



**General Services Administration
Federal Supply Service
Federal Supply Schedule Price list**

Professional Service Schedule 00CORP

Special Item No.: 874 1

Contract Number: GS10F031CA

Contract Period: 12/15/2014 – 12/14/2019

SIN: 874 1

EMSTAR Research
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Business Size: Small, Women Owned Business

On-line access to contract ordering information, terms and conditions, up-to- date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov . For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://fss.gsa.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