

EMSTAR

RESEARCH, INC.

**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Pricelist
Mission Oriented Business Integrated Services (MOBIS)**

**EMSTAR Research
804 Edgewood Ave NE
Atlanta, GA 30307-2578**

**Contract Number: GS10F031CA
Federal Supply Group: 874
Class: R499
Contract Period: 12/15/2014 – 12/14/2019
Phone: 404-681-9759
Fax: 404-681-1067
Website: www.emstarresearch.com
Email: debi@emstarresearch.com
Business Size: Small, Women Owned Business
Contract Administrator: Debi Starnes**

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

Core Competencies

EMSTAR Research, Inc. is a small-business, woman-owned firm. EMSTAR is a consortium of professionals in organizational psychology, community psychology, social work, and statistics. Over the past 27 years, EMSTAR has assisted a broad diversity of government agencies, institutions, and community-based organizations in accomplishing their goals. We have worked on project in numerous fields including, but not limited to: mental health; physical health; homelessness; education; substance abuse; juvenile justice; community collaborative; youth development; prevention strategies; physical and sexual abuse; systems of care; and adult corrections. EMSTAR was founded in 1988, by two evaluation experts, James G. Emshoff, Ph.D., Vice President/Director of Research and Debi M. Starnes, Ph.D., President. Individually, they have impressive track records serving local, state and federal agencies, non-profit organizations and private enterprise. Dr. Emshoff also holds a retired faculty position at Georgia State University, where he taught community psychology for over 27 years. Dr. Starnes has extensive consultation experience in both the public and private sectors, and served as Policy Advisor to Atlanta's Mayor Shirley Franklin. More information about EMSTAR Research can be found here:

<http://www.emstarresearch.com>

EMSTAR has expertise in the following:

- Program Evaluation (Process & Outcome)
- Program Development
- Program Implementation
- Economic Evaluation
- Data Collection
- Data Management and Quality Assurance
- Quantitative and Qualitative Data Analysis
- Evaluation Technical Assistance
- Focus Group and Interview Administration
- Needs Assessment
- Grant Writing
- Field Research
- Instrument Design
- Logic Model Development
- Report Writing and Dissemination
- Literature Reviews
- Workshop Development and Presentation

Differentiators

- Adhering to the principles of community psychology ensures that our work is ecologically valid, strengths based, empowerment focused, action oriented, and culturally competent.
- Commitment to excellence in evaluation, client satisfaction, and responsiveness.
- Expertise in data analysis techniques including: multivariate analysis, structural equation modeling, hierarchal linear modeling, multiple regression, reliability analysis, factor analysis, multiple imputation, qualitative analysis, network analysis, and ecological/observational assessment.
- Expertise in data analysis and reporting software including: SPSS, Tableau, UCINET, NetDraw, LISREL, EZText, Nvivo, Endnote, Microsoft Office, Piktochart, Remark OMR, SNAP and other on-line survey tools.
- Financially stable.

CUSTOMER INFORMATION

1. Special Item Number (SIN):

| SIN | Recovery | SIN Description |
|-------|----------|--------------------------------|
| 874-1 | 874-1RC | Integrated Consulting Services |

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic and Overseas

5. Point(s) of production (city, county, and state or foreign country): Atlanta, Fulton, Georgia

6. Discount from list prices or statement of net price: Government net prices (discounts already deducted). See Table on page 6.

7. Quantity discounts: None Offered

8. Prompt payment terms: Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: will accept over \$2,500

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address: 804 Edgewood Ave. NE
Atlanta, GA 30307

- 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:** 804 Edgewood Ave. NE
Atlanta, GA 30307
- 15. Warranty provision.:** Contractor's standard commercial warranty.
- 16. Export Packing Charges (if applicable):** 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 (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:**
N/A
- 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. contactor's website or other location.) The EIT standards can be found at:**
www.Section508.gov/.
- 25. Data Universal Numbering System (DUNS) number:** 859112658
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:**
Registered

27. Final Pricing:

Labor Categories and Prices

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| SIN | Awarded Labor Category | Min Edu | Min Exp | Site | GSA Awarded Rate |
|-------|--------------------------------|-------------|---------|------|------------------|
| 874-1 | Project Director, Executive | Ph.D. | 20 | Both | \$170.33 |
| 874-1 | Project Director, Senior | Ph.D. | 10 | Both | \$136.26 |
| 874-1 | Project Director, Lead | Ph.D. | 3 | Both | \$68.13 |
| 874-1 | Project Manager | Masters | 2 | Both | \$51.10 |
| 874-1 | Data Manager | Bachelors | 2 | Both | \$42.95 |
| 874-1 | Project Assistant/ Interviewer | High School | 1 | Both | \$30.66 |
| 874-1 | Project Assistant/ Data Entry | High School | 1 | Both | \$25.55 |

Service Contract Act (SCA) Matrix

| SCA Eligible Labor Category | SCA Equivalent Code Title | Wage Determination No |
|---------------------------------|------------------------------|-----------------------|
| Project Assistant - Data Entry | 01051-Data Entry Operator I | 2005-2133 |
| Project Assistant - Interviewer | 01052-Data Entry Operator II | 2005-2133 |

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix and above. 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.

Labor Category Descriptions

| Commercial Labor Category | Minimum General Experience | Functional Responsibility | Educational Requirements |
|-----------------------------------|-----------------------------------|---|---------------------------------|
| Project Director, Executive Level | 20 years | The Project Director, Executive level (PD,EL) will be responsible for supervising all project design, data collection and analyses protocols, structure of report and ongoing feedback cycles, managing the <i>full</i> project team, to meet all project deliverables and deadlines. The PD,EL will be responsible for monitoring the project budget and insure all deliverables are successfully delivered within budget. The PD,EL will maintain contact with the customer/client to ensure ongoing communication and relations. Mostly responsible for large-scale projects | PhD |
| Project Director, Senior Level | 10 years | The Project Director, Senior Level (PD,SL) will participate with project design, and will be primarily responsible for data analyses protocols, insuring that the proper data analysis design is planned for the specific questions to be analyzed for each project. Managing different members of the project team involved with the data. | PhD |
| Project Director, Lead Level | 3 years | The Project Director, Lead Level (PD,LL) will be responsible for supervising personnel who are responsible for specific tasks and deliverables, as assigned by the PD,EL or PD,SL and will make sure projects are in compliance with all regulatory requirements and monitor all deliverable timelines. The PD,LL will also be responsible for all tasks on smaller-scale projects. | PhD |
| Project Manager | 2 years | The Project Manager will carry out direction from the Project Director and/or Principals, to monitor the day to day functions of the project. They will be responsible for all logistics required to make sure the project tasks are being conducted as designed and providing detailed feedback to the PD regarding any issues or refinements that need to be made. | Masters |
| Data Manager | 2 years | A Data Manager is responsible for coordinating and monitoring a large data set – typically working with the client/customer to insure that data is submitted in a timely fashion and accurately. The DM would work with the PM and PD to design the data sets and the data collection schedule. They typically are in constant contact with the client staff, providing training and technical assistance on the data collection process. | Bachelor's |

Labor Category Descriptions (continued)

| Commercial Labor Category | Minimum General Experience | Functional Responsibility | Educational Requirements |
|----------------------------------|-----------------------------------|--|---|
| Project Assistant/ Interviewer | 1 year | The Field Interviewer is typically an individual who has specific lived experience in the area of the targeted interviewees. These personnel will coordinate group or individual interview schedules, conduct the interview or gather surveys, and enter that data into a prescribed data system. | High School Diploma; some college preferred |
| Project Assistant/ Data Entry | 1 year | The Data Entry personnel are responsible for following direction from the PM or PD, to enter the data from a project. This can be hand-entry, scanned answer sheets and/or online data. The Data Entry personnel are responsible for entry and cleaning of the data – insuring that the data set is ready for analysis on the prescribed schedule. | High School Diploma; some college preferred |