



U.S. General Services Administration



Center for the
Study of Services

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is: <http://www.gsaadvantage.gov>

**General Services Administration
Federal Acquisition Service
Mission Oriented Business Integrated Services (MOBIS)
Schedule 874**

CONTRACT NUMBER:
GS-10F-028BA

Period Covered by Contract:
November 5, 2013 to November 4, 2018

Center for the Study of Services

**1625 K Street NW 8th Floor
Washington, DC 20006
Telephone: (202) 347-9612
Fax: (202) 347-4000**

<http://www.cssresearch.org/>

General Services Administration
Management Services Center Acquisition Division
Supplement # _____, dated _____.

**CSS is a Non-Profit Organization*
Business Size: **Other Than Small Business**
DUNS: **081075467**

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

GSA AWARDED TERMS AND CONDITIONS CENTER FOR THE STUDY OF SERVICES

- 1a. Table of awarded Special Item Number (SIN):
874-1: Integrated Consulting Services
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each SIN awarded in the contract:
Please see attached pricelist for details
- 1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided.
Please see attached pricelist for details
2. Maximum Order:
\$1,000,000
3. Minimum Order:
\$100
4. Geographic Coverage:
Domestic delivery only; 48 contiguous United States, including Washington, DC, Puerto Rico, Alaska, and Hawaii
5. Point of Production:
**Center for the Study of Services
1625 K Street NW 8th Floor
Washington, DC 20006
T: (202) 347-9612 / F: (202) 347-4000**
6. Discount from List Prices or Statement of Net Price:
Net GSA pricing is listed in the attached pricing tables
7. Quantity Discounts:
**2% for task orders equal to or exceeding \$100,000
3% for task orders equal to or exceeding \$250,000
4% for task orders equal to or exceeding \$500,000**
8. Prompt Payment Terms:
1%, 15 Days, 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:
The contractor shall deliver or perform services in accordance with the terms negotiated in the agency's Statement of Work (SOW).
- 11b. Expedited Delivery:
Expedited delivery time is to be negotiated between Contractor and Ordering Agency
- 11c. Overnight and 2-day delivery:
Overnight and 2-day delivery time is to be negotiated between Contractor and Ordering Agency
- 11d. Urgent Requirements:
Urgent Requirements delivery time is to be negotiated between Contractor and Ordering Agency
12. F.O.B. Point:
Destination
- 13a. Ordering Address:
**Center for the Study of Services
1625 K Street NW 8th Floor
Washington, DC 20006
T: (202) 347-9612 / F: (202) 347-4000**
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address:
**Center for the Study of Services
1625 K Street NW 8th Floor
Washington, DC 20006
T: (202) 347-9612 / F: (202) 347-4000**
15. Warranty Provision:
Not Applicable
16. Export Packing Charges (if applicable):
Not Applicable
17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level).
Center for the Study of Services will accept Government Purchase Cards for purchases up to, but not above the micro-purchase threshold of \$3,000.
18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable):
Not Applicable
19. Terms and Conditions of Installation (if applicable):
Not Applicable

- 20a. Terms and Conditions of Repair Parts indicating Date of Parts Price Lists and any Discounts from List Prices (if applicable):
Not Applicable
- 20b. Terms and Conditions for other Services (if applicable):
Not Applicable
21. List of Service and Distribution Points (if applicable):
Not Applicable
22. List of Participating Dealers (if applicable):
Not Applicable
23. Preventive Maintenance (if applicable):
Not Applicable
- 24a. Special Attributes such as Environmental Attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):
None
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/.
Not Applicable
25. Data Universal Number System (DUNS) Number: **081075467**
26. Notification regarding Registration in System for Award Management (SAM) Database:
Active

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS 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. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

1. Analyst I

Minimum Education: Bachelor's Degree.

General Experience: A minimum of one (1) year of experience.

Functional Responsibility: Analysts participate in a range of project management and analytical work:

- Execute and validate programs and macros related to the analysis of large data files;
- Effectively use statistical software such as SPSS or STATA with minimal guidance;
- Prepare and proofread survey materials, scripts, and web surveys for survey fielding;
- Perform analytic tasks such as calculating scores and descriptive statistics from datasets, prepare and check standardized reports;
- Draft correspondence with clients and provide standard updates; and
- Monitor and document performance of tasks in support of survey fielding.

2. Analyst II

Minimum Education: Bachelor's Degree.

General Experience: A minimum of two (2) years of experience.

Functional Responsibility: Analysts participate in a range of project management and analytical work:

- Write and execute programs and macros related to the analysis of large data files;
- Effectively use statistical software such as SPSS or STATA;
- Prepare and proofread survey materials, scripts, and web surveys for survey fielding;
- Perform analytic tasks such as calculating scores and descriptive statistics from datasets, prepare and check standardized reports, and design data validation procedures;
- Communicate and follow-up on project management with clients; and
- Implement and monitor all aspects of a survey fielding plan.

3. Director/Manager I

Minimum Education: Master's Degree.

General Experience: A minimum of eight (8) years of experience.

Functional Responsibility: The Director/Manager I serves as the senior analytical and business resource for projects. She/he is responsible for directing and coordinating the planning and production of activities associated with the assigned task orders, including

managing the personnel performing under the task order. The Director/Manager I is also responsible for monitoring and reporting progress, and facilitating the success of projects. Furthermore, she/he is accountable for enforcing quality and productivity standards, assigning duties and schedules to personnel, and providing day-to-day coordination of project team. Additional duties include:

- Working directly with clients to plan and document each project's scope and schedule;
- Planning interim deadlines and scheduling resources to achieve contracted requirements;
- Assigning duties and schedules to personnel and vendors, and providing day-to-day supervision of project team(s);
- Ensuring project goals and objectives are accomplished within contract terms and conditions; and
- Identifying and managing risks.

4. Director/Manager II

Minimum Education: Master's Degree.

General Experience: A minimum of twelve (12) years of experience.

Functional Responsibility: The Director/Manager II is responsible for project design and execution, including the management and allocation of financial and human resources. She/he takes on the role of team leader and provides strategic direction, strategic vision, leadership and program management to the engagement team and senior level clients. The Director/Manager II is an expert in designing and executing studies, conducting rigorous statistical analysis and reporting findings. The Director/Manager II is responsible for maintaining effective relationships with senior levels of client organization. Additionally, she/he is responsible for the entire project cycle of high-volume, multifaceted surveys, which includes functions such as:

- Enforcing quality and productivity standards;
- Ensuring project goals and objectives are accomplished within contract terms and conditions;
- Identifying and managing risks;
- Performing high level analysis and strategic planning
- Representing the project or organization with clients and stakeholders at meetings and briefings and is capable of managing and leading large and small projects.

**Equivalency Substitution Tables
Years of Experience
For Education
Table 1**

Degree	Experience Equivalence
Masters	Bachelors +2 years of relevant experience
Doctorate	Masters +2 years of relevant experience, Bachelors +4 years of relevant experience

SIN	GSA Awarded Services	Unit of Issue	Base Term				
			GSA Hourly Rate w/ IFF Year 1	GSA Hourly Rate w/ IFF Year 2	GSA Hourly Rate w/ IFF Year 3	GSA Hourly Rate w/ IFF Year 4	GSA Hourly Rate w/ IFF Year 5
874-1	Analyst I	Hour	\$73.50	\$74.89	\$76.32	\$77.77	\$79.25
874-1	Analyst II	Hour	\$93.06	\$94.83	\$96.63	\$98.46	\$100.33
874-1	Director/Manager I	Hour	\$248.36	\$253.08	\$257.89	\$262.79	\$267.78
874-1	Director/Manager II	Hour	\$272.94	\$278.13	\$283.41	\$288.80	\$294.29