multiple Award Contract (IAC MAC)* #FA8075-18-D-0004, valid through 09/29/2023
Defense Health Agency Health Plan Innovation Support (HPIS) BPA*
U.S. Air Force Materiel Command, 711th Mission Support Services*
Defense Information Security Agency Systems Engineering, Technology and Innovation (SETI)*

Department of Health and Human Services (HHS)
SAMHSA DHHS IDIQ – Domain 3S (Analytics/Policy) #HHSS282301700053I, valid through 02/20/2022

Department of Veterans Affairs (VA)
Agile Delivery of VA Imminent Strategic and Operational Requirements (ADVISOR)*
VA Transformation Twenty-One Total Technology Next Generation (T4NG)* (Both large and small business tracks)

Product Partners
Knowesis has established partnerships to leverage the following products on behalf of our federal clients.

tableau	Tableau Software is the world's leading analytics platform. As a Tableau Alliance Partner, Knowesis specializes in federal implementations.
alteryx	Knowesis partners with Alteryx, creators of software designed to make advanced analytics accessible to any data worker.
Red Hat	Knowesis partners with Red Hat to provide hybrid cloud infrastructure, middleware, agile integration, cloud-native application development, and management and automation solutions.
CLOUDERA	With Cloudera, Knowesis delivers an enterprise data cloud for any data, anywhere, from the Edge to AI.