

**General Services Administration  
Federal Supply Service**

**Mission Oriented Business Integrated Services  
(MOBIS)**

**Federal Supply Group: 874 Class: R499  
Contract Number: GS-02F-0113X**

**Authorized Federal Supply Schedule Price List**

**Contractor:** CRP INC.  
1110 Bonifant St, Suite 400  
Silver Spring, MD 20910  
[crudd@crpcorp.com](mailto:crudd@crpcorp.com)

**Contract Period:** March 30, 2011 through March 29, 2016  
Pricelist current through Award

**Telephone:** 240-247-2142  
**Web Site:** [www.crpcorp.com](http://www.crpcorp.com)  
**Business Size:** large

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA Advantage!<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.*

*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.gsa.gov>.*

**Customer Information**

- 1a. *Awarded Special Item Numbers (SINs):*  
  
SIN 874-1, Integrated Consulting Services  
SIN 874-4, Training Services  
SIN 874-7, Integrated Business Program Support Services
  
- 1b. *Lowest-priced model number and lowest unit price for that model for each awarded:*  
  
Not applicable
  
- 1c. *Labor Category Descriptions and Hourly Rates:*
  
- 2. *Maximum Order:*       \$1,000,000.00
  
- 3. *Minimum Order:*       \$100.00
  
- 4. *Geographic Coverage (Delivery Area):*       Domestic Only
  
- 5. *Point of production:* Same as company address
  
- 6. *Discount from list prices:* Government net prices (discounts already deducted)
  
- 7. *Quantity Discounts:* Considered on a case-by-case bCRPs
  
- 8. *Prompt Payment Terms:* Net 30 days
  
- 9a. *Government purchase cards are accepted at or below the micro-purchase threshold:*  
Yes
  
- 9b. *Government purchase cards are accepted above the micro-purchase threshold:* Yes
  
- 10. *Foreign Items:* None
  
- 11a. *Time of Delivery:* As agreed in each task/delivery order
  
- 11b. *Expedited Delivery:* Contact Contractor
  
- 11c. *Overnight and 2-day Delivery:* Contact Contractor
  
- 11d. *Urgent Requirements:* Contact Contractor
  
- 12. *F.O.B. Point(s):* Destination

- 13a. *Ordering Address:* CRP INC.  
1110 Bonifant St, Suite 400  
Silver Spring, ND 209
- 13b. *Ordering Procedures:* For supplies and services, the ordering procedures, and information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. *Payment Address:* CRP INC.  
1110 Bonifant St, Suite 400  
Silver Spring, ND 20910
15. *Warranty Provision:* Contractor's standard warranty
16. *Export Packing Charges:* Not applicable
17. *Terms and Conditions of Government purchase card acceptance:* Contact Contractor
18. *Terms and conditions of rental, maintenance and repair:* Not applicable
14. *Terms and conditions of installation:* Not applicable
15. *Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:* Not applicable
- 20a. *Terms and conditions for any other services:* Not applicable
16. *List of service and distribution points:* Not applicable
17. *List of participating dealers:* Not applicable
18. *Preventive Maintenance:* Not applicable
- 24a. *Special attributes such as environmental attributes:* Not applicable
- 24b. *Section 508 compliance:* Not applicable
25. *Data Universal Numbering System (DUNS) Number:* 197629082
26. *Central Contractor Registration (CCR) database:* Registered
27. *Uncompensated Overtime:* Not applicable
28. Contractor will accept labor hour and firm fixed-price orders

**CRP Hourly Rates**

<u>SINs</u>	<u>Labor Categories</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
874-1, -4, -7	1. Project Director	112.35	115.56	118.87	122.27	125.76
874-1, -4, -7	2. Task Manager	78.18	80.42	82.72	85.08	87.51
874-1, -4, -7	3. Policy Analyst	117.24	120.59	124.04	127.59	131.24
874-4	4. Conference Manger	97.71	100.50	103.38	106.34	109.38
874-4	5. Events Coordinator	74.15	76.27	78.45	80.70	83.00
874-1, -4, -7	6. Senior Researcher	79.31	81.58	83.91	86.31	88.78
874-1, -4, -7	7. Senior Writer	104.26	107.24	110.31	113.46	116.71
874-1, -4, -7	8. Senior Editor	107.60	110.68	113.84	117.10	120.45
874-1, -4, -7	9. Administrative Assistant	56.40	58.01	59.67	61.38	63.13

Year 1 - 3/30/2011 to 3/29/2012

Year 2 - 3/30/2012 to 3/29/2013

Year 3 - 3/30/2013 to 3/29/2014

Year 4 - 3/30/2014 to 3/29/2015

Year 1 - 3/30/2015 to 3/29/2016

## **CRP Labor Category Descriptions**

### **(1) Project Director**

***Required education and experience:*** Bachelor's degree in business administration or other related discipline in the social sciences; master's degree, MBA, or PhD preferred. This position requires a minimum of 7 years of experience, five of which must be specialized. Specialized experience includes project development from inception to implementation, significant expertise in client relationship management, expertise in the management and control of funds and resources using complex reporting mechanisms, and/or demonstrated capability in managing multi-task contracts and/or subcontracts of various types and complexity. Must also possess strong facilitation and cross-functional team facilitation skills.

Directs all aspects of the development and implementation of assigned projects and serves as a single point of contact for those projects; provides overall leadership and direction in ensuring that all contract requirements are met. Reports to and works closely with the Corporate Monitor in reviewing draft work plans and budgets for individual task-order projects, allocating resources across task areas, devising and monitoring quality control systems, collecting and reviewing progress data, identifying corrective actions, and monitoring costs. Coordinates task assignments; supervises managers, consultants, and subcontractors; develops a master plan of staff and consultant assignments; recruits staff and consultants, as needed; monitors and evaluates performance; reviews major deliverables; monitors the budget; and serves as the primary liaison to the Government Project Officer (GPO), Contracting Officer's Representative (COR), Contracting Officer's Technical Representative (COTR), Task Leader (TL) or Task Order Officer (TOO). Delegates the work of translating client needs and/or objectives into specific deliverables in a timely and cost efficient manner. Ensures that the project is accomplished on time and within budget and conducts internal quality reviews of deliverables to ensure that they meet or exceed client-approved formats, expectations and layout specifications. Serves as an architect of the technical approach on project proposals. Represents the project at strategic meetings and briefings.

### **(2) Task Manager**

***Required education and experience:*** BA/BS, plus a minimum of 4 years or directly- related experience. Knowledge of Federal contract and procurement practices is preferred.

Provides day-to-day direction to projects and works closely with the project director in developing the project work plan and coordinating staff assignments. Executes task-order work assignments, including supervising assigned staff, maintaining quality work performance, monitoring staff progress; adjusting resources and performing technical tasks; preparing and reviewing work products; and producing work products. Utilizes, maintains control over, and redirects available resources as necessary to complete tasks in accordance with scheduled milestones and budgetary constraints. Responsible for applying quality-control measures as required to assure that services and products meet client needs and standards. Interacts continuously with government technical representatives to present interim results, discuss concerns, and ensure total product/service satisfaction.

### **(3) Policy Analyst**

***Required education and experience:*** Masters degree, plus a minimum of 6 years of experience or Masters degree/MBA, plus a minimum of 3 years work experience or entry level PhD. Experience in assessing/examining policy issues in the field of education and the health sciences. Demonstrated capability in managing project tasks and budgets and technical expertise strongly preferred.

Plans and performs a variety of analytical research tasks, either independently or under supervision, which are broad or specific in nature and which support client policy or strategic goals. Serves as principal investigator on policy studies and analyses; conducts literature reviews, and writes analytical reports. Leads project management teams and perform or manage a variety of research analysis tasks. Reviews collected data and analyses using standard practices and techniques in multidisciplinary areas or field(s) of specialization. Prepare policy/mission statements, projection analyses, and other relevant information and analyses of policy/program alternatives. Applies analytical and evaluative methods and techniques to policy issues or studies and serves as a major contributor in the development of project proposals.

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### **(4) Conference Manager**

***Required education and experience:*** BA/BS, plus a minimum of 5 years of experience in planning, organizing, and arranging meetings of varying formats for diverse audiences. Experience in selecting locations and negotiating contracts for conferences and meetings. Strong experience in managing conference/meeting budgets required.

Responsible for managing tasks for meetings, workshops, and conferences and for overseeing all administrative and logistical support requirements related to such events. Maintains current conference direct-cost information for dissemination to clients and appropriate team personnel; reviews prepared budgets to ensure that tasks are executed and managed within the constraints for labor hours and other contract resources; and establishes contact with, reviews requirements and proposals for, meeting hotels. Responsibilities also include arranging site visits and reviewing meeting space and other hotel features pertinent to the contract requirement(s) as well as coordinating audio-visual, meeting room set-up, speaker and technical consultant logistics, and food/beverage arrangements. Negotiates contracts with hotels, convention centers, and convention service purveyors; drafts logistical letters to appropriate persons; supervises on-site staff and all stages of meeting registrations; and manages pre- and post-conference accounting, correspondence, and reports.

### **(5) Events Coordinator**

***Required education and experience:*** BA/BS, or equivalent experience, with 3 years of experience in conference/meeting planning.

Responsibilities include coordinating pre-conference registration/confirmation, drafting meeting-related correspondence, developing and distributing conference materials, and providing on-site logistical support. Finalizes all travel and lodging arrangements for meeting participants, facilitators, speakers, and moderators and assists with the site research and selection processes.

Develops and manages task-order databases, produces post-conference evaluation reports and meeting summaries; and provides administrative and clerical support to the project director, task manager, and other staff.

#### **(6) Senior Researcher**

***Required education and experience:*** BA/BS; master's degree, MBA, or a PhD preferred, plus a minimum of 4 years of related experience or equivalent. Must have proven technical expertise and experience in client relationship management; experience in survey research

Strongly preferred.

Provide leadership and direction in developing and applying analytic methodologies and principles in support of project objectives. Serves as the primary client contact for methodological and technical expertise and translates client needs and objectives into specific deliverables in a timely and cost efficient manner. Directs and manages the planning, design, and implementation of project protocols and procedures. Directs complex data collection efforts that may include multi-model surveys with many inter-related instruments; different or particularly difficult respondent populations, complicated sampling algorithms, and/or strata and overlapping or interlocking waves of data collection. Determines analytical approach (es) to information gathering and analysis and presents formal findings and recommendations to management team and clients on key issues. Serves as a major contributor in the development of project proposals. Directs the activities of junior researchers or other staff, as necessary, on activities related to the application of analytical techniques and methodologies.

#### **(7) Senior Writer**

***Required education and experience:*** Bachelor's degree in liberal arts, preferably English, journalism, a related discipline or a combination of coursework in technical communication and a discipline related to the subject matter of the project. At least 5 years of technical writing experience in the social sciences.

Researches, organizes, writes, proofreads, and produces a wide variety of complex products, including papers, technical publications, proposals, reports, presentations, materials, or other client deliverables and documents encompassing multidisciplinary areas. Writes technical information in eCRPI understandable language and works with corporate executives and subject matter experts (SMEs) to develop, edit, and revise technical products, publications, and materials. Consults with internal and external stakeholders to define content, visual design, document specifications, and development schedules. Conducts original research and writing based on client specifications, rewrite or restructure existing materials, and compiles materials developed by multiple authors. Determines the style, type, font, technique, and creative medium best suited to produce the desired effect in accordance with client requirements. Reviews and rewrites the work of others, as necessary. Serves a major contributor to the development of project proposals.

**(8) Senior Editor**

***Required education and experience:*** Masters degree, plus a minimum of 5 years of demonstrated experience in editing a broad spectrum of printed materials, including technical documents.

Writes and edits technical information in easily understandable language and works with corporate executives and subject matter experts (SMEs) to develop, edit, and revise technical products, publications, and materials. Interprets information obtained through research and provided by technical specialists. Establishes editorial standards and applies knowledge of documentation content and format specifications to prepare, edit, and publish technical materials. Determines the style, type, font, technique, and creative medium best suited to produce the desired effect while applying an in-depth knowledge of client style guidelines and protocols. Provides a full range of editorial services, including copy editing, proofreading, reference checking, and structural or substantive editing.

**(9) Administrative Assistant**

***Required education and experience:*** High school diploma or GED, with at least 3 years of administrative experience in a technical typing position.

Performs general and routine administrative, clerical and technical support roles across all task areas, including typing of draft and final technical Word documents and materials and serves as a resource for administrative functions on projects. Works closely with corporate executives and/or project staff on completion of tasks and deliverables and able to work independently on assigned tasks and complete them with minimal supervision.

**Note: It is CRP's policy to accept experience in lieu of degree requirements as follows:**

<b><u>Degree Requirement</u></b>	<b><u>Equivalent Experience in Lieu of Degree</u></b>
Bachelors Degree	Five (5) Years Experience
Masters Degree	Bachelors Degree (or equivalent), plus three (3) Years Experience; Eight Years Experience

**Experience substituted for education requirement is in addition to the experience required for each labor category**