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 data base system. The Internet address for GSA-Advantage! is:

http://www.gsaadvantage.gov

Professional Services Schedule (PSS)

Industrial Group: 00CORP

Contract Number: GS-10F-0218W

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

Contract Period: May 24, 2010 through May 23, 2020

Capital Research Corporation, Inc.
1910 North Stafford Street
Arlington, VA 22207
Telephone: (703) 522-0885
FAX: (703) 822-7009
E-Mail: jtrutko@aol.com

Business Size/Status: Small

Prices shown herein are NET (discount deducted)

Pricelist is current through Contract Award dated May 24, 2010

GSA Contract Holder
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<th>CUSTOMER INFORMATION</th>
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<tr>
<td>1a. Table of Awarded Special Item Numbers (SINs)</td>
<td>874-1/874-1RC</td>
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<tr>
<td>1b. Lowest Priced Model Number and Lowest Price</td>
<td>Please refer to Page 13, which shows hourly rates by labor category</td>
</tr>
<tr>
<td>1c. Labor Category Descriptions</td>
<td>Please refer to Page 10, which shows labor categories</td>
</tr>
<tr>
<td>2. Maximum Order</td>
<td>$1,000,000.00</td>
</tr>
<tr>
<td>3. Minimum Order</td>
<td>$100.00</td>
</tr>
<tr>
<td>4. Geographic Coverage (Delivery Area)</td>
<td>Domestic Only</td>
</tr>
<tr>
<td>5. Point(s) of Production</td>
<td>Same as Company Address</td>
</tr>
<tr>
<td>6. Discount from List Price or Statement of Net Price</td>
<td>Government net prices (discounts already deducted); please see Page 13, which shows hourly rates by labor category</td>
</tr>
<tr>
<td>7. Quantity Discounts</td>
<td>None Offered</td>
</tr>
<tr>
<td>8. Prompt Payment Terms</td>
<td>Net 30 Days</td>
</tr>
<tr>
<td>9a. Notice that Government Purchase Cards Are Accepted up to the Micro-Purchase Threshold</td>
<td>Yes</td>
</tr>
<tr>
<td>9b. Notification Whether Government Purchase Cards Are Accepted or Not Accepted Above the Micro-Purchase Threshold</td>
<td>Will Accept up to $3,000</td>
</tr>
<tr>
<td>10. Foreign Items (List Items by Country of Origin)</td>
<td>None</td>
</tr>
<tr>
<td>11a. Time of Delivery</td>
<td>Specified in the Task Order</td>
</tr>
<tr>
<td>11b. Expedited Delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>11c. Overnight and 2-Day Delivery</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>11d. Urgent Requirements</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>12. F.O.B. Points</td>
<td>Destination</td>
</tr>
<tr>
<td>13a. Ordering Address</td>
<td>Same as Company Address: Capital Research Corporation, Inc. Attn: John Trutko, President 1910 North Stafford Street Arlington, VA 22207</td>
</tr>
<tr>
<td>13b. Ordering Procedures</td>
<td>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)</td>
</tr>
<tr>
<td>CUSTOMER DATA ITEM</td>
<td>CUSTOMER INFORMATION</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>14. Payment Address</td>
<td>Same as Company Address: Capital Research Corporation, Inc. Attn: John Trutko, President 1910 North Stafford Street Arlington, VA 22207</td>
</tr>
<tr>
<td>15. Warranty Information</td>
<td>Contractor’s Standard Commercial Warranty</td>
</tr>
<tr>
<td>16. Export Packing Charges</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>17. Terms and Conditions of Government Purchase Care Acceptance</td>
<td>Contact Contractor</td>
</tr>
<tr>
<td>18. Terms and Conditions of Rental, Maintenance, and Repair</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>19. Terms and Conditions of Installation</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>20a. Terms and Conditions for Any Other Services</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>21. List of Services and Distribution Points</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>22. List of Participating Dealers</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>23. Preventive Maintenance</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>24a. Environmental Attributes (e.g., Recycled Content, Energy Efficiency, and/or Reduced Pollution)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>24b. Section 508 Compliance Information on Available 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: <a href="http://www.Section508.gov/">www.Section508.gov/</a></td>
<td>Contact Contract Administrator for More Details</td>
</tr>
<tr>
<td>25. Data Universal Numbering System (DUNS) Number</td>
<td>78-6501762</td>
</tr>
<tr>
<td>26. Notification Regarding Registration in Central Contractor Registration (CCR) Database</td>
<td>Registered</td>
</tr>
</tbody>
</table>
CONTRACT OVERVIEW

CONTRACT ADMINISTRATOR
John Trutko, President
Capital Research Corporation, Inc.
1910 North Stafford Street
Arlington, VA 22207
Telephone: (703) 522-0885
FAX: (703) 822-7009
E-Mail: jtrutko@aol.com

MARKETING AND TECHNICAL POINT OF CONTACT
John Trutko, President
Capital Research Corporation, Inc.
1910 North Stafford Street
Arlington, VA 22207
Telephone: (703) 522-0885
FAX: (703) 822-7009
E-Mail: jtrutko@aol.com

CONTRACT USE
The contract is available for use by all federal agencies, as a source for Mission Oriented Business Integrated Services. Executive agencies, other federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contracts are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE
Services specified in a task order may be performed at the contractor’s facilities or the ordering agencies’ facilities. The government will determine the contractor’s compensation by any of several different methods (to be specified at the task order level), e.g., a firm fixed price for services with or without incentives, labor hours, or time-and-materials.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN under which the task is being executed. Capital Research Corporation, Inc. has been awarded a contract by GSA to provide services under the following SIN:

874-1/874-1 RC Integrated Consulting Services
A full description of this SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS
SIN 874-1: INTEGRATED CONSULTING SERVICES – Contractors shall provide expert advice, assistance, guidance or counseling in support of an agency’s mission-oriented business functions. Services covered by this SIN are:
- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency’s mission-oriented business programs or initiatives, such as regulatory or policies studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203

Financial audits are covered under GSA Schedule 520, Financial and Business Services, and are not allowed under this SIN. The term “consulting” as defined herein does not include staff augmentation.
INSTRUCTIONS FOR PLACING ORDERS FOR SUPPLIES BASED ON GSA SCHEDULE FIXED PRICE

Orders Under the Micro-Purchase Threshold

- You can place the order directly with the contractor for the item that best meets your needs.

Orders Over the Micro-Purchase Threshold

As required by FAR 8.404, you are required to:

- Review the GSA Advantage! on-line shopping services.
- Then make a Best Value determination.

OR

- Review 3 Schedule contractors’ pricelist.
- Select Best Value (considering price, plus administrative costs).
- Place the order directly with Schedule contractor of your choice.

Orders Over the Maximum Order Threshold

- Follow the procedures for orders over the micro-purchase threshold.
- Review additional price lists or use the GSA Advantage! online shopping services.
- Seek price reductions from Schedule contractors that represent Best Value.
- Place your order with the Schedule contractor offering the Best Value.
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors’ catalogs/price lists or use the GSA Advantage! on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternatives (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the order office determines that it is appropriate.

Vendors may:

- Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)
  - Offer the lowest price available under the contract; or
  - Decline the order (orders must be returned in accordance with FAR 52.216-19).

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238.74.
BLANKET PURCHASE AGREEMENTS

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the order activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s).
- The need to periodically compare multiple technical approaches or prices.
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g., estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering of BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for supply or service arises.

Multiple BPAs. If ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for performance of the tasks identified the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current
term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA’s period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represent the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.
LABOR CATEGORY DEFINITIONS, MINIMUM EDUCATION AND MINIMUM EXPERIENCE REQUIREMENTS FOR EACH LABOR CATEGORY

Experience Substitutions:

H.S. Diploma + 4 years additional experience  Equals  Bachelor’s Degree
Bachelor’s Degree + 2 years additional experience  Equals  Master’s Degree
Master’s Degree + 3 years additional experience  Equals  PhD

Education Substitutions:

A Ph.D. may be substituted for 3 years of required experience with a Master’s Degree or 4 years with a Bachelor’s Degree.

A Master’s Degree may be substituted for 2 years of required experience with a Bachelor’s Degree

A Bachelor’s Degree may be substituted for 4 years of required experience with a H.S. Diploma

PROJECT MANAGER II

Minimum/General Experience: Fifteen years experience in managing and administering evaluation research and technical assistance contracts and projects, with demonstrated success in simultaneously managing multiple projects and supervision all levels of program personnel.

Functional Responsibility: Plans, organizes and controls the overall activities of the contract, scheduling, and costs associated with all task orders issued under the contract. Primary client interface conferring with GSA and client agency management on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all contract activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction, and ultimate management for all contract projects, and reviews all services and products for conformance to client requirements.

Minimum Education: Master’s Degree

PROJECT MANAGER I

Minimum/General Experience: Seven years experience in managing and administering evaluation research and technical assistance contracts and projects, with demonstrated success in simultaneously managing multiple projects and supervision all levels of program personnel.
**Functional Responsibility:** Plans, organizes and controls the overall activities of the contract, scheduling, and costs associated with all task orders issued under the contract. Primary client interface conferring with GSA and client agency management on strategic issues and to minimize costs and maximize efficiency in achieving contract requirements. Ensures that all contract activities conform to the terms and conditions of the contract and task ordering procedures and requirements, including cost, schedule and quality parameters. Provides guidance, direction, and ultimate management for all contract projects, and reviews all services and products for conformance to client requirements.

**Minimum Education:** Master’s Degree

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### SENIOR RESEARCH ASSOCIATE

**Minimum/General Experience:** Seven years experience applying technical and management systems analysis methods to define and develop solutions to consultative, facilitation, and analytic problems and issues.

**Functional Responsibility:** Responsible for design, development and technical execution of large, complex projects in coordination with the Project Manager. Applies technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, and analytic problems and issues. Assists in determining technical project objectives and selection or performing conceptual and methodological designing for project execution. Provides technical direction to lower level members of the team.

**Minimum Education:** Bachelor’s Degree

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### RESEARCH ASSOCIATE

**Minimum/General Experience:** Three years experience applying technical and management systems analysis methods to define and develop solutions to consultative, facilitation, and analytic problems and issues.

**Functional Responsibility:** Responsible for design, development and technical execution of projects in coordination with the Senior Research Associate and Project Manager. Applies technical and management systems analysis methods to define and develop solutions to complex consultative, facilitation, and analytic problems and issues. Assists in determining technical project objectives and selection or performing conceptual and methodological designing for project execution. Conducts or directs technical aspects of the project and monitors the execution of project activities. Provides technical direction to lower level members of the team.

**Minimum Education:** Bachelor’s Degree
<table>
<thead>
<tr>
<th><strong>CLERICAL/ADMINISTRATIVE ASSISTANT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong> Two years experience in a clerical or administrative position.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong> Conducts clerical tasks, enters and edits data, provides assistance with planning travel and other logistical support, and general assistance in office operations.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong> Associate’s Degree</td>
</tr>
</tbody>
</table>
### HOURLY RATES FOR SERVICES
**SIN 874-1/874-1RC**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Project Manager II</td>
<td>$243.62</td>
<td>$248.50</td>
<td>$253.47</td>
<td>$258.54</td>
<td>$263.71</td>
</tr>
<tr>
<td>Project Manager I</td>
<td>$172.34</td>
<td>$175.79</td>
<td>$179.31</td>
<td>$182.89</td>
<td>$186.55</td>
</tr>
<tr>
<td>Senior Research Associate</td>
<td>$155.59</td>
<td>$158.70</td>
<td>$161.87</td>
<td>$165.11</td>
<td>$168.41</td>
</tr>
<tr>
<td>Research Associate</td>
<td>$83.76</td>
<td>$85.43</td>
<td>$87.14</td>
<td>$88.89</td>
<td>$90.66</td>
</tr>
<tr>
<td>Clerical</td>
<td>$46.92</td>
<td>$47.86</td>
<td>$48.82</td>
<td>$49.79</td>
<td>$50.79</td>
</tr>
</tbody>
</table>
**SERVICE CONTRACT ACT (SCA)**

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category</th>
<th>SCA Equivalent Code Title</th>
<th>WD Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerical</td>
<td>01113 General Clerk III</td>
<td>05-2103</td>
</tr>
</tbody>
</table>

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD 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.