SOCIAL POLICY RESEARCH
ASSOCIATES

General Services Administration
Federal Supply Service

Authorized Federal Supply Schedule Price List
Mission Oriented Business Integrated Services (MOBIS)

GSA Contract Number: GS- 10F- 0281S
Contract Period: June 1, 2006 to May 31, 2011
(with option to extend)
Federal Supply Schedule Group: 874
Business Size: SPR is a small business

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

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Oakland, CA 94612
Tel: (510) 763-1499
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Customer Information

1a.	Awarded Special Item Numbers (SINs)	SIN 874-1 (Consulting Services) SIN 874-3 (Survey Services)
1b.	Hourly rates	See price list, attached
2.	Maximum order	$1,000,000
3.	Minimum order	$2,000
4.	Geographic coverage	Domestic and international
5.	Point of production	Oakland, Alameda County, California
6.	Discount from list prices	Hourly rates shown are already discounted
7.	Quantity discount	None
8.	Prompt payment terms	Net 30 days

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

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

10.	Foreign items	Not applicable
11a.	Time of delivery	As specified in each task order
11b.	Expedited delivery	As specified in each task order
11c	Overnight and 2-day delivery	As specified in each task order
11d.	Urgent requirements	As specified in each task order
12.	F.O.B. points	As specified in each task order
13a.	Ordering address	Social Policy Research Associates 1330 Broadway, Suite 1426 Oakland, CA 94612

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreement (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14.	Payment address	Same as ordering address
15.	Warranty provision	Not applicable
16.	Export packing charges	Not applicable

17. Government Purchase Cards are not accepted for orders above the micro-purchase threshold

18-24.	Special terms and conditions, distribution points, participating dealers, preventive maintenance, and special attributes	None applicable
25.	Data Universal Number System number	78-870-4229

26. Social Policy Research Associates is registered in the Central Contractor Registration (CCR) database

27. Policy regarding uncompensated overtime: The total hours charged by professional staff cannot exceed 40 hours per week. When staff work more than 40 hours in a week, time charged must be proportional to the time spent on each project, prorated to 40 hours. Professional employees working more than 45 hours per week are entitled to compensatory time off, with comp time billed to projects in proportion to the time worked on each project in the overload period.

About Social Policy Research Associates

Founded in 1991, Social Policy Research Associates (SPR) is a national leader in conducting policy-relevant research and evaluations and delivering technical assistance to help address issues of pressing national concern related to human services, workforce development, and education and training. A hallmark of our approach to conducting research is seamlessly blending quantitative and qualitative research methods to provide fact-based evidence that is equally attentive to methodological rigor and the rich detail and nuance of social programs as they operate in the real-world context. We help our clients and their agents affect change in policies and implementation procedures by drawing on the knowledge we gain through our evaluations to provide factually-grounded policy recommendations and technical assistance and training to program administrators and line staff.

With revenues of more than $3 million annually, we have successfully served a diverse array of clients, including various agencies of the federal government, numerous States and local governments, and private foundations. Our success stems from our ability to be attentive and responsive to our clients' needs, using an approach that actively engages them in defining and clarifying the project's objectives while maintaining our commitment to technical rigor and unbiasedness.

Also contributing to our success is the broad and deep experience of our professional staff. We employ more than 25 professionals with advanced degrees in diverse disciplines, including economics, education, sociology, psychology, and public policy. These individuals have myriad and complementary technical skills, including conducting site reviews and focus groups, developing and administering surveys, managing large databases, conducting sophisticated statistical analyses, providing consultative services, and delivering training and technical assistance. The application of such well-developed substantive and technical expertise ensures that we can bring to bear the right mix of skills and capabilities to meet our clients' needs.

Description of Services

SIN 874-1: Consulting Services

Our areas of expertise in consulting services include:

- Program evaluations
- Customized training
- Performance measures and indicators
- Strategic and action planning
- Process and productivity improvements
- System alignment
- Organizational assessments

Assessing a program's areas of strength and weakness and developing a change strategy are critical tools that SPR uses to assist our clients in improving their program operations and performance. Depending on our client's specific requirements, our approach to assessment includes conducting *process evaluations*, to examine whether the implementation of program activities is being carried out according to plan and identify the obstacles to more effective and efficient operations; *outcomes evaluations*, to identify appropriate performance indicators and the program or agency's success in attaining them; *net impact evaluations*, to identify the extent to which the outcomes that are obtained are different than they would have been without the program's services; or *cost-benefit studies*, to examine whether the program's benefits outweigh its costs, after appropriate discounting. We use these assessment results, or other evidence drawn from expert sources, to assist with *strategic planning* and develop *performance measures and indicators* to help programs demonstrate their accomplishments, and we provide *customized training* to affect change. The latter acknowledges the diverse learning styles of trainees and will thereby use interactive methods to achieve maximum effect.

SIN 874-3: Survey Services

Our areas of expertise in survey services include:

- Survey design and development
- Sampling
- Pre-test and pilot testing
- Development of required clearance packages
- Administration of surveys using various methods (mail, Internet, and phone)
- Analysis of qualitative and quantitative survey data
- Assessment and analysis of non-response
- Presentation of results, using narrative, charts, and graphs

Collecting survey data from customers, suppliers, or partners can be a critical means for gathering basic information that can be critical to take stock of program operations or affect system improvement. SPR can boast of extensive experience in the range of activities that are entailed in developing and using a survey instrument to garner reliable data. This process begins with *pre-survey activities*, in which we identify precisely the information our client needs to address its goals and objectives, and extends to *instrument design* to ensure that questions are worded and sequenced in a way that will yield reliable results. Next, *pre-testing* and field testing are critical steps to identify problems before the survey is launched. Similarly, *clearance packages* must be developed to convince oversight bodies that the planned survey adheres to the highest standards of rigor, will generate valid data, and will respect respondents' privacy rights. In *administering the survey*, we find that different field methods, or a mix of them used in combination, can be appropriate, depending on the target population or questionnaire content, including pen-and-paper mail surveys, telephone surveys, or Internet surveys. In *analyzing the survey results*, we test for evidence of non-response bias and present results in narrative form and using charts and graphs to amplify key points.

GSA Schedule Price List

Price List

Prices are shown by labor category and apply for both SINs 874-1 and 874-3. Applicable government discounts and the industrial funding fee are reflected in the prices shown.

Labor Category	Hourly Rate
Senior Fellow	$189.31
Senior Social Scientist	$135.57
Social Scientist II	$102.20
Social Scientist I	$82.25
Senior Programmer	$106.47
Programmer	$84.54
Policy Analyst II	$71.40
Policy Analyst I	$57.17
Research Assistant II	$47.37
Research Assistant I	$43.15
Project Coordinator	$68.66
Editor	$83.25

Description of the Labor Categories

Senior Fellow
Duties: Serves as senior advisor to other project leaders. Will serve as Principal Investigator on complex evaluations, and will provide high-level technical and subject matter expertise.

Degree and Experience Requirements: Ph.D. or equivalent AND at least 20 years of social policy research experience AND outstanding performance in substantial management and technical advisory roles.

Senior Social Scientist
Duties: Serves as Principal Investigator or Senior Analyst on mid-size and larger projects; leads all phases of project work; provides technical and subject matter expertise on projects; chiefly responsible for developing project budgets; supervises task managers.

Degree and Experience Requirements: Ph.D. or equivalent AND at least 10 years of social policy research experience AND outstanding performance.

Social Scientist II
Duties: Plays a large role in designing projects, including developing conceptual frameworks and research methods; may serve as a Principal Investigator on mid-size projects; prepares protocols and questionnaires to collect data; trains the data collection team; collects data through on-site

interviews and observations, telephone interviews, and document reviews; writes reports or major sections of reports with minimal guidance; for quantitative projects or tasks, will develop analysis plans, conduct statistical analysis, and analyze results; for larger technical assistance projects, will plan and oversee technical assistance and training activities.

Degree and Experience Requirements: Ph.D. or equivalent AND at least 5 years experience AND outstanding performance.

Social Scientist I
Duties: May serve as a Co-Principal Investigator or Project Manager on small or medium-sized projects; prepares protocols and questionnaires to collect data; helps train the data collection team; collects data through on-site interviews and observations, telephone interviews, and document reviews; for quantitative projects or tasks, contributes to the development of the analysis plan and conducts statistical analysis; provides specifications to programmers and analyzes results; leads technical assistance and training activities on smaller to mid-sized projects.

Degree and Experience Requirements: Ph.D. degree OR Masters degree and at least 5 years of experience in social policy research.

Policy Analyst II.
Duties: Contributes to the design of projects by drafting site visit protocols, and survey questions; collects data through on-site interviews and observations, telephone interviews, and document reviews; prepares detailed site visit reports following established outlines; coordinates surveys by serving as liaison with telephone interviewers and overseeing work of administrative and research assistants for mail surveys; for quantitative positions, conducts statistical analysis following plan devised with project leader; provides specifications to programmers and presents results to project leader, and prepares tabular and graphical displays of findings; provides technical assistance by assessing needs, providing information about best practices, facilitating meetings, making presentations, and conducting training; contributes to reports by conducting analysis and preparing drafts of sections with guidance from project leaders; may serve as task leader, working under the direction of a social scientist.

Degree and Experience Requirements: Masters degree AND at least 2-3 years of experience.

Policy Analyst I
Duties: Contributes to the design of projects by drafting portions of site visit protocols or survey questions; collects data through on-site interviews and observations, telephone interviews, and document reviews; prepares detailed site visit reports following established outlines; coordinates surveys by serving as liaison with telephone interviewers and overseeing work of administrative and research assistants for mail surveys; for quantitative positions, conducts analysis following plan devised by project leader; provides specifications to programmers and presents results by project leader; prepares tabular and graphical displays of findings; helps develop technical assistance materials; may assist others in facilitating meetings and conducting training; contributes to reports by preparing tables and graphs, conducting analysis and preparing drafts of sections with guidance and close supervision from project leaders; works under close supervision by project and task leaders.

Degree and Experience Requirements: Bachelors degree AND at least 2 years of experience OR Masters degree.

Senior Programmer
Duties: Responsible for developing and managing large data files; responsible for overseeing implementation of SPR's data security protocols and procedures; conducts programming to carry out complex statistical analyses; may serve as a task leader for projects requirement high-level data management and programming skills; help prepare portions of written reports and proposals.

Degree and Experience Requirements: Bachelors degree in computer science, statistics, or social sciences AND strong SAS programming skills and data management skills AND at least 15 years of experience in programming and managing large data sets.

Programmer
Duties: Programming to support statistical analysis, data base management; developing and managing small data files; conducting descriptive and statistical analyses, and producing computerized reports; help prepare portions of written reports and proposals; may conduct interviews with staff of social programs.

Degree and Experience Requirements: Bachelors degree in computer science, statistics, or social sciences AND strong SAS programming skills in BASE and STAT; skilled in PC computer applications.

Project Coordinator
Duties: Responsible for overseeing preparation of project budgets and invoices; coordinates the preparation of final project deliverables; coordinates meeting planning.

Degree and Experience Requirements: Advanced degree AND experience in invoicing, budget preparation, and resource management AND expertise with specialized software, including accounting software and graphics packages.

Research Assistant II
Duties: Processes quantitative data; produces routine reports; collects qualitative data through telephone interviews or document reviews; assists with clerical and administrative tasks.

Degree and Experience Requirements: Bachelors degree required AND at least 2 years of experience AND demonstrated exceptional performance.

Research Assistant I
Duties: Provides administrative support for all staff; makes edits to documents; carries out other routine duties include general assistance in maintaining files, ordering supplies, and receiving, sorting and distributing mail and packages; carries out data entry into accounting system, reception duty, and other related duties as assigned.

Degree and Experience Requirements: Bachelors degree required, some relevant experience preferred.

Editor
Duties: Provides conceptual and editorial review services to project managers; suggests revisions to written documents to improve their clarity; performs line-editing.

Degree and Experience Requirements: Post-secondary degree AND at least 10 years of experience performing editorial services.