



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY
SCHEDULE PRICE LIST INDUSTRIAL GROUP 00-CORP,
PROFESSIONAL SERVICES SCHEDULE (PSS)

Special Item No. 874 1 & 874 1RC Integrated Consulting Services



WestEd
730 Harrison Street
San Francisco, CA 94107-1260
Phone: (415) 615-3414
Fax: (415) 565-3012



Contract Number: GS-10F-0288W
Business Size: Other than Small; Non-Profit Business
Period Covered by Contract: 09/02/2010 through 09/01/2020
Pricelist current through Mod# CM A473 dated 10/1/2015
Internet Address: www.wested.org
Email: gsamobis@wested.org
Contract Administrator: Michael J Neuenfeldt

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

WESTED TABLE OF CONTENTS

Item	Page
WestEd Corporate Information	3
WestEd Special Item Number (SIN) Description	6
Information for Ordering Offices	7
Ordering Guide for our Customers	9
WestEd Labor Category Rates	10
WestEd SCA Matrix	11
WestEd Labor Category Descriptions	12
WestEd Labor Category Substitutions Information	15
Small Business Participation	16
Blanket Purchase Agreement	17
Basic Guidelines for Using Contractor Team Arrangements	19
Sales and Service Points	20

- Pricelist dated 9 December 2011 incorporates an Administrative change to the Point of Contact.
- Pricelist dated 7 February 2012 incorporates an Administrative change to the Point of Contact.
- Pricelist dated 6 May 2014 incorporates Terms and Condition MOD thru Refresh #22
- Pricelist dated 3 April 2015 incorporates Terms and Condition thru MOD #A415.
- Pricelist dated 3 April 2015 incorporates GSA Awarded Mod #PA-0010.
- Pricelist dated 3 April 2015 incorporates GSA Awarded Mod #PA-0011.
- First 5 Year Option Period, awarded under #PS-0013 – dated 9/8/15, #PO-0012 – dated 8/28/15 & #PO-0009 – dated 9/8/15.
- Pricelist dated 8 October 2015 incorporates GSA Mass Mod #A453, #CM A472 and Unilateral Awarded Mod #CM A473 for the re-branding of MOBIS schedule into Professional Services Schedule (PSS).

WESTED CORPORATE INFORMATION

WestEd is a national leader in assisting federal, state, and local governments to promote educational success and healthy human development. Most of our services—including management and strategic consulting; facilitation and consensus-building processes; research and development programs, projects, and evaluations; and custom training and technical assistance—are specifically designed to support policymakers and practitioners to carry out large-scale improvement and innovative change efforts. In developing and applying the best available resources toward these goals, WestEd has built strong relationships with our constituents and clients, within and across organizational levels.

WestEd was formed by the merger of Far West Laboratory for Educational Research and Development and Southwest Regional Laboratory, two regional education laboratories funded by Congress in 1966 to bridge the gap between research and practice. WestEd is now recognized as a preeminent research, development, and service organization with almost 650 full-time employees in 15 offices nationwide. Our project staff are organized into eleven programs and ten centers. Substantive fields of work include policy development and analysis; evaluation; health and human development; early childhood; literacy; science, technology, engineering, and mathematics (STEM); English learners; special education; assessment and accountability; school improvement; postsecondary and career readiness and success; leadership and professional development; and web, media, and technology.

Of the company's almost 650 professional, support, and administrative staff, approximately 450 have advanced degrees, including 137 doctorates in education, psychology, sociology, economics, criminal justice, public health, public policy, law, and statistics. Most have years of experience in management, research, development, training, technical assistance, evaluation, consulting, survey, and policy activities. Many senior staff are known nationally in their fields; their work and achievements have been recognized by awards from professional organizations, publications, placement on boards, and selection for high-profile advisory committees.

Our Work

Since 2000, WestEd has carried out over 4,500 successful projects representing major contributions to the nation's research and development resources. WestEd manages 450 to 700 active contracts and grants at any given time, with work in most states throughout the nation and in an increasing number of other countries.

Technical Assistance

WestEd has a longstanding record of providing technical assistance to federal agencies and states. In 2014, federal funding represented 56% of our \$138 million operating budget. Funding for specific projects comes from numerous federal agencies, including the U.S. Department of Education, National Science Foundation, U.S. Department of Health and Human Services, and the U.S. Department of Justice. Nationally known for providing technical assistance to states—we currently house 6 national and regional technical assistance centers for the U.S. Department of Education and are subcontractor on another national technical assistance center with SAMHSA, providing TA to states to build their capacity to improve school awareness of and address student mental health needs. Our technical assistance formats include short- or long-term consultation on policy, program, and system development and improvement; face-to-face and virtual training and professional development on research and best practices; conducting research, environmental scans, dissemination of information through a variety of media and platforms; and collaboration with other support systems. Other topics on which we provide assistance to state departments of education and other state entities include education assessment, measurement, and improvement assistance, school climate, mental health, early childhood, and a variety of special populations (including American Indians/Alaska Natives, disabilities, English Learners, and boys of color).

A leader in providing supports to agencies in addressing issues of mental health, prevention and intervention, WestEd also houses the National Center on Military Connected Youth, funded by the U.S. Army and conducts a wide range of work with the U.S. Departments of Justice, Health and Human Services, and Education.

Research and Evaluation

WestEd's approach to evaluation design, evaluation studies, and data collection is grounded in research, rigor, and responsiveness to client needs. We conduct developmental, formative, and summative evaluations. We use a range of methodological approaches to tackle the many different approaches, advanced quantitative analysis techniques, case studies, focus groups, interviews, site visits, process studies, observations, online surveys, and research syntheses. We also have a strong background in developing and validating measurement instruments for perceptual and achievement data.

As testament to the high quality of our research services is the work we have done for some 40 years with the U.S. Department of Education as the Regional Educational Laboratory, West, which seeks to make education a more evidence-based field. In this contract, WestEd is nationally known for its ability to conduct unbiased, high-quality research to inform pressing regional questions. Past needs analysis work has included systematic outreach to state and local stakeholder groups, and analysis of state data and policy trends, which are complemented by a full array of robust randomized control trial (RCT) studies. An example of how our robust evaluation and RCT work informs the development of effective and best practices is WestEd's track record with the U.S. Department of Education's Investing in Innovation (i3) program. To date, WestEd is the only agency to receive 5 of these awards—three of these were validation studies that met the evidence standards to scale nationally. To date, only one other agency has received two awards, and all 117 other grantees have received a single award.

Dissemination

WestEd has long been known for its contributions in codifying and widely disseminating evidence- and research-based practice. Our approach to dissemination draws from knowledge utilization theory and from our many years of practical experience working with practitioners, policy makers, and other stakeholders. From 2006-2011 we were tasked by the U.S. Department of Education's Office of Planning, Evaluation and Policy Development (OPEPD) to create a website called *Doing What Works (DWW)*. The website featured research-based practices and provided concrete information to teachers, administrators, and professional developers on how best to implement those practices. Interviews with researchers and practitioners, multimedia examples, and sample materials from real schools and classrooms, as well as tools were designed to help educators take action. Across its work and varying fields of academic achievement, mental health, sound social and emotional wellbeing, WestEd has created a wide range of multimedia resources, tools and publications to actively engage stakeholders in decision-making and implementation of best practice.

Work at State and Local Levels

The work WestEd conducts in local communities and regions continuously informs the work we do nationally and vice versa. We are currently funded by 24 state departments of education and scores of universities, school districts, foundations, state and local agencies, and private sector organizations across the country. Our success in completing projects to clients' specifications and cultivating a diverse and robust funding base has assured WestEd's long-term organizational stability.

Agency Organization

WestEd is governed by a Board of Directors composed of leaders from public and private education, business and human services communities, and is led by its Chief Executive Officer, Dr. Glen Harvey. To develop the range of services and technical expertise outlined above and remain competitive in a constantly changing fiscal and policy environment, WestEd monitors trends that affect the organizational needs of its clients, and invests in strategic acquisitions, mergers, and hiring that allow it to develop products responsive to those needs.

In the past five years, WestEd's revenue has grown significantly and we have expanded into new regions across the U.S. WestEd has supported this growth by adding key positions in program, administration, and development departments. WestEd's accounting, billing, and reporting procedures have been designed specifically to meet a variety of government reporting requirements, such as FAR, EDAR, and EDGAR. Daily business operations—including contract administration, contract compliance, data processing, and accounting functions—are managed by WestEd's accounting and finance office under the direction of the Chief Financial Officer.

WestEd recruits and employs subcontractors, and places a special emphasis on recruiting qualified socioeconomic concerns, in connection with its federally funded grants and contracts. As a not-for-profit agency, WestEd makes a concerted effort to ensure meaningful small business participation in projects, including participation by historically underutilized business zone (HUBzone) small businesses, as well as disadvantaged, women-owned, veteran-owned, and service-disabled veteran-owned small businesses. WestEd relies on subcontractors to enhance in-house expertise in a particular area or to ensure a fiscally responsible approach to a project when needed to help ensure high-quality deliverables and customer satisfaction. The agency uses an effective process for vetting potential subcontractors and has a history of successful partnerships with a number of organizations with which we subcontract.

WESTED SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

874 1 & 874 1RC INTEGRATED CONSULTING SERVICES

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN include:

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations, reports, business policy and regulation development assistance, strategy formulation, and expert witness services.
- Facilitation and related decision support services
- Survey services, using a variety of methodologies, including survey planning, design, and development; survey administration; data validation and analysis; reporting, and stakeholder briefings
- Advisory and assistance services in accordance with FAR 37.203

INFORMATION FOR ORDERING OFFICES

FSS SIN(s): 874 1 & 874 1RC

Contract Number: GS-10F-0288W

Contract Period: 09/02/2010 through 09/01/2020

Contractor's Name: WestEd

Contractor's Address: 730 Harrison Street
 San Francisco, CA 94107
 Phone: (415) 615-3414
 Fax: (415) 565-3012

Business Size: Other than Small; Non-Profit Business

Data Universal Numbering System (DUNS): 074653882

Contractor's Taxpayer Identification Number (TIN): 94-3233542

1a. Special Item Number(s) proposed for this contract:

SIN	DESCRIPTION
874 1 & 874 1RC	Integrated Consulting Services

- 1b. All WestEd pricing and rates can be found on page 10 of this pricelist**
- 1c. WestEd Hourly rates and descriptions can be found on pages 10-15 of this pricelist**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage:** Domestic Only; 48 States & Washington D.C.
- 5. Point of Production:** 730 Harrison Street
San Francisco, CA 94107
- 6. All prices listed reflect the Government net price for those services (discounts already deducted).**
- 7. Quantity Discounts:** None Offered
- 8. Prompt Payment Terms:** Net 30 Days
- 9a. Government Purchase Cards:** Are accepted at or below the micropurchase threshold.
- 9b. Government Purchase Cards:** Will accept over the micropurchase threshold.
- 10. Foreign Items:** None
- 11a. Time of Delivery:** Specified on the Task Order
- 11b. Expedited Delivery:** As Negotiated with Ordering Agency
- 11c. Overnight and 2-Day Delivery:** As Negotiated with Ordering Agency
- 11d. Urgent Requirements:** As Negotiated with Ordering Agency
- 12. F.O.B. Point(s):** Destination
- 13a. Ordering Address:** 730 Harrison Street
San Francisco, CA 94107
Phone: (415) 615-3414
Fax: (415) 565-3012
Attn: Michael J Neuenfeldt
- 13b. Ordering Procedures:** 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).
- 14. Payment Address:** WestEd
4665 Lampson Avenue
Los Alamitos, CA 90720-5139
Attn: Ronia Tan, Controller
- 15. Warranty Provision:** Not Applicable
- 16. Export Packaging Charges:** Not Applicable

17. **Terms and Conditions of Government Purchase Card Acceptance:** None
18. **Terms and Conditions of rental, maintenance and repair:** Not Applicable
19. **Terms and Conditions of installation:** Not Applicable
20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. **Terms and Conditions for any other Services:** Not Applicable
21. **List of service and distribution points:** (See listings in the back of this pricelist)
22. **List of participating dealers:** Not Applicable
23. **Preventative maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **SECTION 508 COMPLIANCE:**
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/.
25. **Data Universal Numbering System (DUNS) Number: 07-4653882**
26. **WestEd is registered with the Central Contractor Registration (CCR) Database**

ORDERING GUIDE FOR OUR CUSTOMERS

A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Professional Services Schedule (PSS) can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer.

SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

Orders must comply with applicable subsections under the FAR Part 8.4 Acquisition Regulation.

FAR Part 51

Orders can now be processed under FAR Part 51 Deviations. Please review and follow FAR instructions.

Eligibility

GSA Eligibility Order 4800.2H

For more information on ordering from Federal Supply Schedules:

<http://www.gsa.gov/portal/category/100623>

WESTED LABOR CATEGORY RATES

WestEd MOBIS Special Item Number(s) 874 1 & 874 1RC
 *All SINs are designated 'RC' for Disaster Recovery Purchasing.

SINs*	Order #	Labor Category Title	Rates Effective 9/2/2015–9/1/2016	Rates Effective 9/2/2016–9/1/2017	Rates Effective 9/2/2017–9/1/2018	Rates Effective 9/2/2018–9/1/2019	Rates Effective 9/2/2019–9/1/2020
874 1	WE001	Senior Project Director II/Sr. SME II	\$293.94	\$299.70	\$305.58	\$311.57	\$317.67
874 1	WE002	Senior Project Director I/Sr. SME I	\$258.10	\$263.16	\$268.32	\$273.58	\$278.94
874 1	WE003	Project Director II/SME II	\$233.76	\$238.35	\$243.02	\$247.78	\$252.64
874 1	WE004	Project Director I/SME I	\$204.91	\$208.93	\$213.02	\$217.20	\$221.45
874 1	WE005	Senior Research Associate III	\$200.25	\$204.17	\$208.18	\$212.26	\$216.42
874 1	WE006	Senior Research Associate II	\$173.64	\$177.04	\$180.51	\$184.05	\$187.66
874 1	WE007	Senior Research Associate I	\$143.18	\$145.99	\$148.85	\$151.77	\$154.74
874 1	WE008	Senior Program Associate III	\$159.94	\$163.08	\$166.28	\$169.53	\$172.86
874 1	WE009	Senior Program Associate II	\$149.99	\$152.93	\$155.93	\$158.99	\$162.10
874 1	WE010	Senior Program Associate I	\$125.73	\$128.19	\$130.70	\$133.27	\$135.88
874 1	WE011	Research Associate III	\$139.90	\$142.64	\$145.44	\$148.29	\$151.19
874 1	WE012	Research Associate II	\$107.11	\$109.21	\$111.35	\$113.53	\$115.76
874 1	WE013	Research Associate I	\$99.36	\$101.31	\$103.29	\$105.32	\$107.38
874 1	WE014	Program Associate II	\$109.09	\$111.23	\$113.41	\$115.63	\$117.89
874 1	WE015	Program Associate I	\$101.22	\$103.20	\$105.22	\$107.28	\$109.39
874 1	WE016	Program Assistant II	\$93.99	\$95.83	\$97.71	\$99.62	\$101.57
874 1	WE017	Program Assistant I	\$79.28	\$80.84	\$82.42	\$84.04	\$85.69
874 1	WE018	Research Assistant II	\$87.75	\$89.47	\$91.22	\$93.01	\$94.83
874 1	WE019	Research Assistant I	\$79.68	\$81.24	\$82.84	\$84.46	\$86.11
874 1	WE020	Administrative Assistant III	\$85.45	\$87.13	\$88.84	\$90.58	\$92.35
874 1	WE021	Administrative Assistant II	\$72.70	\$74.12	\$75.58	\$77.06	\$78.57
874 1	WE022	Administrative Assistant I	\$69.92	\$71.29	\$72.69	\$74.12	\$75.57
874 1	WE023	Deleted – Space Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
874 1	WE024	Communications Associate I	\$114.14	\$116.38	\$118.66	\$120.99	\$123.36
874 1	WE025	Communications Associate II	\$140.44	\$143.19	\$146.00	\$148.86	\$151.78

For additional information please contact Christina Cunnison at the WestEd GSA Technical Assistance Department at gsamobis@wested.org or Phone (415) 615-3454, Fax (415) 565-3012

See the following page for our full Product Descriptions

WESTED LABOR SCA MATRIX

WestEd has reviewed our proposal for potential SCA Categories and has provided our findings below in the SCA Matrix. The bulk of our proposed GSA categories are “Exempt” in the SCA Matrix, as they were determined to be professional categories and are not applicable or do not correlate with a category listed in the Wage Determination chart #2005-2059; (Rev. 16), dated 12/22/2014.

WestEd SCA Matrix:

WestEd Order #	SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Equivalent Title	WD Number
WE021	Administrative Assistant II	01312	Secretary II	2005-2059 (Rev. 16)
WE022	Administrative Assistant I	01020	Administrative Assistant	2005-2059 (Rev. 16)

“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices in the chart above are 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.”

WESTED LABOR CATEGORY DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
WE001	Senior Project Director II/Sr. SME II	14 Years Project Related Experience	Master's Degree	Responsible for directing analysis and research focused on national education or project related issues. Key contact with state school chiefs, legislative leaders, officials of US Department of Education, and other Government policy makers. Provide subject matter expert assistance and consultation on key policy issues. Development of significant, high-impact work focused on education research.
WE002	Senior Project Director II/Sr. SME I	12 Years Project Related Experience	Master's Degree	Effectively lead multiple projects, research, development, and technical assistance at the state, multi-state, and regional level. Contribute substantially and significantly to new areas of research. Lead and direct research, oversee protocols and technical aspects of assessment projects, statistical analysis, and strategize on resource development efforts. Provide subject matter expert assistance and consultation on key policy issues.
WE003	Project Director II/SME II	10 Years Project Related Experience	Master's Degree	Direct program, provide leadership, strategic planning, develop research, and policies. Responsible for budget management, staff management, resource development, and education research expertise. Management experience. Knowledge of research and evaluation methods, statistics; federal and state policies affecting education. May perform duties as a subject matter expert in their own field of expertise.
WE004	Project Director I/SME I	8 Years Project Related Experience	Master's Degree	Responsible for project oversight, high-level client interaction, strategic planning, budget management, key leadership, staff management, resource development, and education research expertise. May perform duties as a subject matter expert in their own field of expertise.
WE005	Senior Research Associate III	10 Years Project Related Experience	Master's Degree	Effectively manage program projects; develop and implement research findings, conduct professional development & trainings to clients statewide and nationally. Synthesize educational research and collaborate on curriculum/product development.
WE006	Senior Research Associate II	8 Years Project Related Experience	Master's Degree	Analyze state and local datasets to examine educational issues. Design and implement scientifically rigorous research. Conduct statistical analyses using procedures such as multilevel modeling, exploratory and confirmatory factor analysis, classical regression techniques, structural equation modeling, and survival analysis. Expertise in conducting quantitative and qualitative research. Ability to work with statistical software. Knowledge of education policy and issues.
WE007	Senior Research Associate I	7 Years Project Related Experience	Master's Degree	Education research professional with specialized content expertise, implements strategy, leads large-scale projects, involved in business and product development. Implements system improvements and provides value-added services to high-level clients.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
WE008	Senior Program Associate III	10 Years Project Related Experience	Master's Degree	Demonstrates deep research methodological expertise, provides broad leadership and co-directs various complex research and evaluation projects. Plays a strategic role in developing greater agency visibility and expanding new studies in the education arena.
WE009	Senior Program Associate II	8 Years Project Related Experience	Master's Degree	Provide broad and deep expertise in specialized areas of education, extensive research; contribute to grant writing, project & budget management, and conduct professional development for school districts and teachers or other project related personnel. Contribute to development of high quality education products and services.
WE010	Senior Program Associate I	7 Years Project Related Experience	Master's Degree	Responsible for research aimed at improving education, conduct quantitative and qualitative data analysis, demonstrate content knowledge and expertise in fields such as science, teacher professional development, child development, assessment, mathematics, etc.. Supervise and manage project activities, prepare written reports, work in collaboration with program team members in developing and writing research proposals.
WE011	Research Associate III	8 Years Project Related Experience	Master's Degree	Responsible for complex program evaluations, development of research instruments, and program evaluations of school and community-based educational programs. Design methodologically-sound research and evaluation findings, analyze data and prepare reports. Solid knowledge of quantitative and qualitative research methods.
WE012	Research Associate II	6 Years Project Related Experience	Master's Degree	Provide highly complex education research analysis, write reports, and develop new products, represent the agency to external clients, and collaborate on business development efforts. Operate on a strategic level and apply specialized knowledge.
WE013	Research Associate I	5 Years Project Related Experience	Master's Degree	Provide professional level education research, conduct site visits, lead focus groups, perform complex data analysis, lead team efforts, and supervise other professional staff.
WE014	Program Associate II	6 Years Project Related Experience	Master's Degree	Responsible for developing and implementing development efforts as well as state and district-level technical assistance to design standards-based assessment systems that promote educational success for diverse student populations. Represent WestEd's work in public forums, such as national, state, and regional conferences.
WE015	Program Associate I	5 Years Project Related Experience	Master's Degree	Provide high level research and collaborate in developing education or project related modules used in teacher/professional development. Support project team to refine education products that serve to improve the academic achievement of language and culturally diverse student populations in various state regions.
WE016	Program Assistant II	3 Years Project Related Experience	Bachelor's Degree	Responsible for substantive contribution in summarizing education or project related research literature, providing excellent content support and technical assistance to clients, school, and district administrators working on school improvement. Provide support to project team in data gathering, presentations.

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
WE017	Program Assistant I	2 Years Project Related Experience	Bachelor's Degree	Ensure coordination of program activities to ensure efficient operation, maintain online databases, prepare reports, manage conference logistics, Provide support to director and program staff, assist with budgets.
WE018	Research Assistant II	3 Years Project Related Experience	Master's Degree	Provide advanced level research assistance, including designing field work protocols and instruments, leading education-related field work, conducting training, analyzing and summarizing data.
WE019	Research Assistant I	2 Years Project Related Experience	Bachelor's Degree	Conduct entry-level research, collect and organize resource information, and conduct field research interviews, disseminate program information to program staff.
WE020	Administrative Assistant III	5 Years Project Related Experience	Bachelor's Degree	Provide formal team leadership to administrative support teams; requires specialized skills in creative, and/or technical writing, accounting, desktop publishing, computer support or contract management. Requires high level of industry and organizational knowledge. Highly proficient in MS Word, InDesign, PowerPoint, Access, Excel, Internet, online project management, and database systems.
WE021	Administrative Assistant II	3 Years Project Related Experience	Associate's Degree	Provide professional, confidential, and proactive administrative support, requiring effective interpersonal and communication skills with department team and clients. Duties: word processing, database maintenance, Excel spreadsheet development, graphics, chart creation, bookkeeping/accounting, travel arrangements. Administrative assistant experience, MS Word, Excel, PowerPoint, Internet Savvy.
WE022	Administrative Assistant I	1 Years Project Related Experience	Associate's Degree	Provides entry-level clerical administrative support specifically dedicated to the requirements of the project team, including light data-entry, word processing, meeting scheduling, copying, faxing.
WE024	Communications Associate I	5 Years Project Related Experience	Bachelor's Degree	Experienced communication associate, writer/editor; works collaboratively with WestEd program staff to develop research-based products useful to education practitioners and/or policymakers. Writes about complex education subjects for a target audience and conceptualizes product, including doing market research, managing pre-publication review process, and editing collateral materials.
WE025	Communications Associate II	10 Years Project Related Experience	Master's Degree	Oversees WestEd's institutional efforts to generate high quality education products that heighten the agency's impact, reputation, and fiscal viability. Manages the developmental process of individual products, implements quality assurance, serves as primary press contact; develops collateral materials, supports resource development, and development of products to help improve education policy and practice.

WESTED LABOR CATEGORY SUBSTITUTIONS INFORMATION

WestEd will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. WestEd labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all WestEd labor categories unless specified in the description.

ALLOWABLE SUBSTITUTIONS

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.		
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

**USA COMMITMENT TO PROMOTE SMALL BUSINESS
PARTICIPATION PROCUREMENT PROGRAMS PREAMBLE**

WestEd provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Michael Neuenfeldt at the WestEd GSA Contracts department at Phone: (415) 615-3414; Fax: (415) 565-3012; Email: gsamobis@wested.org

**BEST VALUE BLANKET
PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act
_____(Agency)____ and _____(Contractor)_____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less.**

Signatures

AGENCY

DATE

CONTRACTOR

DATE

BPA NUMBER _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Task/Delivery Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENT”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

WESTED SALES AND SERVICE POINTS



WestEd Corporate Headquarters:

730 Harrison Street
San Francisco, CA 94107-1242

Voice (415) 615-3000
Fax (415) 565-3012

One Midtown Plaza
1360 Peachtree St. N.E., Suite 1020
Atlanta, GA 30309

Voice
Fax

300 Unicorn Park Dr., 5th floor
Woburn, MA 01801-3324

Voice (781) 481-1100
Fax (781) 481-1120

426 Industrial Avenue, Suite 160
Williston, VT 05495

Voice (802) 951-8200
Fax (802) 951-8222

333 North Lantana Street, Suite 277
Camarillo, CA 93010

Voice (800) 770-6339
Fax (805) 465-4444

1919 South Highland Avenue
Suite 203, Building B
Lombard, IL 60148

Voice (630) 652-7400
Fax (630) 652-7474

4665 Lampson Avenue
Los Alamitos, CA 90720-5139

Voice (562) 598-7661
Fax (562) 799-5151

300 Lakeside Drive, 25th Floor
Oakland, CA 94612-3540

Voice (510) 302-4200
Fax (510) 302-4242

2020 N. Central Avenue, Suite 510
Phoenix, AZ 85004-4598

Voice (602) 322-7000
Fax (602) 322-7007

400 Seaport Court, Suite 222
Redwood City, CA 94063-2767

Voice (650) 381-6400
Fax (650) 381-6401

1000 G Street, Suite 500
Sacramento, CA 95814-0892

Voice (916) 492-4000
Fax (916) 492-4002

751 Rancheros Drive, Suite 2
San Marcos, CA 92069

Voice (760) 304-5200
Fax (760) 304-5252

180 Harbor Drive, Suite 112
Sausalito, CA 94965-2845

Voice (415) 289-2300
Fax (415) 289- 2301

622 N. Country Club Rd., Suite E
Tucson, AZ 85716-4537

Voice (520) 888-2838
Fax (520) 888-2621

1350 Connecticut Avenue NW, Suite 201
Washington, DC 20036-1709

Voice (202) 471-2500
Fax (202) 471-2471

