

# GENERAL SERVICES ADMINISTRATION MULTIPLE AWARD SCHEDULE (MAS)

Contract Number 47QRAA18D00C3

**SPECIAL ITEM NUMBERS (SINs): OLM & 541611**

**Business Size: Small, Woman Owned**

**Contract Period: July 10, 2018-July 9, 2023**

**Contract Administrator:**

**Leslie Anderson, Managing Director**

**Phone: 202-939-5337**

# CORPORATE CAPABILITIES

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Policy Studies Associates, Inc. (PSA)—a woman-owned small business—conducts research, policy analysis, program evaluation, and program planning. Our practice areas include education, youth development, supports for learning, strengthening communities, and systems-building.

A trusted partner for more than 35 years, PSA has worked with federal, state, and local government agencies; national, regional, and local foundations; and national, regional, and local nonprofit organizations.

PSA aims to help clients make sound decisions.

PSA staff are accomplished researchers and evaluators, skilled in state-of-the-art quantitative and qualitative methods. Our research teams:

- Generate creative research and evaluation design solutions that reflect the policy context
- Remain flexible, adaptable, and committed research partners
- Set high standards for data quality and analysis
- Deliver policy-relevant products with practical applications
- Generate findings that contribute to improved practice

We collaborate with clients to address their purposes, whether those involve the development or scale of a program, a measurement framework that supports continuous practice improvement, evidence-informed policy choices, or the valid assessment of impact.

We customize our inquiry to the client's purposes and ensure that our findings are actionable and useful.

We take pride in work that is both relevant and rigorous.

# AREAS OF EXPERTISE

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A PSA hallmark is frequent and open client conversations that strengthen the fit between project methods and client needs.

PSA staff are highly skilled in data collection and analysis as well as in building the evaluation capacity of its clients. PSA's designs, analyses, and reports focus on understanding and unpacking the often-complicated relationship between interventions and outcomes.

Skilled in both quantitative and qualitative analysis techniques, PSA staff frequently combine data types to produce a robust assessment of program implementation and outcomes. Depending on client needs, PSA reports may identify strengths and weaknesses of program implementation, recommend ways to build capacity or improve program outcomes, or suggest options for program sustainability and future growth.

## Design

- Logic models, theories of change
- Evaluability assessments
- Literature reviews
- Program quality and outcome indicators
- Fidelity of implementation measures
- Surveys; cognitive testing
- Sampling frameworks
- Comparison groups/propensity score matching
- Case studies
- Implementation studies
- Quasi-experimental/impact studies

## Data collection

- Surveys
- Interviews and focus groups
- Administrative/extant/secondary data
- Program-participation data
- Structured and informal observations

## Data Analysis

- Quasi-experimental (e.g., Difference-in-Difference, Regression Discontinuity)
- Matched designs and analysis (e.g., propensity score)
- Multivariate regression with continuous and limited dependent variables
- Time series analyses (e.g., interrupted time series, event history analyses)
- Panel data analyses
- Complex sample design
- Complex survey designs and analyses
- Cost-benefit and cost-effectiveness analyses
- GIS and geospatial analyses
- Social and organizational network analyses
- Multilevel modeling (e.g., HLM)
- Performance measurement development
- Fidelity index scoring
- Transcript coding and thematic analysis

# Reporting

- Facilitated discussions that help clients/stakeholders understand findings + plan action steps
- Formative recommendations for improving implementation
- Briefs and handouts summarizing noteworthy findings and promising strategies
- Concise, informative, and relevant reports w/ attention-grabbing data visualizations
- Infographics that stimulate public discourse

# Capacity-Building

- Needs assessment
- Stakeholder engagement
- Options identification and testing
- Training and data management support

# CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s)

SIN	SIN DESCRIPTION	
OLM	Order-Level Materials (OLM)	
541611	Management and Financial Consulting; Acquisition and Grants Management Services	
1b.	Lowest priced model number and price for each SIN	See descriptions of the functional responsibilities of each labor category including education and experience requirements, on pp. 7-8.
2.	Maximum order:	\$1,000,000
3.	Minimum order:	\$100.00
4.	Geographic coverage:	Domestic only
5.	Point(s) of production:	Washington, DC
6.	Discount from list prices:	Government net prices (discounts already deducted). Additional discounts may be negotiated for task orders over \$100,000
7.	Quantity discounts:	None
8.	Prompt payment terms:	Net 30 days
9a.	Government purchase cards:	Accepted at or below the micro-purchase threshold
9b.	Government purchase cards:	Not accepted above the micro-purchase threshold
10.	Foreign items:	None
11a.	Time of delivery:	Specified on the Task Order
11b.	Expedited delivery:	Items available for expedited delivery are noted by an asterisk in the price list
11c.	Overnight and 2-day delivery:	Contact contractor
11d.	Urgent requirements:	Contact contractor
12.	F.O.B. Point(s):	Destination
13a.	Ordering address:	<a href="mailto:landerson@policystudies.com">landerson@policystudies.com</a>
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 ( <a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a> ).
14.	Payment address:	Accounting Department, Policy Studies Associates, 1120 20 <sup>th</sup> Street, NW, Suite 200N, Washington, DC 20036
15.	Warranty provision:	Contractor's standard commercial warranty
16.	Export packing charges:	N/A
17.	Terms and conditions of government purchase card acceptance:	Government purchase cards not accepted above the micro-purchase threshold
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 indicating date of parts, price lists, and any discounts from list prices:	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.	Preventive maintenance:	N/A
24a.	Environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):	N/A
24b.	Section 508 compliance:	Yes
25.	Data Universal Number System (DUNS) number:	103932307
26.	Notification regarding registration in Central Contractor Registration (CCR) database:	Registered
27.	Final pricing:	The rates shown include the Industrial Funding Fee (IFF) of 0.75%

# GSA-APPROVED LABOR RATES

## OLM: Order-Level Materials

### 541611: Management and Financial Consulting; Acquisition and Grants Management Services

Labor category	July 10, 2018- July 9, 2019	July 10, 2019- July 9, 2020	July 10, 2020- July 9, 2021	July 10, 2021- July 9, 2022	July 10, 2022- July 9, 2023
Senior Officer	\$272.98	\$278.44	\$284.01	\$289.69	\$295.48
Officer	\$249.18	\$254.17	\$259.25	\$264.43	\$269.72
Principal Research Scientist	\$239.18	\$243.96	\$248.84	\$253.82	\$258.90
Senior Research Scientist	\$222.17	\$226.61	\$231.14	\$235.76	\$240.48
Research Scientist	\$187.83	\$191.59	\$195.42	\$199.33	\$203.32
Senior Manager	\$161.54	\$164.77	\$168.07	\$171.43	\$174.86
Project Manager	\$133.30	\$135.97	\$138.68	\$141.46	\$144.29
Research Analyst	\$106.95	\$109.09	\$111.27	\$113.50	\$115.77
Survey Director/ Methodologist *	\$217.00	\$221.34	\$225.77	\$230.28	\$234.89
Senior Data Collection Coordinator	\$152.84	\$155.90	\$159.02	\$162.20	\$165.44
Senior Communication Specialist *	\$174.25	\$177.74	\$181.29	\$184.92	\$188.62
Production Specialist *	\$98.74	\$100.72	\$102.73	\$104.78	\$106.88

# LABOR CATEGORY DESCRIPTIONS

## OLM: Order-Level Materials

### 541611: Management and Financial Consulting; Acquisition and Grants Management Services

Labor Category	Responsibilities	Experience and Education
<b>Senior Officer</b>	Oversees multiple projects, ensuring appropriate staffing for timely delivery of high-quality products. Provides research, policy analysis, and/or program evaluation functions. Conceptualizes, designs, manages, oversees, and directs research and evaluation projects on a wide range of topics. Primary liaison between the client and program staff, ensuring that the client's needs are met. Helps clients forecast needs and designs projects to meet them. Provides deep knowledge of policy and program issues.	Minimum Years' Experience: 15 Minimum Education Level: PhD in education, sociology, public policy, or other related field or Master's degree plus an additional 3 years of relevant experience.
<b>Officer</b>	Oversees multiple projects, ensuring appropriate staffing for timely delivery of high-quality products. Provides research, policy analysis, and/or program evaluation functions. Manages and directs research and evaluation projects on a wide range of topics. Works directly with clients to ensure needs are met. Provides expertise relevant to policy and program issues.	Minimum Years' Experience: 13 Minimum Education Level: PhD in education, sociology, public policy, or other related field or Master's degree plus an additional 3 years of relevant experience
<b>Principal Research Scientist</b>	Leads multiple projects in one or more practice areas, and provides expert consultation as needed for other projects. Provides research, policy analysis, and/or program evaluation functions. Manages and directs evaluation projects in the areas of education and youth development programming and policies. Provides expertise in research design and methodology.	Minimum Years' Experience: 10 Minimum Education Level: PhD in education, sociology, public policy, or other related field or Master's degree plus an additional 3 years of relevant experience
<b>Senior Research Scientist</b>	Leads multiple projects in a practice area. Provides expertise in project management, including product development, quality control, client relationships, and timelines. Provides expertise in research, policy analysis, and/or evaluation techniques.	Minimum Years' Experience: 8 Minimum Education Level: Master's in education, sociology, public policy, or other related field
<b>Research Scientist</b>	Leads at least one project in a practice area. Provides expertise in project management, including product development, quality control, client relationships, and timelines. Provides research, policy analysis, and/or evaluation functions.	Minimum Years' Experience: 6 Minimum Education Level: Master's degree in education, sociology, public policy, or other related field.



Labor Category	Responsibilities	Experience and Education
<b>Senior Manager</b>	Leads most phases of one or more projects. Provides expertise in designing, managing, and directing evaluation projects, and adhering to deadlines. Provides policy and program research, and/or research methods.	<i>Minimum Years' Experience: 4</i> <i>Minimum Education Level:</i> Master's degree in education, sociology, public policy, or other related field or Bachelor's degree plus an additional 4 years of relevant experience.
<b>Project Manager</b>	Leads all phases of one or more projects. Provides expertise in more than one arena of research, policy analysis, and/or evaluation. Manages project tasks that include data collection, analysis, and/or reporting. Uses quantitative and qualitative research methods and substantial knowledge of policy, program, or methodological issues.	<i>Minimum Years' Experience: 2</i> <i>Minimum Education Level:</i> Master's degree in education, sociology, public policy, or other related field or Bachelor's degree plus an additional 4 years of relevant experience.
<b>Research Analyst</b>	Participates on multiple project teams, applying a range of quantitative and qualitative methods in data collection and analysis.	<i>Minimum Years' Experience: 1</i> <i>Minimum Education Level:</i> Bachelor's degree in education, sociology, public policy, or other related field.
<b>Survey Director/Methodologist</b>	Manages and directs the planning, design, and implementation of complex survey research projects, including budget preparation/estimation and monitoring; instrument design, preparation of training materials; data collection; data preparation and file construction. Delivers complex survey design techniques, including longitudinal surveys, modular surveys; difficult respondent populations; and complicated sampling algorithms. Responsible for quality control for the entire data collection and processing effort.	<i>Minimum Years' Experience: 4</i> <i>Minimum Education Level:</i> Master's degree in education, sociology, public policy, or other related field or Bachelor's degree plus an additional 4 years of relevant experience.
<b>Senior Data Collection Coordinator</b>	Bachelor's degree in statistics, economics, other STEM, education, public policy, or other related field.	<i>Minimum Years' Experience: 2</i> <i>Minimum Education Level:</i> Bachelor's degree.
<b>Senior Communication Specialist</b>	Collaborates with research and management staff to develop a communications strategy for the dissemination of reports and project findings. Coordinates communications strategy with the project manager and production specialist create high-quality products and presentations.	<i>Minimum Years' Experience: 5</i> <i>Minimum Education Level:</i> Bachelor's degree.
<b>Production Specialist</b>	Production functions include editing, copy-editing, graphical displays and other data visualizations for reports, presentations, and data collection materials.	<i>Minimum Years' Experience: 2</i> <i>Minimum Education Level:</i> Bachelor's or High School Diploma (or GED) coupled with an additional 6 years of relevant experience; or an Associate's degree, coupled with an additional 4 years of relevant experience.



