



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

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.

**00CORP The Professional Services Schedule (PSS)
CONTRACT NUMBER: GS-10F-0088P**

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules at www.fss.gsa.gov. Find link to GSA Schedules. Then find link to Customers Ordering from Schedules. Next, find links to Ordering Procedures for Services Requiring a Statement of Work and Ordering Procedures for Services not Requiring a Statement of work.

**CONTRACT PERIOD:
November 19, 2003 through November 18, 2018**

Concept Systems Incorporated

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Business Size: **Small**
Business Status: **Woman Owned**
DUNS: **62-321-4020**

Modification Number: **PS_0009**
Effective Date: **November 19, 2013**

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CUSTOMER INFORMATION

1a. Awarded Special Item Numbers (SINs)	SIN 874-1 Integrated Consulting Services SIN 874-1RC
1b. Prices	Professional services are priced according to negotiated hourly rates per the Labor Rates (page 10)
2. Maximum Order	\$1,000,000.00
3. Minimum Order	\$100.00
4. Geographic Coverage	Worldwide
5. Point of Production	USA
6. Discount from List Price or Statement of Net Price	Prices shown are net
7. Quantity Discounts	None
8. Prompt Payment Terms	Net 30 days
9a. Government Commercial Purchase Cards	Accepted at or below the micro-purchase threshold
9b. Government Commercial Purchase Cards	Not accepted above the micro-purchase threshold
10. Foreign Items	None
11. Time of Delivery	Specified on task order
12. F.O.B. Points	Specified on task order
13. Ordering Address	Concept Systems Incorporated 136 East State Street Ithaca, NY 14850-4400
14. Payment Address	Concept Systems Incorporated 136 East State Street Ithaca, NY 14850-4400
15. Warranty Provision	Contractor's standard commercial warranty
16. Export Packing Charges	Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance	Contact Contract Administrator
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	Not Applicable
21. Service and Distribution Points	Not Applicable
22. Participating Dealers	Not Applicable
23. Preventative Maintenance	Not Applicable
24. Environmental Attributes	Not Applicable
25. Data Universal Number System (DUNS) Number	62-321-4020
26. Central Contractor Registration (CCR) Database	Registered

CSI OVERVIEW

Founded in 1993 and incorporated in 1994, Concept Systems Incorporated (CSI) is a woman-owned small business providing customized consulting and facilitation services, in the areas of organizational development, strategic planning, needs assessment, evaluation, and training and curriculum development. CSI uniquely combines social research tools with consulting, facilitation, and technology-supported methods that turn the ideas of a group into measurable actions.

CSI brings organizations working on any collaborative initiative a superior process for capturing group wisdom from different points of view. We provide a wide range of services to Clients who are interested in methods to facilitate knowledge development and decision making, to find common understanding when evaluating programs and initiatives or to identify meaningful patterns and trends in large sets of data.

CATALYZING COMMUNITY GOOD

We engage community members and organizations to identify common values, encouraging growth and collaboration. We value the voices of many to shape the ideas of everyone.

SURFACING HEALTH AND SOCIAL WELLNESS VALUES

We use innovative techniques to assure a shared sense of alignment from multiple stakeholders. We help connect philosophies to benefit and impact a healthier society.

SHAPING ORGANIZATIONAL STRATEGY

We evaluate and identify strategic areas of development. We describe priorities of needed change, encouraging organizations to be innovative in their area of expertise.

CSI's technical expertise stems from a diverse professional staff. We are headed by Mary Kane, Co-Founder and President, who is first author of the authoritative text on Group Concept Mapping, *Concept Mapping for Planning and Evaluation*. Our team is thoroughly versed in designing evaluations, working with multiple stakeholders, and managing complex projects on time and on budget. Consultants have advanced degrees in social science disciplines and a high level of relevant knowledge and experience with clients. CSI has the tools and experience to work with clients to tackle big issues with the hands-on customized approach of a small company.

Using rigorous methodologies and well-regarded group and community data gathering techniques, CSI helps organizations and agencies gather information, build consensus, and evaluate ideas or programs. CSI is the sole owner and provider of the proprietary technology, The Concept System[®], which supports stakeholder engagement, elicits buy-in and awareness, and leads to concrete, usable results.

CSI SERVICES AND PRODUCTS

Integrated Consulting Services

For more than 20 years, Concept Systems Incorporated has worked with both private and public sector clients to create strategic plans and needs assessments with multiple and diverse constituencies, including in the fields of public health, education, healthcare, and public policy. CSI has also helped to create workforce training curricula tailored to the specific training needs of organizations and agencies. Examples of specific consulting services include:

- Organizational Development
- Strategic Planning
- Workforce Planning and Curriculum Development
- Evaluation Protocols and Systems Development
- Survey Instrument Development and Conduct
- Literature Review and Synthesis
- Policy Review and Synthesis
- Needs Assessments
- Content Analysis and Synthesis
- Bibliometric Analysis
- Environmental Scans
- Community-Based Participatory/ Community-Centered Facilitation
- Partnership Development Models and Support
- Focus Group Support
- Action Planning Workshops
- Workforce Training
- Meeting Planning and Conference Facilitation

CSI Products

In addition to consulting and facilitation services, CSI offers several products to assist organizations and agencies to achieve their goals. CSI is the sole owner and provider of the proprietary web-based application, The Concept System[®]. The CS Global MAX[™] program supports stakeholder engagement, elicits buy-in and awareness, and leads to concrete outputs. The analytics at the heart of CS Global MAX[™] are well-tested and accepted social research methods based on statistical analysis. The technology has been used in hundreds of consulting engagements and thousands of individual research projects.

SCHEDULE OF ITEMS FOR (SIN) 874-1: INTEGRATED CONSULTING SERVICES

Integrated Consulting Services: Contractors shall provide expert advice and assistance in support of an agency's mission-oriented business functions. Services covered by this SIN include:

*Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services

* Facilitation and related decision support services

* Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings.

Concept Systems Incorporated are experts in organizational data development, management, and evaluation. CSI brings a superior process for creating collaboration and higher-value planning. We create pathways for an agency's group wisdom to emerge from disparate points of view to produce a "greater-than-the-sum-of-its-parts" result, for planning management and evaluation.

Our consultants work to bring out the best of a group's thinking. We support the client at every step in the process, enriching the group's experience while efficiently gathering input and data necessary to fulfill the project's objectives. CSI's focus is on the desired outcomes of each inquiry and we match these approaches to the purpose in innovative ways to meet the project needs.

Methods and Tools:

Individual and group Interviews. Construct and coordinate key informant interviews using customized protocols, both structured and semi-structured. Conduct interviews face-to-face or any other interactive modality that supports the project.

Focus Groups. Organize, manage, and facilitate focus groups through face-to-face and virtual means.

Facilitated Discussions. Engage participants at each relevant level to foster deliberation and support cooperative discussion, creating a common perspective and enhancing understanding of the issues.

Expert Panels. Develop, manage, and facilitate expert panels for consensus decision-making, basing the panel work in relevant preparatory research.

Workshop Facilitation and Management. Lead content development, agenda planning, presentation and plan and manage meetings.

Group Concept Mapping. Support the GCM process that combines consulting, facilitation and technology- supported methods.

In evaluation, program planning, and theory development, CSI responds to research needs by recommending and combining tools like these:

Bibliometric Analysis. Evaluate the presence and impact of research output produced by scientific organizations and systems.

Data Abstraction. Develop and implement structured protocols for data abstraction from existing materials including CVs, NIH BioSketches, reports, and communication materials.

Database Development. Construct and annotate small research databases for efficient data management and produce analysis.

Literature Reviews. Design the protocol and conduct general and systematic literature reviews on topics related to the client's needs, including public health and large-scale evaluation.

Logic Models. Develop logic models based on the theory of the program, adjusting to reflect and predict the anticipated changes in a research initiative.

Network Analysis. Examine the apparent relational structures and surface deep structures between individuals and groups.

LABOR CATEGORY DESCRIPTIONS

Title:	Principal Consultant
Functional Duties/Responsibilities:	Perform lead role in Client engagements. Work with Client to assess their needs and objectives and design project to meet these goals. Set project schedules, ensure the service delivery is timely, of high quality, and adheres to the project contract. Manage other company staff assigned to the project.
Minimum Education Level:	Master's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	Ten years of consulting experience in both private and public sector. Excellent oral and written communication skills and excellent computer skills.

Title:	Senior Consultant
Functional Duties/Responsibilities:	Perform lead role in Client engagements. Work with Client to assess needs and objectives and design project to meet these goals. Set project schedules, ensure the service delivery is timely, of high quality, and adheres to the project contract. Manage other company staff assigned to the project.
Minimum Education Level:	Master's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	Five years of consulting experience in the private and/or public sector. Excellent oral and written communication skills and excellent computer skills.

Title:	Junior Consultant
Functional Duties/Responsibilities:	Assist Principal and Senior Consultants with assigned projects. Attend Client meetings as needed. Manage participant communications, data gathering, project website, participant inquiries and meeting logistics. Develop and manage Client data bases. Perform preliminary analyses. Assist with project planning, scheduling, and report preparation.
Minimum Education Level:	Bachelor's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	One year of project management and/or consulting experience. Excellent oral and written communication skills and excellent computer skills.

Title:	Project Manager
Functional Duties/Responsibilities:	Manage project scheduling ensuring adequate resources to meet commitments and timely delivery of contracted services. Monitor quality of services using the Process Assessment tool. Provide back up to Principal and Senior Consultants. Manage Client communications and large Client data bases. Perform statistical analyses. Draft Client reports and presentations. Supervise and mentor Junior Consultants.
Minimum Education Level:	Bachelor's degree with emphasis in organizational behavior, communications, business, research design methodology, or evaluation.
Minimum Experience Requirements:	Four years experience in project management and/or consulting. Ability to manage a large number of project schedules at once. Excellent oral and written communication skills and excellent computer skills.

Title:	Administrative Assistant
Functional Duties/Responsibilities:	Assist Junior Consultants with project work including participant data entry, inquiries, meeting logistics, and participant travel. Support the project teams in the planning and facilitation of scheduled project planning meetings and the preparation of presentations, reports and materials.
Minimum Education Level:	Associate's degree.
Minimum Experience Requirements:	Two years experience as an Administrative Assistant or Receptionist. Proficiency in Microsoft Office, strong attention to detail, enthusiastic, willingness to learn tasks unique to company projects.

Title:	Contract Administrator
Functional Duties/Responsibilities:	Manage Client contract negotiations and contract compliance. Prepare Client invoices and required financial documentation. Supervise mid-junior level project staff. Maintain all company financial records and required certifications. Monitor compliance of company policies.
Minimum Education Level:	Bachelor's degree in finance, accounting or related field.
Minimum Experience Requirements:	Ten years experience in managing business finance and operations including human resources.

LABOR RATES

SIN 874-1 Integrated Consulting Services

LABOR CATEGORY	YEAR 13 Beginning 11/19/15	YEAR 14 Beginning 11/19/16	YEAR 15 Beginning 11/19/17
Principal Consultant	\$211.40	\$219.86	\$228.66
Senior Consultant	\$149.07	\$155.04	\$161.24
Junior Consultant	\$76.05	\$79.09	\$82.25
Project Manager	\$101.92	\$105.99	\$110.23
Administrative Assistant	\$50.19	\$52.19	\$54.28
Contract Administrator	\$173.38	\$180.32	\$187.53

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories/employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

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For information on pricing for The Concept System[®], including CS Global MAX[™] technology licenses and training options, contact Ellen Slusar at eslusar@conceptsystems.com