General Services Administration

Federal Supply Service

MAS

Large Category: Professional Services
SIN 611430 - Professional and Management Development Training [FSC/PSC Code R704]

Contract Number: GS-02F-0113X

Authorized Federal Supply Schedule Price List

Contractor: **CRP, Inc.**
4301 Connecticut Ave., NW #134
Washington, DC 20008
[crudd@crpcorp.com](mailto:crudd@crpcorp.com)

Contract Period: March 30, 2021 through March 29, 2026
Pricelist current through Award

Telephone: 202-827-7570

Website: [www.crpcorp.com](http://www.crpcorp.com)

Business Size: Small

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, a menu-driven database system. The Internet address for GSA Advantage is: [http://GSAAvantage.gov](http://GSAAvantage.gov)

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: [http://www.fss.gsa.gov](http://www.fss.gsa.gov)
About CRP Inc.

CRP is a management consulting firm, certified as an economically disadvantaged, woman-owned, small business (EDWOSB). We specialize in providing state-of-the-art, technology-based-solutions that fit the needs of our clients.

CRP currently serves as the primary logistical and technical support contractor to the National Assessment of Educational Progress (NAEP), commonly referred to as the “Nation’s Report Card.” CRP assists the NAEP program in meeting its mission-critical goals in response to major trends, such as the emergence of “high-stakes assessments, rapid advances in assessment technologies, and a changing assessment data infrastructure.” These services are conducted by CRP through the projects described in the scope of work as follows: Project Management Support; Plan and Execute Meetings; Organizational Management Support; Securing consultant and meeting support for quick-turnaround requests; and Materials and Publications Services.

CRP provides logistical support to include webinars, videoconferencing services and face-to-face meetings, working with multiple contractors sharing the logistical support associated with the Standing Committee Meetings. CRP accommodates WebEx services as a hybrid for these meetings to include face-to-face options for federal and non-federal attendees. CRP has provided logistical support to NCES for the quarterly National Assessment Governing Board (NAGB) and committee meetings.

CRP Clients
CRP Services

RESEARCH AND EVALUATION
CRP research scientists use a wide variety of web-based search engines, directories, databases, and other information sources to conduct reviews of literature. CRP also builds and maintains readily accessible and fully documented research databases, while preparing comprehensive research reports of the study background, methods, findings, interpretations, and conclusions in publishable forms.

POLICY ASSESSMENT AND ANALYSIS
On a monthly basis, CRP prepares policy briefs for the National Assessment of Educational Progress (NAEP) program, commonly referred to as "The Nation's Report Card." These Briefing Alerts provide timely information on education issues, research, events, and trends, including educational measurement and assessment.

PROGRAM MANAGEMENT
CRP’s program management capabilities and its staff’s knowledge of techniques and practices place CRP in a key position to support clients' program needs ranging in complexity and scope. Whether supporting mission-critical priorities, managing technical requirements, or providing specialized training and technical assistance, CRP’s goal is the same: to ensure that its clients' return on investment for program management support meets or exceeds expectations.

TRAINING & TECHNICAL ASSISTANCE
To advance the strategic imperatives and/or policy objectives of its clients, including Federal, state, and local government agencies, CRP provides customized training and technical assistance (T/TA) informed by a research-based approach to the conceptualization, development, and implementation of solutions.

CONSULTATION, FACILITATION AND EVENTS MANAGEMENT
CRP provides assistance in conceptualizing, planning, and managing all aspects of program initiatives. With our expert consultation and evaluation capacity-building components, we are able to strengthen organizational capacity and to document evidence and outcomes of program success. We are able to apply evidence-based practices and policies in unique settings. CRP IT staff and consultants also provide consultation support on integrating innovative solutions to address changing operating requirements.

INTEGRATED TECHNOLOGIES
CRP offers demonstrated capabilities in producing innovative and integrated technology solutions for Federal, commercial, and nonprofit organizations to meet their strategic imperatives, policy goals, and operating priorities. Integrating technologies also eliminate duplication, enhance organizational efficiency, and build on industry best practices. Our information technology (IT) professionals typically begin such engagements by conceptualizing and constructing an integration framework from which the emerging technologies will be executed.

EDUCATION RESEARCH, TECHNICAL ASSISTANCE, AND TRAINING SUPPORT SERVICES
CRP is an education research and management consulting firm providing specialized services to local, state, federal and private organizations for almost 30 years. CRP’s team offers a wealth of experience in varied aspects of education. CRP’s staff and nationally-recognized senior consultants have an intricate understanding of emerging issues, policies, trends, and developments in education to advance best practices, curriculum delivery, research, school leadership, classroom management, education system executive management, and other areas of the teaching and learning ecosystem.
CRP GSA Pricing

<table>
<thead>
<tr>
<th>SIN's</th>
<th>Skill Category</th>
<th>Unit Price</th>
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<tbody>
<tr>
<td></td>
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<td>Y1</td>
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<tr>
<td>541611, 611430</td>
<td>Project Director</td>
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<td>Events Coordinator</td>
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<td>Senior Researcher</td>
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Year 1: 3/30/2021 to 3/29/2022
Year 2: 3/30/2022 to 3/29/2023
Year 3: 3/30/2023 to 3/29/2024
Year 4: 3/30/2024 to 3/29/2025
Year 5: 3/30/2025 to 3/29/2026

Annual Escalation: 2%

CRP Labor Category Descriptions

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.

**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.

**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.
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.

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.

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. Provides 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 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.
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 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.

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.

ADMINISTRATIVE

**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:

<table>
<thead>
<tr>
<th><strong>Degree Requirement</strong></th>
<th><strong>Equivalent Experience in Lieu of Degree</strong></th>
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<tbody>
<tr>
<td>Bachelors Degree</td>
<td>Five (5) Years Experience</td>
</tr>
<tr>
<td>Masters Degree</td>
<td>Bachelors Degree (or equivalent), plus Three to Eight Years Experience</td>
</tr>
</tbody>
</table>

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