



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 are available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov.

Schedule Title: Multiple Award Schedule (MAS)

FSC Group: Professional Services
FSC/PSC Codes: R499

Contract Number: 47QRAA22D0016

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

Contract Period: October 22, 2021 – October 21, 2026

THE AQUILINE GROUP LLC
1801 COLUMBIA RD NW STE 101
WASHINGTON, DC 20009
Phone Number: (202) 483-1757

www.theaquilinegroup.com

Contact for contract administration: Evelyn Rodriguez
Email: evelyn@theaquilinegroup.com

Business size: Small Business

Prices Shown Herein are Net (discount deducted)



CUSTOMER INFORMATION

- 1a. Table of awarded Special Item Numbers (SINs):

<u>SIN #</u>	<u>SIN Title</u>
541430	Graphic Design Services
541613	Marketing Consulting Services
541810	Advertising Services
541910	Marketing Research and Analysis

- 1b. Identification of the lowest priced service for each special item number awarded in the contract.

<u>SIN #</u>	<u>Labor Category</u>	<u>Price</u>
541430, 541613, 541810, 541910	Administrative Assistant	\$ 36.94

- 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.

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2. Maximum order for each SIN:

<u>SIN#</u>	<u>MAXIMUM ORDER*</u>
541430, 541613, 541810, 541910	\$ 1,000,000

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with [FAR 8.404](#).

3. Minimum order: **\$ 100**
4. Geographic coverage (delivery area): **Worldwide**
5. Point(s) of production: **Washington, DC 20009**
6. Discount from list prices or statement of net price: **5%**
7. Quantity discounts: **5% discount in addition to the discount specified in the Pricing Proposal Template (PPT), applicable to Task Orders that meet the following criteria:**



- **The Task Order is a firm fixed price contract with one base year and two or more option years, AND**
 - **The Task Order's base year is valued at \$800,000 or more, and each of the option years are valued at \$800,000 or more.**
8. Prompt payment terms: **Net 30 Days.** Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
9. Foreign items: **None**
- 10a. Time of delivery: **As Negotiated**
- 10b. Expedited delivery: Items available for expedited delivery are noted in this price list. **Contact Contractor**
- 10c. Overnight and 2-day delivery: **Contact Contractor**
- 10d. Urgent requirements: **Contact Contractor**
11. F.O.B. point(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: **Same as Contractor**
14. Warranty provision: **Standard Commercial Warranty**
15. Export packing charges: **Not Applicable**
16. Terms and conditions of rental, maintenance, and repair: **Not Applicable**
17. Terms and conditions of installation: **Not Applicable**
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: **Not Applicable**
- 18b. Terms and conditions for any other services: **Not Applicable**
19. List of service and distribution points: **Not Applicable**
20. List of participating dealers: **Not Applicable**
21. Preventative maintenance: **Not Applicable**
- 22a. Special attributes such as environmental attributes: **Not Applicable**
- 22b. Section 508 compliance: **Not Applicable**
23. Unique Entity Identifier (UEI) number: **KJAUP34PNVZ3**
24. Notification regarding registration in the System for Award Management (SAM) database.

Registered and active in SAM



GSA PRICING

All price offered to GSA include the current 0.75% IFF

SIN	Labor Category	10/22/2021 to 10/21/2022	10/22/2022 to 10/20/2023	10/22/2023 to 10/21/2024	10/22/2024 to 10/21/2025	10/22/2025 to 10/21/2026
541430, 541613, 541810, 541910	Managing Director	\$185.02	\$189.65	\$194.39	\$199.25	\$204.23
	Project Manager II	\$133.89	\$137.24	\$140.67	\$144.19	\$147.79
	Project Manager I	\$84.01	\$86.11	\$88.26	\$90.47	\$92.73
	Program Analyst	\$82.75	\$84.82	\$86.94	\$89.11	\$91.34
	**Communications Specialist	\$62.19	\$63.74	\$65.34	\$66.97	\$68.64
	Creative Director	\$87.23	\$89.41	\$91.64	\$93.93	\$96.28
	Graphic Designer	\$57.55	\$58.98	\$60.46	\$61.97	\$63.52
	Document and Publication Specialist	\$56.29	\$57.70	\$59.14	\$60.62	\$62.14
	**Technical Writer	\$68.30	\$70.01	\$71.76	\$73.56	\$75.40
	Editor	\$67.95	\$69.65	\$71.39	\$73.17	\$75.00
	**Administrative Assistant	\$36.94	\$37.86	\$38.81	\$39.78	\$40.77
	**Photographer	\$55.44	\$56.83	\$58.25	\$59.70	\$61.20
	Subject Matter Expert	\$154.62	\$158.49	\$162.45	\$166.51	\$170.67

SCLS Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Technical Writer	30463 - Technical Writer III	2015-4281
Communications Specialist	99260 - Marketing Analyst	2015-4281
Photographer	13075 - Photographer V	2015-4281
Administrative Assistant	01020 - Administrative Assistant	2015-4281

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLA/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).



Detailed Labor Category Descriptions

The following service descriptions provides a brief overview of the responsibilities and tasks associated with each position under each of the four proposed SINS (541430, 541613, 541810, and 541910).

Labor Category/ Service Title	Labor Category/Service Description	Minimum Education*	Minimum Years of Experience
Managing Director	Oversees and implements all company policies; serves as the final authority on all major contract and budget-related issues; signs off on contract budgets and purchases; maintains open communication with clients and key partners; provides managerial oversight of Project Managers and all other employees and vendors.	Masters	25
Project Manager II	Oversees and manages multiple projects simultaneously; coordinates resources, employees, subcontracts and vendors in planning and execution of projects; ensures quality and timeliness of major project deliverables and milestones.	Bachelors	15
Project Manager I	Oversees and manages the day-to-day planning, operation and execution of projects; serves as key technical contact for client; maintains project plan and budget; oversees and approves project purchases and bookings; ensures quality and timely delivery of all project deliverables; actively coordinates with employees, vendors and partners on ongoing tasks.	Bachelors	10



Labor Category/ Service Title	Labor Category/Service Description	Minimum Education*	Minimum Years of Experience
Program Analyst	Has extensive experience in qualitative and quantitative data management and analysis; uses SAS, Microsoft Power BI and Excel to collect, manage and analyze large datasets; conducts extensive research into program operation background, policy, funding, evaluation, and best practices; provides data-backed reports, evaluations and recommendations based on research.	Masters	8
Communications Specialist	Works with Program Analysts, Creative Director, and Project Managers to develop data-driven research-oriented strategic communication plans, marketing plans, advertising campaigns, and public information initiatives; coordinates with vendors in media, event logistics, social media, and print plants; executes and problem-solves campaigns; collects and reports campaign metrics.	Bachelors	8
Creative Director	Provides overall creative guidance on all deliverables; works with clients to develop high-level organization and campaign branding strategies; provides subject matter expertise and guidance on all traditional and multimedia deliverables; ensures high-level quality and appropriate formatting of all media and creative design products.	Bachelors	10
Graphic Designer	Has expertise in creative design software applications such as Adobe Creative Suite, QuarkXPress, WordPress and other design and content publishing platforms; uses established branding frameworks to design traditional, outdoor, and digital ads, marketing materials, and web pages.	Bachelors	5



Labor Category/ Service Title	Labor Category/Service Description	Minimum Education*	Minimum Years of Experience
Document and Publication Specialist	Maintains a working expertise in Adobe Sute, QuarkXPress, and Microsoft Publisher, as well as extensive expertise in Adobe Acrobat and CommonLook software; provides 508 compliance and remediation to all Word, PDF, and web deliverables; has expert knowledge about the Americans with Disabilities Act and accessibility requirements; conducts quality control on all final document deliverables.	Bachelors	5
Technical Writer	Drafts technical documents such as strategic plans, analyses, proposals, and contracts, as well as audience-specific copy for marketing materials and ads; interprets and extracts information from policy, regulatory, and other technical documents.	Bachelors	5
Editor	Conducts editing and quality control of all client- and public-facing materials. Maintains a thorough knowledge of AP and GPO styles, as well as 508 accessibility guidelines.	Bachelors	5
Administrative Assistant	Provides general administrative duties including scheduling, basic accounting tasks, research, coordination, and communications, and basic human resources tasks; assists individuals in management roles with project tracking and coordination.	Associates	2
Photographer	Travels to location settings to take B stock images, stock images, and photographs of models, key client staff, and any subjects as requested by the client as part of communications. social media, and public relations campaigns.	Bachelors	10



Labor Category/ Service Title	Labor Category/Service Description	Minimum Education*	Minimum Years of Experience
Subject Matter Expert	An individual with deep expertise and knowledge in a particular field, with at least 20 years of experience in academia or relevant professional role with a portfolio of published primary work; provides in-depth guidance and expertise on particular subjects in order to inform the planning and execution of a project.	PhD	20

*Minimum education can be substituted for professional experience for qualified individuals according the following matrix:

Education Attainment	Experience Equivalent
Associate's Degree	Two years relevant experience is equal to an Associate's Degree.
Bachelor's Degree	Associate's Degree plus two years relevant experience, or four years relevant experience.
Master's Degree	Bachelor's Degree plus four years relevant experience, or eight years relevant experience.
Ph.D.	Master's Degree plus 20 years relevant experience and demonstrated expertise in the subject matter, such as portfolio of published, peer-reviewed work.