



Arlington Public Schools

Purchasing Office
1426 N. Quincy St., Arlington, VA 22207 • Phone: (703) 228-6123 • Fax: (703) 841-0681
www.apsva.us

David J. Webb, C.P.M.
Director/Purchasing Agent

Joshua A. Makely, CPPB Assistant
Director/Purchasing

Vacant
Senior Buyer

Kenneth R. Lawson, CPPB, VCO
Buyer

March 20, 2018

Via Email

Panorama Education, Inc.
Attn: Eric Weisman
109 Kingston, St.,
5th Floor
Boston, MA 02111
eweisman@panoramaed.com

Subject: Survey Research and Survey Administration Services – Contract 44FY17 Amendment No. 1

Dear Mr. Wesiman:

In accordance with the contract terms and conditions, Exhibit C – Fee Schedule is hereby amended as indicated on the following pages.

Please indicate your acceptance by having an officer of your firm sign and return the acceptance portion attached. Upon receipt, this office will sign and execute the amendment and return one copy to your office. Your response, to accept or decline, is requested no later than five (5) days from the date of this letter.

Sincerely,

Joshua A. Makely, CPPB
Assistant Director of Purchasing

JAM:jam

Enclosure



Arlington Public Schools

1426 N. Quincy St., Arlington, VA 22207 • Phone: (703) 228-6123 • Fax: (703) 841-0681
www.apsva.us

Purchasing Office

Amendment No. 1

Subject: Contract #44FY17 – Survey Research and Survey Administration Services

Contractor

Panorama Education, Inc.
Attn: Eric Weisman
109 Kingston, St.,
5th Floor
Boston, MA 02111
eweisman@panoramaed.com

Contract:

#44FY17

Amend the Exhibit C – Fee Schedule to add Language Translation to the Standard Itemized Price List as shown on the attached pages.

Arlington Public Schools

Authorized
Signature:
Printed Name
and Title:

David J. Webb
David J. Webb, C.P.M.
Director / Purchasing Agent

Date:

March 27, 2018

Panorama Education, Inc.

Authorized
Signature:
Printed Name
and Title:

Katie Mallett

Katie Mallett, VP Finance

Date:

03/27/2018

**EXHIBIT C
FEE SCHEDULE (REVISED)**

TASKS	YEAR 1				YEAR 3				YEAR 5						
	LEVEL OF EFFORT (HOURS)	HOURLY RATE (FULLY LOADED)	EXTENDED COST	SURVEY DESIGN SUBTOTAL YEAR 1	LEVEL OF EFFORT (HOURS)	HOURLY RATE (FULLY LOADED)	EXTENDED COST	SURVEY DESIGN SUBTOTAL YEAR 3	LEVEL OF EFFORT (HOURS)	HOURLY RATE (FULLY LOADED)	EXTENDED COST	SURVEY DESIGN SUBTOTAL YEAR 5	LEVEL OF EFFORT (HOURS)	HOURLY RATE (FULLY LOADED)	EXTENDED COST
SURVEY DESIGN															
PROJECT MANAGEMENT	100	\$125	\$12,500		100	\$125	\$12,500		100	\$125	\$12,500		100	\$125	\$12,500
TECHNICAL SUPPORT	25	\$50	\$1,250		25	\$50	\$1,250		25	\$50	\$1,250		25	\$50	\$1,250
CONSULTANTS	100	\$250	\$25,000		100	\$250	\$25,000		100	\$250	\$25,000		100	\$250	\$25,000
CLERICAL SUPPORT	0	n/a	\$0		0	n/a	\$0		0	n/a	\$0		0	n/a	\$0
				SURVEY DESIGN SUBTOTAL YEAR 1				SURVEY DESIGN SUBTOTAL YEAR 3				SURVEY DESIGN SUBTOTAL YEAR 5			
			\$38,750				\$38,750				\$38,750				\$38,750
SURVEY ADMINISTRATION & DATA COLLECTION															
PROJECT MANAGEMENT	160	\$125	\$20,000		160	\$125	\$20,000		160	\$125	\$20,000		160	\$125	\$20,000
TECHNICAL SUPPORT	170	\$50	\$8,500		170	\$50	\$8,500		170	\$50	\$8,500		170	\$50	\$8,500
CONSULTANTS	0	\$250	\$0		0	\$250	\$0		0	\$250	\$0		0	\$250	\$0
CLERICAL SUPPORT	0	n/a	\$0		0	n/a	\$0		0	n/a	\$0		0	n/a	\$0
				SURVEY ADMINISTRATION & DATA COLLECTION SUBTOTAL YEAR 1				SURVEY ADMINISTRATION & DATA COLLECTION SUBTOTAL YEAR 3				SURVEY ADMINISTRATION & DATA COLLECTION SUBTOTAL YEAR 5			
			\$28,500				\$28,500				\$28,500				\$28,500
ANALYSIS & REPORTING															
PROJECT MANAGEMENT	150	\$125	\$18,750		150	\$125	\$18,750		150	\$125	\$18,750		150	\$125	\$18,750
TECHNICAL SUPPORT	130	\$50	\$6,500		130	\$50	\$6,500		130	\$50	\$6,500		130	\$50	\$6,500
CONSULTANTS	15	\$250	\$3,750		15	\$250	\$3,750		15	\$250	\$3,750		15	\$250	\$3,750
CLERICAL SUPPORT	0	n/a	\$0		0	n/a	\$0		0	n/a	\$0		0	n/a	\$0
				ANALYSIS & REPORTING SUBTOTAL YEAR 1				ANALYSIS & REPORTING SUBTOTAL YEAR 3				ANALYSIS & REPORTING SUBTOTAL YEAR 5			
			\$29,000				\$29,000				\$29,000				\$29,000
			\$96,250	TOTAL OF YEAR 1			\$96,250	TOTAL OF YEAR 3			\$96,250	TOTAL OF YEAR 5			\$96,250
GRAND TOTAL OF ALL TOTALS FOR YEARS 1, 3, AND 5.															

IN WORDS: Two Hundred Eighty-eight thousand, Seven Hundred Fifty Dollars

IN FIGURES: \$ 288,750

Contract 44FY17
Amendment No. 1

STANDARD ITEMIZED PRICE LIST
(REVISED)

(YEARS 1 THROUGH 5) IDIQ UNIT PRICE

	UNIT	PRICE
ON-SITE MEETINGS	EACH	\$1,750
FACILITATED WORKSHOPS	EACH	\$3,000
FOCUS GROUP FACILITATION	EACH	\$3,000
BOARD / LEADERSHIP PRESENTATION	EACH	\$2,000
DATA ENTRY FOR PAPER SURVEYS	HOUR	see below
ADVISORY SERVICES	HOUR	\$125
LANGUAGE TRANSLATION (PER LANGUAGE)	JOB	\$2,000

Data Entry for Paper Surveys	Cost
*Bundles of surveys: Client prints & mails, and then ships to Panorama for processing	\$0.15 / survey (\$50 min)
Bundles of surveys: Panorama prints & ships to client; client ships back to Panorama for processing	\$0.60 / survey (1 double-sided page) \$1.00 / survey (multiple pages with staples) (\$200 min)
Direct mail surveys: Panorama manages survey delivery directly	\$1.80 / survey

Contract 44FY17
Amendment No. 1