



GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAvantage.gov.

Multiple Award Schedule

Large Category: Information Technology

Subcategory: IT Services

Contract Number: 47QTCA18D0045

Period Covered by Contract: 12/18/2017 to 12/17/2022

Price List Current Through Modification PA-0007, effective 08/27/2020

American Institutes for Research in The Behavioral Sciences

1000 Thomas Jefferson Street, NW
Washington, DC 20007-3835
Telephone: (202) 403-6042
Fax: (855) 459-6213
<http://www.air.org>

Contract Administrator: Carmen M Fermin
Telephone: 202-403-6152
Fax: 855-459-6213
Email: cfermin@air.org

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

BUSINESS SIZE: LARGE

INFORMATION FOR ORDERING ACTIVITIES

1a. Table of Awarded Special Item Numbers (SINs):

54151S	54151SRC (Disaster Recovery)
OLM (Order Level Materials)	

1b. Lowest Priced per SIN:

54151S: Help Desk I \$49.85

1c. Hourly Rates: Government Net Prices.

2. Maximum Order for the following Special Item Numbers (SINs) 54151S: \$500,000.

3. Minimum Order: \$100.

4. Geographic Coverage (Delivery Area): Worldwide

5. Points of Production: Not Applicable

6. Discount from List Prices or Statement of Net Price: Prices shown are Net Prices.

7. Volume Purchase: \$1,000,000+ an additional 1%.

8. Prompt Payment Terms: 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 up to the micro-purchase threshold.

9b. Government purchase cards are not accepted above the micro-purchase threshold.

10. Foreign Items: Not Applicable.

11a. Time of Delivery: Negotiated at the Task Order Level (specified on the Task Order).

11b. Expedited Delivery: Contact AIR.

11c. Overnight and 2-day Delivery: Contact AIR.

11d. Urgent Requirements: Under the provisions of the Urgent Requirements clause of this contract, agencies may contact AIR regarding an expedited delivery.

INFORMATION FOR ORDERING ACTIVITIES

12. FOB Point: Destination .
- 13a. Ordering Address:
American Institutes for Research in The Behavioral Sciences
1000 Thomas Jefferson Street, NW
Washington, DC 20007-3835

Carmen M Fermin
Telephone: (202) 403-6152
Fax: (855) 459-6213
Email: cfermin@air.org
- 13b. 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.
14. Payment Address:
American Institutes for Research in The Behavioral Sciences
P.O. Box 28126
New York, NY 10087-8126
Telephone: (202) 403-5086
GeneralAccountingTeam@air.com
15. Warranty Provision: Standard Commercial.
16. Export Packing Charges: Not applicable.
17. Terms and Conditions of Government Credit Card Acceptance: Contact AIR.
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.

INFORMATION FOR ORDERING ACTIVITIES

- 23. Preventive maintenance: Not applicable.

- 24a. Special attributes such as 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 (e.g. contractor's website or other location). The EIT standards can be found at www.Section508.gov: Not applicable.

- 25. Data Universal Number System (DUNs) number: 041733197; TIN 25-0965219.

- 26. Notification regarding registration in System for Award Management (SAM) Database: Registered and current in SAM.

LABOR CATEGORIES AND DESCRIPTIONS

SIN 54151S

Substitution Methodology:

Due to the availability or limitation of education, occasionally substitution of experience as referenced below for a professional labor type with additional years of experience will be provided to the Federal Agency when responding to their IT requirements and it is solely the acquiring agency's determination, if the substitution is considered acceptable prior to an award.

Labor Category	Description	Minimum Experience	Minimum Education
Help Desk I	Assists end users in resolving hardware and software issues by fielding telephone calls and email communication, diagnosing problems and performing troubleshooting activities. Documents, tracks and monitors the problem to facilitate a timely resolution. Responsible for evaluating operational efficiency of different IT systems.	0 – 2 Years	BACHELOR'S DEGREE
Help Desk II	Assists end users in resolving hardware and software issues by fielding telephone calls and email communication, diagnosing problems and performing troubleshooting activities. Documents interactions with end users and recommends improvements. Responsible for evaluating operational efficiency of different IT systems. Relies on knowledge and professional discretion to achieve goals.	2 – 5 Years	BACHELOR'S DEGREE
Help Desk Manager	Supervises and coordinates activities of help desk personnel. Assists end users in resolving hardware and software issues by fielding telephone calls and email communication, diagnosing problems and performing troubleshooting activities. Develops escalation and resolution procedures and ensures help desk personnel adhere to these procedures. Trains, coaches and mentors help desk personnel. Relies on extensive knowledge and professional discretion to achieve goals.	5 – 8 Years	BACHELOR'S DEGREE
Data Analyst I	Interprets data, analyzes results using a variety of techniques including statistical techniques. Tasks could include importing, cleaning, transforming, validating or modeling data so as to understand and make conclusions from the data for decision making purposes. May also include presenting data in charts, graphs, tables, designing and developing relational databases for collecting data. Works, under supervision, to identify analytical requirements and to design and develop programs for data analysis. Support information gathering,	0 – 2 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
	<p>developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. Relies on established guidelines and instructions to perform daily job functions.</p>		
Data Analyst II	<p>Interprets data, analyzes results using a variety of techniques including statistical techniques. Tasks could include importing, cleaning, transforming, validating or modeling data so as to understand and make conclusions from the data for decision making purposes. May also include presenting data in charts, graphs, tables, designing and developing relational databases for collecting data. Works directly with clients and project and business leaders to identify analytical requirements and to design and develop programs to conduct data analysis. Support information gathering, developing reports, or documenting analytical studies. Research, analyze, write, manage, or edit content for communications channels and products. Review work products for quality and completeness. Support research, analysis, business process design, requirements gathering, or testing. Support training or change management efforts. Prepare draft sections of deliverables and work products and incorporates review comments into final deliverables. Relies on limited knowledge and professional discretion to achieve goals.</p>	2 – 4 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Data Analyst III	<p>Analyzes data using a variety of techniques. Plans, executes and monitors business solutions. Works directly with clients and project and business leaders to identify analytical requirements. Provides advice and guidance to junior analysts. Relies on knowledge and professional discretion to achieve goals. Provides expertise in developing systems involving new technologies, methods, concepts or approaches. May provide supervisory, technical, and administrative direction for personnel performing system development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Formulates statements of management, scientific and business problems, and devises procedures for solutions of problems. Performs required analysis of information management and data requirements, develops test plans, procedures and data, and evaluate system, effectiveness and efficiency. Performs system development activities, design configuration management as needed.</p>	4 – 6 Years	BACHELOR'S DEGREE
Database Engineer	<p>Design, develop, test and maintain architectures such as databases and large-scale data processing systems for storage, management and analysis of data. Develops approaches for data acquisition, storage, and governance. May evaluate new data sources for adherence to quality standards and ease of integration. Maintains data storage and access by evaluating, designing and implementing database[s]. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications and constructions. Relies on extensive knowledge and professional discretion to achieve goals. May offer consultation to senior management and often serves as the top-level expert in the field. May manage others. Exercises significant ingenuity and flexibility.</p>	8 – 10 Years	MASTER'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Software Assistant	Creates and designs new software by analyzing, testing, assessing and implementing programming applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on established guidelines and instructions to perform daily job functions. Works under immediate supervision.	0 – 2 Years	BACHELOR'S DEGREE
Software Engineer I	Develops information systems by designing, developing, and installing software solutions. Analyzes requirements, designs, creates, tests, deploys and maintains software for business applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on limited knowledge and professional discretion to achieve goals. Works under general supervision and usually reports to a supervisor, though some ingenuity and flexibility is required.	2 – 4 Years	BACHELOR'S DEGREE
Software Engineer II	Develops information systems by designing, developing, and installing software solutions. Analyzes requirements, designs, creates, tests, deploys and maintains software for business applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on knowledge and professional discretion to achieve goals. Significant ingenuity and flexibility is expected.	4 – 6 Years	BACHELOR'S DEGREE
Software Engineer III	Develops information systems by designing, developing, and installing software solutions. Analyzes requirements, designs, creates, tests, deploys and maintains software for business applications. Supports and installs applications and operating system. Assists in the testing process by conducting reviews and analyses, witnessing tests and participating in software certification. Relies on knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	6 – 8 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Software Engineer IV	Provides technical and management leadership on major tasks or consulting assignments. Establishes practice goals, plans, methods, techniques, and policies for obtaining results and meeting project objectives. May have domain knowledge. Ensures budgets, schedules, and performance requirements meet technical requirements. Directs and controls the activities of broad functional areas for a client, having overall responsibilities for financial management, methods, and staffing. Interactions involve client negotiations and interfacing with senior management. Decision making and domain knowledge may have a critical impact on the overall project implementation.	10 + Years	MASTER'S DEGREE/PhD
Software QA Analyst I	Performs quality control evaluations, writes and establishes specifications, assists in the validation of quality control tests and writes Standard Operating Procedures. Relies on instructions, guidelines and familiarity with common practices and procedures to achieve goals.	0 – 2 Years	BACHELOR'S DEGREE
Software QA Analyst II	Performs quality control evaluations, writes and establishes specifications, assists in the validation of quality control tests and writes Standard Operating Procedures. Relies on experience, judgment and familiarity with common practices and procedures to achieve goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.	2 – 5 Years	BACHELOR'S DEGREE
Software QA Analyst III	Develops and establishes quality assurance plans and processes for information systems. Directs quality assurance and quality control activities. Relies on extensive experience, judgment and familiarity with a variety of practices and procedures to achieve goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected.	5 – 8 Years	MASTER'S DEGREE
Systems Engineer I	Evaluates business systems and how they align with user needs. Documents requirements, establishes scope and objectives and determines strategy for implementing systems that achieve business goals. Responsible for planning, designing and implementing information systems. Performs encoding, testing, debugging and installation activities as necessary. Works with organizational end users to clarify current operating procedures and communicate program objectives.	0 – 3 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Systems Engineer II	Evaluates business systems and how they align with user needs. Documents requirements, establishes scope and objectives and determines strategy for implementing systems that achieve business goals. Responsible for planning, designing and implementing information systems. Performs encoding, testing, debugging and installation activities as necessary. Works with organizational end users to clarify current operating procedures and communicate program objectives. Relies on limited knowledge and professional discretion to achieve goals. Works under general supervision and usually reports to a supervisor, though some ingenuity and flexibility is required.	2 – 5 Years	BACHELOR'S DEGREE
Systems Engineer III	Responsible for planning, designing and implementing information systems. Performs encoding, testing, debugging and installation activities as necessary. Works with organizational end users to clarify current operating procedures and communicate program objectives. Relies on extensive knowledge and professional discretion to achieve goals. Significant ingenuity and flexibility is expected.	6 – 8 Years	BACHELOR'S DEGREE
Project Director	Manages multiple teams on a project and is responsible for delivering high quality systems on time and on budget. Manages client expectations, scope, budget and schedule. Directs product construction and testing to ensure completion of projects as efficiently and effectively as possible. Plans and implements additions, deletions and major modifications in pursuit of project and business goals. Assesses needs across opportunities and within individual business units to determine strategies for meeting business objectives. Modifies existing systems or develops new approaches. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	10+ Years	MASTER'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Project Manager I	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	4 - 9 Years	BACHELOR'S DEGREE
Project Manager II	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	7 - 10 years	BACHELOR'S DEGREE
Project Manager III	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	9 + Years	BACHELOR'S DEGREE
Web Designer I	Creates, manages and executes project plans to support a wide variety of business and technology. Coordinates resources, establishes deadlines and assigns responsibilities. Tracks the progress of projects and compiles status reports for senior management. Builds working relationships with team members, vendors and other departments involved in the projects. Relies on extensive knowledge and professional discretion to achieve goals. Manages others. Significant ingenuity and flexibility is expected.	1-2 Years	BACHELOR'S DEGREE

Labor Category	Description	Minimum Experience	Minimum Education
Web Designer II	Creates, maintains and implements web-based application systems. Resolves issues and recommends enhancements, when necessary. Encodes, tests, debugs and supports new and existing programs. Has knowledge of HTML, Java and related concepts. Develops graphics and designs and organizes copy for online publication. Relies on knowledge and professional discretion to plan and accomplish goals.	2 – 4 Years	BACHELOR'S DEGREE
Web Designer III	Counsels internal team members and external customers on the design, development and management of websites. May negotiate with software vendors and other companies. Creates installation programs for websites. Has knowledge of SQL, C++, HTML, CGI, JavaScript and related concepts. Relies on knowledge and professional discretion to plan and accomplish goals.	4 – 6 Years	BACHELOR'S DEGREE

PRICING

SIN 54151S

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
	12/18/2017-12/17/2018	12/18/2018-12/17/2019	12/18/2019-12/17/2020	12/18/2020-12/17/2021	12/18/2021-12/17/2022
Data Analyst I	\$93.66	\$95.72	\$97.83	\$99.98	\$102.18
Data Analyst II	\$109.10	\$111.50	\$113.95	\$116.46	\$119.02
Data Analyst III	\$143.27	\$146.43	\$149.65	\$152.94	\$156.30
Software Assistant	\$100.87	\$103.09	\$105.35	\$107.67	\$110.04
Database Engineer	\$195.47	\$199.77	\$204.16	\$208.65	\$213.24
Software Engineer I	\$127.26	\$130.06	\$132.93	\$135.85	\$138.84
Software Engineer II	\$160.96	\$164.50	\$168.12	\$171.82	\$175.60
Software Engineer III	\$205.92	\$210.45	\$215.08	\$219.82	\$224.65
Software Engineer IV	\$275.19	\$281.25	\$287.44	\$293.76	\$300.22
Systems Engineer I	\$98.94	\$101.12	\$103.34	\$105.62	\$107.94
Systems Engineer II	\$149.42	\$152.71	\$156.07	\$159.50	\$163.01
Systems Engineer III	\$199.56	\$203.95	\$208.43	\$213.02	\$217.71
Project Director	\$228.79	\$233.82	\$238.96	\$244.22	\$249.59
Project Manager I	\$106.87	\$109.22	\$111.63	\$114.08	\$116.59
Project Manager II	\$147.42	\$150.66	\$153.97	\$157.36	\$160.82
Project Manager III	\$188.81	\$192.96	\$197.20	\$201.54	\$205.98
Web Designer I	\$78.84	\$80.58	\$82.35	\$84.16	\$86.01
Web Designer II	\$135.93	\$138.92	\$141.98	\$145.10	\$148.29
Web Designer III	\$167.87	\$171.56	\$175.34	\$179.19	\$183.14
Software QA Analyst I	\$111.46	\$113.91	\$116.41	\$118.98	\$121.59
Software QA Analyst II	\$145.74	\$148.95	\$152.23	\$155.58	\$159.00
Software QA Analyst III	\$225.63	\$230.60	\$235.67	\$240.85	\$246.15
Help Desk I	\$49.85	\$50.95	\$52.07	\$53.22	\$54.39
Help Desk II	\$59.06	\$60.36	\$61.69	\$63.05	\$64.43
Help Desk Manager	\$106.73	\$109.08	\$111.48	\$113.93	\$116.44

**USA COMMITMENT TO PROMOTE
SMALL BUSINESS PARTICIPATION
PROCUREMENT PROGRAMS**

PREAMBLE

(Name of Company) provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact: Carmen Fermin at cfermin@air.org.

BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Ordering Activity

Date

Contractor

Date

BPA NUMBER _____

**(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of Contractor;
 - (b) Contract Number;
 - (c) BPA Number;
 - (d) Model Number or National Stock Number (NSN);
 - (e) Purchase Order Number;
 - (f) Date of Purchase;
 - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
 - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.