



LPE Associates, LLC

The Science of Coordination

Capability Statement

LPE Corporate Information

- SBA-certified 8(a) VOSB
- DUNS – 079238778
- CAGE – 74WL2
- UEI – SGEJXDPJT6A3
- NAICS: 541611, 541613, 541618, 541690, 561920, 611430

LPE Team Client History

- Department of Education (ED)
- Department of Health and Human Services (HHS): National Institutes of Health (NIH); Substance Abuse and Mental Health Services Administration (SAMHSA)
- National Science Foundation

Professional Consulting Services

Conference & Event Management

- Concept & Design
- Participant Outreach & Onsite Registration Services
- Exhibitor Management
- Vendor & Catering Services
- Speaker Services
- In-Person & Virtual Events Management
- Strategic & Operational Logistics
- Planning & Coordination
- Transportation & Travel Services
- Audiovisual Recording, Translation, & Transcription Technical Writing
- Section 508 Remediation

Marketing & Communications

- Marketing & Market Research
- Information Dissemination
- Media & Public Relations
- National Campaigns & Outreach
- Graphic Design & Materials Production
- Branding & Style Guides

Program Management/TA & Training

- Project Management
- Financial Management
- Quality Assessment
- Member and Stakeholder Services
- Impact analysis / return on investment analysis
- Subject Matter Experts
- Specialized Content Development
- Online Training Services

Relevant Staff

The LPE Team offers a diverse portfolio of staff with a proven history of delivering success managing and executing large-scale federal projects:

- **Ezra Bourne, CMP, CGMP, Project Director:** Extensive experience in Technical Assistance management and delivery, project management, conference management, exhibit management, financial operations, stakeholder engagement, customer service.
- **Monica Barnette, CMP, CGMP, VEMM, Project Director/Senior Manager:** Provides overall management of logistics and technical assistance contracts. Responsible for the direction, coordination, execution, control, and completion of projects while managing the budgetary constraints, strategy, and deliverables.
- **Mahogany Hopkins, CGMP, Senior Planner:** Manages the full life cycle of meetings, conferences, and events. Designs, implements, and monitors work plans, budgets, and programs. Provides pre-conference, on-site, and post conference support. Manages virtual, hybrid, and in-person events.



Relevant Past Performance

Department of Education / The National Evaluation and Technical Assistance Center for the Education of Children and Youth Who are Neglected, Delinquent or At Risk – Various Meetings, Workshops and Conferences (LPE)

In support of the prime contractor, The American Institutes for Research (AIR), LPE provided meeting and conference planning support services to the Department of Education, National Evaluation and Technical Assistance Center for the Education of Children and Youth Who are Neglected, Delinquent or At Risk. LPE's services to NDTAC included budget formulation and execution, site selection and contracting, on-line registration and meeting web sites, travel and per diem support, exhibit services, logistics support, meeting material preparation, audiovisual support management, honoraria, technical writing in support of meetings and conferences, onsite management, and post-conference reporting and survey support. LPE managed a large national conference in Washington DC, as well as regional conferences in Atlanta and New Orleans. Each conference was comprised of representatives from the Department of Education, State-level Departments of Education, municipal and local educators, as well as subject matter guest speakers. The New Orleans conference was unique in that LPE provided logistics support to youth guest speakers who represented the "at risk" community, as well as young adults who had recently graduated from schools with programs developed under the auspices of the NDTAC. The New Orleans conference also included sponsored food functions that were coordinated and implemented by LPE staff.

Department of Education / Logistical Support for Adult Education Reform (LPE)

LPE/MDB teamed with Safal Partners to provide logistical support and subject matter expertise to the U.S. Department of Education (ED) Office of Career, Technical, and Adult Education (OCTAE). The team assists ED in identifying and procuring subject matter experts who provide technical assistance and support across a range of subject areas, facilitate and participate in meetings, and assist in preparing policy-related materials. We also provide pre-meeting, on-site, and post-meeting services for local meetings, workgroup meetings, and annual state director meetings. The team assisted in developing a meeting theme, logo, and tagline; prepared and distributed invitation letters and other meeting materials; produced graphics for meeting materials; coordinated and reimbursed speaker travel, per diem, and lodging arrangements; secured meeting rooms and audiovisual equipment; and made food and beverage arrangements. Team staff also conducted on-site registration, assisted speakers, distributed meeting materials, real time audience participation and provided other administrative support as needed. We also produced a post-meeting evaluation report.

Department of Education / Office of Indian Education Programs (OIE) Analysis, Report Writing and Grants

LPE teamed with MSG to provide the Department with grant review logistics, administrative activities as well as analysis and report writing support for the Office of Indian Education (OIE) Analysis, Report Writing and Competitions Support Contract. The team provides logistical and administrative support for the OIE grant review competitions. The project support also includes logistical support for conducting grant competitions; coordination and execution of meetings, virtual events delivered via the web and ED-approved platforms, conference calls: registration with and use of the Grants.gov and G5 system. Meeting support includes providing pre-meeting, on-site, and post meeting services. The team supports the drafting and editing of the NACIE Annual Report in coordination with the NACIE membership, Ad Hoc Reports and analysis, at varying degrees of complexity, for the purposes of responding to data calls, preparing the Tribal Consultation and/or national meetings, and to inform technical assistance and other efforts.

Department of Health and Human Services/Substance Abuse and Mental Health Services Administration (SAMHSA), National Technical Assistance and Training Center for Child, Youth and Family Mental Health

LPE staff provided the Substance Abuse and Mental Health Services Administration (SAMHSA) with a broad and diverse array of meeting, conference, and workshop support services including, but not limited to logistics planning, hotel contracting and room block management, travel coordination, per diem payments and reimbursements, audiovisual and presentation coordination, onsite logistics support, food ordering and payment collections, registration services, teleconferencing, and materials management in support multiple project activities, including the LGBTQI National Workgroup meeting, the Building Bridges Initiative Summer Training, the Dialogue on Innovative Financing Strategies for Youth and Adult Recovery Support Services, the Theory of Change Meeting, and the Psychotropic Medications Meeting. LPE's quality management and post-event evaluation processes enabled us to build upon lessons and best practices in all facets of logistics, planning and event management to ensure favorable client and attendee experiences.

Our Commitment

The commitment to our clients is clear and concise: We will embrace your goals, understand your requirements, and deliver high quality services.