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: GSAAAdvantage.gov.

**Multiple Award Schedule**

Federal Supply Group: Professional Services

**Contract number:** GS-00F-050DA

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

**Contract period:** January 22, 2021 – January 21, 2026

Institute for the Future
201 Hamilton Avenue
Palo Alto, CA 94301
**Telephone:** (650) 854-6322
**Fax Number:** (650) 854-7850
**Website:** www.iftf.org

**E-mail:** sness@iftf.org
**Contract Administration:** Michael S Ness

**Business size:** Other than Small

Price list current as of Modification #PS-0015, effective December 11, 2020

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s):

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>541611RC</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>OLMRC</td>
<td>Order-Level Materials (OLM's)</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. 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. See Page 4.

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 Page 6.

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic coverage (delivery area): Domestic and Overseas

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 offered

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

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. Items available for expedited delivery are noted in this price list: Contact Contractor
10c. Overnight and 2-day delivery: Contact Contractor

10d. Urgent Requirements: Contact Contractor

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

12a. Ordering address(es): Same as Contractor

12b. 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.

13. Payment address(es): Same as Contractor

14. Warranty provision: Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable: Not Applicable

16. Terms and conditions of rental, maintenance, and repair (if applicable): Contact Contractor

17. Terms and conditions of installation (if applicable): Not Applicable

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): Not Applicable

18b. Terms and conditions for any other services (if applicable): Not Applicable

19. List of service and distribution points (if applicable): Not Applicable

20. List of participating dealers (if applicable): Not Applicable

21. Preventive maintenance (if applicable): Not Applicable

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not Applicable

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., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/ Not Applicable

23. Data Universal Number System (DUNS) number: 063019863

24. Notification regarding registration in System for Award Management (SAM) database: Contractor registered and active in SAM
GSA Awarded Pricing
The rates are inclusive of Industrial Funding Fee (IFF) of 0.75%

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>1/22/21-1/21/22</th>
<th>1/22/22-1/21/23</th>
<th>1/22/23-1/21/24</th>
<th>1/22/24-1/21/25</th>
<th>1/22/25-1/21/26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$409.00</td>
<td>$418.41</td>
<td>$428.03</td>
<td>$437.88</td>
<td>$447.95</td>
</tr>
<tr>
<td>Program Director</td>
<td>$409.00</td>
<td>$418.41</td>
<td>$428.03</td>
<td>$437.88</td>
<td>$447.95</td>
</tr>
<tr>
<td>Senior Research Director 3</td>
<td>$253.00</td>
<td>$258.82</td>
<td>$264.77</td>
<td>$270.86</td>
<td>$277.09</td>
</tr>
<tr>
<td>Senior Research Director 2</td>
<td>$253.00</td>
<td>$258.82</td>
<td>$264.77</td>
<td>$270.86</td>
<td>$277.09</td>
</tr>
<tr>
<td>Senior Research Director 1</td>
<td>$232.21</td>
<td>$237.55</td>
<td>$243.01</td>
<td>$248.60</td>
<td>$254.32</td>
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<tr>
<td>Research Manager 3</td>
<td>$150.00</td>
<td>$153.45</td>
<td>$156.98</td>
<td>$160.59</td>
<td>$164.28</td>
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<tr>
<td>Research Manager 2</td>
<td>$126.00</td>
<td>$128.90</td>
<td>$131.86</td>
<td>$134.90</td>
<td>$138.00</td>
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<tr>
<td>Research Manager 1</td>
<td>$118.00</td>
<td>$120.71</td>
<td>$123.49</td>
<td>$126.33</td>
<td>$129.24</td>
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<tr>
<td>Research Assistant</td>
<td>$71.00</td>
<td>$72.63</td>
<td>$74.30</td>
<td>$76.01</td>
<td>$77.76</td>
</tr>
</tbody>
</table>

Service Contract Labor Standards: The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), 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/SCA 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/SCA eligible labor categories. If and/or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
LABOR CATEGORY DESCRIPTIONS

EXECUTIVE DIRECTOR

**Experience:** Thirty years or more in futures research and consulting in specific domain of expertise. Organizational management and defined content areas of expertise expected.

**Requirements:** Senior leader with competency in all phases of research task design, planning, management, and execution. Skilled at all phases of futures consulting including environmental scanning, trends and issues analysis, scenario planning, visioning, goal setting, strategic planning, strategy development, leadership development, and coaching. Skilled in high-level strategy, organizational management, talent development, fundraising, and financial oversight. Renowned author and speaker on futures issues, frequent keynote speaker, and media commentator. Consultant and advisor to C-level executives of Fortune 500 companies, major foundations, and public organizations.

**Functional Responsibility:** Provides executive oversight for overall organizational business strategy, leadership, and management. Directs management leadership team in its overall client relationships, content strategy, and funding. Oversees organizational budgets, strategy, and new business markets. Assembles, hires, and manages organizational leadership team. Reports directly and is responsible to the Board of Trustees for all governance, audit, and financial requirements.

**Minimum Education:** PhD

**Substitution equivalencies does not apply to Executive Director.**

PROGRAM DIRECTOR

**Experience:** Twenty-five years or more in futures research and consulting in specific domain of expertise. Organizational management and defined content areas of expertise expected.

**Requirements:** Competency in all phases of research task design, planning, management and execution. Demonstrated program-level management and leadership. Skilled at all phases of futures research and consulting including environmental scanning, trends and issues analysis, scenario planning, visioning, goal setting, strategic planning, strategy development, leadership development, and coaching. Maintains a well-developed external network of funding relationships, experts and peers in the program domain.

**Functional Responsibility:** Provides executive oversight for program-level business unit leadership and management. Is responsible for large client relationships, program-level strategy, and programmatic funding. Innovates frameworks, methodologies, and deliverables. Develops and manages program budgets, sets strategy and programmatic research agendas, and conducts research. Assembles, hires, and manages program and project teams.

**Minimum Education:** PhD

SENIOR RESEARCH DIRECTOR

**Minimum/General Experience:** Twenty years or more in futures research and consulting in specific domain of expertise. Significant experience with large research project design and resource management.
**Requirements:** Requires competence in all phases of futures consulting, including environmental scanning, trends and issues analysis, scenario planning, visioning, goal setting, strategic planning, strategy development, leadership development, and coaching. Recognized expertise in multiple domains, with strong external and internal thought leadership.

**Functional Responsibility:** Develops, designs, and manages large projects in multiple areas of expertise, including research design, schedules, budgets, and deliverables. Manages long-term client and sponsor relationships for projects and programs. Independently designs project frameworks and conducts research. Innovates frameworks, methodologies, deliverable formats, and business products. Assembles, hires, and manages individual project teams. Through projects, actively develops a network of funding relationships, with significant funding targets.

**Minimum Education:** PhD

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**SENIOR RESEARCH DIRECTOR 2**

**Minimum/General Experience:** Fifteen years or more in futures research and consulting in specific domain of expertise. Experience in a supervisory role for research project management.

**Requirements:** Requires competence in all phases of futures consulting, including environmental scanning, trends and issues analysis, scenario planning, visioning, goal setting, strategic planning, strategy development, leadership development, and coaching. Recognized expertise in one to two domains, with strong internal organizational thought leadership in those domains.

**Functional Responsibility:** Develops, designs, and manages large projects in dedicated areas of expertise, including research design, schedules, budgets, and deliverables. Manages client and sponsor relationships to grow the relationship. Independently designs project frameworks and conducts research. Innovates frameworks, methodologies, and deliverable formats. Assembles and manages individual project teams. Actively pursues and secures funding for most projects, with self-sustaining funding targets.

**Minimum Education:** Master’s Degree

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**SENIOR RESEARCH DIRECTOR 1**

**Minimum/General Experience:** Ten years in futures research and consulting or related field. Experience in research project management.

**Requirements:** Strong research background with experience in futures consulting, including environmental scanning, trends and issues analysis, scenario planning (or related fields). Foundational expertise and research network connections in two to three domains. Some recognition for a particular domain of research work.

**Functional Responsibility:** Designs and/or manages mid-level projects, including research design, schedules, budgets, and deliverables. Manages client and sponsor relationships for specific projects. Independently conducts research. Reapplies frameworks, methodologies, and deliverable formats in novel ways. Manages individual project teams. Works with business development team to frame and present proposals, with limited funding targets.

**Minimum Education:** Master’s Degree
RESEARCH MANAGER 3

Minimum/General Experience: Eight years in futures research and consulting (or relevant field). Experience in project management.

Requirements: Demonstrated expertise in one to two domains of research and the ability to apply futures methodologies to a range of domains and client or sponsor contexts. Excellent collaborative skills and experience in team research and research administration.

Functional Responsibility: Works with research directors to design and manage schedules, budgets, and deliverables, and to conduct specific research tasks. Collaborates with team members, sometimes leading team tasks and meetings. Actively cultivates a network to support current and future research.

Minimum Education: Bachelor’s Degree

RESEARCH MANAGER 2

Minimum/General Experience: Five years experience in a research environment, with demonstrated skills in basic research, administrative support, project coordination and logistics, and client communications.

Requirements: Foundational understanding of futures methodologies and basic research skills in an internet environment. Ability to apply skills to new domains of expertise in novel ways in the context of projects. Excellent collaborative skills and experience in team research.

Functional Responsibility: Under supervision, conducts specific research, creative, and administrative tasks in support of projects. Provides management support to project leaders. Collaborates with team members, sometimes providing research and administrative assistance to project peers. Participates in network-building events, including public speaking.

Minimum Education: Bachelor’s Degree

RESEARCH MANAGER 1

Minimum/General Experience: Three year experience in a research environment with, with demonstrated skills in research and/or administrative support, project coordination and logistics, and client communications.

Requirements: Basic writing, research, and administrative skills. Educational background or experience in domains of relevance to organizational programs and projects. Ability to rapidly acquire new content and process skills and apply them in novel situations. Excellent collaborative skills.

Functional Responsibility: Supports research teams with basic administrative and research tasks. Performs day-to-day administration and management of project support operations, possibly involving multiple tasks and cross-functional staff in multiple locations, on a single task/project. Reviews the quality of project deliverables. Develops expertise in futures methodologies, deliverables formats, and appropriate research domains. Develops public speaking and outreach skills.

Minimum Education: Bachelor’s Degree
RESEARCH ASSISTANT

Minimum/General Experience: One year of prior job experience in a research field or academic setting.

Requirements: Demonstrated skills in research assistance tasks, administrative support, and project coordination. Excellent collaborative skills and attention to detail.

Functional Responsibility: Entry-level research assistant providing day-to-day cross-functional and research support. Provides coordination, proof-reading, and fact checking for research deliverables. Develops expertise in futures methodologies, deliverables formats, and research domains.

Minimum Education: Bachelor’s Degree

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.
**Substitution equivalencies apply to all labor categories with the exception of Executive Director.

<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 or 4 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 or Associate’s + 6 years relevant experience or 8 years relevant experience</td>
</tr>
</tbody>
</table>