

Vera INSTITUTE OF JUSTICE

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

Contract number: **GS-10F-0105N**

Professional Services Schedule (PSS)

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(i) GENERAL SERVICES ADMINISTRATION INFORMATION

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. The internet address for GSA *Advantage!*® is: GSAAvantage.gov.

Schedule Title: **PROFESSIONAL SERVICES SCHEDULE** (formerly **MISSION ORIENTED BUSINESS INTEGRATED SERVICES [MOBIS]**)

Standard Industrial Group: **00CORP** (formerly 874)

Service Codes: **499**

Contract number: **GS-10F-0105N**

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

Contract period: **11/22/2002-11/21-2017**

Contractor's name, address, and phone number:

Vera Institute of Justice, Inc.
233 Broadway, 12th Floor
New York, NY 10279
(212) 334-1300 (phone)
(212) 941-9407 (fax)

Contract administrator: Adair Iacono, Corporate Counsel & Secretary
aiacono@vera.org
(212) 334-1300

Contractor's internet address/web site where schedule information can be found:

www.vera.org

Business size: **Other than small business.**

(ii) ORDERING INFORMATION

1a. Table of awarded special item number(s) with appropriate cross- reference to item descriptions and awarded price(s). **SIN(s) 874-1, 874-IRC. See Vera's price list and labor category descriptions below.**

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Not applicable.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

A description of each labor category follows the price list set forth in Section III below. Vera charges for its services by the hour or the day (based on a 7-hour day), and each project usually includes a mix of senior, mid-level, and junior staff. The prices listed do not include travel and subsistence, long distance telephone charges, and delivery services such as FedEx.

For more on our services, please see Section (iv) of this Price List.

2. Maximum Order: **\$1,000,000**

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

4. Geographic coverage (delivery area): **Domestic**

5. Point(s) of Production (city, county, and State or foreign country): **Not applicable**

6. Discount from list prices or statement of net price. **Not applicable**

7. Quantity discounts. **Not applicable**

8. Prompt payment terms. **Not applicable**

9. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). **Not applicable.**

- 11(a). Time of delivery. **Not applicable.**
- 11b. Expedited Delivery. **Not applicable.**
- 11c. Overnight and 2-day delivery. **Not applicable.**
- 11d. Urgent requirements.
- 12. F.O.B. point(s). **Not applicable.**
- 13a. Ordering address(es). **Vera Institute of Justice, 233 Broadway, New York, NY 10279**
- 13b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).**
- 14. Payment address(es) **Vera Institute of Justice, 233 Broadway, New York, NY 10279**
- 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 micro-purchase level)
- 18. Terms and conditions of rental, maintenance, and repair (if applicable) **Not applicable.**
- 19. Terms and conditions of installation (if applicable). **Not applicable.**
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not applicable.**
- 20a. Terms and conditions for any other services (if applicable) **Not applicable.**
- 21. List of service and distribution points (if applicable). **Not applicable.**
- 22. List of participating dealers (if applicab1). **Not applicable.**
- 23. Preventive maintenance (if applicable). **Not applicable.**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants) **Not applicable.**

24b. 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 (e.g. contractor's website or other location.) The EIT standards can be found at www.Section508.gov/. **Not applicable.**

25. Data Universal Number System (DUNS) number. **073299836**

26. Notification regarding registration in System for Award Management (SAM). **Vera's SAM registration is renewed annually.**

(iii) PRICE LIST

HOURLY RATES		
Labor Category	11/22/2015 - 11/21/2016 (Year 14)	11/22/2016 - 11/21/2017 (Year 15)
<i><u>Planning Staff</u></i>		
Director of Planning	\$213.64	\$217.91
Senior Planner	\$146.01	\$148.93
Planning Analyst	\$84.54	\$86.23
Planning Assistant	\$73.76	\$75.24
<i><u>Program and NAP Staff</u></i>		
Director of NAP	\$210.56	\$214.77
Project Director	\$151.83	\$154.87
Senior Project	\$129.10	\$131.68
Senior Analyst	\$98.35	\$100.32
Project Coordinator	\$78.39	\$79.96
<i><u>Research Staff</u></i>		
Director of Research	\$216.70	\$221.03
Sr. Research	\$151.83	\$154.87
Research Associate	\$110.66	\$112.87
Research Analyst	\$93.75	\$95.63
Research Assistant	\$73.76	\$75.24
Librarian	\$108.00	\$110.16
Administrative	\$119.88	\$122.28
Administrative	\$100.50	\$102.51
Research Intern	\$55.31	\$56.42
<i><u>Communications Staff</u></i>		
Writer/Editor	\$108.00	\$110.16

(iv) ABOUT THE VERA INSTITUTE OF JUSTICE

For more than 50 years, the Vera Institute of Justice—a nonprofit organization headquartered in New York City with offices in Washington, D.C., New Orleans, and Los Angeles—has worked collaboratively with local, state, and federal agencies to improve the administration of justice in the United States and abroad. Vera works in a wide variety of subject areas, including sentencing and corrections, juvenile justice, immigration, policing, crime and victimization, the judicial process, and child welfare. Vera designs, implements, and evaluates innovative and cost-effective solutions to the varied problems faced by government agencies that provide public services. During its history, Vera has launched numerous demonstration projects, many of which have been expanded and institutionalized by government, and seventeen of which have spun off as separately incorporated independent nonprofit organizations. **Vera is a nonpartisan organization.** We are not an advocacy group, a nonprofit service provider (other than for time-limited demonstrations), or a think tank, although we do conduct social science research.

Please see below for an overview of our work and approaches.

1. [The Vera Planning Effort: Identifying Problems and Developing Solutions](#)
2. [Peer-to-Peer Consulting](#)
3. [Meeting Facilitation Services](#)
4. [Research and Survey Services](#)

(1) The Vera Planning Effort: Identifying Problems and Developing Solutions

In an era of tight budgets, it is especially important for government agencies to get the most out of their limited resources. Vera specializes in designing innovative and cost-effective solutions that can improve an agency's services, enhance cooperation with other agencies, and eliminate waste and inefficiency while promoting fairness and justice. After a government agency presents Vera with a problem or issue of concern, Vera engages in a thorough planning process that usually lasts between six and eighteen months. Our staff works very closely with our government partners during this period to develop an effective solution that builds on past experience and research.

Vera's planning process is tailored to the needs of the particular government agency, but generally includes the following steps:

Define the Problem

- Observe government operations and talk to senior officials, line staff, and middle managers.
- Analyze relevant agency data.
- Get the perspective of the individuals the agency serves using focus groups, surveys, and interviews.
- Conduct a thorough review of relevant research literature.
- In some cases, collect and analyze a sample of original data.
- Explore the fiscal implications: determine the associated costs and who bears them and identify opportunities for cost savings.

Identify Model Programs and Practices

- Conduct a literature review to identify model programs across the United States that deal with the same or similar problems.
- Conduct interviews with staff and site visits to the most relevant programs to identify program elements to emulate and pitfalls to avoid.
- Consult experts in the field nationally, including academics, government officials, and practitioners.

Develop Solutions

- Develop proposed solutions to the problem.
- Discuss options with the agency and draft a report on results or a program plan on the most promising option.
- Revise the report or program plan to incorporate the agency's comments.

It may be wise to test a solution through a demonstration program before implementing it agency-wide. Vera drafts a program plan that describes the demonstration program, performance measures to assess the program's effectiveness, and cost implications. If the government agency desires, Vera can then pilot the solution developed for a period of three to seven years. Vera hires staff to provide the services directly for the demonstration period. During this time, we refine new roles and adjust the program design to reflect lessons learned. Vera monitors performance measures and evaluates the program's effectiveness, usually comparing results with a control group. If the demonstration is successful, Vera will work with the agency to develop an institutionalization plan, which may involve issuing a request for proposals to contract out the service or transferring responsibilities to the agency's own staff.

(2) Peer-to-Peer Consulting

The Vera Institute of Justice offers technical assistance and consulting on policy formulation, implementation, and practice for federal, state and local officials. Vera provides client-driven assistance in several topic areas, including immigration and justice, youth safety and justice, crime and victimization, policing, the judicial process, and sentencing and corrections. Vera provides assistance in many ways; depending on its needs, a jurisdiction may opt for ongoing assistance for up to a three-year period or facilitation services for a one-time meeting, or it may wish to participate in a specially-tailored multi-jurisdictional exchange. Vera's services are available both to individual jurisdictions and to federal government agencies that seek to use the Institute's expertise. All of Vera's assistance, whether short- or long-term, includes access to the Institute's in-house research capabilities.

Vera's unique model of technical assistance is rooted in a peer-to-peer approach. At the heart of the model are Vera's *associates* -- practitioners, politicians, and academics from across the country, who take time away from their jobs to serve as peer consultants. From their experience with specific reforms in their own states, associates bring valuable lessons and insights to their counterparts in other jurisdictions. Teams of three or four Vera associates are deployed to work with Vera's client jurisdictions as mentors, sounding boards, resources, or facilitators. Vera trains each of the associates in the skills needed to provide peer-to-peer technical assistance from a

national vantage point. Vera staff do extensive preparatory work in advance of working with a jurisdiction whether for a one-time engagement or for ongoing assistance. Staff have expertise in diagnosing problems, helping officials to define their own agendas, selecting the best-suited associates for any given situation, and setting goals and timelines.

(3) Meeting Facilitation Services

Vera has extensive experience facilitating meetings and organizing conferences around a range of justice issues. Vera routinely convenes meetings of government officials and other stakeholders as part of the programs peer-to-peer consulting model. Vera has significant experience bringing together government officials, academics, advocates, practitioners, and agency clients on a number of occasions to address important issues. Vera meetings and conferences can be used to explore an emerging justice issue, to build relationships and foster collaboration between government agencies, to share best practices and successful program models, or to develop solutions to a specific problem faced by a client agency. Depending on the nature and goals of the meeting, Vera will assign the appropriate staff to assist the client agency. Vera can:

- provide background materials, including summaries of relevant research and best practices, in order to prepare meeting or conference participants;
- assist the client agency or agencies in crafting the agenda and developing the format for the meeting or conference;
- produce meeting or conference participant materials, such as conference packets, and provide logistical support;
- moderate the meeting or conference in order to keep it focused and productive;
- bring in outside experts, including current and former government officials, to address participants and spark discussion;
- prepare meeting or conference reports.

For small and medium-sized meetings, the conference room in Vera's New York office can comfortably accommodate up to 54 participants, has several different table configurations, and is equipped with a Smart Board for PowerPoint and video presentations. Vera also has several smaller conference rooms available.

(4) Research and Survey Services

Vera has extensive experience developing performance measures and indicators, conducting program audits and evaluations, and designing and implementing surveys. Vera can develop measures and indicators for use in criminal justice contexts, as we are currently doing under grants from several different state and city agencies. Vera can provide evaluations of criminal justice and youth programs with the objective of improving the efficiency and effectiveness of those programs. Our methods include quantitative/statistical data analysis and qualitative/ethnographic studies, with results provided in report form. Vera has extensive experience in this area, in evaluating both its own demonstration projects and government programs. Vera can conduct all aspects of survey administration, including design, methodology, data collection and data entry, sampling, and pretest/pilot surveying. In addition, Vera can analyze surveys using advanced statistical techniques.

(v) VERA'S LABOR CATEGORY DESCRIPTIONS

Director of Planning

Functional Responsibilities:

The Director of Planning:

- Analyzes problems in the administration of justice and working with government officials to design cost effective and innovative solutions
- Provides oversight and supervision to Vera staff who are engaged in programs designed to introduce innovations in government
- Manages relationships with government partners
- Analyzes systems needs
- Develops cost-effective solutions for a diverse set of projects.

Minimum Education

Master's degree in social sciences.

Minimum Experience

Eight (8) years in the field of social sciences with a minimum of four (4) years in managerial experience.

Acceptable Substitution for Minimum Education and Experience Requirements

A Juris Doctorate (J.D.) degree may be substituted for a master's degree.

Senior Planner

Functional Responsibilities:

A Senior Planner:

- Is responsible for a single project
- Works on analyzing the problem identified by our government partner, designing a solution and, if appropriate, developing a plan for a demonstration project to test the solution.
- Meets frequently with the government partner,
- Conducts research on models and best practices
- Solicits feedback from the agency's customers, mid-level, managerial, and line personnel.
- Writes a program plan and works with the government partner to implement the innovation.
- Has a particular field of expertise, such as public education, school safety, crime mapping, prison issues, or drug treatment.

Minimum Education:

Master's degree in social sciences.

Minimum Experience:

Three (3) years of work in the public or non-profit sectors.

Acceptable Substitution for Minimum Education and Experience Requirements:

A Juris Doctorate (J.D.) degree may be substituted for a master's degree.

Planning Analyst

Functional Responsibilities:

A Planning Analyst:

- Assists senior staff in analyzing problems and developing solutions.
- Conducts research and literature reviews,
- Collects data
- Solicits feedback from individuals served by the agency
- Drafts parts of reports.

Minimum Education:

Bachelor's degree.

Minimum Experience:

One (1) year of work experience, preferably in the public or non-profit sectors.

Planning Assistant

Functional Responsibilities:

The Planning Assistant:

- Assists the Director of Planning and the Senior Planners in analyzing problems and developing solutions.

Minimum Education:

Bachelor's degree.

Minimum Experience:

Some work, volunteer, or intern experience in the public or non-profit sectors.

Director of National Associates Program

Functional Responsibilities:

The Director of the National Associates Programs (NAP):

- Provides coordination, strategic planning and oversight to Vera's programs that deliver peer-to-peer consulting and technical assistance to government officials.
- Supervises and directs Vera staff in offering technical assistance and innovative program design alternatives
- Conducts outreach to experts in the relevant fields and to stakeholders in the process of government reform.
- Manages Vera's relationships with government officials throughout the country who understand how to pursue effective reform while remaining politically accountable.
- Analyzes system needs and develops cost-effective solutions for a diverse set of technical assistance projects.

Minimum Education:

Master's degree in social sciences.

Minimum Experience:

A minimum of ten (10) years work experience in the field of social sciences, which includes a minimum of four (4) years of managerial experience

Acceptable Substitution for Minimum Education and Experience Requirements:
A Juris Doctorate (J.D.) degree may be substituted for a master's degree.

Project Director

Functional Responsibilities:

Project Directors:

- Are responsible for the specific management and guidance of Vera's smaller business units: projects.
- Create and monitor work plans
- Guide and deploy staff, ensuring that programmatic deliverables are produced and performed at the highest levels of quality.
- Serve as principal liaisons with government partners and others working in their particular field.

Minimum Education:

Master's degree in a field relevant to the project.

Minimum Experience:

Six (6) years of experience in his or her field, of which a minimum of two (2) years includes programmatic and/or budgetary management.

Acceptable Substitution for Minimum Education and Experience Requirements:

A Juris Doctorate (J.D.) degree may be substituted for a master's degree.

Senior Project Associate

Functional Responsibilities:

The Senior Project Associate works with individual project or center directors to:

- Manage, coordinate, and deliver assistance to project clients and participants;
- Assist in the writing and production of program materials, such as publications, briefing papers and research memoranda;
- Manage and design small-scale multi-jurisdiction meetings on current issues;
- Assist in grant writing and program development.

Minimum Education:

Master's degree in social sciences.

Minimum Experience:

A minimum of four (4) years of work experience with demonstrated excellence in writing, research, and verbal communications.

Acceptable Substitution for Minimum Education and Experience Requirements:

A Juris Doctorate (J.D.) degree may be substituted for a master's degree.

Senior Project Analyst

Functional Responsibilities:

The Senior Project Analyst is responsible for

- Responds to client requests for research assistance;
- Keeps abreast of innovations and research trends in the areas in which Vera is providing assistance;
- Produces brief overviews of important topics;
- Participates in the preparation of written briefing materials for staff and associates, and
- Presents research findings to clients.

Minimum Education:

Master's degree in social sciences

Minimum Experience:

A minimum of three (3) years work experience in the social sciences with demonstrated excellence in writing, research, and verbal communications.

Acceptable Substitution for Minimum Education and Experience Requirements:

A Juris Doctorate (J.D.) degree may be substituted for a master's degree.

Project Coordinator

Functional Responsibilities:

The Project Coordinator:

- Provides general support and works closely with the Center or Project Director;
- Assists with the planning and coordination of meetings and trainings;
- Prepares materials requested by the Center's or Project's clients, and
- Is responsible for various research and administrative duties.

Minimum Education:

Bachelor's degree.

Minimum Experience:

No time minimum.

Director of Research

Functional Responsibilities:

- Responsible for the direction, vision, and management of the department;
- Coaches Senior Research Associates;
- Cultivates and maintains client relationship;
- Manages the department's budget; and
- Hires senior staff.

Minimum Education:

Ph.D.

Minimum Experience:

Ten (10) years of combined research and management experience.

Acceptable Substitution for Minimum Education and Experience Requirements:

A Master's degree and fifteen (15) years of experience, both in the social sciences, may be substituted for a Ph.D. and 10 years of experience in the social sciences.

Senior Research Associate

Functional Responsibilities:

- Acts as the Principal Investigator and is responsible for all phases of individual research projects including research design, development of instruments, data collection, statistical analyses, and report writing.
- Makes presentations, supervises junior staff, manages budgets, and serves as the liaison to the government partner.

Minimum Education:

Ph.D. in the social sciences

Minimum Experience:

Two (2) years of experience in the social sciences

Acceptable Substitution for Minimum Education and Experience Requirements:

A Master's degree and four (4) years of experience, both in the social sciences, may be substituted for a Ph.D. and two years of experience in the social sciences.

Research Associate

Functional Responsibilities:

At the direction of a Senior Research Associate, Research Associates:

- Supervise junior staff;
- Participate in creating research designs;
- Conduct literature reviews, data collection, and statistical analysis; and
- Help write reports.

Minimum Education:

Master's degree in the social sciences.

Minimum Experience:

Three (3) years of experience in the social sciences.

Research Analyst

Functional Responsibilities:

The Research Analyst

- Collects and analyzes data. Research Analysts have a Master's Degree and a minimum of or

Minimum Education:

Master's degree in the social sciences.

Minimum Experience:

One (1) year of experience in the social sciences

Acceptable Substitution for Minimum Education and Experience Requirements:

A bachelor's degree and a minimum of two years of experience in the social sciences may be substituted for a master's degree and one year of experience in the social sciences.

Research Assistant

Functional Responsibilities:

The Research Assistant:

Assists in all aspects of research projects, especially in data collection and data entry.

Minimum Education:

A bachelor's degree in the social sciences.

Minimum Experience:

No time minimum.

Librarian

Functional Responsibilities:

The Librarian:

- Assists researchers with literature reviews;
- Identifies information resources;
- Obtains materials and other resources in support of research.

Minimum Education:

Master's degree in Library Sciences.

Minimum Experience:

Minimum of two years of experience in Library Sciences.

Administrative Director

Functional Responsibilities:

The Administrative Director:

- Collaborates with the Research Director to develop and implement departmental policies and best practices; ensure compliance with the policies and protocols of the Institute; and manage recruitment;
- On individual projects, assists project leaders in budget management, recruitment, and other administrative areas, including liaison work with government partners, as needed.

Minimum Education:

A master's degree.

Minimum Experience:

Six (6) years of generalist managerial experience.

Acceptable Substitution for Minimum Education and Experience Requirements:

A bachelor's degree and a minimum of eight years of generalist managerial experience may be substituted for a master's degree and six (6) years of generalist managerial experience.

Administrative Assistant

Functional Responsibilities:

The Administrative Assistant:

- Assists in recruitment; mailings; and other administrative tasks, as needed.

Minimum Education:

Bachelor's degree.

Minimum Experience:

A minimum of five (5) years of professional experience

Intern

Functional Responsibilities:

At the direction of junior staff, interns:

- Assist in all aspects of research projects, especially in data collection, field work, and data entry.

Minimum Education:

Enrollment in graduate program.

Minimum Experience:

No minimum time.

Acceptable Substitution for Minimum Education and Experience Requirements:

Enrollment in an undergraduate university may be substituted for enrollment in a graduate program.

Writer/Editor

Functional Responsibilities:

The Writer/Editor:

- Copyedits, formats, and disseminates reports.

Minimum Education:

Bachelor's degree in Communications or a relevant discipline.

Minimum Experience:

Five (5) years of professional writing and editing experience.

(vi) SERVICE CONTRACT ACT

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Labor Category	SCA Equivalent Title(s) and Code(s)	WD Number (New York, NY)
Research Intern	01051 - Data Entry Operator I	WD 05-2375
Planning Assistant	01420 - Survey Worker	WD 05-2375
Research Assistant	01052 - Data Entry Operator II	WD 05-2375
Project Coordinator	01111 - General Clerk I	WD 05-2375
Planning Analyst	30240 - Mathematical Technician	WD 05-2375
Research Analyst	30240 - Mathematical Technician	WD 05-2375
Administrative Assistant	01313 - Secretary III	WD 05-2375
Writer/Editor	30461 - Technical Writer I	WD 05-2375