General Services Administration
Federal Supply Service

Authorized Federal Supply Schedule Price List
Multiple Award Schedule (MAS)

GSA Contract Number: 47QRAA18D006Y
Contract Period: March 27, 2018 through March 26, 2023
Federal Supply Group: Professional Services
Price List Current as of Modification #PS-A812, effective February 3, 2020
Business Size: Small Business

Contract Administration:
Steven Rider, Ph.D.
Pacific Research and Evaluation, LLC
3507 SW Corbett Avenue
Portland, Oregon 97239
Phone: (503) 595-3970
Fax: (503) 595-3974
Email: steve@pacific-research.org
Website: https://www.pacific-research.org

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: https://www.GSAAdvantage.gov. For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at https://www.gsa.gov/schedules-ordering.
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About Pacific Research and Evaluation:

Since its inception in 1999, Pacific Research and Evaluation (PRE) has pursued its mission by assisting numerous organizations to improve their services and programs by guiding them through systematic processes for making data-driven decisions. We believe that a strong, focused evaluation can do much more than meet funder requirements. By implementing high-quality evaluations, without bias and with the highest standards of validity, we help organizations to assess needs, clarify goals and objectives, optimize program effectiveness, and understand the connections between day-to-day activities and long-term outcomes. At PRE, we obtain meaningful data with methodologically robust studies that withstand critical review. We consistently deliver accurate and usable evaluation results that enable organizations to build and sustain success. We practice evaluation according to the Joint Commission on Standard for Educational Evaluation and to the Guiding Principles for Evaluators (American Evaluation Association). PRE’s adaptive approach to evaluation is utilization-focused, participatory, and when appropriate, developmental. In our experience, these approaches work in synergy to generate the most meaningful, useful, and timely evaluation results. Utilization-focused evaluation begins with the premise that evaluations should be judged by their utility and actual use; therefore, evaluators should facilitate the evaluation process and design any evaluation with careful consideration of how everything that is done, from beginning to end, will inform findings that can be used for program improvement. Utilization-focused evaluation is a process for making decisions about these issues in collaboration with an identified group of primary users, that is, our clients.

Participatory evaluation is a partnership approach in which stakeholders actively engage in developing the evaluation and all phases of its implementation. Stakeholders assist in all evaluation activities including:

- Generating research questions
- Planning the evaluation design
- Selecting appropriate measures and data collection methods
- Gathering and analyzing data
- Reaching consensus about findings, conclusions, and recommendations
- Disseminating results
- Preparing action plans to improve performance

Engaging stakeholders in this process builds evaluation capacity, establishes buy-in to evaluation findings, and ensures the quality and utility of project findings.

Developmental evaluation is an approach in which evaluators work closely with evaluation stakeholders to understand and support developmental or emergent changes. A developmental approach to evaluation is particularly well-suited to programs that are in a state of innovative development and adaptation. Developmental evaluation informs and supports innovative and adaptive processes by asking evaluative questions, applying evaluation logic, and gathering and reporting evaluative data to support program development with timely feedback. The evaluator’s primary functions are to elucidate the innovation and adaptation processes, track their implications and results, and facilitate ongoing, real-time, data-based decision-making in the developmental process.

We believe that the most effective evaluation work is done within a collaborative relationship with our clients and we value our clients’ active involvement in all stages the evaluation process. By partnering
with staff from these programs from the onset of the evaluation work, program stakeholders help shape the guiding questions to be answered, the methods and types of data collected, and the interpretation of findings and resulting recommendations.

PRE has a proven track record of conducting research projects that are effectively managed to be on time and within budget. PRE staff works closely with clients to ensure deliverables are received in a timely manner and meet expectations. Evaluation plans are flexible in nature and are often refined over the course of multi-year projects to ensure the most comprehensive assessment of process and outcome measures. PRE has received positive feedback from many clients regarding our responsiveness to questions and ad hoc requests for data, and takes pride in providing 24-hour turnaround in response to such requests. PRE’s history as a small business with a low rate of employee turnover allows our staff to offer clients a high level of personalized support and the reassurance that they can always speak with the most knowledgeable person regarding their ideas, questions, or concerns. Over the past 20 years, PRE has earned repeat business from numerous clients, with testimonials that these continued partnerships can be attributed primarily to the quality of PRE’s deliverables and services.

**Description of Services:**

Our areas of expertise regarding Administrative Management and General Management Consulting Services include:

- Program evaluation
  - Research design (Randomized controlled trials, comparison group designs including propensity score matching, longitudinal designs)
  - Quantitative data collection and analysis (descriptive and inferential statistical analysis)
  - Qualitative data collection and analysis (focus groups, interviews)
  - Mixed method evaluations
- Evaluation Technical Assistance and Training
- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, and reports
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Facilitation and related decision support services
- Evaluating on-going status reports, final reports, and other deliverable products required under the grant program
- Assisting with ensuring that grantees performance is in full compliance with grant requirements
• Managing the project period of performance schedule
• Assisting awarding agencies in ensuring grantees responsible and accountable use of grant funds
• Assisting in grant close-out procedures
• Advisory and assistance services in accordance with FAR 37.203

Program Evaluation
PRE has the expertise and experience to assist federal agencies in designing and implementing evaluations using a range of research designs. We have vast experience with a wide variety of quantitative and qualitative data collection methods, and we select and/or develop data collection tools to yield valid data that will reliably answer the central evaluation questions of each project. Data sources for our studies typically include surveys, focus groups, interviews, observations, and existing administrative data systems. PRE has extensive experience evaluating federally-funded programs. We have evaluated programs funded by the National Science Foundation, National Institutes of Health, Center for Disease Control and Prevention, and the Departments of Education, Labor, Health and Human Services, and Justice. We have successfully obtained Institutional Review Board (IRB) approval for many projects, ensuring the protection of human subjects in research projects.

We place a high priority on communicating our findings to stakeholders, and are skilled in presenting data and evaluation results in formats that are accessible and useful to program stakeholders and other interested readers. Our high quality, written reports are visually appealing, incorporating tables, charts, and graphs, and we make every effort to produce reports that are both comprehensive and concise. Our goal with all our reports is to engage readers and help them understand a project and its results by providing timely and useful feedback to inform decisions about program design and implementation processes. Once reports are completed, we discuss them with key stakeholders in the most meaningful way possible for the specific project. A variety of report formats are used, depending on the audience and purpose, such as interim reports, initial recommendation summaries, survey briefs, snapshots, in-person briefings, and formal presentations of results using formats suitable to a larger audience (i.e., a PowerPoint presentation to agency staff or grantees). Our reports incorporate evaluation data with the goal of linking findings and results to opportunities for ongoing program improvements.

Evaluation Technical Assistance and Training
PRE has extensive experience providing technical assistance to small and large organizations to help develop an understanding of, and capacity for, program evaluation. PRE’s staff have provided training and technical assistance on the theory and application of evaluation in a variety of settings with both technical and non-technical audiences. We also work closely with funding organizations and grantees to assist them in planning for evaluation; we provide consultation about evaluation plans, logic models, data analysis, reporting, and program sustainability. Targeted technical assistance is offered for specific site needs regarding evaluation.

Culturally Responsive Evaluation
Within our adaptive approach to evaluation, PRE is committed to conducting culturally responsive evaluation. We recognize that an understanding of the cultural contexts in which programs operate is vitally important for program designers, implementers, and evaluators in order to maximize program effectiveness and achieve desired outcomes. Culturally responsive evaluation takes into account the
culture of the program that is being evaluated and examines program impacts through a lens in which the culture of participants is a key factor. This approach to evaluation rejects the notion that assessments must be objective and culture free.¹

PRE staff strives to conduct evaluations in a way that acknowledges the importance of the cultures of participants and other stakeholders. Utilizing a framework set out by the American Evaluation Association for culturally responsive evaluations², we employ four essential practices of cultural competence:

- **Acknowledge the Complexity of Cultural Identity:** At PRE, we launch every evaluation project with a stakeholder meeting where we interview the individuals most heavily involved with the program. A key discussion point in this meeting focuses on those receiving services and includes questions around who is served and what cultures and subcultures have been identified. This allows PRE to create evaluation questions and desired outcomes in the evaluation plan with cultural considerations in mind.

- **Recognize the Dynamics of Power:** PRE recognizes that due to the dynamics of power, certain individuals who may have been marginalized or subordinated may not feel comfortable sharing their honest feedback openly. In efforts to gather accurate information from these individuals, PRE makes it a priority to ensure all responses are kept confidential. This includes reporting in aggregate form, and not providing demographic information of participants under circumstances when it could make them identifiable (e.g., when the sample size is small). In addition, all interviews and focus groups are conducted outside of the presence of supervisors or others in positions of authority to the participant to reduce the effects of the power differential.

- **Recognize and Eliminate Bias in Language:** All survey items and interview questions are shared in advance with program staff and clients to ensure items are appropriate for the involved populations, maximizing the chances of collecting the most useful data. Gathering and reporting qualitative feedback allows participants to express their views in their own words, which presents a more nuanced view than quantitative data alone and is effective in conveying views of individuals from different cultures or subcultures.

- **Employ Culturally Appropriate Methods:** PRE works closely with our clients to determine the best method to collect evaluation data, given the history and context of individuals being served. When possible, PRE uses measures that have been validated for the cultural group involved in each project. When necessary PRE develops evaluation tools specific to the desired outcomes and the service population of each project.

In accordance with these principals, PRE’s methods for conducting a culturally responsive evaluation include: 1) assembling an evaluation team that is culturally aware and bilingual when necessary, 2) engaging the stakeholders in the evaluation (e.g., students, parents), 3) ensuring that the process evaluation examines program progress through a culturally sensitive lens and that the summative evaluation explains outcomes in the context of the program and its participants, 4) carefully framing

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² http://www.eval.org/ccstatement
evaluation questions and evaluation design, involving stakeholders when possible, 5) mindful selection and adaptation of data collection instruments, 6) taking cultural context into consideration when selection and training data collectors, 7) analyzing data with sensitivity to the cultural context and disaggregating to look for group differences, and 8) disseminating results in ways that are useful to all stakeholders.

Grants Management Support Services
Pacific Research and Evaluation has 20 years of experience working with several federal agencies and their grantees. This experience has provided us with a wealth of knowledge regarding grant planning, implementation, monitoring, and technical assistance processes. We are well-positioned to assist federal staff in preparing materials for grantees; planning and conducting webinars, trainings, and conferences; planning and managing GPRA data collection and reporting at the grantee and grant program levels; reviewing and synthesizing grantee reports; and conducting site visits to assess grant implementation and provide tailored technical assistance and training.

Customer Information:

<table>
<thead>
<tr>
<th>1a. Awarded Special Item Number(s) with appropriate cross-reference to page numbers</th>
<th>SIN: 541611 Description: Administrative Management and General Management Consulting Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.</td>
<td>SIN: OLM Description: Order-Level Materials (OLMs)</td>
</tr>
<tr>
<td>1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “not applicable” for this item.</td>
<td></td>
</tr>
<tr>
<td>2. Maximum Order</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>3. Minimum Order</td>
<td>$100.00</td>
</tr>
<tr>
<td>4. Geographic Coverage (delivery Area)</td>
<td>Domestic Only</td>
</tr>
<tr>
<td>5. Point(s) of production (city, county, and state)</td>
<td>Portland, Oregon/Multnomah County</td>
</tr>
<tr>
<td>7. Quantity discounts</td>
<td>None</td>
</tr>
<tr>
<td>8. Prompt payment terms</td>
<td>Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.</td>
</tr>
<tr>
<td>9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold</td>
<td>Yes</td>
</tr>
<tr>
<td>9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold</td>
<td>Will accept Government purchase cards over the micro-purchase threshold.</td>
</tr>
<tr>
<td>10. Foreign items</td>
<td>Not applicable</td>
</tr>
<tr>
<td>11a. Time of Delivery</td>
<td>As specified in each task order</td>
</tr>
</tbody>
</table>
11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of it’s choosing to highlight items in its price list that have expedited delivery.

<table>
<thead>
<tr>
<th>11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Contractor</td>
</tr>
</tbody>
</table>

12. F.O.B Points(s) | Destination |

13a. Ordering Address: Pacific Research & Evaluation 3507 SW Corbett Avenue Portland, OR 97239

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: Pacific Research & Evaluation 3507 SW Corbett Avenue Portland, OR 97239

15. Warranty provision Contractor’s standard commercial warranty.

16. Export Packing Charges Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) Contact Contractor

18. Terms and conditions of rental, maintenance, and repair Not applicable

19. Terms and conditions of installation Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices Not applicable

20a. Terms and conditions for any other services Not applicable

21. List of service and distribution points Not applicable

22. List of participating dealers Not applicable

23. Preventive maintenance Not applicable

24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found. The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

25. Data Universal Numbering System (DUNS) number 168507486

26. Notification regarding registration in Central Contractor Registration (CCR) database Registered

27. Final Pricing The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.
GSA Schedule Price List:

Applicable government discounts and industrial funding fee of 0.75% are reflected in the prices below. The GSA Schedule applies both SINs 541611 and OLM.

<table>
<thead>
<tr>
<th>Awarded Labor Category</th>
<th>Site</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Both</td>
<td>$138.65</td>
<td>$141.42</td>
<td>$144.25</td>
<td>$147.14</td>
<td>$150.08</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Both</td>
<td>$123.69</td>
<td>$126.16</td>
<td>$128.68</td>
<td>$131.26</td>
<td>$133.88</td>
</tr>
<tr>
<td>Evaluation and Research Director</td>
<td>Both</td>
<td>$118.70</td>
<td>$121.07</td>
<td>$123.50</td>
<td>$125.97</td>
<td>$128.48</td>
</tr>
<tr>
<td>Evaluation and Research Associate</td>
<td>Both</td>
<td>$90.77</td>
<td>$92.59</td>
<td>$94.44</td>
<td>$96.33</td>
<td>$98.25</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Both</td>
<td>$74.81</td>
<td>$76.31</td>
<td>$77.83</td>
<td>$79.39</td>
<td>$80.98</td>
</tr>
<tr>
<td>Evaluation and Research Assistant</td>
<td>Both</td>
<td>$46.88</td>
<td>$47.82</td>
<td>$48.78</td>
<td>$49.75</td>
<td>$50.75</td>
</tr>
<tr>
<td>Evaluation and Research Coordinator</td>
<td>Both</td>
<td>$41.89</td>
<td>$42.73</td>
<td>$43.59</td>
<td>$44.46</td>
<td>$45.35</td>
</tr>
<tr>
<td>Data Entry Specialist</td>
<td>Both</td>
<td>$26.93</td>
<td>$27.47</td>
<td>$28.02</td>
<td>$28.58</td>
<td>$29.15</td>
</tr>
</tbody>
</table>

Description of Labor Categories:

**President**

*Duties:* Responsible for setting the direction of Pacific Research and Evaluation; determining strategy and priorities; identifying new business opportunities; all day-to-day business decisions; manages vendor relationships; oversees recruiting and hiring of all employees; conducts annual employee reviews; provides ongoing employee supervision; actively involved in evaluation design, data analysis, and reporting for key projects; directly manages a limited number of projects with support from the Research Coordinator.

*Degree held and experience:* Ph.D. and over 15 years of experience as a social science researcher.

**Principal Investigator**

*Duties:* Responsible for establishing the evaluation design and data analysis strategy; creating final reports and other deliverables; supervises work done by Associates and Assistants.

*Degree held and experience:* Ph.D. and over 10 years of experience as a social science researcher.

**Evaluation and Research Director**

*Duties:* Responsible for evaluation projects; creates evaluation plans and logic models; develops data collection tools and procedures; facilitates data collection; conducts statistical analysis of data; writes evaluation reports; prepares proposals with the purpose of securing additional evaluation contracts; provides oversight and oversight and leadership to Research Associates and supervises evaluation projects managed by Associates.

*Degree held and experience:* Ph.D. and over 10 years of experience as a social science researcher.
**Evaluation and Research Associate**

Duties: Responsible for creating evaluation plans and logic models; develops data collection tools and procedures; facilitates data collection; conducts statistical analysis of data; writes evaluation reports; prepares proposals with the purpose of securing additional evaluation contracts; supervises Research Assistants. In addition, Research Associates are responsible for securing additional contracts for PRE through writing proposals for evaluation projects. Research Associates are assisted in these responsibilities by Research Assistants, and directly supervise the work of these employees. Research Associates report to the Research Director and President, who provide oversight for evaluation projects they manage.

Degree and experience required: Ph.D. or Master’s Degree and 5 plus years of experience as a social science researcher.

**Project Manager**

Duties: Responsible for the management of evaluation projects. In managing evaluation projects, Project Managers create evaluation plans and logic models, develop data collection tools and procedures, facilitate data collection, conduct statistical analysis of data, and write evaluation reports, among other duties. Project Managers report to the Research Director and President, who provide oversight for evaluation projects they manage.

Degree and experience required: Ph.D. or Master’s Degree and 5 plus years of experience as a social science researcher.

**Evaluation and Research Assistant**

Duties: Responsible for assisting on a variety of tasks related to program evaluation, including the development of data collection tools and procedures, facilitating data collection, entering/cleaning/coding data, and reporting results of evaluations.

Degree and experience required: Bachelor’s Degree and 2 plus years of experience as a social science researcher.

**Evaluation and Research Coordinator**

Duties: Responsible for coordinating data entry efforts and overseeing Data Entry Specialists; assists with various tasks related to program evaluation, including the management of various databases for PRE evaluation projects, statistical analysis of data, and writing evaluation reports.

Degree and experience required: Bachelor’s Degree and 1 or more years of experience as a social science researcher.
Data Entry Specialist

*Duties:* Responsible entering/cleaning/coding data; scanning data using ReMark software; develops and manages databases for PRE evaluation projects

*Degree and experience required:* High School Diploma and 1 or more years of experience.

**Service Contract Act Statement:**

The Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102, and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles, and the applicable WD number. Failure to do so may result in cancellation of the contract.