INTERNATIONAL RESEARCH AND EXCHANGES BOARD, INC.
1275 K Street NW
Suite 600
Washington, DC 20005-4064
Phone: (202) 628-8188; Fax: (202) 628-8189
Contract Administrator: Alexandra Sarota
E-mail: gsa@irex.org

PERIOD COVERED BY CONTRACT:
January 15, 2019 through January 14, 2024

Business Size:
Other than Small Business

Price List current through Modification PS-A812, effective February 28, 2020

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at FSS.gsa.gov. 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: http://www.GSAAdvantage.gov.
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ORDERING INFORMATION

1a. Authorized Special Item Numbers (SINs):

Special Item No. 541611/541611RC -- Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Special Item No. OLM/OLMRC – Order-Level Materials (OLMs)

1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: Not Applicable

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: See page 6

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area): All domestic and overseas locations.

5. Point(s) of production (city, county, and state or foreign country): Not Applicable

6. Discount from list prices or statement of net price: Government prices are net.

7. Quantity discounts: 1% for task orders at or above $500,000

8. Prompt payment terms: 0.5%, 10; Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions."

9a. Government purchase cards are accepted below the micropurchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept

10. Foreign items (list items by country of origin): Not Applicable

11a. Time of Delivery. Specified on the Task Order

11b. Expedited Delivery. Contact Contractor

11c. Overnight and 2-day delivery. Contact Contractor

11d. Urgent Requirements. Contact Contractor
12. F.O.B. Point: Destination

13a. Ordering address:
    INTERNATIONAL RESEARCH AND EXCHANGES BOARD, INC.
    1275 K Street NW
    Suite 600
    Washington, DC 20005-4064

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

14. Payment address:
    INTERNATIONAL RESEARCH AND EXCHANGES BOARD, INC.
    1275 K Street NW
    Suite 600
    Washington, DC 20005-4064

15. Warranty provision: Not Applicable

16. Export packing charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micropurchase 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

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

25. Data Universal Number System (DUNS) number: 797045846

26. INTERNATIONAL RESEARCH AND EXCHANGES BOARD, INC. is registered in the System for Award Management (SAM) database. CAGE Code: 3K2E7
INTERNATIONAL RESEARCH AND EXCHANGES BOARD, INC.’S (IREX)
LABOR CATEGORIES AND RATES

<table>
<thead>
<tr>
<th>IREX Labor Category</th>
<th>Hourly GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sr. Technical Expert</td>
<td>$227.00</td>
</tr>
<tr>
<td>Sr. Manager</td>
<td>$163.09</td>
</tr>
<tr>
<td>Mid-Level Manager</td>
<td>$150.47</td>
</tr>
<tr>
<td>Jr. Manager</td>
<td>$115.08</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>$133.79</td>
</tr>
<tr>
<td>Finance Analyst</td>
<td>$94.46</td>
</tr>
<tr>
<td>Administrative Officer**</td>
<td>$79.01</td>
</tr>
<tr>
<td>Administrative Coordinator**</td>
<td>$52.23</td>
</tr>
<tr>
<td>Administrative Associate**</td>
<td>$42.82</td>
</tr>
</tbody>
</table>

SERVICE CONTRACT LABOR STANDARDS (SCLS) MATRIX

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Officer</td>
<td>01313 - Secretary III</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Administrative Coordinator</td>
<td>01312 - Secretary II</td>
<td>2015-5637</td>
</tr>
<tr>
<td>Administrative Associate</td>
<td>01020 - Administrative Assistant</td>
<td>2015-5637</td>
</tr>
</tbody>
</table>

“Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”
Awarded GSA Labor Descriptions

**Labor Category: Senior Technical Expert**
**Minimum/General Experience:** 12 years
**Functional Responsibility:** The Senior Technical Expert leads the overall project design, provides strategic leadership for the project, and manages the overall implementation of the project. In this role, the Expert advises local partners, serves as a technical resource and support for the project and team, participates in the development, implementation, and delivery of high-quality project deliverables, including monitoring and evaluation reports, presentations, and program reports, and represents the project externally at conferences and other events. S/he also provides updates to the program staff on new reports, standard operating procedures, studies, and/or trends in line with the project, conducts reconnaissance and assessment trips, and authors new technical approaches.
**Minimum Education:** Bachelor’s Degree with comparable experience.

**Labor Category: Senior Manager**
**Minimum/General Experience:** 10 years
**Functional Responsibility:** The Senior Manager leads the overall day-to-day management of, ensuring high quality programs. S/he participates in project design, including the writing of, and write, work plans and other project strategy documents, as well as makes decisions and provides solutions to project obstacles throughout the project. S/he is responsible for performance of his/her assigned project, including meeting programmatic goals, remaining compliant with funder regulations, delivering high quality project deliverables and program management, integrating new technics and approaches to programs, and communicating with the Finance Manager to ensure that project finances are properly used and within the limits of the project budget. S/he supervises assigned staff to meet the above duties and to foster their professional development. S/he serves as a key point of contact and coordination with the funder(s), has ample experience working in complex situations, and represents the project at external events.
**Minimum Education:** Bachelor’s Degree with comparable experience.

**Labor Category: Mid-Level Manager**
**Minimum/General Experience:** 7 years
**Functional Responsibility:** The Mid-Level Manager leads the administrative, day-to-day management of projects. S/he participates in all project design and implementation components, including the writing of, and write, work plans and other project strategy documents, as well as makes decisions and provides solutions to project obstacles. S/he is responsible for performance of his/her assigned project, including meeting programmatic goals, remaining compliant with funder regulations, delivering high quality project products, and ensuring that project finances are properly used and within the limits of the project budget through communication with the Finance Manager. S/he supervises assigned staff to meet the above duties and to foster their professional development. S/he serves as a key point of contact and coordination with the funder(s) and represents the project at external events.
**Minimum Education:** Bachelor’s Degree in related field.
**Labor Category: Junior Manager**

**Minimum/General Experience:** 5 years

**Functional Responsibility:** The Junior Manager oversees the implementation and management of projects. S/he participates in all project design components, including the writing of, and write, work plans and other project strategy documents, as well as makes decisions and provides solutions to project obstacles. S/he is responsible for performance of his/her assigned project, including meeting programmatic goals, remaining compliant with funder regulations, delivering high quality project products and program management, and communicating with the Finance Manager to ensure that project finances are properly used and within the limits of the project budget. S/he supervises assigned staff to meet the above duties and to foster their professional development. S/he serves as a key point of contact and coordination with the funder(s) and represents the project at external events.

**Minimum Education:** Bachelor’s Degree in a related field.

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**Labor Category: Finance Manager**

**Minimum/General Experience:** 7 years

**Functional Responsibility:** The Finance Manager works closely with project managers and other project staff to ensure overall financial compliance, and acts as the primary advisor and manager of financial matters for the project. S/he will ensure that all appropriate financial record keeping policies and practices are established and maintained, monitor project compliance with funder requirements and IREX policies and procedures, provide training to project staff on financial matters including the use of IREX’s budgeting system, set up financial systems for projects and divisions, and coordinate and supervise the work of the Finance Analyst and all team members responsible for tracking and analyzing all costs incurred under the grant, budget monitoring, and maintenance of program activities.

**Minimum Education:** Bachelor’s Degree in a related field.

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**Labor Category: Finance Analyst**

**Minimum/General Experience:** 5 years

**Functional Responsibility:** The Finance Analyst is responsible for providing support to the administrative and financial management of the program, including budget management, procurement, logistics, human resources and operations. S/he will work closely with the Finance Manager and project staff to assist with overall financial compliance and financial management. S/he will assist in reviewing internal budgets and transaction summaries for accuracy and rate of spending, reviewing proposal budgets before submission and budget amendments/revisions for current agreements, and preparing monthly, quarterly, annual and final financial reports, billing and invoicing, and budget modifications as requested, and will support monitoring project compliance with funder requirements and IREX policies and procedures.

**Minimum Education:** Bachelor’s degree in a related field.

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**Labor Category: Administrative Officer**

**Minimum/General Experience:** 3 years

**Functional Responsibility:** The Administrative Officer leads all administrative and programmatic support for field staff, and oversees the duties of the Administrative Coordinator and Associate. The Officer also provides support to the project manager(s) and technical expert(s) in all aspects of program implementation to ensure timely and accurate completion of deliverables. In addition to providing support, s/he assists in budget forecast and recast processes, gathers and analyzes project indicator data to monitor results, coordinates communication efforts between project staff, funders and the communications department, including drafting and approving reports and maintaining the
schedule of deliverables, and serves as the focal point to review sub-grants and contracts based on requirements of awards and workplans.

**Minimum Education:** Bachelor’s Degree in a related field.

**Labor Category: Administrative Coordinator**  
**Minimum/General Experience:** 2 years  
**Functional Responsibility:** The Administrative Coordinator provides administrative and programmatic support for the project, including processing consultant agreements, logistics, and payments; supporting travel and event logistics; assisting with monitoring and evaluation, including data analysis and reporting; and supporting senior staff and development officers in researching and developing tools for the project as needed. S/he assists with all aspects of sub-grant and contractual management, including reviewing grantee due diligence and risk assessment, drafting sub-awards and monitoring plans, internal review, tracking and overall monitoring of sub-grant activities. S/he will also directly oversee the Administrative Associate.

**Minimum Education:** Bachelor’s Degree in related field.

**Labor Category: Administrative Associate**  
**Minimum/General Experience:** 1 year  
**Functional Responsibility:** The Administrative Associate provides administrative and programmatic support for the project, including supporting consultant agreements, logistics, and payments; supporting travel and event logistics; assisting with monitoring and evaluation, including reporting; and supporting senior staff and development officers in researching and developing tools for the project as needed. S/he assists with certain aspects of sub-grant and contractual management, including reviewing grantee due diligence and risk assessment, supporting sub-awards and monitoring plans, internal reviews, and overall monitoring of sub-grant activities.

**Minimum Education:** Bachelor’s Degree in related field.