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.

Contract Number: 47QRAA21D0092
Contract Period: August 11, 2021 through August 10, 2026

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: HigherEd Insight, LLC
8115 Old Dominion Drive, Suite 200
McLean, VA 22102

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Business Size: Women Owned Small Business (WOSB)

Telephone: 202-798-5268
FAX Number: 703-995-0460
Web Site: www.higheredinsight.com
E-mail: accounting@higheredinsight.com
Contract Administrator: Robert J Pagano, Business Manager

Pricelist current through Modification #PO-0001, effective August 11, 2021.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Pricing Page 5.

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. See Labor Category Descriptions Page 6.

2. Maximum Order: For SIN 541611 - $1,000,000.00  
For SIN OLM - $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Worldwide

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted).

7. Quantity discounts: None

Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

9. Foreign items (list items by country of origin): None

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. 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 its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

10c. 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: Contact Contractor
10d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

11. F.O.B Points(s): Destination

12a. Ordering Address(es):  
   Attn: Sales  
   8115 Old Dominion Drive, Suite 200  
   McLean, VA 22102-2324  
   (P) 571-467-9842 (F) 703-995-0460  
   Email: accounting@higheredinsight.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address(is):  
   Attn: Accounting  
   8115 Old Dominion Drive, Suite 200  
   McLean, VA 22102-2324  
   (P) 202-640-2188 (F) 703-995-0460  
   Email: accounting@higheredinsight.com

14. Warranty provision: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): 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 applicable): 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. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. 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 (e.g. contactor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A
23. **Unique Entity Identifier (UEI) number:** 962380759

24. **Notification regarding registration in System for Award Management (SAM) database:**
Registered.
GSA Awarded Pricing for SIN 541611
The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
<th>Year 1 8/11/21 - 8/10/22</th>
<th>Year 2 8/11/22 - 8/10/23</th>
<th>Year 3 8/11/23 - 8/10/24</th>
<th>Year 4 8/11/24 - 8/10/25</th>
<th>Year 5 8/11/25 - 8/10/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Business Manager</td>
<td>$99.75</td>
<td>$101.74</td>
<td>$103.78</td>
<td>$105.85</td>
<td>$107.97</td>
</tr>
<tr>
<td>541611</td>
<td>Research Analyst</td>
<td>$109.72</td>
<td>$111.92</td>
<td>$114.16</td>
<td>$116.44</td>
<td>$118.77</td>
</tr>
<tr>
<td>541611</td>
<td>Research Assistant</td>
<td>$99.75</td>
<td>$101.74</td>
<td>$103.78</td>
<td>$105.85</td>
<td>$107.97</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Director, Research</td>
<td>$199.50</td>
<td>$203.49</td>
<td>$207.56</td>
<td>$211.71</td>
<td>$215.94</td>
</tr>
<tr>
<td>541611</td>
<td>Senior Officer</td>
<td>$274.31</td>
<td>$279.79</td>
<td>$285.39</td>
<td>$291.10</td>
<td>$296.92</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS Schedule 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.
SIN 541611 Labor Category Descriptions

**Business Manager**

**Functional Responsibilities:** Responsible for the handling of all contracts administration and financial duties as it pertains to the projects.

**Minimum Education:** Bachelors  
**Minimum Experience:** 5 years

**Research Analyst**

**Functional Responsibilities:** Responsible for the design, management, and execution of evaluation and research projects, supporting outreach and marketing efforts and supporting business development activities.

**Minimum Education:** Masters  
**Minimum Experience:** 1 year

**Research Assistant**

**Functional Responsibilities:** Assists with the management and execution of evaluation, research and planning projects, assist leadership in the development and execution of HEI’s strategic vision and leading business development activities.

**Minimum Education:** Bachelors  
**Minimum Experience:** 1 year

**Senior Director, Research**

**Functional Responsibilities:** Responsible for the successful execution of all research, and planning projects, supervision of research staff & participate in company leadership meetings, leading business development activities and the development and execution of HEI’s Insight Learning strategy & contributing to strategic learning projects.

**Minimum Education:** Doctorate  
**Minimum Experience:** 7 years

**Senior Officer**

**Functional Responsibilities:** Oversees multiple projects, ensuring appropriate staffing for timely delivery of high-quality products. Provides research, policy analysis, and/or program evaluation functions. Conceptualizes, designs, manages, oversees, and directs research and evaluation projects on a wide range of topics. Primary liaison between the client and program staff, ensuring that the client's needs are met. Helps clients forecast needs and designs projects to meet them.

**Minimum Education:** Doctorate  
**Minimum Experience:** 10 years
**Experience & Degree Substitution Equivalencies**
Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

<table>
<thead>
<tr>
<th>Equivalent Degree</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate’s</td>
<td>2 years relevant experience</td>
</tr>
<tr>
<td>Bachelor’s</td>
<td>Associate’s degree + 2 years relevant experience</td>
</tr>
<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s + 6 years relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>