



NATIONAL CENTER FOR STATE COURTS

GSA
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
AND CATALOG
SCHEDULE FOR: PROFESSIONAL SERVICE SCHEDULE (PSS)

874-1 Integrated Consulting Services
874-4 Training Services: Instructor Led Training, Web Based Training and Education
Courses, Course Development and Test Administration, Learning Management, Internships,
and
874-7 Integrated Business Program Support Services.

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, available at: GSAAdvantage.gov

Industrial Group: 00CORP
Contract Number:
GS—10F-0285S

Class: R499
Contract Period:
June 7, 2011-June 6, 2016

Contractor: NATIONAL CENTER FOR STATE COURTS
Business Size: Large or Other than small
Telephone: 800-466-3063 or 303-296-3063
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Contract Administration: Laura Klaversma, Court Services Director

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The National Center for State Courts (NCSC) is recognized as the foremost non-profit institution consulting with state and international courts on judicial reform, process improvement, and process modernization. The NCSC was established in 1971 at the urging of Supreme Court Chief Justice Warren Burger and has been instrumental in creating and modernizing the management infrastructure of the U.S. state courts.

U.S. court consulting areas include developing or evaluating innovative practices, assessing facility and technology needs or adequacy, evaluating court security, documenting workflow and staffing pressure points, and creating disaster recovery plans. Within domestic consulting projects, the NCSC expert staff frequently conducts data collection, process analysis, training for court staff, and other work needed to achieve consulting projects' outcomes. International consulting projects may also include a variety of services, are often multi-year, and typically are aimed at justice system development or developing and implementing fundamental reforms. For additional information go to <http://www.ncsc.org>.

The NCSC has three locations in the U.S. and 135 staff members at these locations. The NCSC International Programs Division also has 11 (eleven) offices outside the U.S. and more than 50 on-site expatriate and local staff members. The NCSC has four program divisions:

International Programs Division

Twenty-nine foreign governments have contracted with the NCSC for services that include providing information, research, project-specific training, technical assistance, linkage development, and technology services. Funding for international programs has also come from USAID, the World Bank, Asian Development Bank, and the UK's Department for International Development. The International Programs Division headquarters is in Arlington, Virginia.

U.S. Court Consulting Services Division

The Court Consulting Services Division has provided every U.S. state and territorial court and justice system with consulting services. These services regularly include judicial and staff workload studies, staff needs projections, facilities planning, technology reviews, security plans, program evaluation, and program development advice. The US. Court Consulting Services Division office is located in Denver, CO.

Institute for Court Management

- The Institute for Court Management is the U.S.' foremost trainer of court managers and executives, including many from other countries. The NCSC maintains a state-of-the-art distance education facility, delivering training programs both on site and over the Internet, from our Williamsburg, VA offices. ICM programs are often related to consulting projects conducted by the International Programs and U.S. Court Consulting Services offices.

Research Division

- The Research Division works with the international and domestic consulting divisions to develop rigorous court research tools, administrative measurement tools, and comprehensive court management research protocols. The Research Division also conducts research on public trust in courts and on U.S. jury management.

For thirty-five years, NCSC has helped justice systems throughout the world develop more accessible, efficient, effective, accountable, and fairer practices. The examples below are for a few selected consulting projects. PSS authorization to list Institute for Court Management courses has been applied for; these training programs are not represented further in this catalog. Please contact the NCSC with any questions about our capabilities or project scale:

INTERNATIONAL DIVISION- SELECTED PROJECT EXAMPLES

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Mongolia Judicial Reform Project (USAID)

Automation of prosecutors' offices, website for special investigative unit, domestic violence training, moot court education for students.

Haiti Judicial Strengthening and Reform (USAID)

The project has focused on improving the performance of the JP courts, since about 80% of cases in Haiti are decided at the Justice of the Peace (JP) level. Working with representatives of the Port-au-Prince JP courts, NCSC developed standard rules of procedure that included guidance on issuing warrants, pre-trial detention, court room management, clerk tasks and obligations, and other related matters. With NCSC facilitation, a set of standard practices was adopted, and a committee formed to take the new rules to other jurisdictions to facilitate nationwide acceptance.

Kosovo Justice System Reform Activity

In order to strengthen the capacity of the local institutions, NCSC, among other things, supplied senior advisors to the Minister of Justice, the Chairman of the Supreme Court, the President of the KJC, and the Directors of the Secretariats of the MOJ and KJC. In addition, NCSC is helping to build the capacity of the legal officers at the Secretariat of the KJC and the legislative drafting and policy unit of the MOJ. At present, the scope of NCSC assistance includes the entire justice sector.

Afghanistan

NCSC's Chief of Team Masood Karimipour and six subject matter experts have worked to improve the essential functions of the criminal justice system, carrying out activities that involve prosecutors, police, public defenders, judges, court administrators, and correctional officers. Both technical expertise and material assistance were

	provided to the Ministry of Justice, to the Ministry of the Interior, to the Attorney General's Office, to the public defenders located in the Supreme Court, as well as to Afghan Legal Aid NGOs.
Abu Dhabi Sharia Court System IT Strategy and Modernization Assistance	NCSC International is assisting the Sharia Court System in Abu Dhabi, United Arab Emirates, in developing an IT strategy for automating and otherwise modernizing its operations.
Azerbaijan Legal Database Project	Developed an electronic legal database of laws and other major regulatory documents that would be distributed over the Internet and on CD-ROMs.
Liberia Justice Sector Development Support	NCSC provides two advisers in court administration as part of a five-person justice sector team assisting the new government in establishing a functioning criminal justice system after more than 20 years of civil war.
Nigeria Judicial Reform Project	Supported a Nigerian-led effort to strengthen the judicial system in three target states and enabled the system to operate effectively as an independent branch of government within a democratic system.
Honduras - Drawing on Local and Regional Expertise to Facilitate Operationalization of the Criminal Procedure Code	Working through a team of expert consultants from Central and South America, assisted in implementing administrative changes required for the ministry to assume its role under the new Criminal Procedure Code. Services included conducting audits of skill levels and institutional management to assess impediments to good performance, especially at the field level; providing recommendations to ministry upper management about restructuring responsibilities and management; developing options for gathering statistics to measure workload and performance of individual prosecutors and offices; and guiding the creation of a unified prosecutor/police automated information system.

Court Governance and Management

<p>Operational Effectiveness Assessment Delaware County, Pennsylvania</p>	<p>NCSC reviewed and documented (a) OJS functions; (b) roles and responsibilities of the staff, the distribution of workload and available staff resources; (c) the current workflow and paper flow processes; and (d) the functionality and use of manual and automated management information systems. NCSC then assessed the effectiveness and efficiency of current operations within the existing workload, staff, and requirements for interaction with other offices, agencies, and the public.</p>
<p>Management and Administrative Structure Assessment Seventh Judicial District, Minnesota</p>	<p>Minnesota’s Seventh Judicial District requested that the NCSC study the judicial district’s administrative structure and facilitate a process to help plan organizational change that best serves the needs of the district.</p>

Court Performance Appraisal

<p>Court Efficiency Study Milwaukee County, Wisconsin Circuit Court</p>	<p>The NCSC performed a study of the Circuit Court’s staffing, including its effectiveness and efficiency in adjudication of cases. The Department of Audit project responded to the County Executive’s proposal to cut 25% of the Court’s staff, investigating whether the cut was justified and its likely effect on services.</p>
<p>Improving the Organization and Performance of Courts and Probation Services Lake County, Indiana Superior Court</p>	<p>The NCSC served as subcontractor to conduct a study of Lake County court outcomes, as part of a county-wide ‘good government’ study of county services. For this study, NCSC used a set of proprietary CourTools, which are standardized critical-outcome measurement tools used to assess operational efficiency and effectiveness in the circuit courts. CourTools can be used individually, or as in this project, applied as a comprehensive study methodology.</p>

Caseflow and Calendar Management

Juvenile Court Calendar Management Study
Superior Court of Arizona for Maricopa County

To understand how its processes might be improved, the Maricopa Superior Court requested that NCSC conduct a study of the Juvenile Department with focus on: (1) calendaring, (2) statistics, (3) judicial and non-judicial workload, (4) administration, and (5) use of “outside” resources.

Comparative Study of Operations, Case Management, and Consolidation of Felony Operations

Brevard County, Florida
Clerk of the Courts

NCSC compared the Clerk’s Office’s operations with those of two comparable Florida counties (Polk County and Volusia County) to identify ways in which Brevard County might enhance the quality and efficiency of its services. Cost-effectiveness recommendations were a study outcome.

Technology and Systems Automation

Technology Systems Review
Chatham County, Georgia, Justice Information Management System Working Group

Chatham County, Georgia engaged the NCSC to conduct a review of the technology used for case management. This broad review covered all elements of a technology system supporting an integrated justice system that has been under development in Chatham County. NCSC also provided recommendations to assist the county in the future.

Case Management System Review
North Dakota Administrative Office of the Courts

The State of North Dakota, Unified Judicial Branch (State), sought analysis of the current court case management system, Unified Court Information System (UCIS). The goal was to seek vendor proposals for either enhancement or replacement of the current iSeries- based court case management system, along with estimated cost information of the hardware, software, and services including a data conversion if that would be required as part of the solution.

Family and Juvenile Courts

Performance Audit the Juvenile Court and Juvenile Court Clerk
Nashville-Davidson County, Tennessee

The Metropolitan Government of Nashville-Davidson County retained the NCSC to conduct a performance audit of its Juvenile Court and Juvenile Court Clerk, and to assess all aspects of the court, as well as provide recommendations for improvement.

Organizational Structure and Financial Processes Evaluation

Family Division, First Judicial District, State of Pennsylvania

The NCSC reviewed the organizational structure of both branches of the family division and reviewed management roles and practices, particularly related to grant management in the division.

Municipal Court Operations and Governance

Efficiency Study, Municipal Court Operational

City of Salem, Oregon

The purpose of this study was to determine if the court was operating as efficiently and effectively as possible. NCSC performed an assessment of the court's case management system, its current use, and potential for improved use.

Management Audit

City of Salt Lake City, Utah Justice Court

Comprehensive audit and analysis of the organizational structure, staffing, management, and operations of the City of Salt Lake City, Utah Justice Court.

Problem-Solving Courts

Impact and Outcome Evaluation, Adult Drug Courts

Ninth Judicial Circuit of Missouri, State of Missouri

Comprehensive assessment of the Adult Drug Court Program of the Ninth Judicial Circuit of Missouri, spanning over three years. Components of the assessment included process, outcome, and impact evaluations.

Drug Court Evaluation

State of Wyoming

Developed a statewide drug court evaluation plan for the State of Wyoming Department of Health Substance Abuse Division.

Report on Promising Practices and Problem-Solving Courts

State of California

Reviewed and assessed new practices emerging in problem-solving courts nation-wide.

Court Facility Planning

Municipal Courthouse Design Planning

Mesa, Arizona

NCSC assisted in the review and validation of the long-term courthouse space requirements plan developed by the architecture team. The NCSC consultants reviewed the statistical court growth projections, court calendaring management, and court operation delivery formats. The project staff reviewed the courthouse schematic design plan to identify technology feasibility and requirements, and examined feasible design alternatives in space programming, architectural conceptual/schematic design, and design development phases. The planning results became the input for the building design team's space programming.

Regional Facility Master Plan

Harris County, Texas

The NCSC, in association with Morris Architects, developed a regional court master plan for the Justice of Peace Court of Harris County, Texas. NCSC analyzed existing components and offices of the JP Court and related agencies to be housed in the proposed facilities, identified case filing trends to assist in the projecting of future growth and expansion needs, and otherwise assisted in development of functional space needs and adjacency standards.

Security Planning and Assessment

Security Review Courthouse and Courtroom

Fulton County Superior Court,
Fifth Judicial District, Georgia

In the wake of tragic shootings on March 11, 2005, the Fulton County Superior Court contracted with NCSC and the Public Agency Training Council (PATC) to conduct an assessment of security in courtrooms and the three-building complex that houses court operations.

Security Review

Harris County Courthouses
(Houston), Texas

NCSC conducted a comprehensive review of security measures currently in place for six large buildings of a complex of courthouses in downtown Houston to assess the impact of security measures on the safety of employees and the public. The NCSC submitted a security analysis as well as recommendations for security improvement.

Emergency Preparedness and Disaster Recovery

Courthouse Disaster Recovery

Marion County, Oregon

The courts of Marion County Oregon requested assistance with renovation of their facility following catastrophic damage that occurred in November 2005.

Continuity of Operations
Plan (COOP)

NCSC provides state courts common sense solutions for emergency management and to help courts respond to potential operational interruptions. Disruptive events have, in recent years, affected court operations and staff at the state and federal levels, and NCSC, through COOP training, will help courts focus on emergency management, prevention, preparedness, and training within the judiciary.

Court Program Evaluation and Assessment

Children’s Court
Improvement Program

New Jersey Administrative
Office of the Courts, Family
Division

NCSC performed an assessment of New Jersey’s efforts to improve the timeliness and success of achieving permanent homes for abused and neglected children under court supervision. The assessment outlined New Jersey’s efforts to comply with federal child welfare laws and other national standards and guidelines; achieve positive outcomes for children; increase the effectiveness and efficiency of child welfare case processing; and ensure continued federal funding.

Court Improvement Program
Reassessment

The Supreme Court of Ohio

The reassessment addressed the Ohio Court Improvement Program’s efforts to improve outcomes for children, increase the efficacy of case processing in child abuse, neglect, and dependency cases, and to comply with the Adoption and Safe Families Act and other national and federal standards and guidelines. As a starting point for improvement, NCSC provided a series of recommendations to the Supreme Court of Ohio.

Judicial and Other Staff Workload Assessment

Staff Workload Project
(Staffing Study)

Minnesota State Court
Administrator’s Office

The primary purpose of this project was to determine the number of support staff Minnesota courts need to provide effective service to the public. To accomplish this goal, the State Court Administrator’s Office (SCAO) of Minnesota contracted with the NCSC to develop a court staffing model.

Judicial and Clerical
Staff
Workload Assessment

Salt Lake City, Utah
Justice Court

NCSC conducted a quantitative evaluation of judicial resources on a statewide basis for the district, county and juvenile courts and provided accurate, easily understandable criteria to assess the need for additional judicial resources.

874-1 Integrated Consulting Services

874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships

874-7 Integrated Business Program Support Services.

Requirements below are for the most senior level person in the labor category. Should a mid-level or junior-level person or Third Country Nationals and Collaborating Country Nationals be required in a Task Order Statement of Work , the labor rate will be discounted.

Functional Labor Categories—International Programs

1. Strategic Development, Justice and Governance Sector Reform Management and Operations Specialists. Provides advice and guidance to client organizations, country teams and host governments in the strategic development, design, development, implementation and operation of justice sector reforms. Assesses, analyzes, designs and evaluates performance results systems, management and financial systems, monitoring and evaluation systems and programs to provide management information to senior leadership. Assesses the continuing reform environment and provides strategic and management advice to sustain the momentum for reform and the continuous improvement of justice sector activities.
Qualifications: PhD., JD., with eight years of experience; MS, MA, MBA with ten years of experience; BA, BS, with 15 years of experience.
2. Technical and Legal Specialist in Justice and Governance Sector Programs. Technical expertise in a range of justice and governance sector activities including but not limited to Constitutional Reforms and Development, Court Administration and Management, Court Technology, Integrated Management Information Systems, Case Tracking and Management, Training and Education, Media and Public Information.. Provides detailed legal advice and knowledge of various sub-sector legal disciplines including but not limited to constitutional, commercial, human and civil rights, administrative, Alternative Dispute Resolution (ADR), mediation and arbitration, post-conflict and rule of law transitions, family and juvenile law, family violence, class action, public interest, intellectual property, anti-corruption and other legal specialties. Provides specialized advice and knowledge of prosecutorial, defense and public defender law, the operations of attorney general or general prosecutor and the integration of security services and the justice sector, detention, court room security and other elements of the justice system.
Qualifications: PhD., JD., with eight years of experience; MS, MA, MBA with ten years of experience; BA, BS, with 15 years of experience.
3. Judicial Leaders. Provides advice, knowledge and expertise in the professionalization of judicial bodies, judicial associations, professional organizations, and the institutional reform of the courts. Mentors and extends opportunities for sharing of knowledge and expertise among judicial leaders and the relations among judges within countries, regions and internationally.
Qualifications: PhD., JD., with six years of experience; MS, MA, MBA with eight years of experience; BA, BS, with ten years of experience.

4. **Political, Social and Behavioral Specialists.** Provides analysis and advice on the operation of the justice sector and the reform of its operations. Provides guidance and expertise in data collection, analysis and public opinion surveys about the judicial system. Assesses the political and social standing of the judicial system in relation to other branches of government. Assesses the position of stakeholders, interest groups, patronage and clientelism in the judiciary.
Qualifications: PhD. with eight years of experience; MS, MA, MBA with ten years of experience; BA, BS, with 15 years of experience.
5. **Implementation and Program Management.** Provides project management, implementation and program management expertise. Serves as Chief of Party/Team, Deputy Chief of Party/Team, project component leaders and backstops for headquarters. Monitor and evaluates project activities and provides progress information to project managers. Provides financial management oversight and accounting of project funds, manages and administers technical and human resources necessary to accomplish project and program objectives, manages the disbursement of financial resources and ensures accountability and professional.
Qualifications: PhD. with eight years of experience; MS, MA, MBA with ten years of experience; BA, BS with 15 years of experience.
6. **Project Financial Management.** Provides detailed support for the management of project financial resources. Provides project financial analysis, knowledge and advice for the management of project funds. Ensures that project funds are administered consistent with federal funds management requirements. Organizes project accounting system, budget, financial reporting, disbursement and project accruals consistent with client and federal funds management procedures. Organizes grant and cooperative agreement funding mechanisms, accounting, financial reporting and tracking of project funds consistent with federal procedures and guidelines.
Qualifications: CPA, MS, MA, MBA with six years of experience; BA, BS, with eight years of experience.
7. **Administrative and Logistical Support.** Provides detailed support for project management. Provides administrative and logistical support for the implementation of programs and activities. Ensures that projects and activities are administered in compliance with client requirements. Provides specialized logistical, management support, procurement and event planning special events, conferences, meetings and other events and program related high level meetings.
Qualifications: BA, BS, with two years of experience

Organizational Labor Categories—International Programs

1. **Project Director.** Takes the lead in the technical management of projects and activities, oversees budget and management of project funds, project operations, and ensuring compliance with funder rules and procedures.
Qualifications: PhD., JD., with eight years progressive experience; MS, MA, MPA/MBA with ten years of experience; BA, BS, with 15 years of experience.
2. **Director International Visitors Education Program.** Responsible for the design, development and implementation of International Visitor Programs, participant training and study tours. Serves as the senior most person in the management of international visitor programs.
Qualifications: Graduate or undergraduate degree with three years of experience.

3. **Project Manager.** Oversees project administrative and management requirements and provides support as needed for field operations. Supports the day-to-day management of projects, coordinating all management issues and providing direct technical support.
Qualifications: Graduate or undergraduate degree with five years of experience.
4. **Project Specialist.** Responsible for both program and analytical elements in project and program portfolios. Provides both program and technical support to project activities.
Qualifications: Graduate or undergraduate degree with three years of experience.
5. **Administrative Specialist.** Responsible for project and program administrative and technical tasks.
Qualifications: BA, BS, with two years of experience.
6. **Chief of Party.** Leads the in-country project team, manages country technical staff, consultants and local staff, recruitment, and the day-to-day field office management. The COP has full operational control of the project, interacts with the funder, the host country justice system representatives and officials and local partners and communicates the project vision and specific strategies. The COP is responsible for developing, implementing, and monitoring reform strategies and reporting results.
Qualifications: PhD., JD., with eight years progressive experience; MS, MA, MPA/MBA with ten years of experience; BA, BS, with 15 years of experience.
7. **Deputy Chief of Party.** Assists the COP with administrative management, freeing the COP to focus more intensely on technical implementation and interaction with stakeholders. In the absence of the COP, the DCOP acts in his/her stead.
Qualifications: PhD., JD., with eight years progressive experience; MS, MA, MPA/MBA with ten years of experience; BA, BS, with 15 years of experience.

Functional Labor Categories—Domestic Court Consulting Programs

1. **Principal Court Management Consultant.** Responsible for providing management consulting and technical assistance to state and local courts and international judicial systems for the NCSC. The Principal Consultant makes recommendations to clients, and mentors consulting staff and/or field managers and performs work with considerable independence under the general direction and oversight of an executive manager. The Principal Consultant analyzes, evaluates, and resolves complex operational and organizational problems and makes recommendations for proper action. He/she is also responsible for managing project budgets, timelines, and measuring efficiency, effectiveness, and client satisfaction.
Qualifications: Master's degree in business, public administration, judicial administration, criminal justice or a law degree. Five to eight years' experience in management or supervisory analysis, including project management in a court-setting, or related criminal justice system, or any equivalent combination of education and experience.
2. **Senior Court Management Consultant.** Responsible for providing management consulting and technical assistance to state and local courts and international judicial systems for the NCSC. The Senior Consultant has knowledge of relevant principles, theories, research methods, and project management and develops and prepares proposals, analyses and makes assessments. The Senior Consultant performs project assignments including making recommendations to clients and mentors consulting staff and/or field managers in complex

court management issues. Extensive client interaction is associated with the work. Her/his work is performed with considerable independence under the general direction and oversight of an executive manager, and is reviewed by a supervisory manager, measuring efficiency, effectiveness, and client satisfaction.

Qualifications: Master's degree in business, public administration, judicial administration, criminal justice or a law degree and three to five years' experience in management analysis and management support activities; or any equivalent combination of education and experience.

3. Court Management Consultant. Responsible for assisting management consulting activities and supporting technical assistance to state and local courts and international judicial systems for the NCSC. The Consultant performs project tasks, including data collection, research methods and analysis, and supports proposal development. The Consultant manages projects, budgets, and timelines and interacts with clients. Work is performed under the close direction of a supervisor or project manager, as needed, and is reviewed for quality and timely completion of assignments.

Qualifications: Master's degree in business, public administration, judicial administration, criminal justice or a law degree and three to five years' experience in management analysis and management support activities; or any equivalent combination of education and experience.

4. Administrative Support Staff. Responsible for project and program administrative and technical tasks.

Qualifications: BA, BS, with two years of experience.

5. Lead Trainer. Experienced subject-matter expert in education, training, or adult-learning, responsible for planning, coordinating, and directing programs for court executive development, management training, and education for the Institute for Court Management (ICM) at the NCSC. Work includes the design and implementation of course curricula, and working with court leaders to assess training needs related to the development of education/training programs. The Lead Trainer assists the Executive Director in the overall management of ICM including the management of grant, associations and affiliations, strategic planning and scheduling, curriculum design and development for classroom and distance-learning, as well as recruitment and oversight of faculty and support personnel. Work is performed under the general direction of the Executive Director for the ICM and is reviewed for efficiency, effectiveness, and quality of service.

Qualifications: College/University Degree or Master's degree in education and five to eight years of experience in teaching/education work with particular emphasis in adult education, executive development, and leadership training in court management or a closely related area (ICM Fellows preferred); or any equivalent combination of education and experience.

6. Trainer. Serves as faculty for the NCSC Institute for Court Management. Designs and presents the subject matter fairly and objectively, recognizing differing views and not allowing personal biases to be given in the form of objective information. Prepares courses to highlight the best achievements in the court management field, making each course a significant and challenging educational experience. Creates appropriate activities to supplement learning objectives and lesson plans. Writes or prepares discussion questions, small or large group exercises, or problems to be used as part of instruction. Reviews evaluations and use of evaluation information to adjust teaching methods, as needed. Arranges classrooms for training sessions, ensures equipment is working, and that technology is integrated seamlessly into the lesson plan.

Qualifications: College/University Degree or Master's degree in education and five to eight years of experience in teaching/education work with particular emphasis in adult education, executive development, and leadership training in court management or a closely related area (ICM Fellows preferred); or any equivalent combination of education and experience.

THE NATIONAL CENTER FOR STATE COURTS

PSS CUSTOMER INFORMATION

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- 1a. Awarded Special Item Numbers with appropriate cross-reference to page numbers:
 - 874-1 Integrated Consulting Services.
 - 874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.
 - 874-7 Integrated Business Program Support Services.
- 1b. N/A.
- 1c. The Contractor is proposing fixed hourly rates and provides a description of job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will be providing services.
2. Maximum Order: \$1,000,000.00.
3. Minimum Order: \$100.00.
4. Geographic Coverage: Domestic and Overseas.
5. Point(s) of Production (city, county, and state or foreign country): Same as company address.
6. Discount from list prices or statement of net price: Government discounts already deducted. See attached prices.
7. Quantity discounts: None offered.
8. Prompt payment terms: Net 30 days.
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: YES.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contact Contractor.
10. Foreign items (list by county of origin): None.
- 11a. Time of Delivery: Specified on the Task Order.
- 11b. Expedited Delivery: Contact Contractor.
- 11c. Overnight and two-day delivery: Contact Contractor.
- 11d. Urgent Requirements: Contact Contractor.
12. F.O.B. Point(s): Destination.
- 13a. Ordering address: Same as company address.
- 13b. Ordering Procedures: Contractor will accept orders by fax or EDI.
14. Payment address(es): Same as company address.
15. Warranty provision: Contractor's standard commercial warranty.
16. Export Packing Charges: N/A.
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor.
18. Terms and conditions of rental, maintenance, and repair: N/A.
19. Terms and conditions of installation: N/A.

- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: N/A.
- 21. List of service and distribution points: N/A.
- 22. List of participating dealers: N/A.
- 23. Preventative maintenance: N/A.
- 24a. Special attributes such as environmental attributes: N/A.
- 24b. N/A.
- 25. Data Universal Numbering System (DUNS) number: 07-6443563.
- 26. Notification regarding registration in Central Contractor Registration (CCR) database: Registered.

Contractor will accept LH and FFP.
Government awarded prices (net prices).

NATIONAL CENTER FOR STATE COURTS
PSS FIXED DAILY RATE SCHEDULE JUNE 2013

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BASE PERIOD LABOR RATES

874-1 Integrated Consulting Services.

874-4 Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internships.

874-7 Integrated Business Program Support Services.

Annual Escalation Factor 1.04

Fully-loaded Fixed Hourly Rates

ITEM	Labor Category	Level	BASE PERIOD				
			Year 6	Year 7	Year 8	Year 9	Year 10
FUNCTIONAL LABOR CATEGORIES--INTERNATIONAL PROGRAMS							
1	Strategic Development, Justice and Governance Sector Reform Management and Operations Specialist	Senior	\$199.65	\$204.64	\$209.76	\$215.00	\$220.38
2	Technical and Legal Specialist in Justice and Governance Sector Programs	Senior	\$207.80	\$213.00	\$218.33	\$223.78	\$229.38
3	Judicial Leader	Mid	\$121.17	\$124.20	\$127.30	\$130.49	\$133.75
4	Political, Social and Behavioral Specialist	Senior	\$153.79	\$157.63	\$161.57	\$165.61	\$169.75
		Mid	\$118.71	\$121.68	\$124.72	\$127.84	\$131.04
5	Implementation and Program Management Specialist	Senior	\$209.59	\$214.83	\$220.20	\$225.71	\$231.35
		Mid	\$105.05	\$107.68	\$110.37	\$113.13	\$115.96
6	Project Financial Management Specialist	Mid	\$123.51	\$126.60	\$129.76	\$133.00	\$136.33
7	Administrative and Logistical Support	Senior	\$68.28	\$71.01	\$72.78	\$74.60	\$76.47

ORGANIZATIONAL LABOR CATEGORIES--INTERNATIONAL PROGRAMS							
1	Project Director	Senior	\$207.80	\$213.00	\$218.33	\$223.78	\$229.38
2	International Visitors Education Program Director	Senior	\$114.42	\$117.28	\$120.21	\$123.22	\$126.30
3	Project Manager	Senior	\$108.17	\$110.88	\$113.65	\$116.49	\$119.40
4	Project Specialist	Senior	\$63.98	\$65.58	\$67.22	\$68.90	\$70.63
5	Administrative Specialist	Senior	\$64.34	\$65.95	\$67.60	\$69.29	\$71.02
6	Chief of Party	Senior	\$211.37	\$216.65	\$222.07	\$227.62	\$233.31
7	Deputy Chief of Party	Senior	\$197.00	\$201.93	\$206.97	\$212.15	\$217.45
FUNCTIONAL LABOR CATEGORIES--DOMESTIC COURT CONSULTING PROGRAMS							
1	Principal Court Management Consultant	Senior	\$167.87	\$172.07	\$176.37	\$180.78	\$185.30
2	Senior Court Management Consultant	Senior	\$135.89	\$139.29	\$142.77	\$146.34	\$150.00
3	Court Management Consultant	Senior	\$111.91	\$114.71	\$117.58	\$120.52	\$123.53
4	Administrative Support Staff	Senior	\$52.38	\$53.69	\$55.03	\$56.40	\$57.81
5	Lead Trainer	Senior	\$159.88	\$163.87	\$167.97	\$172.17	\$176.47
6	Trainer	Senior	\$119.91	\$122.91	\$125.98	\$129.13	\$132.36

Prices Under SIN 874-4

Course Title	Course Length	Minimum Participants	Maximum Participants	Price Per Course/Price Per Person and (Price per Person with Early Bird Discount*) Inclusive of the 0.75% IFF				
				Year 6	Year 7	Year 8	Year 9	Year 10
Court Management Program (CMP) Level Two								
Essential Components	2.5 days	1	50	\$12,000-\$645 (\$595)	\$12,300-\$661.13 (\$609.88)	\$12,607.50-\$677.65 (\$625.12)	\$12,922.69-\$694.59 (\$640.75)	\$13,245.75-\$711.96 (\$656.77)
Visioning and Strategic Planning	2.5 days	1	50	\$12,000-\$645 (\$595)	\$12,300-\$661.13 (\$609.88)	\$12,607.50-\$677.65 (\$625.12)	\$12,922.69-\$694.59 (\$640.75)	\$13,245.75-\$711.96 (\$656.77)
Leadership	2.5 days	1	50	\$16,000-\$645 (\$595)	\$16,400.00-\$661.13 (\$609.88)	\$16,810.00-\$677.65 (\$625.12)	\$17,230.25-\$649.59 (\$640.75)	\$17,661.01-\$711.96 (\$656.77)
Education, Training and Development	2.5 days	1	50	\$16,000-\$645 (\$595)	\$16,400.00-\$661.13 (\$609.88)	\$16,810.00-\$677.65 (\$625.12)	\$17,230.25-\$649.59 (\$640.75)	\$17,661.01-\$711.96 (\$656.77)
Court Community Communication	2.5 days	1	50	\$15,000-\$645 (\$595)	\$15,375.00-\$661.13 (\$609.88)	\$15,759.38-\$677.65 (\$652.12)	\$16,153.36-\$694.59 (\$640.75)	\$16,557.19-\$711.96 (\$656.77)
High Performance Court Framework	2.5 days	1	50	\$15,000-\$645 (\$595)	\$15,375.00-\$661.13 (\$609.88)	\$15,759.38-\$677.65 (\$652.12)	\$16,153.36-\$694.59 (\$640.75)	\$16,557.19-\$711.96 (\$656.77)
Court Management Program (CMP)	2.5 days	1	50					
Court Performance Standards: CourTools	2.5 days	1	50	\$15,000-\$645 (\$595)	\$15,375.00-\$661.13 (\$609.88)	\$15,759.38-\$677.65 (\$652.12)	\$16,153.36-\$694.59 (\$640.75)	\$16,557.19-\$711.96 (\$656.77)
Fundamental Issues of Caseload Management	2.5 days	1	50	\$13,000-\$645 (\$595)	\$13,325.00-\$661.13 (\$609.88)	\$13,658.13-\$677.65 (\$652.12)	\$13,999.58-\$694.59 (\$640.75)	\$14,349.57-\$711.96 (\$656.77)
Managing Court Financial Resources	2.5 days	1	50	\$16,000-\$645 (\$595)	\$16,400.00-\$661.13 (\$609.88)	\$16,810.00-\$677.65 (\$625.12)	\$17,230.25-\$649.59 (\$640.75)	\$17,661.01-\$711.96 (\$656.77)
Managing Human Resources	2.5 days	1	50	\$12,000-\$645 (\$595)	\$12,300-\$661.13 (\$609.88)	\$12,607.50-\$677.65 (\$625.12)	\$12,911.69-\$649.59 (\$640.75)	\$13,245.75-\$711.96 (\$656.77)
Managing Technology Projects and Technology Resources	2.5 days	1	50	\$14,000-\$645 (\$595)	\$14,350-\$661.13 (\$609.88)	\$14,708.75-\$677.65 (\$625.12)	\$15,076.47-\$649.59 (\$640.75)	\$15,453.38-\$711.96 (\$656.77)
Purposes and Responsibilities of the Courts	2.5 days	1	50	\$13,000-\$645 (\$595)	\$13,325.00-\$661.13 (\$609.88)	\$13,658.13-\$677.65 (\$652.12)	\$13,999.58-\$694.59 (\$640.75)	\$14,349.57-\$711.96 (\$656.77)

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Service Schedule per Mass Mod A474 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. The offeror is responsible for paying, at a minimum, the prevailing wage rate and fringe benefit rate requirements in the SCA Wage Determination (WD) Revision Number currently incorporated into this contract. However, since the offeror has indicated that all proposed labor categories are exempt from SCA, if a future revision of the WD should result in a higher prevailing wage rate and fringe benefit rate than the offeror is currently paying for a service employee, and that service employee (and the Department of Labor) should later determine that his/her position is SCA eligible, the offeror will be responsible for paying the higher of the two wages without adding further burden to any government contract pricing.