SCHEDULE MAS – Multiple Award Schedule

Juarez & Associates, Inc.
12139 National Boulevard
Los Angeles, CA 90064
P. (310) 478-0826 • F. (310) 479-1863

Contract Number: 47QRAA20D002H
Contract period: December 5, 2019 through December 4, 2024
Pricelist Version: PS-0005 effective February 9, 2021
WEB: http://juarezassociates.com/
Business size: Small Business

Contact for Contract Administration:
Nicandro Juarez, President, njuarez@juarezassociates.com

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

For more information on ordering from Federal Supply Schedules go to the GSA Schedules Page at GSA.gov
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1a. **TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs):**

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<thead>
<tr>
<th>SIN</th>
<th>Recovery</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OLM</td>
<td>OLM/RC</td>
<td>Order-Level Materials (OLM)</td>
</tr>
<tr>
<td>541611</td>
<td>541611/RC</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>611710</td>
<td>611710/RC</td>
<td>Educational Support Services</td>
</tr>
<tr>
<td>541910</td>
<td>541910/RC</td>
<td>Market Research &amp; Analysis</td>
</tr>
<tr>
<td>541990TAD</td>
<td>541990TAD/RC</td>
<td>Technical/Application Development Support (TADS)</td>
</tr>
</tbody>
</table>

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**

Not Applicable. Services Only.

1c. **HOURLY RATES: (Services Only):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category Title</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$180.73</td>
<td>$185.25</td>
<td>$189.88</td>
<td>$194.63</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Officer-in-Charge</td>
<td>$161.11</td>
<td>$165.14</td>
<td>$169.26</td>
<td>$173.50</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Principal Associate/Consultant</td>
<td>$109.47</td>
<td>$112.21</td>
<td>$115.01</td>
<td>$117.89</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Senior Associate/Consultant</td>
<td>$75.39</td>
<td>$77.28</td>
<td>$79.21</td>
<td>$81.19</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Mid-Level Associate/Consultant</td>
<td>$116.70</td>
<td>$119.62</td>
<td>$122.61</td>
<td>$125.67</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Technical/Business Manager</td>
<td>$93.98</td>
<td>$96.33</td>
<td>$98.74</td>
<td>$101.21</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Mid-Level Admin Support</td>
<td>$60.93</td>
<td>$62.46</td>
<td>$64.02</td>
<td>$65.62</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Sr Research Asst/Sr. Field Data Collector</td>
<td>$66.10</td>
<td>$67.75</td>
<td>$69.44</td>
<td>$71.18</td>
</tr>
<tr>
<td>541611, 611710, 541910, 541990TAD</td>
<td>Research Asst/Data Collector**</td>
<td>$57.83</td>
<td>$59.28</td>
<td>$60.76</td>
<td>$62.28</td>
</tr>
</tbody>
</table>

**SCLS Eligible Contract Labor Category** | **SCLS Equivalent Code - Title** | **WD Number**
--- | --- | ---
**Junior Administrative Support** | 01020 - Administrative Assistant | 2015-5613
**Research Asst/Data Collector** | 01051 - Data Entry Operator I | 2015-5613

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

**Officer in Charge**

This position is typically a corporate officer or senior staff member assigned to supervise one or more of the firm’s major projects. This category includes professionals with extensive technical and/or project management credentials and with experience managing complex...
domestic and international projects. His/her function is to conduct official negotiations with the client as necessary and to oversee the temporal progress of projects as well as the quality of their execution. This oversight function is performed from a strategic viewpoint. The person holding this position is available to work with project staff as necessary, to travel as required by project demands, and to work with international as well as domestic consultants and technical assistance providers.

Minimum Experience: 6 years, 8 years, 10 years

Minimum Education: PH or MD, JD or MA, or BA

Principal Associate/Consultant

This associate has the most extensive expertise of the technical management personnel in the areas of research design, monitoring & evaluation, assessment and implementation. His/her participation is usually part-time and is one of a technical advisory. His/her role involves the design of original research frameworks and indicators, development of evaluation protocols, and final data interpretation and analysis. Responsibilities for this role also include problem-solving associated with the performance of field activities, presentation of research findings and project performance updates. When required, this responsibility involves traveling to government, private sector or other funding sponsored forums for presentations. The principal research associate authors final publishable project papers.

Minimum Experience: 4 years, 6 years, 8 years

Minimum Education: PH or MD, JD or MA, or BA

Senior Associate/Consultant

The senior associate is a project specialist who answers directly to the principal research associate or the officer in charge. He/she provides leadership and general project supervision, in addition to having specific technical obligations including, but not limited to, development of project implementation plans, design of data gathering instruments, and organization of data gathering plans and schedules. He/she prepares quarterly and yearly monitoring and evaluation reports and other required technical documents and makes these available to the principal research associate and the officer in charge. He/she liaises with funding agency personnel regarding issues associated with research activities. He/she assists the principal research associate in the daily trouble-shooting of field activities. When required, he/she makes presentations on project activities and research findings. This may involve traveling to government, private sector and/or other funding-sponsored forums for information dissemination. This position may also provide financial analysis and manage some business, financial, contractual and legal aspects of a project.

Minimum Experience: 4 years, 5 years, 6 years

Minimum Education: PH or MD, JD or MA, or BA

Mid-Level Associate/Consultant

This expert provides technical support to the senior associate and the principal associate, provides direct oversight of project implementation, assists in the development of research instruments and other technical duties, and contributes to the production of reports and official project publications. He/she is responsible for training those involved in fieldwork and for the direct supervision of field activities associated with the research effort, including monitoring data gathering, to ensure implementation of proper methodology. This associate also supervises grants administration as appropriate.
Minimum Experience: 2 years, 3 years, 4 years
Minimum Education: PH or MD, JD or MA, or BA

Technical/Business Manager

This expert provides technical support to the senior associate and the principal associate, provides direct oversight of project implementation, assists in the development of research instruments and other technical duties, and contributes to the production of reports and official project publications. He/she is responsible for training those involved in fieldwork and for the direct supervision of field activities associated with the research effort, including monitoring data gathering, to ensure implementation of proper methodology. This associate also supervises grants administration as appropriate.

Minimum Experience: 2 years, 3 years, 4 years
Minimum Education: PH, MA, BA

Mid-Level Administrative Support

The mid-level administrative support staff will perform administrative duties as required and will assure that project procedures and administrative requirements are met. He/she will maintain records and files, ensuring that appropriate approvals and documentation for project activities are received. This professional will also ensure that required procurement regulations for project implementation are being followed and, with input from other high-level project personnel, will provide oversight on budget matters. This position requires an understanding of customary contractual terms and terminology.

Minimum Experience: 2 years, 3 years
Minimum Education: BA, AA

Junior Administrative Support

The junior administrative support person performs duties in support of project personnel and project implementation activities. He/she performs routine secretarial, clerical and light bookkeeping duties (if required) with speed and accuracy, without immediate and constant supervision and performs a variety of other administrative project related work, as required. He/she drafts or prepares letters, memoranda, emails, reports, etc., from dictated, handwritten, or other sources, and assists in preparing agenda and related material for project functioning. He/she organizes and maintains files and records and provides general information and records as required and assigned.

Minimum Experience: 1 years, 2 years, 4 years
Minimum Education: BA, AA, HS

Senior Research Assistant/Sr. Field Data Collector

This professional is responsible for recruiting data collectors as well as providing face-to-face supervision of data collection team activities. He/she conducts data collection in conjunction with junior level data collectors but maintains the responsibility for providing immediate feedback to upper level project research personnel regarding collection performance. He/she resolves challenges experienced in the field with regard to the data collection process. The senior data collector designs coding sheets, monitors data collection, and assures that daily collection schedules are met. This expert contributes to data cleaning, organizing and inputting. Under the direct supervision of a research associate, he/she assists in organizing and developing materials for training data collectors. This expert may also provide limited research activities under close supervision.

Minimum Education: BA, AA
Minimum Experience: 1 years, 2 years
Research Assistant/Data Collector

The assistant/data collector works under the supervision of the senior field data collector and is responsible for collecting qualitative and/or quantitative data, as required by research or evaluation projects. He/she has experience in secondary or internet research, note taking, observations, face-to-face interviewing and/or telephone interviewing as well as collecting other forms of field data as required by project demands.

Minimum Experience: N/A
Minimum Education: HS

2. MAXIMUM ORDER:
   OLM: $250,000
   541611: $1,000,000
   611710: $1,000,000
   541910: $1,000,000
   541990TAD: $300,000

3. MINIMUM ORDER:
   $100.00

4. GEOGRAPHIC COVERAGE:
   Domestic and Overseas, 50 States, DC, Territories

5. POINT(S) OF PRODUCTION:
   Juarez & Associates, Inc.
   12139 National Boulevard
   Los Angeles, CA 90064

6. DISCOUNT FROM LIST PRICES:
   Prices are listed as GSA Net, Discount Deducted and IFF included.

7. VOLUME DISCOUNT(S):
   0.5% discount for task orders exceeding $250,000.00
   0.75% discount for task orders exceeding $500,000.00

8. PROMPT PAYMENT TERMS:
   Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. FOREIGN ITEMS:
   N/A

10a. TIME OF DELIVERY:
    Juarez & Associates, Inc. will adhere to the delivery schedule stipulated in each delivery order and/or delivery order amendment.

10b. EXPEDITED DELIVERY:
    Contact Contractor for Expedited Delivery Options.

10c. OVERNIGHT AND 2-DAY DELIVERY:
    Contact Contractor for Overnight and 2-day delivery options.

10d. URGENT REQUIREMENTS:
    Agencies can contact the Contractor’s Representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.

11. FOB POINT:
    Destination
12a. ORDERING ADDRESS:
Juarez & Associates, Inc.
12139 National Boulevard
Los Angeles, CA 90064

12b. ORDERING PROCEDURES:
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

13. PAYMENT ADDRESS:
Juarez & Associates, Inc.
12139 National Boulevard
Los Angeles, CA 90064

14. WARRANTY PROVISION:
As identified in Statement of Work between Juarez & Associates, Inc. and Contracting Agency.

15. EXPORT PACKING CHARGES:
N/A

16. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):
N/A

17. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):
N/A

18a. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):
N/A

18b. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):
N/A

19. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):
N/A

20. LIST OF PARTICIPATING DEALERS (IF APPLICABLE):
N/A

21. PREVENTIVE MAINTENANCE (IF APPLICABLE):
N/A

22a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES
N/A

22b. SECTION 508 COMPLIANCE FOR EIT:
The EIT Standards can be found at: www.section508.gov/
Information can be found at: http://juarezassociates.com/

23. DUNS NUMBER:
067742981

24. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:
Contractor has an Active Registration in the SAM database.