



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
FEDERAL SUPPLY GROUP 874



## **MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)**

SPECIAL ITEM NUMBER 874 1: CONSULTING SERVICES

874 4: TRAINING SERVICES

874 7: PROJECT AND PROGRAM MANAGEMENT SERVICES

# **RMC RESEARCH CORPORATION**

1000 MARKET STREET, BUILDING 2

PORTSMOUTH, NH 03801-3306

VOICE: 603.422.8888 / 800.258.0802 FACSIMILE: 603.436.9166

INTERNET ADDRESS: [WWW.RMCRESEARCHCORPORATION.COM](http://WWW.RMCRESEARCHCORPORATION.COM)

E-MAIL: [ebarnes@rmcres.com](mailto:ebarnes@rmcres.com)

CONTRACT ADMINISTRATION: [DEANNE AVANCE, davance@rmcres.com](mailto:DEANNE_AVANCE@rmcres.com)

**CONTRACT NUMBER: GS-02F-0072X**

**BUSINESS SIZE: LARGE, FOR-PROFIT BUSINESS**

**PERIOD COVERED BY CONTRACT: 1/31/2011-1/30/2016**

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 for GSA Advantage! is:

[GSAAdvantage.gov](http://GSAAdvantage.gov)

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# RMC Research Corporation Overview

For more than four decades, RMC Research has served educational and human service agencies of federal, state, and local governments as well as private foundations and providers of educational products and services. In the last five years, the company's contract and grant awards have exceeded \$75 million. More than two-thirds of RMC Research's current contracts represent re-competitions, contract option renewals, and new work awarded by former clients. Skilled in working productively with other research and evaluation firms, including small businesses, RMC Research Corporation has a long history of successful partnerships.

With a body of work that spans research to practice, RMC's perspective is unique. Staff members design and conduct rigorous research with an eye to making findings clear and useful to clients. In turn, the company's technical assistance and product development work is informed by rigorous research and evaluation.

## Research and Program Evaluation

RMC's extensive research and evaluation work is grounded in the company's depth of methodological expertise and content knowledge. Staff members' skills encompass identifying and applying appropriate methodologies and research designs, constructing and validating survey instruments and performance measures, sampling design, a variety of data collection methods, and analyzing, interpreting, and integrating qualitative and quantitative data to generate accurate and useful findings.

Projects have entailed randomized control trials and high quality quasi-experimental designs and the use of a wide range of quantitative analysis methods such as analysis of variance; analysis of covariance; statistical modeling, including hierarchical linear modeling; and propensity score analysis. Several projects feature the application of qualitative methods and the integration of quantitative and qualitative analyses.

## *Clients (Examples)*

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

U.S. DEPARTMENT OF EDUCATION

INSTITUTE FOR MUSEUM AND LIBRARY SERVICES

U.S. CENTERS FOR DISEASE CONTROL

ADMINISTRATION FOR CHILDREN AND FAMILIES

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES  
ADMINISTRATION

NATIONAL INSTITUTES OF HEALTH

NATIONAL INSTITUTE OF JUSTICE

NATIONAL SCIENCE FOUNDATION

PRIVATE FOUNDATIONS (ROBERT WOOD JOHNSON,  
WARHOL, FORD, ROCKEFELLER)

AMERICAN HEART ASSOCIATION

CORPORATION FOR NATIONAL AND COMMUNITY  
SERVICES

CORPORATION FOR PUBLIC BROADCASTING

PUBLIC TELEVISION STATIONS AND MEDIA PRODUCERS

STATE EDUCATION AGENCIES

Related work includes the National Evaluation of the Safe Schools/Healthy Students Initiative, an Impact Study of Managed Care's Effect on Chemical Dependency Treatment for Medicaid-Eligible Adults, a National Heritage Health Index study, the National Evaluation of the Healthy Schools Program, and studies of Reading First, Striving Readers, and Museums for America.

In addition to a wealth of work in health and education, RMC maintains a vigorous practice in the evaluation of media, museum, and informal education projects.

### **Information Systems**

RMC has designed, developed, and hosted secure, password-protected websites for collecting, storing, managing, and reporting project data and storing data in secure databases. Work in this area includes establishing a database for the U.S. Department of Education's Blue Ribbon Schools Program, designing an online system for collecting research data on the use of Department of Education's Reading First funds, and collecting data and developing an online database for the National Evaluation of the National Science Foundation's Local Systemic Change project, developing an online data collection system for Washington's Prevention and Intervention Program, setting up a community level evaluation website for the Washington Strategic Prevention Framework State Incentive Grant.

### **Program Development and Policy Analysis**

The range of research and evaluation work RMC has conducted has produced an especially rich experience base in defining issues and problems, identifying "best practices," and helping to shape programs and policies. The use of data collected by RMC staff has contributed directly to budgetary decisions, legislative and program modifications, analysis and support for major administration initiatives and, occasionally, information bases for reports mandated by Congress.

The company's work in community engagement and the arts has aided clients in shaping policy in areas such as community planning and state-level support for arts programming.

### **Technical Assistance**

RMC has an outstanding national reputation in technical assistance and expertise, designing and implementing systems that reach all levels of an organization. Recent and ongoing technical assistance work includes operating three federal ESEA/NCLB comprehensive assistance centers—the Center on Instruction, the New York Comprehensive Assistance Center, and the New England Regional Comprehensive Assistance Center—as well as operating the National Reading Technical Assistance Center system to support state education agencies in the implementation of rigorously researched reading principles, programs, and practices.

## **Product Development and Creative Media**

Applying both content knowledge and skill in product development, RMC has supported national projects with a range of creative services, working with clients to articulate, shape, and promote their programs and disseminate essential information to key audiences using print, audio, and visual formats. RMC has translated research findings into practical products for clients such as the National Institute for Literacy, the Doing What Works website, Head Start, Even Start, and the Blue Ribbon Schools Program, producing films, training guides, books, websites, and multi-media projects.

### ***Regional Office locations:***

#### **PORTSMOUTH, NEW HAMPSHIRE**

CORPORATE HEADQUARTERS  
1000 MARKET STREET, BUILDING #2  
PORTSMOUTH, NH 03801-3306

#### **ARLINGTON, VIRGINIA**

1501 WILSON BOULEVARD, SUITE 400  
ARLINGTON, VA 22209

#### **DENVER, COLORADO**

633 17TH STREET, SUITE 2100  
DENVER, CO 80202

#### **NEW YORK, NEW YORK**

ONE GRAND CENTRAL PLACE  
60 EAST 42ND STREET, SUITE 1020  
NEW YORK, NY 10165-0006

#### **PORTLAND, OREGON**

111 SW COLUMBIA STREET, SUITE 1030  
PORTLAND, OR 97201

#### **TAMPA, FLORIDA**

3550 BUSCHWOOD PARK DRIVE, SUITE 130  
TAMPA, FL 33618

## Services: RMC Research MOBIS Special Item Number (SIN) Descriptions

### **SIN 874 1: Consulting Services**

Extensive corporate experience and highly capable, dedicated staff qualify RMC Research to provide expert consulting services in support of the mission-oriented business functions of education and human service agencies in two broad areas: evaluation and research and technical assistance.

RMC Research is well positioned to assist agencies with the development and implementation of evaluation and research designs that utilize a wide array of quantitative and qualitative data collection and analysis methodologies specifically chosen to address the evaluation questions of priority to its clients. RMC Research is capable of implementing evaluations ranging from rapid turnaround studies to multiyear, multi-site investigations. The company has extensive experience collecting data by survey, interview, direct observation, and the extraction of data from extant databases (e.g., Hierarchical Linear Modeling). Reports are tailored to the audience and range in form from short briefing presentations to detailed technical reports.

RMC Research is recognized nationally for its thoughtful, high-quality technical assistance services in education. The company's approach to technical assistance is sensitive to the systems change implications of an agency's needs for technical assistance support. For example, technical assistance in education must frequently take into account the range of implications for federal, state, and local education agencies and schools. RMC Research has technical assistance expertise in needs assessment and strategic planning, integration and collaboration among programs and agencies, measurement and evaluation, data use, professional and organizational development, information acquisition, transformation of information into knowledge and knowledge application, and reflection on outcomes. The company maintains a cadre of staff proficient in school improvement models, reading and literacy instruction, and mathematics and science instruction.

### **Survey Services**

RMC Research provides a full range of survey services including comprehensive survey planning, sampling design, instrument development, pretest and pilot surveying, survey administration, survey reliability and validity assessment, survey scanning, data quality control assessment, quantitative and qualitative survey data analysis, survey results reporting; and results dissemination. Modes of survey methodology include innovative, web-based surveys and traditional paper-and-pencil surveys. The company conducts both standalone surveys, such as statewide surveys of adolescent health behaviors (e.g., alcohol, tobacco and drug use, dietary behavior, and physical activity), and surveys embedded within comprehensive evaluation projects, such as stakeholder surveys to assess the implementation of educational programs. RMC Research has extensive, successful experience in securing Office of

Management and Budget (OMB) Clearance and in obtaining Institutional Review Board (IRB) approvals to insure the protection of human subjects in research projects.

#### **SIN 874 4: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration**

RMC Research has the capacity to develop customized training designs and high quality materials to support education initiatives in such areas as school improvement, science instruction, mathematics instruction, and reading instruction. Training can be designed for delivery by an instructor (i.e., in a classroom or seminar setting) or online (i.e., internet or intranet, software and computer applications).

Following are descriptions of strategies and methods that RMC Research emphasizes in the development of custom training designs and materials:

- **Grounding in implementation research.** RMC Research conducts extensive reviews of the research on training topics and the implementation of practices supported by the research. Developers synthesize the findings in key areas derived from the research, including how research supported practices can be successfully implemented, and draw from the syntheses to guide the training design and selection of content.
- **Use of principles of effective adult learning.** RMC Research incorporates principles of effective adult learning to realize the goals of training. Namely, developers align the training goals with the needs of the participants, and balance the presentation of information with the application of that information to the application needs of trainees. RMC Research incorporates modeling and guided practice to ensure that trainees are invested in and enthusiastic about implementing the training.
- **Quality control.** RMC Research uses a multistage quality control process to ensure that both the content and presentation of the training and support products are of the highest quality. Project staff generate prototypes for products based on their extensive knowledge of the training content and its implications for applying the training. After developers finalize the content of a product, qualified staff design the presentation. A final review by the staff editor ensures that the product meets high quality editorial standards.
- **Emphasis on utility.** RMC Research intends its training products to be used by numerous clients for a range of purposes. Products are produced in multiple formats to increase their usability. For example, products are often provided in 3 formats: a Microsoft Word file that allows users to cut and paste content into other documents for print; a file with low- resolution graphics that could be printed in a typical office setting; and a high-resolution, professional print quality file.
- **User feedback.** When feasible, RMC Research conducts focus groups of representative members of the intended training audience to garner feedback regarding the value and relevance of the training design and materials.

RMC Research maintains a cadre of highly qualified trainers with extensive experience in delivering professional development and training to educational personnel at all levels.

### **SIN 874 7: Program and Project Management Services**

Because of RMC Research's in depth knowledge and practical understanding of the federal, state, and local educational system, we are well prepared to assist government education agencies as they plan, initiate, guide, monitor, and evaluate programs and projects.

Services include the following:

- Assisting with the development of guidance to support state and local education agencies as they implement education programs supported by federal education agencies;
- Preparing and disseminating materials to assist state and local agencies with the high quality implementation of federal education programs and initiatives;
- Planning and managing conferences and webinars to assist federal education agencies in their efforts to guide and monitor state and local agencies with the implementation of federal education programs and initiatives ;
- Developing and implementing performance monitoring measures and systems to insure high quality, timely grantee reporting to federal agencies responsible for administering federal programs and initiatives;
  - Database development
  - Training for data collection, aggregation, analysis, and reporting
  - Trouble shooting performance reporting systems
  - Correcting data errors
  - Compiling reports
- Conducting site visits to assess the implementation of local programs operating with federal support.

RMC Research is certified to meet federal security policy requirements for the use of information technology.

## Customer Information: RMC Research Corporation

SIN(s): 874-1, 874-4, 874-7

Contract Number: GS-02F-0072X

Contract Period: 01/31/2011 through 01/30/2016

Contractor's Name: RMC Research Corporation

Contractor's Address: 1000 Market Street, Building #2  
Portsmouth, NH 03801-3306  
Voice: 603.422.8888 / 800.258.0802  
Facsimile: 603.436.9166

Business Size: Large Business

Data Universal Numbering System (DUNS): 146589593

Taxpayer Identification Number (TIN): 52-0819071

1a. Special Item Number(s) awarded for this contract:

874-1: Consulting Services NAICS: 541611 PSC: R499

874-4: Training Services NAICS: 611430 PSC: U006

874-7: Project and Program Management Services NAICS: 641611 PSC: U006

1b. All RMC Research pricing and rates can be found beginning on page 12 of this price list for SIN 1 & SIN 7 and page 21 of this price list for SIN 4.

1c. RMC Research descriptions of labor categories can be found beginning on page 14 of this price list for SIN 1 & SIN 7 and page 23 of this price list for SIN 4.

2. Maximum order: \$1,000,000.00

3. Minimum order: \$100.00

4. Geographic Coverage: United States and Territories

5. Point of production: Portsmouth, New Hampshire

6. Discount from list prices or statement of net price: All prices listed reflect the Government net price for those services (discounts already deducted).

7. Quantity discounts: None offered

8. Prompt payment terms: Net 30

Discounts to fee may be negotiated based on the timing of client payment in relation to the date that RMC Research submits a correct invoice:

*Payment in advance or based up a draw down: Fee = 5.0%*  
*Payment received within 10 days of invoice: Fee = 5.5%*  
*Payment received from 11 to 30 days of invoice: Fee = 6.0%*  
*Payment received after 30 days of invoice: Fee = 6.5%*

- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: *Not accepted*
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: *Not accepted*
10. Foreign items: *None*
- 11a. Time of delivery: *As specified on the Task order.*
- 11b. Expedited Delivery: *As negotiated with Ordering Agency*
- 11c. Overnight and 2-Day Delivery: *As negotiated with Ordering Agency.*
- 11d. Urgent Requirements: *As negotiated with Ordering Agency.*
12. F.O.B. point(s): *Destination as negotiated with Ordering Agency.*
- 13a. Ordering address:  
*1000 Market Street, Building 2*  
*Portsmouth, New Hampshire 03801-3306*  
*VOICE: 603.422.8888 / 800.258.0802 FACSIMILE: 603.436.9166*
- 13b. 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.*
14. Payment Address:  
*RMC Research Corporation*  
*1000 Market Street, Building 2*  
*Portsmouth, New Hampshire 03801-3306*  
*Attention: Everett W. Barnes, Jr., President*
15. Warranty Provision: *Not applicable*
16. Export Packing Charges: *Not applicable*
17. Terms and conditions of Government purchase card acceptance (any thresholds above the

micro-purchase level): *None*

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 of any other services. *None*
21. List of service and distribution points:
  - PORTSMOUTH, NEW HAMPSHIRE**, Corporate Headquarters  
1000 Market Street, Building #2, Portsmouth, NH 03801-3306  
Voice: 603.422.8888 / 800.258.0802 Facsimile: 603.436.9166
  - ARLINGTON, VIRGINIA**  
1501 Wilson Boulevard, Suite 400, Arlington, VA 22209  
Voice: 703.558.4800 Facsimile: 703.558.4823 (program); 603.957.3611 (accounting)
  - DENVER, COLORADO**  
633 17th Street, Suite 2100, Denver, CO 80202  
Voice: 303.825.3636 / 800.922.3636 Facsimile: 303.825.1626.
  - NEW YORK, NEW YORK**  
One Grand Central Place, 60 E. 42nd Street, Suite 1020, New York, NY 10165-0006  
Voice: 212.972.4762 / 877.762.6922 Facsimile: 212.972.4763
  - PORTLAND, OREGON**  
111 SW Columbia Street, Suite 1030, Portland, OR 97201-5843  
Voice: 503.223.8248 / 800.788.1887 Facsimile: 503.223.8399
  - TAMPA, FLORIDA**  
3550 Buschwood Park Drive, Suite 130, Tampa, FL 33618  
Voice: 813.915.0010 / 800.762.5001 Facsimile: 813.932.1781
22. List of participating dealers: *Not applicable*
23. Preventive Maintenance: *None*
- 24a. Special attributes: *None*
- 24b. Section 508 compliance information: *Not applicable*
25. Data Universal Number System (DUNS) number: 146589593
26. Registration in Central Contractor Registration (CCR) database: *RMC Research is registered with the Central Contractor Registration (CCR) database.*

## Hourly Rates by Labor Class for SIN 1 & SIN 7

**Service by Job Class<sup>1</sup> for SIN 1 and SIN 7**

**RMC Hourly Rates for  
1/31/2015 - 1/30/2016**

### LABOR CLASS I SENIOR MANAGEMENT

Principal Investigator (I)	\$	287.16
Principal Technical Assistance Director (I)	\$	287.16
Evaluation & Research Project Director (I)	\$	283.70
Technical Assistance Project Director (I)	\$	283.70
Research & Evaluation Project Manager/Coordinator (I)	\$	196.73
Technical Assistance Project Manager/Coordinator (I)	\$	196.73

### LABOR CLASS II SENIOR TECHNICAL

Senior Research & Evaluation Associate (II)	\$	174.91
Senior Technical Assistance Associate (II)	\$	179.42
Deputy Research & Evaluation Project Director (II)	\$	153.38
Deputy Technical Assistance Project Director (II)	\$	154.57
Senior Analyst/Statistician (II)	\$	155.94
Senior Research & Evaluation Analyst (II)	\$	155.94
Research & Evaluation Associate (II)	\$	131.99
Technical Assistance Associate (II)	\$	112.45

### LABOR CLASS III INTERMEDIATE TECHNICAL

Intermediate Research & Evaluation Associate (III)	\$	126.74
Intermediate Technical Assistance Associate (III)	\$	105.85
Instrument Developer (III)	\$	116.42
Research & Evaluation Associate (III)	\$	116.42
Technical Assistance Associate (III)	\$	122.65
Field Work Coordinator (III)	\$	116.15

### LABOR CLASS IV JUNIOR TECHNICAL

Technical Assistance Associate (IV)	\$	114.64
Interviewer Assessor Associate (IV)	\$	114.64
Data Collector (IV)	\$	107.60
Technical Assistance Assistant (IV)	\$	100.61
Research Assistant (IV)	\$	74.87
Assistant Data Collector (IV)	\$	73.50

**Service by Job Class<sup>1</sup> for SIN 1 and SIN 7 (continued)****RMC Hourly Rates  
1/31/2015-1/30/2016****LABOR CLASS V IT SPECIALISTS**

Director/Supervisor IT Support (V)	\$	120.21
Senior IT Associate/Programmer (V)	\$	79.33
IT Associate (V)	\$	65.09

**LABOR CLASS VI OTHER TECHNICAL**

Graphic Designer (VI)	\$	144.14
Media Technical Specialist (VI)	\$	85.72
Editor (VI)	\$	86.27

**LABOR CLASS VII SECRETARIAL/CLERICAL SUPPORT**

Support Staff Coordinator (VII)	\$	80.51
Program Assistant (VII)	\$	71.08
Event Coordinator (VII)	\$	71.08
Office Assistant/Data Entry (VII)	\$	55.33

NOTE 1: Rates beyond 1/30/2016 are subject to Economic Price Adjustments as specified in GSAR 552.216-70, *Economic Price Adjustment-FSS Multiple Award Schedule Contracts*

# Descriptions by Labor Class for SIN 1 & SIN 7

**RMC Research Functional Descriptions for MOBIS Contract # GS-02F-0072X  
Position classifications for Consulting Services (SIN 1), and  
Program and Project Management Services (SIN 7)**

Position Title	Minimum Experience	Minimum Education	Functional Responsibilities
<b>Senior Management (Labor Class I)</b>			
Principal Investigator (I)	8 years of related senior management experience in research or evaluation	Doctorate in social science with emphasis on research and evaluation methods	Provide executive evaluation and research planning services to primary funding agencies. Provide conceptual leadership and senior management for the design and implementation of evaluation and research projects and clusters of projects with complex scopes of work and extensive resource requirements.
Principal Technical Assistance Director (I)	8 years of related senior management and senior technical experience managing technical assistance services	Doctorate in content area(s) aligned with the technical assistance content domain	Provide executive planning services to sponsors of technical assistance services. Provide leadership and senior management for technical assistance projects or clusters of projects with a large number of intended recipient agencies, complex scopes of work, and extensive resource requirements.
Evaluation & Research Project Director (I)	6 years of related senior management and senior technical experience in research or evaluation	Doctorate in social science with emphasis on research and evaluation methods	Primary responsibility for leading the development of evaluation plans and designs. Primary responsibility for guiding the implementation of evaluation and research study designs. Provide conceptual and technical leadership to evaluation and research project teams. Responsible for developing or approving project plans including objectives, budgets, milestones, staffing requirements, and timelines. Primary responsibility for insuring the quality of all work and the timely accomplishment of major milestones. Oversee the work of subcontractors as required.

<b>Position Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
Technical Assistance Project Director (I)	6 years of related senior management and senior technical experience in technical assistance	Masters Degree in content area(s) aligned with the technical assistance content domain	<p>Primary responsibility for planning and coordinating the provision of technical assistance services to receiving organizations targeted for technical assistance.</p> <p>Provide conceptual and technical leadership to technical assistance project team members.</p> <p>Responsible for developing or approving project plans including objectives, budgets, milestones, staffing requirements, and timelines.</p> <p>Primary responsibility for insuring the quality of technical assistance services and the timely accomplishment of major milestones.</p>
Research & Evaluation Project Manager—Coordinator (I)	4 years of senior technical experience in research or evaluation	Doctorate in social science with emphasis on research and evaluation methods	<p>Assist project directors or Principal Investigators with the development of project plans including milestones, staffing requirements, and timelines.</p> <p>Monitor project implementation to identify implementation issues in need of attention, and implement or recommend corrective action when needed.</p>
Technical Assistance Project Manager—Coordinator (I)	4 years of senior technical experience in technical assistance	Masters Degree in content area(s) aligned with the technical assistance content domain	<p>Assist project directors with the development of technical assistance project plans including milestones, staffing requirements and plans, and timelines.</p> <p>Monitor project implementation, identify implementation issues in need of attention and implement or recommend corrective action when needed.</p>
<b>Senior Technical (Labor Class II)</b>			
Senior Research & Evaluation Associate (II)	4 years of senior technical experience	Doctorate in social science with emphasis on research and evaluation methods	<p>Lead the development of evaluation and research plans and designs to address evaluation or research questions.</p> <p>Lead the development of appropriate data collection methods and formulate specifications for instruments and data collection protocols.</p> <p>Guide the development of instruments, measures, and analysis plans to ensure that results address established evaluation questions or research hypotheses.</p> <p>Anticipate challenges to research design, data collection, and analysis and formulate strategies, and methods to address challenges.</p>

<b>Position Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
Senior Technical Assistance Associate (II)	4 years of senior technical experience	Masters Degree in content area(s) aligned with the technical assistance content domain	<p>Develop and implement technical plans and recommendations for sponsors of technical assistance services.</p> <p>Provide expert consultation on topics central to the technical assistance mission.</p> <p>Provide training and consultation on central topics or themes for technical assistance.</p> <p>Identify linkages to relevant subject matter experts, external consultants, and other resources to address receiving client's needs for technical assistance.</p> <p>Anticipate challenges to the provision of quality technical assistance services and formulate strategies to meet those challenges.</p> <p>Direct and contribute to the development of technical assistance support materials.</p>
Deputy Research & Evaluation Project Director (II)	6 years of senior technical and intermediate technical experience	Doctorate in social science with emphasis on research and evaluation methods	<p>Assist a Principal Investigator or Project Director in carrying out project leadership functions.</p> <p>Identify and analyze client evaluation and research goals to identify research questions.</p> <p>Lead the conceptualization of plans to address client research and evaluation objectives.</p> <p>Anticipate challenges to research design, data collection, and analysis activities, and formulate solutions.</p>
Deputy Technical Assistance Project Director (II)	6 years of senior technical and intermediate technical experience	Masters Degree in content area(s) aligned with the technical assistance content domain	<p>Assist Principal Technical Assistance Director or Technical Assistance Project Director in carrying out project leadership functions.</p> <p>Guide the assessment of receiving client needs and technical assistance priorities.</p> <p>Conceptualize strategies to address client needs.</p> <p>Lead selected project tasks or services to address the needs of major client organizations.</p> <p>Anticipate challenges to the implementation of technical assistance activities, and recommend solutions.</p> <p>Direct and contribute to the development of technical assistance support materials.</p>
Senior Analyst/ Statistician (II)	2 years of senior technical experience	Doctorate in social science with emphasis on statistics or survey research methods	<p>Apply state of the art statistical procedures, including sampling design, power analysis, multivariate analytic methods, statistical modeling, and the interpretation of results.</p>

<b>Position Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
Senior Research & Evaluation Analyst (II)	4 years of intermediate technical experience	Masters Degree in social science with emphasis on statistics and analytic methods	Plan and conduct appropriate analyses to address established research or evaluation questions. Conduct complex, multivariate statistical analyses using state of the art methods and software. Contribute to conceptualizing data collection, analysis, and reporting strategies and methods for large, multiyear projects.
Research & Evaluation Associate (II)	4 years of intermediate technical experience	Masters Degree in social science with emphasis on statistics and survey research methodology	Assist with the identification of client evaluation and research goals and objectives. Assist in the formulation of data collection plans, instrument, measures, analysis plans, and reporting strategies and methods. Supervise and contribute to the development of data collection instruments, measures, analysis plans, and reports for moderate size projects. Assist with these activities for larger, multiyear projects.
Technical Assistance Associate (II)	4 years of intermediate technical experience	Masters Degree in content area(s) aligned with the technical assistance content domain	Assist in the conceptualization of strategies to address receiving client technical assistance needs. Perform selected project tasks or services to selected receiving client organizations. Anticipate challenges to the implementation of technical assistance activities, and recommend solutions. Contribute to the design and development of technical assistance support materials.
<b>Intermediate Technical (Labor Class III)</b>			
Intermediate Research & Evaluation Associate (III)	4 years of intermediate technical experience	Masters Degree in social science with emphasis on research or evaluation methods	Conduct appropriate analyses to address established research or evaluation questions. Perform well established, multivariate statistical analyses using appropriate software. Contribute to development of data collection plans, instruments and measures, analysis designs, and reporting strategies.
Intermediate Technical Assistance Associate (III)	4 years of intermediate technical experience	Masters Degree in content area(s) aligned with the technical assistance content domain	Provide support for the development of plans and strategies to address client technical assistance needs. Support selected project tasks or services to selected client organizations. Anticipate challenges to the implementation of technical assistance activities, and recommend solutions.

<b>Position Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
			Contribute to the development of technical assistance support materials. Focus projects of small to moderate size.
Instrument Developer (III)	4 years of intermediate and junior technical experience	Masters Degree in social science with emphasis on research or evaluation methods	Conduct literature searches using Internet and library tools. Create survey, interview, focus group, archival extract, and other instruments designed to gather data to meet client needs. Pilot test instruments and revise them based on feedback.
Research & Evaluation Associate (III)	4 years of intermediate and junior technical experience	Masters Degree in social science with emphasis on research or evaluation methods	Plan and conduct appropriate analyses to address established research or evaluation questions. Perform well established, multivariate statistical analyses using appropriate software. Contribute to the development of data collection plans, data collection instruments, analysis plans, and reporting strategies and methods.
Technical Assistance Associate (III)	4 years of intermediate and junior technical experience	Masters Degree in content area(s) aligned with the technical assistance content domain	Contribute to the development of technical assistance training materials and presentations. Conduct literature searches using Internet and library tools to support the development of technical assistance materials.
Field Work Coordinator (III)	4 years of junior technical experience	Masters Degree in social science or education	Coordinate the scheduling of field data collection. Provide training and logistical support for data collectors to ensure standardized, high quality data collection.
<b>Junior Technical (Labor Class IV)</b>			
Technical Assistance Associate (IV)	4 years of experience and/or related training	BA/BS	Assist with the development of technical assistance support materials. Conduct literature searches using Internet and library tools. Provide logistical support for project activities. Assist in preparing reports.
Interviewer Assessor Associate (IV)	4 years of experience and/or related training	BA/BS	Conduct structured interviews, focus groups, and classroom observations. Record interview and observational data using specified formats.

<b>Position Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
Data Collector (IV)	4 years of experience and/or related training	BA/BS	Administer surveys, extract archival data, and review documents. Record and code data according to specified formats.
Technical Assistance Assistant (IV)	2 years of experience and/or related training	BA/BS	Contribute to development of materials to support technical assistance. Conduct literature searches using Internet and library tools.
Research Assistant (IV)	1 year of experience and/or related training	BA/BS	Assist with survey administration, structured and semi-structured interviews administration, and focus groups.
Assistant Data Collector (IV)	1 year of experience and/or related training	BA/BS	Assist Interviewers and lead data collectors with survey administration, interviews, document reviews, and extracting archival data.
<b>IT Specialists (Labor Class V)</b>			
Director/Supervisor IT Support (V)	6 years of IT experience	BS in Computer Science, Engineering, Information Technology, or related fields	Plan, implement, and maintain all aspects of IT to ensure optimal functioning of an office IT infrastructure with minimal disruption to staff productivity. Stay current with IT trends. Anticipate problems and solutions as technology advances.
Senior IT Associate/Programmer (V)	5 years of IT experience	BS in Computer Science, Engineering, Information Technology, or related fields	Plan, develop, and deploy web-based and database and other technical solutions to meet project IT requirements. Program applications using a variety of PC-based software.
IT Associate (V)	3 years of IT experience	BS in Computer Science, Engineering, Information Technology, or related fields	Train and assist staff in the routine use of information technology. Set up and maintain shared equipment such as laptop computers, assist other IT staff in deploying technology upgrades and maintaining work stations. Troubleshoot routine technical IT problems.
<b>Other Technical (Labor Class VI)</b>			
Graphic Designer (VI)	2 years of related experience	BA/BS	Design and develop high quality graphics for use in technical assistance and training materials, reports and presentations.

<b>Position Title</b>	<b>Minimum Experience</b>	<b>Minimum Education</b>	<b>Functional Responsibilities</b>
Media Technical Specialist (VI)	2 years of related experience	BA/BS	Provide media support services for Webinars and live presentations using state-of-the-art electronic media.
Editor (VI)	2 years of related experience	BA/BS	Edit documents to ensure clarity, readability, and conformance with applicable standards.
<b>Secretarial/Clerical Support (Labor Class VII)</b>			
Support Staff Coordinator (VII)	8 years of related experience	BA/BS Business, Accounting, or other related discipline preferred; HS required	Supervise office support staff. Lead the development and application of document standards. Ensure quality control of documents.
Program Assistant (VII)	3 years of related experience	HS Diploma	Provide high level word processing, data entry, and other clerical support
Event Coordinator (VII)	3 years of related experience	AA/HS Diploma	Implement event planning activities including scheduling, negotiating agreements, notifying event participants.
Office Assistant/Data Entry (VII)	1 year of experience	HS Diploma	Provide word processing, data entry, and clerical support (e.g., hardcopy and electronic file maintenance).

### Experience Degree Equivalencies

<b>Degree</b>	<b>Related Experience</b>
Associate's Degree (AA/AS) is equivalent to	HS plus 3 years of job related experience
Bachelor's Degree (BA/BS/BE) is equivalent to	HS plus 6 years, or AA/AS plus 4 years of job related experience
Master's Degree (MA/MS/MEd) is equivalent to	BA/BS/BE plus 3 years of job related experience
Doctorate Degree (PhD/EdD) is equivalent to	MA/MS/MEd plus 3 years of job related experience

## Hourly Rates by Labor Class for SIN 4

Service by Labor Class <sup>1</sup> for SIN 4		RMC Hourly Rates For 1/31/2015-1/30/2016
<b>LABOR CLASS I SENIOR MANAGEMENT</b>		
Principal Training Services Director (I)	\$	287.16
Training Services Director (I)	\$	196.73
Training Manager/Coordinator (I)	\$	179.42
<b>LABOR CLASS II SENIOR TECHNICAL</b>		
Senior Training Associate (II)	\$	174.91
Deputy Training Director (II)	\$	154.57
Training Associate (II)	\$	145.62
<b>LABOR CLASS III INTERMEDIATE TECHNICAL</b>		
Intermediate Training Associate (III)	\$	105.85
Training Materials Development Associate (III)	\$	116.42
<b>LABOR CLASS IV JUNIOR TECHNICAL</b>		
Training Associate (IV)	\$	105.85
Technical Assistance Assistant (IV)	\$	100.61
<b>LABOR CLASS V IT SPECIALISTS</b>		
Director/Supervisor IT Support (V)	\$	120.21
Senior IT Associate/Programmer (V)	\$	79.33
IT Associate (V)	\$	66.09
<b>LABOR CLASS VI OTHER TECHNICAL</b>		
Producer (VI)	\$	144.14
Graphic Designer (VI)	\$	85.72
Media Technical Specialist (VI)	\$	85.72
Editor (VI)	\$	86.27
<b>LABOR CLASS VII SECRETARIAL/CLERICAL SUPPORT</b>		
Support Staff Coordinator (VII)	\$	80.51
Program Assistant (VII)	\$	71.08
Event Coordinator (VII)	\$	71.08
Office Assistant/Data Entry (VII)	\$	55.33

NOTE 1: Rates beyond 1/30/2016 are subject to Economic Price Adjustments as specified in  
GSAR 552.216-70, *Economic Price Adjustment-FSS Multiple Award Schedule Contracts*

For additional information please contact Everett W. Barnes, Jr. at the Portsmouth office of RMC  
Research by E-Mail (ebarnes@rmcres.com) or telephone (voice: 603. 422.8888 / 800.258.0802 or  
facsimile: 603.436.9166)

## Descriptions by Labor Class for SIN 4

### RMC Research Functional Descriptions for MOBIS Contract # GS-02F-0072X Position classifications for Training Services (SIN 4)

Position Title	Minimum Experience	Minimum Education	Functional Responsibilities
<b>Senior Management (Labor Class I)</b>			
Principal Training Services Director (I)	8 years of related senior management and senior technical experience in training services	Doctorate with emphasis on educational leadership, curriculum and instruction, and instructional technology	<p>Provide executive planning services to sponsors of training programs.</p> <p>Provide leadership and senior management for training projects or clusters of projects with a large number of intended recipient agencies, complex scopes of work, and extensive resource requirements.</p>
Training Services Director (I)	6 years of related senior management and senior technical experience in training services	Doctorate with emphasis on educational leadership, curriculum and instruction, and instructional technology	<p>Primary responsibility for planning and coordinating the provision of training services to client organizations.</p> <p>Provide conceptual and technical leadership to training team members.</p> <p>Responsible for developing or approving project plans including objectives, budgets, milestones, staffing requirements, and timelines.</p> <p>Primary responsibility for insuring the quality of training services and the timely accomplishment of major milestones.</p>
Training Manager—Coordinator (I)	4 years of senior technical experience in training assistance	Doctorate with emphasis on educational leadership, curriculum and instruction, and instructional technology	<p>Assist training directors with the development of training plans including milestones, staffing requirements and plans, and timelines.</p> <p>Monitor project implementation, identify implementation issues in need of attention and implement or recommend corrective action when needed.</p>
<b>Senior Technical (Labor Class II)</b>			
Senior Training Associate (II)	4 years of senior technical experience	Masters Degree with emphasis on educational leadership, curriculum and instruction, and instructional	<p>Develop and implement training plans and recommendations for sponsors of training services.</p> <p>Lead customization of training content and delivery based on client and requirements.</p>

Position Title	Minimum Experience	Minimum Education	Functional Responsibilities
		technology	<p>Provide expert training and consultation on topics central to topics for training.</p> <p>Identify linkages to relevant subject matter experts, external consultants, and other resources to address receiving client's needs for training.</p> <p>Anticipate challenges to the provision of quality training and formulate strategies to meet those challenges.</p> <p>Direct and contribute to the development of training support materials.</p> <p>Build client capacity to monitor the implementation of training content.</p>
Deputy Training Director (II)	6 years of senior and intermediate technical experience	Masters Degree with emphasis on educational leadership, curriculum and instruction, and instructional technology	<p>Assist Training Director in carrying out project leadership functions.</p> <p>Assess client needs for professional development and training.</p>
Training Associate (II)	4 years of intermediate technical experience	Masters Degree with emphasis on educational leadership, curriculum and instruction, and instructional technology	<p>Deliver professional development and training.</p> <p>Provide consultation and professional development services.</p> <p>Link clients to high quality research-based resources.</p> <p>Build client capacity to monitor the implementation of training content.</p>
<b>Intermediate Technical (Labor Class III)</b>			
Intermediate Training Associate (III)	3 years of intermediate technical experience	Masters Degree with emphasis on educational leadership, curriculum and instruction, and instructional technology	<p>Guide and contribute to the development of professional development and training materials and presentations.</p> <p>Deliver professional development and training services.</p>
Training Materials Development Associate (III)	4 years of junior technical experience	Masters Degree with emphasis on educational leadership, curriculum and instruction, instructional technology, or	<p>Develop professional development and training materials and presentations.</p> <p>Assist in the delivery of professional development and training.</p>

Position Title	Minimum Experience	Minimum Education	Functional Responsibilities
		social program design and service	
<b>Junior Technical (Labor Class IV)</b>			
Training Associate (IV)	4 years of experience and/or related training	BA/BS	Assist in development of materials designed to support professional development and training activities. Conduct literature searches using Internet and library tools. Provide logistical support for training activities.
Technical Assistance Assistant (IV)	2 years of experience and/or related training	BA/BS	Assist in development of documents and presentations designed to support training activities. Conduct literature searches using Internet and library tools.
<b>IT Specialists (Labor Class V)</b>			
Director/Supervisor IT Support (V)	6 years of IT experience	BS in Computer Science, Engineering, Information Technology, or related fields	Plan, implement, and maintain all aspects of IT to ensure optimal functioning of an office IT infrastructure with minimal disruption to staff productivity. Stay current with IT trends. Anticipate problems and solutions as technology advances.
Senior IT Associate/Programmer (V)	5 years of IT experience	BS in Computer Science, Engineering, Information Technology, or related fields	Plan, develop, and deploy web-based database applications and other technical solutions to meet project IT requirements. Program applications using a variety of PC-based software.
IT Associate (V)	3 years of IT experience	BS in Computer Science, Engineering, Information Technology, or related fields	Train and assist staff in the routine use of information technology. Set up and maintain shared equipment such as desktop and laptop computers, printers, and scanners and assist IT supervisors in the deployment of technology upgrades. Troubleshoot routine technical IT problems.
<b>Other Technical (Labor Class VI)</b>			
Producer (VI)	2 years of experience	BA	Manage the production of training modules to integrate the content objectives of training with the design of graphics and other training materials or media.
Graphic Designer (VI)	2 years of graphic design	BA	Design and develop high quality graphics for use in technical assistance and training materials,

Position Title	Minimum Experience	Minimum Education	Functional Responsibilities
	experience		reports and presentations.
Media Technical Specialist (VI)	2 years of related experience	BA	Provide media support services for Webinars and live presentations using state-of-the-art electronic media.
Editor (VI)	2 years of editing experience	BA	Edit documents to ensure clarity, readability, and conformance with applicable standards.
<b>Secretarial/Clerical Support (Class VII)</b>			
Support Staff Coordinator (VII)	8 years of related experience	BA/BS Business, Accounting, or other related discipline preferred; HS required	Supervise office support staff. Lead the development and application of document standards. Ensure quality control of documents.
Program Assistant (VII)	3 years of related experience	HS Diploma	Provide high level word processing, data entry, and other clerical support.
Event Coordinator (VII)	3 years of related experience	AA HS Diploma	Implement event planning activities including scheduling, negotiating agreements, notifying event participants.
Office Assistant/Data Entry (VII)	1 year of related experience	HS Diploma	Provide word processing, data entry, and clerical support (e.g., hardcopy and electronic file maintenance).

### Experience Degree Equivalencies

Degree	Related Experience
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Doctorate Degree (PhD/EdD) is equivalent to	MA/MS/MEd plus 3 years of job related experience

## Services Ordering Process for MOBIS: RMC Research Corporation

MOBIS is a competitively awarded contract. Each client agency has specific contract procedures that it will follow when using this simplified procurement process. Orders flow directly from the client agency to RMC Research and others with MOBIS contracts. There is no middleman, no bureaucracy to deal with, no need to advertise, and no need to deal with anyone outside your own agency. The following are the general guidelines that GSA has proposed.

- A. If a customer solicits proposals from firms on the Schedule, these are the steps that can be followed:
- Step 1.** The Customer sends a Task Request to RMC Research's MOBIS Coordinator or Contractual Representative via fax or email. The request should include RMC Research's MOBIS Contract Number (GS-02F-0072X).  
Dr. Everett Barnes, Jr., President  
RMC Research Corporation  
1000 Market Street, Building 2  
Portsmouth, New Hampshire 03801-3306  
Voice: 603.422.8888 / 800.258.0802 Facsimile: 603.436.9166  
E-Mail: ebarnes@rmcres.com
  - Step 2.** RMC Research reviews the request and develops a proposal consisting of two parts: Technical and Price.
  - Step 3.** RMC Research submits the proposal to the Customer (either letter proposal or oral presentation).
  - Step 4.** The customer reviews the proposal and makes a best-value determination.
  - Step 5.** If RMC Research is selected, the Customer issues a delivery order/task order to RMC Research.
- B. When the Customer selects RMC Research based on a best-value determination, these are the steps that can be followed:
- Step 1.** RMC Research meets with the Customer to define and document the requirements.
  - Step 2.** The Customer reviews the project definition and modifies it as necessary
  - Step 3.** RMC Research advises the Customer of the labor mix and the cost to meet the identified project requirements.
  - Step 4.** The Customer provides the project definition and funding documents to its internal Contracting Officer.

**Step 5.** The Customer's Contracting Office executes the purchase order and issues it directly to RMC Research. The purchase order should include RMC Research's MOBIS Contract Number (GS-02F-0072X).

**Step 6:** RMC Research begins the work.

Free GSA Schedules training is available for customers, contractors, and the general public by accessing the Center for Acquisition Excellence at: [www.gsa.gov/centerforacquisitionexcellence](http://www.gsa.gov/centerforacquisitionexcellence).