



GENERAL SERVICES ADMINISTRATION

Federal Supply Service 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>

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) SCHEDULE

Federal Supply Group: 87
Federal Supply Class: 874

Contract Number
GS-10F-0209U

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

Contract Period
April 18, 2008 - April 17, 2013
Pricelist Effective: April 18, 2010

Contractor:
University of Nebraska
213 N. 14th Street, Alexander West
Atten: Jeanne Wicks
Lincoln, NE 68588-0430
Tel: 402-472-3171
Fax: 402-472-9323

Tax ID 47-0049123
CAGE 4B842
Business Size: Other than small business
(Non-profit Educational Institution)

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CUSTOMER INFORMATION

1.a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers: 874-1, 874-2, 874-3, 874-7

1.b. Identification of lowest priced model number and lowest unit price for that model: N/A

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 attached.

2. Maximum order: \$1,000,000

3. Minimum order: \$300

4. Geographic coverage: United States of America

5. Point(s) of production: University of Nebraska, Lincoln, Nebraska

6. Discounts from list price: None, See prices attached.

7. Quantity discounts: None

8. Prompt payment terms: None, Net 30 days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micropurchase threshold: Contact contractor

10. Foreign Items: N/A

11a. Time of Delivery: Specified on the Task Order

11b. Expedited Delivery: N/A

11c. Overnight and 2-day delivery: N/A

11d. Urgent Requirements: N/A

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

13a. Ordering Address:
University of Nebraska Public Policy Center
Atten: Jenn Elliott
215 Centennial Mall South, Suite 401
Lincoln, NE 68588-0228
402-472-5678

13b. Ordering procedures: Can be found at the GSA/FSS homepage (fss.gsa.gov/schedules).

14. Payment Address: Same as contractor
15. Warranty Provision: N/A
16. Export Packing: N/A
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact contractor
18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A
19. Terms and conditions of installation (if applicable): N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A
- 20a. Terms and conditions for any other services (if applicable): N/A
21. List of service and distribution points (if applicable): N/A
22. List of participating dealers (if applicable): N/A
23. Preventive maintenance (if applicable): N/A
- 24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. 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
25. Data Universal Numbering System (DUNS) number: 555456995
26. Notification regarding registration in Central Contractor Registration (CCR) database: CAGE 4B842
27. Uncompensated Overtime:

ABOUT THE UNIVERSITY OF NEBRASKA PUBLIC POLICY CENTER

The University of Nebraska Public Policy Center provides assistance to policymakers and researchers on a wide range of public policy issues. The Center works with policymakers in all three branches of government at local, state, and federal levels. Staff work with University researchers from all campuses of the University of Nebraska system. The Center's highly-qualified faculty and staff regularly conduct original research, apply best and promising practices, and provide project management and facilitation on a wide array of projects, from local projects to those with national scope. Nationally, the products of our work have been cited as support in the introduction of Congressional bills, have been discussed in White House meetings, are regarded as models by federal agencies, have been televised nationally on PBS, have created research-based frameworks for understanding vexing problems, and have created standards used by public and private organizations. On a state level, the Center created a funding structure that delivered over \$1.5 million to faith and community based organizations, improved state trial and appellate court processes, applied technology to solve the needs of health organizations, provided training (on-site and distance), and brought research practices to evaluate numerous programs. Faculty and staff publish in academic journals and serve on numerous national, state, and local boards and advisory committees to remain current and networked in a variety of fields. Additionally, the Center has contacts and associates from throughout the University, state, and nation that it may call on to assist in particularized areas when needed. For more information, please visit our web site at <http://www.ppc.nebraska.edu>

SERVICES

874-1: Consulting Services – The Center provides consulting services to organizations as diverse as national associations, appointed and elected officials (and their agencies and departments), health care facilities, human services agencies, and regional not-for-profit collaboratives of multiple organizations. The diverse backgrounds and expertise of the Center's faculty and staff enable us to provide team-based consulting services, customized to match the particular needs of a client. In particular, we have expertise in business/organizational development, strategic and action planning, evaluation, and training. The Center regularly conducts client-specific studies, analyses, and reports based on applied research (e.g., surveys, focus groups, interviews), culling from scholarly and gray literatures, and informed by stakeholder processes. The Center, when accepting any project or client, determines what combination of team members will provide optimal expertise to the activity. A lead Center contact is assigned and communication procedures and approaches are defined. Workplans and timelines (e.g., GANTT charts) are created in consultation with the client. Center staff convene regular meetings with the client (and client stakeholders) to communicate and discuss progress and make any necessary changes to project plans and activities. To monitor progress, regular internal project meetings occur and project status is reported at Center staff meetings. Faculty and staff bring to their projects past experiences in local, state, and federal governments, not-for-profit agencies, and the private sector. All final products are reviewed by the project team and the administrative management of the Center to ensure quality.

874-2: Facilitation Services – The Center provides facilitation services as stand-alone services, as well as in conjunction with other projects. The Center's facilitations have ranged from multi-day statewide facilitations of over one hundred participants to single-day, small (under 12 participants) facilitation experiences. The Center's clients have included federal and state agencies, regional collaboratives, national associations, not-for-profit organizations, and others. Most of the Center's facilitation services have been with diverse teams and/or groups with common and divergent interests. Center staff typically follow consensus-building strategies in which they serve as neutral parties to ensure all participants have a voice and that the process is one in which, ultimately, participants equally share responsibility for decisions. Center staff work with the convener to create the facilitation framework and determine the processes, including: determining the scope, length, location, and timing of facilitated events; developing and pursuing desired invitees; collecting data from participants or others prior to our during the facilitation process; creating materials for the event; engaging and training breakout group facilitators; managing and "hosting" the flow of the event including the actual facilitation to engage in the

consensus-building and problem-solving; changing course of the plan, in consultation with the client; creating opportunities for feedback and debriefing throughout and after a facilitation process; recording the events; and producing draft and final products based on the facilitation. A number of Center staff have academic, as well as nationally-recognized applied, training in facilitation processes. Additionally, the Center has a network of trusted facilitators outside the University upon which it occasionally calls to assist in facilitation activities. For any facilitated event, the Center assigns team members most suitable for the facilitation event, both in terms of facilitation experience as well as content expertise. A lead contact, who will be involved in leading all aspects of the service, is designated. The team may include those who assist in strategizing and supporting the facilitation event, as well as those who will be doing the active facilitation at the event. Most Center facilitations involve at least two Center staff, giving the opportunity for internal debriefing and quality assurance. Additionally, Center staff work closely with the client before, during, and after the event to ensure quality.

874-3: Survey Services – The Center has extensive experience in all aspects of survey research design and analysis. Center faculty and staff possess rigorous academic training and experience in applied survey services, have taught University and professional research design and analyses courses, and have had their work cited in nationally-published research methodology texts. The Center’s assigned lead researcher will work with the client to establish specific objectives and outcomes and to identify realistic timeframes for each step of the survey process. The team or staff assigned to the project will work to complete activities within agreed-upon timeframes and will consult with clients if there are meaningful variations to the schedule. Staff have worked with clients to: develop survey methodologies that complement other data collection activities; determine populations and sampling frames; assess what types of data are most appropriate (e.g., qualitative/ quantitative); research the applicability of validated surveys or create (design, pilot, refine) new surveys; determine the impact on human subjects; oversee all aspects of administration; collect and analyze the data; and work with the client in data interpretation. Staff are skilled in a broad range of parametric and nonparametric statistical analyses including those involving descriptive statistics, predictions and associations (correlations and linear regressions), inferential statistics, and test construction. Most quantitative analyses are done using SPSS and most qualitative using NUDIS*T. For some analyses, the Center uses the University of Nebraska-Lincoln Survey, Statistics and Psychometrics Core Facility and other experts throughout the nation. The Center routinely works with the University of Nebraska-Lincoln Bureau of Sociological Research, a University-based facility that is part of the Core Facility and employs trained in-bound and out-bound phone and mail survey specialists equipped to perform: random-digit dialing in specific geographic areas, stratified/oversampling populations, and contacting and following-up with specific individuals/organizations. Center staff are skilled in communicating complicated information in ways that are easily understood, and have created numerous, well-received reports of survey research work. In most cases, multiple staff assigned to a project will have expertise in survey services so as to ensure redundancy and quality.

874-7: Program Integration and Project Management Services – The Center brings high-level expertise in managing and integrating projects, from small to statewide and from short-term to multi-year. Most project management services start with developing a workplan with timelines, resource requirements, assignments, and milestones (e.g., GANTT charts). The Center’s past program integration and management services have included: managing the work of multiple committees and boards to achieve a common purpose, negotiating with sub-contractors, agenda-setting and convening meetings and conferences, developing informational materials, overseeing research, coordinating drafting and passage of legislation and administrative rule change, advising client at decision points, grant and contract writing, planning and implementing projects and programs, ensuring open communication among stakeholders, and evaluating process and outcome results. A Center team of experienced professional will be assigned to each project to ensure successful completion of all aspects of the service. The team lead will work closely with the client to ensure on-going satisfaction with progress.

PRICE LIST

MOBIS Price List
University of Nebraska Public Policy Center
Hourly Rates for all SINS Offered

Senior Executive Consultant	\$138.83
Executive Consultant	\$112.26
Senior Research Director	\$111.45
Senior Research Manager	\$82.31
Research Coordinator	\$66.14
Research Specialist 2	\$59.56
Research Specialist 1	\$45.44
Research Assistant	\$30.00
Business Manager	\$57.81
Administrative Support Specialist	\$50.24

Notes:

- * Fully-burdened rate includes 26% F&A and .75% IFF
- * Other direct costs determined at task level

Other Direct Costs

The Public Policy Center routinely coordinates and facilitates a variety of activities and services (for example: conferences, focus groups, panel discussions, surveys, etc.) customized to meet to the scope of the project and the customer's needs. Hourly rates are not established for these "other direct costs." Customers are charged for the actual direct costs incurred, plus the University of Nebraska – Lincoln's federally negotiated Facilities and Administrative (F&A) costs (at the "off-campus" rate of 26%) for these items or activities. **These costs will be negotiated at the task order level.**

Costs incurred for travel (transportation, lodging, meals, and incidental expenses) will be billed in accordance with the regulatory implementation of Public Law 99-234, FAR 31.205-46 Travel Costs, and the policies set forth by the University of Nebraska – Lincoln. **These costs will be negotiated at the task order level and paid by the ordering agency.** The University shall notify the ordering agency, in writing, of the requirement for reimbursement of transportation and per diem expenses, prior to acceptance of the order. This notification shall include a "not to exceed" estimate of these proposed costs. F&A costs associated with the transportation and per diem expenses will be charged at the rate of 26%, the University of Nebraska – Lincoln's federally negotiated "off-campus" rate.

LABOR CATEGORIES

The labor categories for SINs 874-1, 874-2, 874-3, and 874-7 are as follows:

Senior Executive Consultant

Duties/Responsibilities

Serves as a lead advisor for project management teams in a variety of capacities. Responsible for the direction of large, complex projects/programs. Assigns and directs the efforts of professional and administrative staff in carrying out the tasks necessary to meet customer requirements. Meets with staff to strategize overall approach, develop and review program plans, schedules, assignments, costs, etc. Ensures conformity to schedules and costs. May serve as the project lead for complex contract or task in a similar role as Executive Consultant or Senior Research Director. Responsible for overall quality and success of all services and products.

Minimum Education

Ph.D. degree required

Minimum Experience/Training

Has 15 years of progressive experience in administrative and program/project management experience. Extensive experience in conducting all aspects of complex research projects, writing scholarly and professional publication and reports, working within public policy frameworks, making and advising on organization-level strategic decisions, creating collaborative processes, and project administration and supervision. Outstanding verbal, interpersonal, planning, and writing skills required.

Executive Consultant

Duties/Responsibilities

Serves as a senior advisor to project management teams in a variety of capacities. Provides advice and expertise in strategic planning, overall approach, research design and methodology, and organizational practices. Oversees budgeting and financial aspects of all services. May serve as the project lead for complex contract or task in a similar role as Executive Consultant or Senior Research Director.

Minimum Education

Masters degree required. Ph.D. preferred.

Minimum Experience/Training

Has 12 years of progressive experience in administrative and program/project management experience. Extensive experience in project planning and monitoring, budgeting, research methods (research design, data collection, and analysis), writing for a variety of audiences, collaborative processes, and project administration. Outstanding verbal, interpersonal, planning, and writing skills required.

Senior Research Director

Duties/Responsibilities

Coordinates and monitors all aspects of service; liaisons with clients; determines research design and methodology, data collection and analysis; facilitates, coordinates, and reports at meetings/conferences/workshops; directs researching and reviewing existing reports and literature; develops scopes of work, timelines, and research plans; conducts and facilitates focus groups, program evaluations, and surveys; manages budget; synthesizes research, research reports, and recommendations; and writes, presents, and publishes results. Serves as a project lead for a contract or task.

Minimum Education

Masters degree required. Ph.D. preferred.

Minimum Experience/Training

Has 10 years of progressive experience in administrative and program/project management experience. Extensive experience in project planning and monitoring, collaborative processes, and project administration. Outstanding verbal, interpersonal, planning, and writing skills required. Experience in research design, data collection, and analysis required.

Senior Research Manager

Duties/Responsibilities

Coordinates and monitors all aspects of service; liaisons with clients; determines research design and methodology, data collection and analysis; facilitates, coordinates, and reports at meetings/conferences/workshops; researches and reviews existing reports and literature; develops scopes of work, timelines, and research plans; conducts and facilitates focus groups, program evaluations, and surveys; synthesizes research, research reports, and recommendations; writes, presents, and publishes results. May serve as a project lead for a contract or task.

Minimum Education

Bachelors degree or equivalent experience required. Masters degree preferred.

Minimum Experience/Training

Has 8 years progressive experience in administrative and program/project management experience. Must have experience in program planning, monitoring, and collaborative processes. Excellent verbal and written communication skills necessary. Research design and quantitative/qualitative statistical analysis skills preferred.

Research Coordinator

Duties/Responsibilities

Designs, coordinates, facilitates, implements, and evaluates projects. Coordinates all aspects of project from design and development to final reporting. Responsibilities include planning project and task timelines, facilitating work of project committees, communicating with key stakeholders and policymakers, agenda-setting and meeting convening, coordinating and monitoring all aspects of research including collecting and analyzing data, summarizing existing reports and literature, and producing progress and final reports. May serve as a project lead for a contract or task under supervision of senior staff.

Minimum Education

Bachelors degree or equivalent experience required. Master's degree preferred.

Minimum Experience/Training

Has 5 years of progressive experience in research and program/project management experience. Experience in social science planning and monitoring, collaborative processes, and project administration preferred. Research design and statistical analysis (both quantitative and qualitative) skills and experience preferred. Excellent verbal and writing skills desired.

Research Specialist 2

Duties/Responsibilities

Designs, coordinates, facilitates, implements, and evaluates projects. Responsibilities include monitoring project and task timelines, facilitating work of project committees, communicating with key stakeholders and policymakers, agenda-setting and meeting convening, conducting research including collecting and analyzing data, summarizing existing reports and literature, and producing progress and final reports. May serve as a project lead for a contract or task under supervision of senior staff.

Minimum Education

Bachelors degree or equivalent experience required. Masters degree preferred.

Minimum Experience/Training

Must have 2 years experience in social science research, collaborative processes, and project administration. Necessary skills include strong research design and statistical analysis skills (both quantitative and qualitative), as well as excellent verbal and written communication skills. Individual must possess knowledge of public policy issues, and be able to work effectively and collaboratively with national, state, and local policymakers and stakeholders.

Research Specialist 1

Duties/Responsibilities

The employee will routinely work with dynamic teams on a variety projects. Responsible for coordinating and managing a variety of tasks within projects under the supervision of senior staff including data collection and entry, contacting participants and stakeholders to coordinate activities, producing communications, researching relevant literature, coordinating on-site logistics, maintaining and summarizing records of meetings and decisions, and drafting briefs and reports. Work is supervised by senior staff.

Minimum Education and Experience

Bachelors degree or equivalent experience required.

Minimum Experience/Training

Some research design and quantitative/qualitative statistical analysis skills and experience required. Experience conducting research and creating reports on public policy issues preferred. Excellent written and verbal communication, organizational, and analytical skills necessary.

Research Assistant

Duties/Responsibilities

Duties include assisting staff with research such as collecting data, data entry, assisting with meeting/event coordination, and general support for a variety of projects. Work is supervised by senior or administrative staff.

Minimum Education

High school diploma or equivalency.

Minimum Experience/Training

Entry level position. Research design and quantitative/qualitative statistical analysis skills desired. Excellent written and verbal communication, organizational, and analytical skills necessary.

Business Manager

Duties/Responsibilities

Position is responsible for: monitoring project compliance with state and federal fiscal and business regulations; ensuring timely collection/disbursement of funds; tracking and documenting expenditures, including rates and personnel time spent on projects; monitoring budgets; coordinating submission of financial and contractual information; and managing administrative support staff.

Minimum Education

Bachelors degree or equivalent experience required.

Minimum Experience/Training

Five years experience with financial planning and analysis and personnel administration. Position requires experience in fiscal administration and knowledge of accounting systems, as well as federal and state regulations. Excellent spreadsheet and financial analysis skills required.

Administrative Support Specialist

Duties/Responsibilities

Provide administrative support, coordination, and project management for staff. Coordinates administrative detail/decisions and represents management to project stakeholders. Ensure efficiency, team work and follow-through by office staff in support of projects. Duties include scheduling meetings; maintaining calendars; arranging travel; coordinating event/meeting preparations; coordinating conference/event registrations; conducting background research; creating and managing databases; designing and preparing reports and proposals; reviewing and editing documents; coordinating mailings; ordering supplies and services; creating, filing, and maintaining electronic and hardcopy records; attending project-related meetings and recording minutes; and providing other project support, as needed.

Minimum Education

High school diploma or equivalency required. Bachelor's degree preferred.

Minimum Experience/Training

Three years relevant experience providing support to senior management and/or project coordination. Demonstrated word processing, spreadsheet, database, and Internet skills essential. Excellent communication, interpersonal, organizational, customer service and problem-solving skills necessary. Must possess ability to work independently and coordinate workflow and complete major projects. Ability to interact with a diverse group of individuals, assemble/analyze moderately complex information and creatively solve problems necessary.



The University of Nebraska Public Policy Center provides assistance to policymakers in all three branches of government and researchers on a wide range of public policy issues. The mission of the PPC is to actively inform public policy by facilitating, developing, and making available objective research and analyses of issues for elected and appointed officials; state and local agency staff; the public at large; and others who represent policy interests.

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