

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

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:
www.GSAAdvantage.gov.

**SCHEDULE TITLE
FSC Group 69**

SIN 27-500 – Course Development; Test Administration

Contract Number: **GS-02F-0204S**

Period Covered by Contract: **08/11/06 – 08/10/11**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.



**METRITECH, INC.
4106 FIELDSTONE RD.
CHAMPAIGN, IL 61822
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DUNS NO: 14-432-9679

Large Business

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CUSTOMER INFORMATION

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS

Special Item Number	Page Number
27-500 Course Development and Test Administration	5

1b. IDENTIFICATION OF THE LOWEST PRICED MODEL

Not Applicable

1c. DESCRIPTION OF LABOR CATEGORIES

Project Evaluator

Description: Expertise in research methodology, program evaluation and statistical analysis. Responsible for the identification of evaluation targets and the design and/or selection of data collection instruments required to assess those targets. Able to translate program data into meaningful reports and able to effectively communicate evaluation findings to interested stakeholders.

Minimum Experience: 5 years of hands-on experience in the design of evaluations and analysis of data. Experience in conducting cost-benefit analyses.

Minimum Education: Ph.D. from an accredited college or university in Measurement, Research Design, Education, Business Administration, or related field.

Business Process Specialist

Description: Expertise in integration and application of assessment material to meet organizational needs. Consults with client organizations to improve efficiency and productivity of the assessment and the use of assessment results. Able to complete cost-benefit analyses and demonstrate the relative costs of different approaches to conducting an assessment program.

Minimum Experience: 3-5 years of progressively responsible management experience in an assessment related environment, with a emphasis on accounting issues.

Minimum Education: M.A. in Organizational Psychology, Business Administration or experience resulting in comparable knowledge and skills.

Content Area Specialist

Description: The Content Area Specialist will work with other senior staff to lead the test development process. This position will supervise the development of blueprints and test specifications; manage test item pools and create production plans; review and approve the selection of literary and informational passages and artwork for test use; write, review, and revise test items based on their fairness and content; lead group review sessions; resolve team and client feedback on test items at individual meetings and group review sessions; recruit, train, and manage internal and external item writers; review and approve training materials for item writers; review and approve test item pools; lead client committee meetings in which stakeholders review the fairness and content of test items; and assemble field test and operational test forms.

Minimum Experience: Candidates must have at least six years of professional experience working in education or educational measurement. A demonstrated ability to identify problems and conceptualize solutions, prioritize tasks and meet deadlines, and work collaboratively with others.

Minimum Education: A B.A. in Education or a related field is required. A M.A. in Education is preferred. An equivalent combination of education and experience resulting in comparable subject area expertise is acceptable.

Training Manager

Description: Responsible for the planning and implementation of assessment-related training. Especially training related to test administration, the interpretation of assessment results, and the application of assessment results to improve curriculum and instruction.

Minimum Experience: 3-5 years of training experience in an education environment with a background in assessment.

Minimum Education: B.A. in Education or Business or an equivalent combination of education and experience resulting in comparable expertise is acceptable.

Project Manager

Description: Responsible for the planning, implementation, and monitoring of project tasks required to successfully achieve project outcomes. Coordinates the actions of project team members and provides input regarding policy, personnel, procedures, and project requirements.

Minimum Experience: 3-5 years of direct management responsibility and an advanced knowledge of project planning software and accounting procedures.

Minimum Education: B.A. from an accredited college or university in Education, Business Administration, or related field.

Computer Programmer

Description: Develops software and databases structures to support the efficient delivery and processing of assessment materials. Familiarity with scanning processes and statistical software and the ability to work with content experts to translate data into easily interpreted assessment reports.

Minimum Experience: 3-5 years of programming experience in an education-related environment.

Minimum Education: B.A. from an accredited college or university in Education, Business Administration, or related field.

Senior Graphic Artist

Description: Responsible for the production of graphics to support assessment and item development activities, assessment booklet design and layout, the supervision of contract graphics staff, and the coordination of assessment material printing schedules.

Minimum Experience: 3-5 years of graphics production experience in an education-related environment.

Minimum Education: A.S. or B.A. from an accredited post secondary school or comparable training

Item Writer

Description: Item Writers develop test items for large-scale customized test and assessment programs. Writers produce multiple-choice and constructed-response items as directed by the Content Specialists and Project Managers. Item content covers specific curricula frameworks, standards, and specifications as dictated by project requirements.

Minimum Experience: 2 - 3 years of assessment development experience.

Minimum Education: B.A. from an accredited college or university in the content area for which they are assigned to write items.

Editor/Proofreader

Description: The focus of this position is on the written word, whether presented in print or electronic format. Various aspects include copy matching, production editing, development editing, and copyediting. Areas of attention include test forms and associated materials, new test items, and materials generated by program management and marketing.

Minimum Experience: 2 - 5 years of proofreading or editorial experience in education or publishing.

Minimum Education: B.A. from an accredited college or university in Education, English, Communication, or comparable experience in professional setting.

Data Capture Specialist

Description: Responsible for the distribution, retrieval, inventory, and encoding of assessment material. Additional duties include the calibration and operation of high-speed production digital scanners and/or accurate key entry of assessment data.

Minimum Experience: Able to meet training and accuracy requirements for targeted program.

Minimum Education: High School Diploma

Scorer I

Description: Responsible for the scoring of constructed-response items (e.g., short-answer, extended-response, essays) administered as part of an assessment program.

Minimum Experience: Able to meet training and accuracy requirements for targeted scoring program.

Minimum Education: B.A. from an accredited college or university in Education or in a content area related to the assessment content they are assigned to score

Scorer II

Description: Responsible for the scoring of constructed-response items (e.g., short-answer, extended-response, essays) administered as part of an assessment program. Additional duties include the supervision of other scorers and the completion of quality assurance checks.

Minimum Experience: 2 - 3 years of experience at the Scorer I level or similar position.

Minimum Education: B.A. from an accredited college or university in Education or in a content area related to the assessment content they are assigned to score

Psychometrician

Description: This position will (1) perform psychometric and statistical analyses on large-scale assessment data; (2) apply classical and modern test theory models and perform Item Response Theory scaling, equating and other complex psychometric analyses; (3) document analysis methodologies and results; 4) write both technical reports for professional researchers and reports that make the results of the application of complex psychometric techniques accessible to the general public and policy makers.

Minimum Experience: Minimum of one year of experience in large-scale assessment. Must have proficient skills with statistical packages such as SPSS and/or IRT scaling packages such as WINSTEPS.

Minimum Education: M.A. in Educational Measurement, Statistics and Evaluation, or a related field such as Educational Psychology with an emphasis on Quantitative Methodology.

Research Scientist

Description: Expertise in research methodology, experimental design, and statistical analysis. Responsible for the design of scientifically sound research programs designed to generate data related to specific research questions related to client needs. Actively participates in the design and/or selection of data collection instruments, the analysis of research data, and the presentation of research findings to interested stakeholders.

Minimum Experience: 3-5 years of hands-on experience in the design of evaluations and analysis of data. Experience in conducting cost-benefit analyses.

Minimum Education: M.A. from an accredited college or university in measurement, research design, education, business administration, or related field.

Senior Research Scientist

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Description: Expertise in research methodology, experimental design, statistical analysis, and research administration. Responsible for the design of scientifically sound research programs designed to generate data related to specific questions related to client needs. May supervise one or more other researchers in the administration of a research project. Actively participates in the design and/or selection of data collection instruments, the analysis of research data, and the presentation of research findings to interested stakeholders.

Minimum Experience: 10 years of hands-on experience in the design of evaluations and analysis of data.

Minimum Education: Ph.D. from an accredited college or university in measurement, research design, education, business administration, or related field.

Hourly Rates

All Prices are net, discounts have been deducted.

SIN	Labor Category	GSA Net Price per Hour
27-500	Project Evaluator	\$ 239.29
27-500	Business Process	\$ 215.37
27-500	Content Area Specialist	\$ 188.92
27-500	Training Manager	\$ 188.92
27-500	Project Manager	\$ 177.58
27-500	Computer Programmer	\$ 68.01
27-500	Senior Graphic Artist	\$ 37.28
27-500	Item Writer	\$ 47.86
27-500	Editor/Proofreader	\$ 47.36
27-500	Data Capture Staff	\$ 37.78
27-500	Scorer I	\$ 38.04
27-500	Scorer II	\$ 52.39
27-500	Psychometrician	\$ 214.11
27-500	Research Scientist	\$ 239.29
27-500	Senior Research Scientist	\$ 287.15

2. **MAXIMUM ORDER.**
\$1,000,000
3. **MINIMUM ORDER.**
\$100.00
4. **GEOGRAPHIC COVERAGE.**
This contract provides coverage for the 48 contiguous states, Alaska, Hawaii, Puerto Rico, and the District of Columbia.
5. **POINT OF PRODUCTION**
Champaign, IL
6. **DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE.**
All prices are net, discounts have been deducted.
7. **QUANTITY DISCOUNTS.**
None

- 8. PROMPT PAYMENT TERMS.**
None.
- 9a. NOTIFICATION THAT GOVERNMENT PURCHASE CARDS ARE ACCEPTED BELOW THE MICROPURCHASE THRESHOLD.**
MetriTech, Inc. will accept Government purchase cards below the micro-purchase threshold.
- 9b. NOTIFICATION WHETHER GOVERNMENT PURCHASE CARDS ARE ACCEPTED OR NOT ACCEPTED ABOVE THE MICROPURCHASE THRESHOLD.**
MetriTech, Inc. will accept Government purchase cards above the micro-purchase threshold.
- 10. FOREIGN ITEMS.**
None.
- 11a. TIME OF DELIVERY.**
As negotiated between MetriTech, Inc. and the ordering agency.
- 11b. EXPEDITED DELIVERY.**
As negotiated between MetriTech, Inc. and the ordering agency.
- 11c. OVERNIGHT AND 2-DAY DELIVERY.**
Not applicable.
- 11d. URGENT REQUIREMENTS.**
Not applicable.
- 12. FOB.**
FOB Destination.
- 13a. ORDERING ADDRESS.**
MetriTech, Inc.
4106 Fieldstone Rd.
Champaign, IL 61822
- 13B. ORDERING PROCEDURES**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. PAYMENT ADDRESS.**
MetriTech, Inc.
P.O. Box 6479
Champaign, IL 61826
- 15. WARRANTY PROVISION.**
Not Applicable,....
- 16. EXPORT PACKING CHARGES, IF APPLICABLE.**
Not applicable.
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE (ANY THRESHOLDS ABOVE THE MICROPURCHASE LEVEL).**
The Government Purchase Card is accepted for orders above or below than the micro-purchase threshold.
- 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 FOR ANY OTHER SERVICES (IF APPLICABLE)**
Not applicable.
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE).**
MetriTech, Inc.
4106 Fieldstone Rd.
Champaign, IL 61822
- 22. LIST OF PARTICIPATING DEALERS.**
Not applicable.
- 23. PREVENTIVE MAINTENANCE.**
Not applicable.
- 24. ENVIRONMENTAL ATTRIBUTES, E.G., RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS.**
Not applicable.
- 25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER.**
14-432-9679
- 26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE.**
MetriTech is registered in the CCR.