GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

Schedule for -
Multiple Award Schedule
Federal Supply Group: Information Technology/Professional Services
FSC/PSC Code: D399
Contract Number: GS-35F-652GA

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

Contract Period: Sep 5, 2017 – Sep 4, 2027

Quality Information Partners, Inc.
10822 Scott Drive, Fairfax, VA 22030

Contractor: QUALITY INFORMATION PARTNERS INC
10822 SCOTT DRIVE,
Fairfax, VA 22030 3030

Business Size: Small, Woman Owned Business

Contract Admin: Tom Szuba
Telephone: 703-218-1865
Fax: 800-939-6835
Email: tomszuba@qi-partners.com

Pricelist Current thorough Mod #PS-0015 Effective 07-20-22
Quality Information Partners is a woman-owned small business that delivers expertise to the education community and beyond in Communications & Content, Data Management & Standards, and Cloud Application Support. QIP has more than a decade’s worth of experience successfully managing highly complex projects within the education data community. The QIP team features both an in-depth sector knowledge and an unparalleled commitment to delivering technically sound, user-friendly products and services to our clients and the policymakers and practitioners they support. Our clients depend on us for data management, stakeholder engagement, communications support, and technical services throughout the education data lifecycle.

### Data Management and Support
- Data standard development
- Metadata and indicators
- Data privacy and ethics
- Federal data collections
- State and local data
- Communities of practice

### Communication & Content Development
- Best practice guides
- Video & Infographics
- Academic writing
- Web content
- Technical writing
- Editing services

### Technical Expertise
- Data security and privacy
- Cloud migration/hosting
- Data management
- Section 508 compliance
Customer Information:

1a. **Table of Awarded Special Item Number:**

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Information Technology Professional Services</td>
</tr>
<tr>
<td>541611</td>
<td>Management and Financial Consulting, Acquisition and Grants Management 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 4.

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 SIN 54151S - $500,00.00
   - For SIN 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):** Same as Contractor

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

7. **Quantity discounts:** None

8. **Prompt payment terms:** Net 30. 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:** Contact Contractor

10c. **Overnight and 2-day delivery:** Contact Contractor

10d. **Urgent Requirements:** Contact Contractor

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

12a. **Ordering Address(es):** Same as Contractor

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(es):** Same as Contractor

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 service:** 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. **Unique Entity Identifier (UEI) Number:** X7KNFMU7CGC7

24. **Notification regarding registration in System for Award Management (SAM) database:** Registered
# GSA Awarded Labor Rates

<table>
<thead>
<tr>
<th>SIN</th>
<th>SERVICE</th>
<th>UNIT OF ISSUE</th>
<th>GSA RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>54151S</td>
<td>Data Analyst I</td>
<td>Hour</td>
<td>$94.15</td>
</tr>
<tr>
<td>54151S</td>
<td>Data Analyst II</td>
<td>Hour</td>
<td>$84.32</td>
</tr>
<tr>
<td>54151S</td>
<td>IT Project Manager</td>
<td>Hour</td>
<td>$131.67</td>
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<tr>
<td>54151S</td>
<td>Quality Assurance Tester</td>
<td>Hour</td>
<td>$103.06</td>
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<tr>
<td>54151S</td>
<td>SAS System Administrator</td>
<td>Hour</td>
<td>$84.32</td>
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<tr>
<td>54151S</td>
<td>Senior Systems Engineer</td>
<td>Hour</td>
<td>$105.49</td>
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<td>Systems Engineer</td>
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<td>Technical Analyst</td>
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<td>54151S</td>
<td>Technical Analyst II</td>
<td>Hour</td>
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<tr>
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<td>Technical Communications Specialist I</td>
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<td>Technical Communications Specialist II</td>
<td>Hour</td>
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<tr>
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<td>Communications Manager II</td>
<td>Hour</td>
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<td>Communications Specialist</td>
<td>Hour</td>
<td>$99.20</td>
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<td>541611</td>
<td>Communications Specialist III</td>
<td>Hour</td>
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<td>541611</td>
<td>Education Subject Matter Expert II</td>
<td>Hour</td>
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<td>Code</td>
<td>Occupation</td>
<td>Rate</td>
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<td>Education Writer</td>
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<td>541611</td>
<td>Graphic Designer II</td>
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<td>541611</td>
<td>Research Analyst II</td>
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<td>Senior Researcher I</td>
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<td>Senior Researcher III</td>
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<td>Senior Writer/Editor II</td>
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<td>541611</td>
<td>User Experience Designer II</td>
<td>$125.84</td>
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</tr>
<tr>
<td>541611</td>
<td>Video/Film Production II</td>
<td>$99.63</td>
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</tr>
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</table>

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Multiple Award 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.
SIN 54151S Labor Category Descriptions:

Data Analyst I

**Functional Responsibilities:** Responsible for collecting, managing, and analyzing data. Develops and implements databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. Performs data analysis and queries on the behalf of internal and external clients. Interprets data and analyzes results using statistical techniques and software packages.

**Minimum Education:** Master's Degree and 5 years of relevant technical experience.

**Minimum Experience:** Master's Degree and 5 years of relevant technical experience.

Data Analyst II

**Functional Responsibilities:** Responsible for supporting efforts collecting, managing, and analyzing data. Supports the development and implementation of databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality. Performs data analysis and queries on the behalf of internal and external clients. Interprets data and analyzes results using statistical techniques and software packages.

**Minimum Education:** Master's Degree and 3 years of relevant technical experience.

**Minimum Experience:** Master's Degree and 3 years of relevant technical experience.

IT Project Manager

**Functional Responsibilities:** Provides tactical oversight relating to IT project processes, delivery, and administration, including work breakdown schedules, workflow management, monthly reporting, invoicing and deliverable tracking, staffing and budget, and related contract management tasks for large or complex IT efforts. 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 at the direction of the IT Project Director and IT Deputy Project Director.

**Minimum Education:** Bachelor’s degree and 10 years of experience or Master’s degree and 3-5 years of relevant technical and leadership experience.

**Minimum Experience:** Bachelor’s degree and 10 years of experience or Master’s degree and 3-5 years of relevant technical and leadership experience.

Quality Assurance Tester

**Functional Responsibilities:** Responsible for creating an end-to-end quality assurance and testing plan, including developing requirements and design specifications, creating testing procedures, and designing supporting documentation. Responsible for performing quality assurance testing, logging results, communicating with project staff to reach a fully tested end product. Responsible for testing software, files, templates, or other technical products.

**Minimum Education:** Bachelor’s degree and 7-10 years of experience or Master’s degree and 3-5 years of relevant technical experience.
Minimum Experience: Bachelor’s degree and 7-10 years of experience or Master’s degree and 3-5 years of relevant technical experience.

SAS System Administrator
Functional Responsibilities: Ability to coordinate with data analysts, project leadership, and internal clients. Responsible for full administration of SAS solutions including server design, administration, troubleshooting, testing, and tuning of the SAS Intelligence platform architecture; configuration and access management of SAS connections to data sources; user permissions management, training, and support; assistance with platform security, system backup, recovery, and storage administration; and design, documentation, and implementation of the SAS application usage best practices and guidelines.

Minimum Education: Bachelor’s degree and 7-10 years of experience or Master’s degree and 3-5 years of relevant technical experience.

Minimum Experience: Bachelor’s degree and 7-10 years of experience or Master’s degree and 3-5 years of relevant technical experience. Requires a deeply skilled understanding of server and/or desktop administration, as well as SAS software usage.

Senior Systems Engineer
Functional Responsibilities: Analyzes and develops information technology requirements. Evaluates IT system errors, leads junior staff and other IT teams with troubleshooting, and processes assigned change requests. Develops appropriate corrective action for server and application issues. Analyzes IT system policies and procedures and develops methods for improved security and efficiency.

Minimum Education: Bachelor’s Degree and at least 5 years of experience in Systems Engineering

Minimum Experience: Must have 5 years of experience in systems engineering.

Systems Engineer
Functional Responsibilities: Analyzes information technology requirements. Evaluates IT system errors, assists other IT teams with troubleshooting, and processes assigned change requests. Supports appropriate corrective action for server and application issues. Assesses and documents current system procedures.

Minimum Education: Bachelor’s Degree and at least 3 years of experience in Systems Engineering

Minimum Experience: Must have 3 years of experience in systems engineering.

Technical Analyst
Functional Responsibilities: Leads technical projects including managing data analysts, content providers, and subject matter experts. Manages the development of data standards, analyzes the application of technical and data standards to address specific use cases, develops data architecture and technical models, and develops processes for data management, data governance, and alignment. Leads stakeholder engagement efforts to develop and communicate product requirements and features.

Minimum Education: Bachelor’s degree and 10 years of experience or Master’s degree and 3-5 years of relevant technical experience.

Minimum Experience: Bachelor’s degree and 10 years of experience or Master’s degree and 3-5 years of relevant technical experience.
Technical Analyst II

**Functional Responsibilities:** Supports technical projects through working with data analysts, content providers, and subject matters to develop logical and physical data models and architectural designs for data schemas. Creates SQL scripts and routines to parse information from documents and populate databases. Debugs applications on the Microsoft platform (ASPx, SQL Server stored procedures). Develops tools (e.g. in Microsoft Excel) to support improved processes using data and metadata.

**Minimum Education:** Bachelor’s degree and 7 years of experience or Master’s degree and 3-5 years of relevant technical experience.

**Minimum Experience:** Bachelor’s degree and 7 years of experience or Master’s degree and 3-5 years of relevant technical experience.

Technical Communications Specialist I

**Functional Responsibilities:** Provides specialized services relating to the messaging and presentation of IT content in a wide range of formats as appropriate for meeting the communications needs of a diverse body of IT clients. Responsibilities include, but are not limited to, preparing overarching communications strategies and messaging priorities, as well as developing presentations, graphics, infographics, video, web content, written text and materials, and social media. Leads communications work in a wide range of delivery formats, including virtual meetings, teleconferencing, print media (white papers, outreach brochures, and posters), and digital media. Responsible for managing supporting technical communications staff or contractors.

**Minimum Education:** Master’s degree, preferably in an IT, communications, or design-related fields, and 5 years of relevant IT and communications experience.

**Minimum Experience:** Master’s degree, preferably in an IT, communications, or design-related fields, and 5 years of relevant IT and communications experience.

Technical Communications Specialist II

**Functional Responsibilities:** Excellent communications skills and demonstrated expertise with Adobe Creative Suite, and Microsoft Word, Outlook, and Excel products is required. Provides specialized services relating to the messaging and presentation of IT content in a wide range of formats as appropriate for meeting the communications needs of a diverse body of IT clients. Responsibilities include, but are not limited to, developing presentations, graphics, infographics, video, web content, written text and materials, and social media as assigned. Requires the ability to support work in a wide range of delivery formats, including virtual meetings, teleconferencing, print media (white papers, outreach brochures, and posters), and digital media.

**Minimum Education:** Bachelor’s degree, preferably in an IT, communications, or design-related fields or a Bachelor’s of Fine Arts (BFA), with 1-3 years of relevant IT and communications experience.

**Minimum Experience:** Bachelor’s degree, preferably in an IT, communications, or design-related fields or a Bachelor’s of Fine Arts (BFA), with 1-3 years of relevant IT and communications experience.
SIN 541611 Labor Category Descriptions:

**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:** Master’s

**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:** Bachelor’s

**Minimum Experience:** 0 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:** Bachelor’s

**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: Master’s

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: Master’s

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: Bachelor’s

Minimum Experience: 4 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: Master’s

Minimum Experience: 5 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: Bachelor’s

Minimum Experience: 2 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: Master’s

Minimum Experience: 5 years

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: Master’s

Minimum Experience: 7 years

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 year’s

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 year’s

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:** Bachelor’s

**Minimum Experience:** 4 years

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**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:** Bachelor’s

**Minimum Experience:** 4 years