

**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: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Mission Oriented Business Integrated Services (MOBIS)**

*FSC Group: 874*

*North American Industry Classification System (NAICS) Code: 541611*

*874-1: Consulting Services*

*874-2: Facilitation Services*

*874-7: Program Integration & Project Management Services*

**Contract Number: GS-10F-0054S**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**Contract Period: November 22, 2005 – November 21, 2010**

**American Institute of Aeronautics and Astronautics**  
**1801 Alexander Bell Drive #500**  
**Reston, VA 20191**

**(703) 264-7550**

**[www.aiaa.org](http://www.aiaa.org)**

Business Size: Other than Small Business

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## Customer Information

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### 1a. **Table of Awarded Special Item Numbers (SINs)**

874-1: Consulting Services  
874-2: Facilitation Services  
874-7: Program Integration & Project Management Services

### 1b. **Award Prices**

<i>Position Title</i>	<i>Per Hour</i>
Administrative Level I	\$38.80
Administrative Level II	\$64.02
Associate	\$80.51
Production Specialist	\$83.42
Program Manager I	\$138.71
Program Manager II	\$194.97
Program Manager III	\$279.36
Publication Specialist	\$76.63
Senior Associate	\$70.81

### 1c. **Position Description for All SINs**

Description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services

#### **Administrative - Level 1**

Minimum/General Experience:  
None

Functional Responsibility:

Provides assistance to project staff by handling basic technical and procedural aspects of the project. Researches and assembles data and factual information upon request. Processes documents and actions necessary to implement program responsibilities. Distributes information to outside organizations affected by the project. May provide clerical and administrative support.

Minimum Education:  
High School Degree or Equivalent

## **Administrative - Level 2**

Minimum/General Experience:  
None

Functional Responsibility:

Provides a variety of administrative and staff support services to ensure efficient operations. Serves as point of contact regarding administrative issues related to personnel and operations. Prepares and assembles engineering and technical reports. Develops, populates, and maintains various technical databases. Prepares and distributes engineering/technical correspondence related to assigned projects. Collects and maintains project financial data; provides status reports; prepares cost estimates and assists in the preparation of invoices.

Minimum Education:  
College Degree or Equivalent

## **Associate**

Minimum/General Experience:  
Two (2) Years of Progressive Experience in Strategic Planning and Project Management

Functional Responsibility:

Assembles and interprets information for the specific project. Resolves technical and other obstacles preventing progress and completion of the project. Performs analytical, program management, oversight and similar work requiring understanding of, and addressing, issues and objectives related to the project. Applies analytical and evaluative skills to a range of significant tasks that support the successful completion of the project. Plans, organizes and carries out assignments relative to the project.

Minimum Education:  
College Degree or Equivalent

## **Customer Service Representative**

Minimum Level of Experience:  
None

Functional Responsibility:

Serves as the point-of-contact for inquiries relating to the dissemination of information, e.g. publications, which are authorized for distribution by the client. Takes orders for items to be distributed. Registers persons for conferences and symposia. Serves in the generic role of customer service representative on behalf of the client for dealings with members of the public and constituents of the client.

Minimum Education:  
High School Degree or Equivalent

### **Event Planner**

Minimum/General Experience:  
Two (2) Years of Progressive Experience in Meeting Planning

Functional Responsibility:  
Responsible for all planning and implementation of meetings required by or for the project. Handles negotiations with hotels, restaurants, conference halls and similar venues for both small and large meetings. Evaluates staffing needs for meetings and organizes staff and contractors for the Institute to hold successful meetings. Reviews telecommunication and A/V needs for meetings. Supervises development of materials, as needed, for meetings and conferences. Reports to all concerned on the status of planning for and implementation of plans for meetings and conferences.

Minimum Education:  
College Degree or Equivalent

### **Outreach Coordinator**

Minimum General Experience  
One (1) Year of Progressive Experience in Communication and Promotion

Functional Responsibility  
Develops and executes strategies to communicate, as necessary and appropriate, with the public and constituents of the client about the project, materials relating to the project, conferences, symposia, other events, and other aspects of the project. Serves in a promotional capacity as necessary and appropriate.

Minimum Education:  
College Degree or Equivalent

### **Program Manager I**

Minimum/General Experience:  
Five (5) Years of Progressive Experience in Strategic Planning and Project Management

Functional Responsibility:  
Serves as single contract manager and authorized interface with the Government Contracting Officer (CO), the contract level Contracting Officer's Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates.

Minimum Education:  
College Degree or Equivalent

### **Program Manager II**

Minimum/General Experience:  
Ten (10) Years of Progressive Experience in Program Management

Functional Responsibility:  
The Program Manager II performs the same activities as the Program Manager I, but is utilized when the nature of the project warrants a manager with more experience. Examples may include projects that require the Manager to oversee collaborative activities, especially those involving groups representing multiple organizations. Other examples: projects that may require interaction with the federal or state agencies and the other branches of the government.

Minimum Education:  
College Degree or Equivalent

### **Program Manager III**

Minimum/General Experience:  
Fifteen (15) Years of Progressive Experience in Program Management

Functional Responsibility:  
The Program Manager III performs the same activities as the Program Manager II, but is utilized when the nature of the project warrants a manager with more experience. Examples may include projects that may require interaction with the most senior staff of the contracting organization, and interaction with the media or with foreign entities.

Minimum Education:  
College Degree or Equivalent

### **Production Specialist**

Minimum General Experience  
One (1) Year of Progressive Experience in Design and Publishing of Materials

Functional Responsibility:  
Designs and prepares for publication brochures, signs, programs, proceedings, artwork, and other materials relating to the project. Works with other members of the project team and client to define the scope, format, and delivery mechanism for the materials.

Minimum Education:  
High School Degree or Equivalent

## **Publication Specialist**

### Minimum General Experience

One (1) Year of Progressive Experience in Coordinating Deliverables for Publication

### Functional Responsibility:

Coordinates the receipt of papers, articles, presentations, and other submissions relating to the project. Such submissions may be published for dissemination to the public and constituents of the client, e.g. meeting attendees.

### Minimum Education:

College Degree or Equivalent

## **Senior Associate**

### Minimum/General Experience:

Four (4) Years of Progressive Experience in Strategic Planning and Project Management

### Functional Responsibility:

Performs complex business and industry program management, and associated functions that address elements critical to the program's priorities and objectives. Develops, implements and oversees the implementation of significant new program strategies. Analyzes key policy questions and contributes to significant decisions, policy and program recommendations and positions. Represents the Institute authoritatively to key government and business officials and organizations. Plans and manages delivery of major, high-priority products and services which are central to the project.

### Minimum Education:

College Degree or Equivalent

## **Senior Event Planner**

### Minimum/General Experience:

Six (6) Years of Progressive Experience in Meeting Planning

### Functional Responsibility:

The Senior Event Planner performs the same activities as the Event Planner, but is utilized when the logistics for an event are sufficiently complex as to warrant a planner with more experience. Examples may include multiple events that are co-located and events that may require attendees to have special clearances or permissions to attend.

### Minimum Education:

College Degree or Equivalent

**2. Maximum Order**

\$1,000,000

**3. Minimum Order**

\$300

**4. Geographic Coverage**

This contract is valid in the 48 contiguous states, Alaska, Hawaii, the District of Columbia, and the Commonwealth of Puerto Rico.

**5. Point of Production**

American Institute of Aeronautics and Astronautics  
1801 Alexander Bell Drive #500  
Reston, VA 20191

**6. Statement of Net Price**

All prices shown in this pricelist are net prices.

**7. Quantity Discounts**

None

**8. Prompt Payment Terms**

Net 30 days.

**9a. Government purchase Cards At or Below the Micro-purchase Threshold.**

AIAA will accept the Government purchase card for all amounts at or below the micro-purchase threshold.

**9b. Government purchase Cards Above the Micro-purchase Threshold.**

AIAA will accept the Government purchase card for all amounts above the micro-purchase threshold.

**10. Foreign Items**

None

**11a. Time of Delivery**

As agreed upon between Ordering Agency and AIAA on each purchase order.

**11b. Expedited Delivery**

Although services do not always lend themselves to quick delivery, AIAA will work with each Ordering Agency to fully meet their most demanding needs and time frame requirements.

**11c. Overnight and 2-day Delivery**

Although services do not always lend themselves to quick delivery, AIAA will work with each Ordering Agency to fully meet their most demanding needs and time frame requirements.

**11d. Urgent Requirements**

Although services do not always lend themselves to quick delivery, AIAA will work with each Ordering Agency to fully meet their most demanding needs and time frame requirements.

**12. F.O.B. Point**

Reston, Virginia USA

**13a. Ordering Address**

American Institute of Aeronautics and Astronautics  
1801 Alexander Bell Drive #500  
Reston, VA 20191

### **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**

American Institute of Aeronautics and Astronautics  
1801 Alexander Bell Drive #500  
Reston, VA 20191

### **15. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).**

There are no additional terms or conditions to the acceptance of the Government purchase card.

### **16. Data Universal Number System (DUNS) Number**

06-823-8583

### **17. Notification regarding registration in Central Contractor Registration (CCR) database.**

AIAA is registered in the Central Contractor Registration (CCR) database. The AIAA CAGE Code is 1CY22

### **18. Uncompensated Overtime**

AIAA does not use uncompensated overtime.