

**GENERAL SERVICES ADMINISTRATION  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

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>

**THE PROFESSIONAL SERVICES SCHEDULE PSS**

**CONTRACT NUMBER:** GS-10F-0136X

**CONTRACT PERIOD:** March 11, 2011 through March 10, 2021

**PRICELIST CURRENT THROUGH:**

Modification PS0015 dated January 29, 2016

For more information on ordering, visit [www.gsa.gov/schedules](http://www.gsa.gov/schedules)

**CONTRACTOR:** Insight Policy Research, Inc.  
1901 N Moore Street  
Suite 1100  
Arlington, VA 22209-1706  
703-504-9480 (telephone)  
703-504-9481(facsimile)  
[www.insightpolicyresearch.com](http://www.insightpolicyresearch.com)

**CONTRACTOR'S POINT OF CONTACT FOR CONTRACT ADMINISTRATION:**

Bryan K. Johnson  
Principal  
Insight Policy Research, Inc.  
1901 N Moore Street  
Suite 1100  
Arlington, VA 22209-1706  
703-504-9483 (telephone)  
703-504-9481(facsimile)  
[bjohnson@insightpolicyresearch.com](mailto:bjohnson@insightpolicyresearch.com)

**BUSINESS SIZE:** 8(m) Economically Disadvantaged Women Owned Small Business

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## CONTRACTOR INFORMATION

- 1a. **Table of Awarded Special Item Numbers (SINs):** SIN 874 1/874 1RC Integrated Consulting Services
- 1b. **Lowest Priced Model Number and Price for each SIN:** Field Interviewer \$56.95
- 1c. **Hourly Rates:** See page 8 for hourly rates
2. **Maximum Order:** \$1,000,000
3. **Minimum Order:** \$100
4. **Geographic Coverage:** 50 United States; District of Columbia; Puerto Rico
5. **Point(s) of Production:** Not Applicable
6. **Discount From List Prices or Statement of Net Price:** The GSA Net Prices published on the GSA Advantage website reflect the fully burdened price. The negotiated discount has been applied and the Industrial Funding Fee has been added.
7. **Quantity Discount:** None
8. **Prompt Payment Terms:** Net 30 Days
- 9.a **Government Purchase Card:** Accepted for sales at or below the micro-purchase threshold.
- 9.b **Government Purchase Card:** Accepted for sales above the micro-purchase threshold.
10. **Foreign Items:** None
- 11a. **Time of Delivery:** Negotiated at the Task Order Level with the Ordering Activity.
- 11b. **Expedited Delivery:** Contact the Contractor.
- 11c. **Overnight and 2-Day Delivery:** Contact the Contractor.
- 11d. **Urgent Requirements:** Contact the Contractor.
12. **FOB Point:** Destination
- 13a. **Ordering Address:**  
Insight Policy Research, Inc.  
1901 N Moore Street  
Suite 1100

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Arlington, VA 22209-1706

- 13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment Address:**  
Insight Policy Research, Inc.  
1901 N Moore Street  
Suite 1100  
Arlington, VA 22209-1706
- 15. Warranty Provision:** None
- 16. Export Packing Charges:** Not Applicable
- 17. Terms and Conditions of Government Purchase Card Acceptance:** None
- 18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable):** Not Applicable
- 19. Terms and Conditions of Installation:** Not Applicable
- 20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and any Discounts from List Prices (if available):** Not Applicable
- 20a. Terms and Conditions of any other Services:** Not Applicable
- 21. List of Service and Distribution Points:** Not Applicable
- 22. List of Participating Dealers:** None
- 23. Preventative Maintenance:** None
- 24a. Special Attributes such as Environmental Attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):** None
- 24b. Section 508 Compliance for Electronic and Information Technology:** Not Applicable
- 25. DUNS Number:** 015527489
- 26. Notification Regarding Registration in System for Award Management (SAM) Database:** Contractor has an Active Registration in the SAM database.

## Labor Category Descriptions

Position Title	Responsibilities and Requirements
Executive Project Director	<p>Functions as a corporate monitor overseeing all deliverables and ensuring that all products and deliverables are timely, within scope and of the highest quality. Provides oversight of the Project Manager. Provides oversight and assures appropriate execution of all major project activities. Provides final review of all project deliverables.</p> <p>Requirements: Minimum of 15 years of experience and a Masters Degree</p>
Project Manager	<p>Functions as leader of the program for duration of project. Provides strategic direction, project management, and technical guidance and oversight to project team. Acts as liaison with the technical representative of the agency and all partner organizations and staff in performance of requirements of the tasks assigned under the contract. Organizes, directs, coordinates, and supports the planning and execution of all project activities and deliverables.</p> <p>Requirements: Minimum of 8 years of experience and a Masters Degree.</p>
Senior Researcher I	<p>Possesses expertise and experience in designing and implementing all phases of the research process. Plans and conducts literature and data review, data collection, data analysis, program evaluation and assessment, writing, and quality assurance review. Makes recommendations for policy, program, or process improvements. Oversees and coordinates work of Research Associates and Data Analysts.</p> <p>Requirements: Minimum of 8 years of experience and a Doctorate Degree.</p>
Senior Researcher II	<p>Possesses national expertise and experience in designing and implementing all phases of the research process. Plans and conducts literature and data review, data collection, data analysis, program evaluation and assessment, writing, and quality assurance review. Makes recommendations for policy, program, or process improvements. Oversees and coordinates work of Research Associates and Data Analysts.</p> <p>Requirements: Minimum of 15 years of experience and a Doctorate Degree.</p>
Qualitative Director	<p>Possesses expertise and experience in qualitative methods, including study design, data collection, and analysis. Directs and manages data collection efforts, including design of data collection tools. Cleans and prepared data for analysis. Monitors project expenditures and perform project management functions.</p> <p>Requirements: Minimum of 8 years of experience and a Doctorate Degree.</p>
Communications	<p>Conducts audience analysis and segmentation, behavioral objectives,</p>

Position Title	Responsibilities and Requirements
Specialist	<p>communication channels, and theoretical constructs. Develops message conceptualization and materials development, identifies communication channels, and produces creative executions. Executes program monitoring to measure the program's performance in terms of process outcomes and assessing impact evaluation.</p> <p>Requirements: Minimum of 8 years of professional experience and a Masters Degree</p>
Subject Matter Expert	<p>Provides highest-level functional expertise. Analyzes complex problems, makes recommendations, develops alternative solutions and draft and executes implementation plan. Converses with and provides assistance to highest levels of management. Must be well-read and published in subject field.</p> <p>Requirements: Minimum of 10 years of professional experience and expertise, of which at least 8 years experience is directly relative to subject matter, and a Masters degree.</p>
Sampling Statistician	<p>Possesses expertise and experience in quantitative sampling, weighting, and variance estimation. Conducts data collection efforts, including programming software. Cleans and prepared data for analysis. Must be proficient in at least two statistical software.</p> <p>Requirements: Minimum of 10 years of experience and a Master's Degree</p>
Statistician I	<p>Possesses expertise and experience in quantitative data collection and analysis. Manages data collection efforts, including programming software. Cleans and prepared data for analysis. Develops statistical findings from data sets. Monitors project expenditures and perform project management functions. Must be proficient in at least two statistical software packages. Works under direction of Statistician II.</p> <p>Requirements: Minimum of 5 years of experience and a Master's Degree.</p>
Statistician II	<p>Possesses expertise and experience in developing surveys, collecting data, and analyzing results. May include developing survey instruments, preparing training materials, and conducting pretests. Manages data collection efforts by training interviewers. Oversees development of statistical findings from data sets. Monitors project expenditures and perform project management functions. Participate in qualitative data collection activities such as focus groups and site visits. Directs Statistician I-level personnel.</p> <p>Requirements: Minimum of 10 years of experience and a Masters Degree.</p>
Editor	<p>Reviews and edits all deliverables for content, grammar, and adherence to initial purpose and guidelines for document. This may include document formatting, layout, and production as well as merging or synthesizing numerous part into onto cohesive document. Editing may be done during final quality assurance process on a given deliverable or at many points</p>

Position Title	Responsibilities and Requirements
	<p>during the development and refinement of a deliverable.</p> <p>Requirements: Minimum of 5 years experience writing research report, policy papers, memos, etc. and Bachelor's Degree with major or concentration in discipline that requires rigorous writing.</p>
Technical Writer	<p>Develops materials such as reports, memos, manuals and guides, summaries, proposals, etc. to meet the needs of clients. May also develop charts, diagrams, graphs, tables, and other visual supports to primary documents. May involve synthesis of information and materials from a variety of persons and sources.</p> <p>Requirements: Minimum of 5 years experience writing research report, policy papers, memos, etc. and a Master's Degree with major or concentration in discipline that requires rigorous writing.</p>
Research Analyst I	<p>Provides analytical support in areas such as policy formulation or analysis, program evaluation and assessment, strategic and business planning, and operations research and analysis. May make recommendations for policy, program, or process improvements.</p> <p>Requirements: Minimum of 2 years of experience and a Master's Degree.</p>
Research Analyst II	<p>Provides analytical support in areas such as policy formulation or analysis, program evaluation and assessment, strategic and business planning, and operations research and analysis. Makes recommendations for policy, program, or process improvements.</p> <p>Requirements: Minimum of 4 years of experience and a Master's Degree.</p>
Research Analyst III	<p>Provides analytical support and basic direction in areas such as policy formulation or analysis, program evaluation and assessment, strategic and business planning, and operations research and analysis. Makes recommendations for policy, program, or process improvements.</p> <p>Requirements: Minimum of 8 years of experience and a Masters Degree.</p>
Administrative Assistant	<p>Provide clerical, logistical, and secretarial support services, such as travel arrangements, project reporting, scheduling, supply ordering, messaging, word processing, and photocopying. Must be proficient in Microsoft Office programs to assist in formatting, editing, and publication of reports, tables, diagrams, and presentations.</p> <p>Requirements: Minimum of 2 years of experience and a Bachelor's Degree.</p>
Executive Interviewer	<p>Responsible for engaging and interviewing the study participants, collecting information, data entry, and participating in ongoing quality assurance procedures. Conducts telephone interviews in support data collection efforts. May also involve transcribing or taking notes on interviews. Supervises field interviewers. Works under the supervision of Survey Researcher.</p> <p>Requirements: Minimum of 5 years of experience and a Bachelor's</p>

Position Title	Responsibilities and Requirements
	Degree.
Field Interviewer	<p>Conducts telephone interviews in support of data collection efforts. May be responsible for some data entry. May also be involved in transcribing or taking notes on interviews.</p> <p>Requirements: Minimum of 2 years of experience and a Bachelor's Degree.</p>
Survey Associate	<p>Contributes to development and design of surveys, analysis of research results, support of client analyses, and creates and presents reports. May conduct data collection activities. May make recommendations for survey design or process improvements. Supervised by Survey Researcher.</p> <p>Requirements: Minimum of 2 years of experience and a Bachelor's Degree.</p>
Survey Supervisor	<p>Responsible for overseeing activities during data collection phase for projects requiring survey research. Oversees personnel involved in data collection and data entry.</p> <p>Requirements: Minimum of 8 years of experience and a Master's Degree.</p>
Qualitative Research Associate	<p>Conducts qualitative research, including study design, data collection, and analysis. Supports data collection efforts, including design of data collection tools, and cleaning and preparation of data for analysis. Performs activities under supervision of the Qualitative Director.</p> <p>Requirements: Minimum of 5 years of experience and a Master's Degree.</p>

**GSA Pricing**

<b>Labor Category</b>	<b>3/11/16 - 3/10/17</b>	<b>3/11/17 – 3/10/18</b>	<b>3/11/18 – 3/10/19</b>	<b>3/11/19 – 3/10/20</b>	<b>3/11/20 – 3/10/21</b>
Executive Project Director	\$196.55	\$200.48	\$204.49	\$208.58	\$212.75
Project Manager	\$145.27	\$148.18	\$151.14	\$154.16	\$157.24
Senior Researcher I	\$170.83	\$174.25	\$177.73	\$181.29	\$184.91
Senior Researcher II	\$204.75	\$208.85	\$213.02	\$217.28	\$221.63
Qualitative Director	\$133.13	\$135.79	\$138.51	\$141.28	\$144.10
Communications Specialist	\$133.13	\$135.79	\$138.51	\$141.28	\$144.10
Subject Matter Expert	\$178.79	\$182.37	\$186.01	\$189.73	\$193.53
Sampling Statistician	\$197.45	\$201.40	\$205.43	\$209.54	\$213.73
Statistician I	\$132.15	\$134.79	\$137.49	\$140.24	\$143.04
Statistician II	\$161.14	\$164.36	\$167.65	\$171.00	\$174.42
Editor	\$66.23	\$67.55	\$68.91	\$70.28	\$71.69
Technical Writer	\$94.09	\$95.97	\$97.89	\$99.85	\$101.85
Research Analyst I	\$66.23	\$67.55	\$68.91	\$70.28	\$71.69
Research Analyst II	\$93.57	\$95.44	\$97.35	\$99.30	\$101.28
Research Analyst III	\$97.03	\$98.97	\$100.95	\$102.97	\$105.03
Field Interviewer	\$55.83	\$56.95	\$58.09	\$59.25	\$60.43
Executive Interviewer	\$70.89	\$72.31	\$73.75	\$75.23	\$76.73
Administrative Assistant	\$63.55	\$64.82	\$66.12	\$67.44	\$68.79
Survey Associate	\$73.69	\$75.16	\$76.67	\$78.20	\$79.76
Survey Supervisor	\$133.59	\$136.26	\$138.99	\$141.77	\$144.60
Qualitative Research Associate	\$73.69	\$75.16	\$76.67	\$78.20	\$79.76



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**SCA Matrix**

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Administrative Assistant	01020-Administrative Assistant	05-2103
Technical Writer	30463-Technical Writer III	05-2103
<p>The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.</p>		