

Indiana University

GENERAL SERVICES ADMINISTRATION

Federal Supply Service Authorized Federal Supply Schedule Price List

Note: Prices Shown Herein Are Net (discount deducted).

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 GSA Advantage!® is: *GSAAdvantage.gov*.

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

Schedule Title: Multiple Award Schedule

FSC Group: Professional Services

Special Item Numbers (SINs):

541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (PSC: R408)

611430 - Professional and Management Development Training (PSC: R704)

ANCILLARY – Ancillary Supplies and Services

OLM – Order-Level Materials

Contract Number: **GS-02F-0073Y**

Contract Period: **February 3, 2022 through February 2, 2027**

Contractor's name, address, and phone number: Trustees of Indiana University
107 S. Indiana Avenue
Bloomington, Indiana 47405-7000
(812) 855-7110

Contract administration source: Trisha Adams
Office of Research Administration
509 East Third Street
Bloomington, Indiana 47401-3654
(317) 278-3473

Business Size: Other Than Small Business

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Customer Information

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

541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services (page 6)

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1b. **Prices:** See page 11 for labor categories and hourly rates.

1c. **Labor Categories:** See page 13 for descriptions of labor categories and required experience and education for each.

2. **Maximum order:** \$1 million

3. **Minimum order:** \$100

4. **Geographic coverage:** Worldwide

5. **Point of Production:** Bloomington, Monroe County, Indiana

6. **Prices shown in this FSS Price List are Net (discount deducted).**

7. **Quantity discounts:** None

8. **Prompt payment terms:** None

9. **Foreign items:** None

10a. **Time of delivery** By Task Order

10b. **Expedited Delivery:** 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.** Indiana University
Office of Research Administration
509 East Third Street
Bloomington, IN 47401-3654
- 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:** Indiana University
Office of Research Administration
Dept 78867
P.O. Box 78000
Detroit, MI 48278-0867
14. **Warranty provision:** Standard Contract Clause
15. **Export packing charges, if applicable:** Contact Contractor
16. **Terms and conditions of rental, maintenance, and repair:** Not Applicable
17. **Terms and conditions of installation:** Not Applicable
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts fromlist prices:** Not Applicable
- 18b. **Terms and conditions for any other services:** Not Applicable
19. **List of service and distribution points:** Not Applicable
20. **List of participating dealers:** Not Applicable
21. **Preventive maintenance:** Not Applicable
- 22a. **Special attributes such as environmental attributes:** 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:**
Not Applicable
23. **Data Universal Number System (DUNS) number:** 00-604-6700
24. **Notification regarding registration in System for Award Management (SAM) database:**
Registered

Services Ordering Process

From the list of Indiana University research centers and institutes (<https://research.iu.edu/about/centers-institutes/index.html>), government agencies should contact the IUcenter or institute that focuses on research and services of the type they need for the project.

If it is unclear which center or institute may be best suited for the project, the government purchasing/contract officer should contact the IU Office of Research Administration. The ORA staff will then have an appropriate IU research leader contact the agency to discuss what the government needs.

If it is necessary to do this, the ORA staff person to contact is a member of Proposal and Award Services, which can be reached at 317-278-3473 or iuaward@iu.edu.

IU staff in the designated center or institute will work with representatives of the government agency to understand the need, and then develop a proposal to meet that need, using the necessary mix of labor categories and price figures from this price list. The Office of Research Administration will review and approve the proposal before it is formally submitted to the government agency.

When the proposed approach to the work is accepted by the government, the ORA staff will manage the contract details on behalf of Indiana University.

Awarded Services

SIN 541611 - Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Examples of **consulting services** offered by Indiana University include:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports including:
 - Mission-oriented business programs or initiatives
 - Educational studies
 - Regulatory or policy studies
 - Health care studies
 - Economic studies
 - Preparedness studies
- Customized business training as needed to complete a consulting assignment
- Policy and regulation development assistance
- Advisory and assistance services (other than financial audits or staff augmentation)

Indiana University assembles the necessary subject matter experts, technical assistance, and program evaluation professionals to provide the appropriate expertise to assist in improving the organization, developing strategies, and designing effective mission-oriented programs. IU provides planning, design, and review of program evaluation systems, developing differentiated design and innovative methodologies, and applying technology where best suited to assist in measuring and achieving results.

Indiana University provides **facilitation and related decision support services**, promotes collaboration, and directs and facilitates working groups, stakeholders, and integrated process teams.

Examples of facilitation services offered by Indiana University include:

- Define, refine and resolve disputes and disagreements
- Lead or facilitate group briefings and discussions to enable focused decision-making
- Provide facilitation support services to include conference and meeting planning and support services, provide minutes, and document consensus
- Provide briefings and debriefings to management and stakeholders
- Prepare and provide draft and final reports

Through structured and planned facilitation services, Indiana University determines agendas and objectives in collaboration with the customer lead person, and delivers facilitation services in order to obtain a clearer understanding of stakeholder inputs on program issues and to develop improvement strategies.

Indiana University conducts and supports all phases of **assessments** including all phases of the survey process.

Examples of **survey services** offered by Indiana University include:

- Planning, design and development of surveys
- Pretesting and piloting survey instruments
- Assessing reliability and validity of data
- Conducting and administering surveys
- Performing qualitative and quantitative analyses
- Developing and producing reports from surveys
- Providing briefings and summary findings

Indiana University, through its centers, designs and administers surveys to assist in research efforts. Most IU research centers are capable of supporting various levels of survey work. However, the IU Center for Survey Research (CSR) has an especially rich background of conducting surveys and leading the evolution of survey methodologies. CSR has conducted data collection and database support activities for large-scale survey efforts such as the National Survey of Student Engagement (NSSE), with samples of over 1,500,000 randomly selected undergraduate students from the U.S. and Canada, as well surveys for as the National Science Foundation, the National Institutes of Health, and many other organizations.

IU's survey services include the management, staff and facilities required to conduct all phases of telephone, mail and Web surveys, employing personnel trained in all aspects of survey research, including questionnaire design, sampling, interviewing, conducting focus groups, encoding data, and analysis of data. IU provides development and maintenance of computer programs and systems that support survey efforts, including conducting telephone and online surveys. Through CSR and its other research centers, IU supports survey data collection, summarization and statistical analysis of data; and supports efforts in data identification, data management, extraction of data from public use files, data mining, and interpretation of data and interrelationships through analysis. Indiana University research teams provide pretests, sampling and weighing of data, assessments and reporting of data analysis findings.

Indiana University possesses strong expertise in **program and performance evaluation**. Of note, this skill and expertise is paramount to establishing and maintaining effective programs, and to assisting organizations in achieving mission objectives.

The following program evaluation services are offered within this SIN:

- Program design with embedded performance monitoring and reporting systems and methods
- Analysis and identification of pertinent and easy to obtain performance indicators
- Assessment of baseline metrics
- Analysis of dependencies and constraints impacting stated goals
- Map and gap analysis of compliance
- Business process re-engineering, process improvement and process engineering
- Change management and capacity building
- Quality management and quality control
- Development and integration of software systems to assist in the data collection and tracking of performance metrics

Researchers and support staff at IU's Center for Evaluation, Policy and Research (CEPR) have a long track record of success in evaluation and research design, data collection, data analysis, and communication of results. CEPR has a strong background in a variety of content areas (e.g., education technology, teacher professional development, literacy, mathematics and science) and methodological approaches to research and evaluation (e.g., formative and summative evaluation, quantitative and qualitative evaluation designs). CEPR has successfully conducted evaluations at the state, national, local, and international levels. Evaluation projects have included both small-scale exploratory and demonstration projects as well as large-scale interventions.

Indiana University provides **professional business services** to assist in the planning, initiating, managing, executing, and closing out mission-oriented business programs and projects.

These **program and project management services** include:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement
- Reporting, documentation, stakeholder briefings, participation in meetings
- Program integration services
- Project support services

Indiana University provides program support services in developing operational improvement strategies and assists in accomplishing program and project goals through the implementation of methods and tools for monitoring goal accomplishment.

IU staff possess expertise in establishing effective project management offices and assisting the tracking of milestones for multiple concurrent tasks within a project or program. In addition, IU provides progress assessments, assistance with allocation of resources and tracking usage, costs and timelines, and also provides recommendations, briefings, and presentations.

Awarded Services

SIN 611430 - Professional and Management Development Training

Indiana University provides support in the development and delivery of customized training, including the development of course design, measurement of objectives, and assessment of best alternatives for use of media and technology to reach the desired target audience. The services include the identification of objectives and performance measures for the course, and the support in defining the content and presentation best suited to achieve the desired educational results.

These training services include but are not limited to:

- Planning, creating, and/or executing test administration
- Learning management
- Customized subject matter specific training and/or educational courses
- Delivery of instructor-led course (i.e., traditional classroom setting or conference/seminar)
- Delivery of course via web-based or other distance learning method and media (i.e., Internet/Intranet, software packages and computer applications)

Indiana University provides experts in instructional design, development of course presentations using the latest technologies, and trainer-led delivery or electronic media distribution. In addition to being a major research university, known for its academic and teaching excellence, IU provides customized training as a part of its management consulting and program evaluation activities.

For the Division of Disability and Rehabilitation Services, IU's Indiana Institute on Disability and Community (IIDC) designed and delivered online and in-person course and training events for over 12,000 direct support professionals that serve families of people with disabilities.

IU's Eppley Institute for Parks and Public Lands, part of IIDC, has provided the National Park Service with trained instructors and guides, using web conference technology, to transition personnel to use the new software systems for facility management operations.

Awarded Services

ANCILLARY - Ancillary Supplies and Services

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to complement a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

OLM - Order-Level Materials (OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed

Labor Categories and Price List by SIN

SIN(s)	LABOR CATEGORY	MINIMUM EDUCATION	YRS. EXPER.	UNIT	IU SITE	GOV. SITE
541611, 611430, Ancillary	Project Director	Master	2	Hour	\$150.46	\$143.62
541611, 611430, Ancillary	Project Manager	Master	2	Hour	\$117.57	\$112.23
541611, 611430, Ancillary	Quality Assurance Specialist	Bachelor	5	Hour	\$118.18	\$112.81
541611, 611430, Ancillary	Principal Investigator	Doctorate	2	Hour	\$170.98	\$163.21
541611, 611430, Ancillary	Research Scientist	Doctorate	2	Hour	\$104.90	\$100.13
541611, 611430, Ancillary	Research Associate	Bachelor	2	Hour	\$105.23	\$100.44
541611, 611430, Ancillary	Project Associate	Bachelor	1	Hour	\$81.98	\$78.25
541611, 611430, Ancillary	Program Evaluator	Master	5	Hour	\$150.46	\$143.62
541611, 611430, Ancillary	Technical Assistance Specialist	Master	5	Hour	\$150.46	\$143.62
541611, 611430, Ancillary	Instructional Designer	Bachelor	10	Hour	\$70.31	\$67.11
541611, 611430, Ancillary	Senior Trainer	Bachelor	5	Hour	\$92.64	\$88.43
541611, 611430, Ancillary	Trainer	Bachelor	2	Hour	\$80.32	\$76.67
541611, 611430, Ancillary	Senior Facilitator	Bachelor	2	Hour	\$117.56	\$112.22
541611, 611430, Ancillary	Facilitator	Bachelor	2	Hour	\$90.65	\$86.53
541611, 611430, Ancillary	IT Systems Architect	Bachelor	10	Hour	\$134.63	128.51
541611, 611430, Ancillary	IT Specialist	Bachelor	5	Hour	\$100.63	\$96.06
541611, 611430, Ancillary	IT Technician	Bachelor	2	Hour	\$79.16	\$75.57
541611, 611430, Ancillary	Web Applications Specialist	Bachelor	5	Hour	\$89.77	\$85.69
541611, 611430, Ancillary	Web Technician	Bachelor	2	Hour	\$83.36	\$79.57
541611, 611430, Ancillary	Communications Specialist	Bachelor	5	Hour	\$99.80	\$95.26
541611, 611430, Ancillary	Communications Technician	Bachelor	2	Hour	\$57.72	\$55.10
541611, 611430, Ancillary	Publications and Media Specialist	Bachelor	5	Hour	\$124.02	\$118.39
541611, 611430, Ancillary	Publications and Media Technician	Bachelor	1	Hour	\$70.22	\$67.03
541611, 611430, Ancillary	Technical Writer	Bachelor	5	Hour	\$70.22	\$67.03
541611, 611430, Ancillary	Survey Specialist	Bachelor	5	Hour	\$119.63	\$114.19

541611, 611430, Ancillary	Survey Technician	Bachelor	1	Hour	\$68.73	\$65.60
541611, 611430, Ancillary	Study Methodologist	Doctorate	2	Hour	\$166.40	\$158.84
541611, 611430, Ancillary	Data Analyst	Bachelor	5	Hour	\$106.02	\$101.20
541611, 611430, Ancillary	Data Technician	High School	5	Hour	\$55.80	\$53.27
541611, 611430, Ancillary	Community relations and service operative	High School & some college	1	Hour	\$46.87	\$44.74
541611, 611430, Ancillary	Graduate Research Assistant	Bachelor and enrollment in Graduate Program	0	Hour	\$41.85	\$39.95
541611, 611430, Ancillary	Student Worker	HS Diploma & current IU student	0	Hour	\$27.65	\$26.40
541611, 611430, Ancillary	Financial Analyst	Bachelor	5	Hour	\$74.40	\$71.02
541611, 611430, Ancillary	Operations Coordinator	Bachelor	2	Hour	\$67.64	\$64.57
541611, 611430, Ancillary	Administrative Assistant	High School	2	Hour	\$42.41	\$40.49
541611, 611430, Ancillary	Subject Matter Expert A	High School	10	Hour	\$256.69	\$245.02
541611, 611430, Ancillary	Subject Matter Expert B	High School	10	Hour	\$176.33	\$168.31
541611, 611430, Ancillary	Subject Matter Expert C	Doctorate	2	Hour	\$200.88	\$191.75

Labor Categories

CLIN	Job Title	Job Description	Min. Educ.	Min.Experience
01	Project Director	A person in charge of program of significant magnitude, manages multiple tasks, ensures that the quality of the services and deliverables meet standards, and is responsible for developing best strategies and approaches project /program related issues; the person has the necessary mastery of the subject matter, has excellent leadership, organizational and communications skills, and understands the mission of the enterprise or program.	Master	2 y
02	Project Manager	A person that can be expected to be responsible for timelines, resource allocation, and compliance with deliverable schedules, and provides day to day operational oversight; this person is the day to day interface point of contact with the customer.	Master	2 y (or project management certification)
03	Quality Assurance & Control Manager	A person with experience or certification in providing audits and reviews compliance with process, process standards (such as ISO or other), and/or deliverable acceptance criteria and general quality criteria.	Bachelor	5 y
04	Principal Investigator	A person with sufficient experience, education and knowledge to be responsible for a research project; this person determines approach, constructs study design and provides content expertise; identifies types of resources required to successfully meet the project objectives.	Doctorate	2 y
05	Research Scientist	A senior level research expert that conducts the analysis and activities related to implementing the study design, and makes decisions based on findings to meet project objectives.	Doctorate	2 y
06	Research Associate	A research expert that supports the implementation of a study design and participates in the accomplishment of project objectives.	Master	2 y
07	Project Associate	An individual that supports the day to day activities required to meet a project objective.	Bachelor	1 y Relevant experience
08	Program Evaluator	An analyst that provides expertise in the assessments and evaluation of programs, and implements designs and strategies, documents and reports on assessments, makes recommendations for program improvements.	Master	5 y (or Doctorate and 2 years)
09	Technical Assistance Specialist	A consultant with expertise in specific areas of discipline, that reviews and designs processes, recommends changes, and develops strategies for capacity building.	Master	5 y (or Doctorate and 2 years)
10	Instructional Designer	An individual with expertise in designing instructional experiences (courses, training, workshops, professional development, etc.) to meet educational objectives for specific target audiences, including the development of support materials to use during the experience.	Bachelor	10 y
11	Senior Trainer	An individual with substantial experience in delivering the content of instructional material in the formats designed specifically to meet educational objectives for defined target audiences.	Bachelor	5 y
12	Trainer	An individual skilled in the delivery of instructional material in the formats designed specifically to meet educational objectives for defined target audiences.	Bachelor	2 y
13	Senior Facilitator	An individual with substantial experience in facilitating groups to achieve consensus and develop plans of actions to meet a variety of organizational objectives, including strategic planning, business process engineering, focus groups, and conflict resolution.	Bachelor	5 y
14	Facilitator	An individual with skilled in facilitating groups of multi-disciplinary individuals from different organizational levels, to achieve consensus and develop plans of actions to meet a variety of organizational objectives, including strategic planning, business process engineering, conducting focus groups, and resolving conflicts.	Bachelor	2 y
15	IT Systems Architect	A person that designs solutions and strategies for managing information as required to support a project's objectives, including meeting organizational criteria such as systems security, certification and accreditation, and enterprise architectures established within an organization.	Bachelor	10 y
16	IT Specialist	A person that implements the design of an information management system to support a project's objectives, including all steps of a software life cycle development, develop and maintain database systems, programmatic coding, and user interface screens, data analysis support and other related IT activities.	Bachelor	5 y (or high school + 10 y relevant experience)

17	IT Technician	A person that installs, maintains, tests and troubleshoots computer systems, applications and networks; provides help desk and technical support.	Bachelor	2 y (or high school and 5 y relevant experience)
18	Web Applications Specialist	A person that designs, implements, and maintains web applications.	Bachelor	5 y (or high school + 10 y relevant experience)
19	Web Technician	A person that assists in monitoring web site usage and maintaining its content; installs and integrates web products; provides technical support.	Bachelor	2 y (or high school and 5 y relevant experience)
20	Communications Specialist	A person experienced in communications, that interfaces with stakeholders and members of the media to design and disseminate information to target audiences; provides public relations and outreach strategies, develops content.	Bachelor	5 y (or masters + 2 yr relevant experience)
21	Communications Technician	A person that assists in the design and dissemination of information to target audiences; assists in monitoring the impact of communications, and supports communications projects.	Bachelor	2 y (or masters degree)
22	Publications & Media Specialist	A person who develops graphics design, visual, sound, printed media to meet specific communications and outreach objectives.	Bachelor	5 y (or masters + 2 yr relevant experience)
23	Publications & Media Technician	A person who assists in the production of media, publications or other form of communication to meet specific outreach objectives.	Bachelor	1 y Relevant experience
24	Technical Writer	A person who develops, edits and produces reports, briefs, and documentation related to different projects, for specific target audiences.	Bachelor	5 y relevant experience (or masters + relevant experience)
25	Survey Specialist	A person who develops survey instruments, conducts pre-testing, administers surveys, and coordinates the implementation surveying approaches; recommends and develops survey design.	Bachelor	5 years relevant experience (or masters + relevant experience)
26	Survey Technician	Administers the survey, collects and monitors quality of survey data and response rates, follow up and produces data reports.	Bachelor	1 y Relevant experience
27	Study Methodologist	A person that provides expertise in research methodologies, designs the research strategy, and develops protocols.	Doctorate	2 y
28	Data Analyst	A person that processes and reports on data analysis, maintains databases, identifies approaches for data quality and data cleansing, provides technical support.	Bachelor	5 years relevant experience (or masters in relevant area)
29	Data Technician	A person who assists in data collection and organization, identifying sources of data, encoding of information.	High School	5 y.
30	Community Relations & Service Operative	A nonprofessional who performs project tasks outside the office requiring interface with the community and/or community partners, such as data collection and off-site meeting/event support activities.	High School and some college	1 y Demonstrated communications skills
31	Graduate Research Assistant	A person attending graduate education that supports a project in a variety of activities to meet objectives.	Bachelor	Currently enrolled in a graduate program
32	Student Worker	A current IU student providing assistance with preparing and shipping materials, entering data, supporting activities/events, and other support tasks congruent with their personal experience to-date. This nonprofessional works under close supervision by project managers and does not perform administrative tasks.	High School diploma and must be a current IU student	0 y. Proven ability to follow directions and complete basic project support tasks
33	Financial Analyst	A person who manages project budgets, provides financial reporting, prepares invoices, and verifies expenditures against projected costs.	Bachelor preferred	5 years relevant experience, or certification
34	Operations Coordinator	A person that provides logistics and operational support to projects.	Bachelor preferred	2 years relevant experience
35	Administrative Assistant	A person that provides administrative support to the project.	High School	2 yrs rel. exper. or Bach. degree
36	Subject Matter Expert A	An individual publicly recognized for their success in a particular field of endeavor relevant to the project.	High School	10 yrs
37	Subject Matter Expert B	A recognized subject specialist that has been published or been written about that can assist in achieving project objectives.	High School	10 yrs
38	Subject Matter Expert C	A recognized expert in a particular field, with academic and industry recognition for their research and achievements.	Doctorate	2 yrs