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

Contract Number: GS10F035AA
Contract Period: November 6, 2012 – November 5, 2022

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contractor: Quality Information Partners, Inc.
10822 Scott Drive
Fairfax, VA 22030-3030

Schedule Title: Multiple Award Schedule
Federal Supply Group: Professional Services

Business Size: Small, Woman Owned Business
Telephone: 703-218-1865
FAX Number: 800-939-6835
Web Site: www.qi-partners.com
E-mail: tomszuba@qi-partners.com
Contract Administrator: Tom Szuba

Pricelist current though Modification #32 effective 08/24/2021.
CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management</td>
</tr>
<tr>
<td></td>
<td>Support, and Business Program and Project Management Services</td>
</tr>
<tr>
<td>OLM</td>
<td>Order Level Materials</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. See Pricing Page 5.

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. If hourly rates are not applicable, indicate “Not applicable” for this item. See Labor Category Descriptions Page 6.

2. Maximum Order: For SINs 541611 - $1,000,000.00
   For SIN OLM - $250,000.00

3. Minimum Order: $100.00

4. Geographic Coverage (delivery Area): Domestic Only

5. Point(s) of production (city, county, and state or foreign country): Quality Information Partners, Inc., 10822 Scott Drive, Fairfax, VA 22030-3030

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

7. Quantity discounts: A 2.0% discount applies once the dollar amount of the award meet or exceeds $1,000,000 on any task order or supplemental orders that makes the award contract at or above $1,000,000. On BPA each call that result in an award at or over $1,000,000 a 2.0% discount will apply.

8. Prompt payment terms: 1% 15 Days, Net 30 Days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

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

10a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

10b. 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
10c. 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

10d. 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

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

12a. Ordering Address (es): Quality Information Partners, Inc.
10822 Scott Drive
Fairfax, VA 22030-3030

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment address (is): Quality Information Partners, Inc.
10822 Scott Drive
Fairfax, VA 22030-3030

14. Warranty provision: Contractor’s standard commercial warranty.

15. Export Packing Charges (if applicable): N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

17. Terms and conditions of installation (if applicable): N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

18b. Terms and conditions for any other services (if applicable): N/A

19. List of service and distribution points (if applicable): N/A

20. List of participating dealers (if applicable): N/A

21. Preventive maintenance (if applicable): N/A

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: N/A

22b. 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/. N/A
23. Data Universal Numbering System (DUNS) number: 170941087

24. Notification regarding registration in System for Award Management (SAM) database: Registered.
GSA Awarded Pricing for SINs 541611
The rates are inclusive of the Industrial Funding Fee (IFF) of 0.75%.

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Minimum Education</th>
<th>Minimum Experience</th>
<th>GSA Awarded Labor Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Manager II</td>
<td>Masters</td>
<td>4</td>
<td>$132.81</td>
</tr>
<tr>
<td>Communications Specialist</td>
<td>Bachelors</td>
<td>0</td>
<td>$99.20</td>
</tr>
<tr>
<td>Communications Specialist II</td>
<td>Bachelors</td>
<td>4</td>
<td>$97.68</td>
</tr>
<tr>
<td>Communications Specialist III</td>
<td>Bachelors</td>
<td>8</td>
<td>$119.55</td>
</tr>
<tr>
<td>Education Subject Matter Expert II</td>
<td>Masters</td>
<td>10</td>
<td>$149.91</td>
</tr>
<tr>
<td>Education Writer</td>
<td>Masters</td>
<td>5</td>
<td>$131.86</td>
</tr>
<tr>
<td>Graphic Designer II</td>
<td>Bachelors</td>
<td>4</td>
<td>$99.91</td>
</tr>
<tr>
<td>Program Assistant</td>
<td>Masters</td>
<td>5</td>
<td>$131.86</td>
</tr>
<tr>
<td>Program Director</td>
<td>PhD</td>
<td>10</td>
<td>$143.18</td>
</tr>
<tr>
<td>Project Director</td>
<td>Masters</td>
<td>10</td>
<td>$132.25</td>
</tr>
<tr>
<td>Project Manager II</td>
<td>Masters</td>
<td>6</td>
<td>$144.20</td>
</tr>
<tr>
<td>Research Analyst</td>
<td>Masters</td>
<td>3</td>
<td>$91.62</td>
</tr>
<tr>
<td>Research Analyst II</td>
<td>Masters</td>
<td>5</td>
<td>$109.16</td>
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<tr>
<td>Research Assistant</td>
<td>Bachelors</td>
<td>0</td>
<td>$59.60</td>
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<tr>
<td>Research Associate</td>
<td>Bachelors</td>
<td>2</td>
<td>$73.76</td>
</tr>
<tr>
<td>Senior Education Writer</td>
<td>Masters</td>
<td>10</td>
<td>$148.97</td>
</tr>
<tr>
<td>Senior Researcher</td>
<td>Masters</td>
<td>5</td>
<td>$121.78</td>
</tr>
<tr>
<td>Senior Researcher I</td>
<td>Masters</td>
<td>5</td>
<td>$122.31</td>
</tr>
<tr>
<td>Senior Researcher III</td>
<td>PhD</td>
<td>8</td>
<td>$160.00</td>
</tr>
<tr>
<td>Senior Writer/Editor II</td>
<td>Masters</td>
<td>8</td>
<td>$133.70</td>
</tr>
<tr>
<td>User Experience Designer II</td>
<td>Bachelors</td>
<td>4</td>
<td>$125.84</td>
</tr>
<tr>
<td>Video/Film Production II</td>
<td>Bachelors</td>
<td>4</td>
<td>$99.63</td>
</tr>
<tr>
<td>Writer/Editor I</td>
<td>Bachelors</td>
<td>0</td>
<td>$98.71</td>
</tr>
</tbody>
</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CRF 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.
Communications Manager II

Functional Responsibilities: Provides oversight and direction for the process, delivery, and administration of communication tasks, including coordinating communications activities and developing and monitoring processes for scheduling, staffing, task management, and quality assurance to ensure consistent, innovative, and timely products. Responsibilities also include, but are not limited to, developing for various media products in a wide range of delivery formats, including stakeholder communication, presentations, graphics, infographics, video, social media, project reporting, documentation related to program objectives, or any other customer deliverables and documents.

Minimum Education: Masters
Minimum Experience: 4 years

Communications Specialist

Functional Responsibilities: Provides specialized services relating to the messaging and presentation of content in a wide range of formats as appropriate for meeting the communications needs of a diverse body of clients. Responsibilities include, but are not limited to, preparing presentations, graphics, infographics, video, and social media. Requires the ability to support work in a wide range of delivery formats, including in-person presentations to large groups, face-to-face facilitation of small groups, virtual meetings, teleconferencing, print media (white papers, outreach brochures, and posters), and digital media. Must be able to identify, interpret, and communicate customer requirements in a manner and format that meets audience needs.

Minimum Education: Bachelors
Minimum Experience: 3 years

Communications Specialist II

Functional Responsibilities: Provides specialized services relating to the messaging and presentation of content in a wide range of formats as appropriate for meeting the communications needs of a diverse body of clients. Responsibilities include, but are not limited to, developing various media products in a wide range of delivery formats, including presentations, graphics, infographics, video, and social media. Requires ability to support in-person presentations to large groups, face-to-face facilitation of small groups, virtual meetings, teleconferencing, print media (white papers, outreach brochures, and posters), and digital media. Must be able to identify, interpret, and communicate customer requirements in a manner and format that meets audience needs.

Minimum Education: Bachelors
Minimum Experience: 4 years

Communications Specialist III

Functional Responsibilities: Provides specialized communications leadership services relating to the messaging and presentation of content in a wide range of formats as appropriate for meeting the communications needs of a diverse body of clients. Responsibilities include, but are not limited to, leading development of various media products in a wide range of delivery formats, including presentations, graphics, infographics, video, and social media. Requires ability to support in-person
presentations to large groups, face-to-face facilitation of small groups, virtual meetings, teleconferencing, print media (white papers, outreach brochures, and posters), and digital media. Must be able to identify, interpret, and communicate customer requirements in a manner and format that meets audience needs.

**Minimum Education:** Bachelors  
**Minimum Experience:** 8 years

**Education Subject Matter Expert II**  
**Functional Responsibilities:** Provides highly specialized guidance and insight into complex issues related to the education field. Serves as technical expert and guides development and application of this knowledge to the project. Independently plans and performs highly specialized tasks. Produces and reviews substantive and complex documentation reflecting detailed knowledge of technical areas.

**Minimum Education:** Masters  
**Minimum Experience:** 10 years

**Education Writer**  
**Functional Responsibilities:** Provides writing support for a wide range of projects, including preparing documents, portions of reports, briefs, charts, and graphs that describe and interpret findings of analyses, communicate best practices, or otherwise convey written content in a format that is appropriate for targeted client audiences.

**Minimum Education:** Masters  
**Minimum Experience:** 5 years

**Graphic Designer II**  
**Functional Responsibilities:** Provides graphic design services relating to the messaging and presentation of content in a wide range of formats as appropriate for meeting the communications needs of a wide range of clients. Responsibilities include, but are not limited to, preparing graphics, infographics, web content, written text and materials, presentations, and social media. Supports communications work in a wide range of delivery formats, including in-person presentations to large groups, face-to-face facilitation of small groups, virtual meetings, client interviews, teleconferencing, print media (white papers, outreach brochures, and posters), and digital media. Must be able to identify, interpret, and communicate customer requirements in a manner and format that meets audience needs.

**Minimum Education:** Bachelors  
**Minimum Experience:** 4 years

**Program Assistant**  
**Functional Responsibilities:** Supports a project director or other senior task leaders with senior administrative and management duties. Coordinates project schedules, quality control, and deliverables. Applies budget, project delivery, and management decisions by senior leadership. Responsible for assigning staff, adhering to schedules, monitoring and reporting on progress, preparing written project management reports, and confirming that quality controls are in place. Implements project goals, work plans, timeliness, and related administrative activities.

**Minimum Education:** Masters
**Minimum Experience:** 5 years

**Program Director**

**Functional Responsibilities:** Provides oversight and direction for task-level efforts or multiple tasks (programs) within a broader project and in coordination with a project director. Provides strategic input, oversees budget, project delivery and management at the task or program level. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, and supervising task-level staff. May be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), and government management personnel for specific tasks but is not responsible for contract-level negotiations or decision-making.

**Minimum Education:** PhD

**Minimum Experience:** 10 years

**Project Director**

**Functional Responsibilities:** Provides oversight and direction for large or complex efforts. Provides strategic input, oversees budget, project delivery and management. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, and supervising project staff. Directs the development of project goals, work plans, timeliness, development and implementation of project strategies. Serves as the contractor's contract manager, and shall be the contractor's authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), and government management personnel. Responsible for the overall contract performance.

**Minimum Education:** Masters

**Minimum Experience:** 10 years

**Project Manager II**

**Functional Responsibilities:** Provides oversight and direction for project processes, delivery, and administration, including work breakdown schedules, work flow management, monthly reporting, invoicing and deliverable tracking, staffing and budget, and related contract management tasks for task-level efforts or multiple tasks. Responsibilities focus primarily on enforcing work standards, monitoring contractor schedules, and accounting for expenditures relating to project staff, subcontractors, and direct expenses. Serves as the day-to-day administrator of contractual obligations.

**Minimum Education:** Masters

**Minimum Experience:** 6 years

**Research Analyst**

**Functional Responsibilities:** Provides writing support for a wide range of projects, including preparing “best practice” data publications, white papers, website content, grant proposals, marketing materials, meeting notes, and other projects. Works directly with local, state, federal, and non-profit clients, and will be expected to participate in and/or facilitate meetings with clients and project stakeholders. Assist in the development of data-related products and projects.

**Minimum Education:** Masters

**Minimum Experience:** 3 years
Research Analyst II

Functional Responsibilities: Provides support for a wide range of projects, including researching content for and preparing “best practice” data publications, white papers, website content, grant proposals, marketing materials, meeting notes, and other projects. Works directly with clients and facilitates meetings with clients and project stakeholders. Develops data-related products and projects.

Minimum Education: Masters
Minimum Experience: 5 years

Research Assistant

Functional Responsibilities: Provides support for senior staff, project research support, including assisting in literature searches, background research, analysis of resources, descriptive analysis, and technical report preparation. Prepares documents, portions of reports, briefs, charts, and graphs that describe and interpret findings of analyses. Participates in meetings, in-person and on-line, and conference calls with education stakeholders. Documents meeting notes and action items and follow-up on all action items.

Minimum Education: Bachelors
Minimum Experience: 0 years

Research Associate

Functional Responsibilities: Provides research support on education projects, including literature searches, background research, analysis of resources, descriptive analysis, and technical report preparation. Prepares documents, portions of reports, briefs, charts, and graphs that describe and interpret findings of analyses. Manages small to medium project tasks and interact with internal and external clients. Facilitates meetings, in-person and on-line, and conference calls with education stakeholders. Documents meeting notes and action items and follow-up on all action items.

Minimum Education: Bachelors
Minimum Experience: 2 years

Senior Education Writer

Functional Responsibilities: Provides senior-level publication development services for education projects, including literature searches, background research, audience identification, message customization, and document preparation (writing, editing, and proofing). Prepares documents, portions of reports, briefs, charts, and graphs that describe best practices, interpret findings of analyses, or otherwise convey meaning to target audiences in a written format.

Minimum Education: Masters
Minimum Experience: 10 years

Senior Researcher

Functional Responsibilities: Provides oversight and direction for large or complex efforts as well as strategic input. Oversees budget, project delivery, and management. Responsible for directing other staff, assigning schedules, and reviewing work. Provides writing and direction for a wide range of projects including preparing “best practice” data publications, white papers, website content, and other projects. Works directly with local, state, federal, and association clients, and facilitates meetings with
clients and project stakeholders. Directs the development of project goals, work plans, timeliness, development and implementation of project strategies.

**Minimum Education:** Masters  
**Minimum Experience:** 5 years

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**Senior Researcher I**

**Functional Responsibilities:** Provides oversight, direction, and strategic input for research-related efforts. Oversees project budget, delivery, and management. Responsible for devising or validating research approach, directing other staff, assigning schedules, and reviewing work. Provides direction and writing for a wide range of projects including preparing “best practice” data resources, white papers, website content, and other projects. Works directly with project stakeholders. Directs the development of project goals, work plans, timeliness, development, and implementation of project strategies.

**Minimum Education:** Masters  
**Minimum Experience:** 5 years

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**Senior Researcher III**

**Functional Responsibilities:** Provides oversight, direction, and strategic input for large or complex research-related efforts. Oversees budget, project delivery, and management. Responsible for devising or validating research approach, directing other staff, assigning schedules, and reviewing work. Provides direction and writing for a wide range of projects including preparing “best practice” data resources, white papers, website content, and other projects. Works directly with project stakeholders. Directs the development of project goals, work plans, timeliness, development, and implementation of project strategies.

**Minimum Education:** PhD  
**Minimum Experience:** 8 years

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**Senior Writer/Editor II**

**Functional Responsibilities:** Provides senior-level publication development services, including literature searches, background research, audience identification, message customization, and document preparation (writing, editing, and quality assurance). Prepares documents, portions of reports, briefs, charts, and graphs that describe best practices, interpret findings of analyses, or otherwise convey meaning to target audiences in a written format.

**Minimum Education:** Masters  
**Minimum Experience:** 8 years

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**User Experience Designer II**

**Functional Responsibilities:** Gathers and documents user requirements. Analyzes user needs and content requirements to develop information structure (IA), navigation, user flows, process flows, wireframes, storyboards that illustrate the user experience, user interface elements, and user interaction models. Collaborates with graphic design and development teams to ensure user needs are met.

**Minimum Education:** Bachelors
Minimum Experience: 4 years

**Video/Film Production II**

**Functional Responsibilities:** Provides video and film production services relating to the messaging and presentation of content in a wide range of formats as appropriate for meeting the communications needs of a wide range of clients. Responsibilities include, but are not limited to, creating storyboards, producing, directing, editing, developing animation, and post production.

Minimum Education: Bachelors
Minimum Experience: 4 years

**Writer/Editor I**

**Functional Responsibilities:** Provides writing support for a wide range of projects, including preparing documents, portions of reports, briefs, charts, and graphs that describe and interpret findings of analyses, communicate best practices, or otherwise convey written content, including webpage content, in format that is appropriate for targeted client audiences.

Minimum Education: Bachelors
Minimum Experience: 0 years

**Substitution Methodology**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Experience Equivalence for Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associates</td>
<td>High School Diploma / GED + 2 years relevant experience</td>
</tr>
<tr>
<td>Bachelors</td>
<td>Associates degree + 2 years relevant experience, or High School/GED + 4 years relevant experience</td>
</tr>
<tr>
<td>Masters</td>
<td>Bachelors + 2 years relevant experience, or Associate’s + 4 years relevant experience</td>
</tr>
<tr>
<td>Doctorate</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience</td>
</tr>
</tbody>
</table>