

As of February 25, 2010

**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**



Schedule
Contract GS-23F-0069K

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!*TM, a menu-driven database system. The Internet address for *GSA Advantage!*TM is: <http://www.fss.gsa.gov/>.

**FINANCIAL AND BUSINESS SOLUTIONS
FSC GROUP 520**

**CONTRACT NUMBER:
GS-23F-0069K**

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

**PERIOD COVERED BY CONTRACT:
December 23, 2009 through December 22, 2014**

**CONTRACTOR:
EDUCATIONAL SERVICES, INC.
4350 East West Highway, Suite 1100
Bethesda, MD 20814
www.esi-dc.com
240-744-7000 voice, 240-744-7005 fax**



**CONTRACT ADMINISTRATION SOURCE:
J. Paul Rickett
paulr@esi-dc.com**

**BUSINESS SIZE:
LARGE**

1a. Services Provided Under Awarded Special Item Numbers (SIN s):

SIN 520-15: Outsourcing Recurring Commercial Activities for Financial Management Services

Labor Category	12/23/09 12/22/10	12/23/10 12/22/11	12/23/11 12/22/12	12/23/12 12/22/13	12/23/13 12/22/14
1 Project Director	\$94.36	\$96.25	\$98.18	\$100.14	\$102.14
2 Peer Review/Appl. Coordinator	\$59.06	\$60.24	\$61.44	\$62.67	\$63.93
3 Logistic Assistant	\$38.50	\$39.27	\$40.06	\$40.86	\$41.67
4 Review Assistant	\$38.95	\$39.73	\$40.52	\$41.33	\$42.16
5 Writer / Editor	\$79.66	\$81.25	\$82.88	\$84.54	\$86.23
6 Data Entry	\$29.23	\$29.81	\$30.41	\$31.02	\$31.64
7 Clerical / Administrative	\$33.41	\$34.07	\$34.76	\$35.45	\$36.16

1b. Services Provided Under Awarded Special Item Numbers (SIN s):

SIN 520-22: Grants Management Support Services

Labor Category	12/23/09 12/22/10	12/23/10 12/22/11	12/23/11 12/22/12	12/23/12 12/22/13	12/23/13 12/22/14
1 Project Director I	\$128.66	\$131.24	\$133.86	\$136.54	\$139.27
2 Grant Application Coordinator	\$59.06	\$60.24	\$61.44	\$62.67	\$63.93
4 Program Analyst	\$63.33	\$64.59	\$65.88	\$67.20	\$68.55
5 Program Analyst II	\$83.21	\$84.87	\$86.57	\$88.30	\$90.07
6 Program Analyst III	\$103.08	\$105.14	\$107.24	\$109.39	\$111.57
7 Writer / Editor	\$79.66	\$81.25	\$82.88	\$84.54	\$86.23
8 Administrative/Clerical	\$33.41	\$34.07	\$34.76	\$35.45	\$36.16
9 Data Entry	\$29.23	\$29.81	\$30.41	\$31.02	\$31.64

1c. Identification of the Lowest Priced Model Number and Lowest Unit Price: N/A

1d. Labor category qualifications:

Project Director

Experience: at least 7 years **Education:** at least Bachelor degree

Responsibilities: Performs overall project management. Oversees and directs the planning and production of all contract support activities. Has

authority and responsibility to identify and commit resources required to support program. Establishes and alters management structure to direct effective contract support activities. Resolves project finance and contract issues. Ultimate responsibility for quality products and services.

Project Director I

Experience: at least 10 years **Education:** Bachelor and/or advanced degree
Responsibilities: Performs overall project management and directs the planning and production of all contract support activities. Responsible for all deliverables and reporting requirements. Has authority to identify and commit resources required to support program. Establishes and alters management structure to direct effective contract support activities. Resolves project finance and contract issues. Ultimate responsibility for quality products and services.

Grant Application Coordinator

Experience: at least 4 years **Education:** at least Bachelor degree
Responsibilities: Performs management and administrative support for long- and short-term projects. Oversees projects of moderate size and complexity, including overall coordination and monitoring of project activities. Provides assistance to Grantees application, start-up and close-out activities. Assists with the monitoring of reports and data from Grantees. Knowledge of OMB regulation and guides.

Peer Review / Application Coordinator

Experience: at least 5 years **Education:** at least Bachelor degree
Responsibilities: Performs management and administrative support for long- and short-term projects. Oversees projects of moderate size and complexity, including overall coordination and monitoring of project activities. Assists with project start-up, recruitment, and close-out. Prepares project materials (agendas, handouts, background material, and training aids). Maintains records of project activities.

Logistics Assistant

Experience: at least 2 years **Education:** at least HS diploma
Responsibilities: Provides logistical support on short-term assignments. Serves as liaison between field staff and home office on long and short-term projects. Assists in routine administration for projects or group initiatives.

Review Assistant

Experience: at least 2 years **Education:** at least HS diploma
Responsibilities: Provides routine administrative functions under close supervision. Serves as liaison between field staff and home office for long and short-term projects. Assists in routine administration for projects or group initiatives.

Program Analyst

Experience: at least 3 years **Education:** at least a Bachelor degree

Responsibilities: Performs various analytical and management functions to support the implementation of project. Conducts grant program review and develops recommendations. Contributes to evaluation and analysis efforts for programs. Experience in the design, implementation and management of a grant program. Supervises staff day-to-day activities grant program including monitoring, providing grantee assistance, responding to grantee requests for information and technical assistance. Assist with budget development and monitoring of grantees. Provides technical assistance as identified.

Program Analyst II

Experience: at least 5-6 years **Education:** at least a Bachelor or Master degree

Responsibilities: Performs various analytical and management functions to support the implementation of project. Supports day-to-day activities grant program including monitoring, providing grantee assistance, responding to grantee requests for information and technical assistance. Assist with budget development and monitoring of grantees. Conducts literature reviews and supports data collection related to grant objectives.

Program Analyst III

Experience: at least 6 years **Education:** at least a Master or Doctoral degree

Responsibilities: Performs various analytical and management functions and provide analysis/synthesize of outcome data on various grant initiatives. Supports day-to-day activities grant program including monitoring, providing grantee assistance, responding to grantee requests for information and technical assistance. Assists in the design and implementation of grantee training in cooperation with Federal program staff, grantees and representatives of academia. Prepare and presents at local and national grantee meetings.

Writer / Editor

Experience: at least 5 years **Education:** at least Bachelor degree

Responsibilities: Prepares brochures, operating instructions, training materials and reports of a technical nature working under general direction and subject to deadlines and heavy workload. Edits documents that have been prepared by technical specialists to ensure that organization, vocabulary, and development is clear, logical, and meaningful to those with less subject matter knowledge than the authors. Combines reports and papers from several authors, determining the relationships of each component part to the whole to produce final products that are clear, logically organized, and presented in a uniform style. Reviews complex and lengthy

technical material and prepares written or oral summaries that are easily understood by non-technical audiences.

Data Entry Specialist

Experience: at least 1 year **Education:** at least HS diploma

Responsibilities: Provides verification, processing, and data entry of information.

Clerical / Administrative

Experience: at least 1 year **Education:** at least HS diploma

Responsibilities: Provides general administrative support, including processing and verifying data, and preparation and distribution of reports.

2. Maximum Order: The total dollar value of any order placed under this contract will be \$1,000,000.00 except for requirements exceeding the Maximum order, which will be processed in accordance with Clause I-FSS-125.

3. Minimum Order: \$300.00.

4. Geographic Coverage (Delivery Area): Worldwide

5. Point(s) of Production: Bethesda, MD

6. Discount from List Prices Or Statements Of Price:

All prices are NET.

7. Quantity Discounts:

N/A

8. Prompt Payment Discount:

No discount offered.

9a. Notification whether Government Purchase Cards are accepted below the micro purchase threshold:

Educational Services, Inc. will accept the Government Purchase Card for orders under \$3,000.00.

9b. Notification whether Government Purchase Cards are accepted above the micro purchase threshold:

Yes

10. Foreign Items: N/A

11a. Time of Delivery:

Will adhere to the delivery schedule as specified by the agencies purchase order.

11b. Expedited Delivery:

Contact contractor for faster delivery or rush requirements.

11c. Overnight and 2-Day Delivery:

Contact contractor for rates for overnight and 2-day delivery.

11d. Urgent Requirements:

Contact contractor for faster delivery or rush requirements.

12. F.O.B. Point(s):

Destination

13a. Ordering Address:

Educational Services, Inc.
4350 East West Highway, Suite 1100
Bethesda, MD 20814
240-744-7000 voice
240-744-7005 fax
J. Paul Rickett
rachelh@esi-dc.com

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

14. Payment Address:

Same information contained in 13a.

15. Warranty Provision:

The contractor warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose described in this contract.

16. Export Packaging Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance (Any Thresholds above the Micro-purchase Level): 0% discount will be given for using the Government Purchase Card for orders over \$3,000.00.

18. Terms and Conditions of Rental, Maintenance and Repair: N/A

19. Terms And Conditions Of Installation: N/A

20. Terms And Conditions Of Repair Parts, Etc.: N/A

20a. Terms And Conditions For Any Other Services: N/A

21. List of Service And Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventative Maintenance: N/A

24a. Environmental Attributes: N/A

24b. If applicable indicate that Section 508 Compliance Information is available on electronic information technology supplies and services: N/A

25. Data Universal Number System (DUNS) Number: 55-605-0110

26. Central Contractor Registration: ESI is registered in the Central Contractor Registration (CCR) database.