

# AED Stratecon, LLC



## MOBIS Schedule

**FSC Group: Industrial Group 874**

**FSC Class: 8742, Management Consulting Services**

**Contract Number GS-10F-0213P**

**Contract Period: February 27, 2004 through February 26, 2014**

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## **AED STRATECON, LLC**

GSA Management, Organization and Business Improvement Services

Contract No. GS-10F-0213P

Awarded Special Item Numbers are:

SIN 874-1 and 874-1RC: Consulting Services  
SIN 874-2 and 874-2RC: Facilitation Services  
SIN 874-3 and 874-3RC: Survey Services  
SIN 874-6 and 874-6RC: Competitive Sourcing Support  
SIN 874-7 and 874-7RC: Program Integration and Program Management Services

AED Stratecon provides management, organizational and business improvement services under this contract.

The ordering address is:

AED Stratecon LLC  
Attn: Contracts-GSA  
6525 Belcrest Road, Suite 426  
Hyattsville, MD 20782  
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The payment address is:

AED Stratecon LLC  
Attn: Accounting Department  
6525 Belcrest Road, Suite 426  
Hyattsville, MD 20782

In accordance with FAR 52.232-28 "Electronic Funds Transfer Payment Methods," AED Stratecon accepts payment of its invoices through the Automated Clearing House (ACH) system. AED Stratecon will supply, upon request, our bank routing number and account number as part of our cost proposal.

## **CORPORATE OVERVIEW**

AED Stratecon is an innovative management consulting and professional services firm that provides management, organizational and business improvement services to the Federal Government. The AED Stratecon goal is to assist Government organizations in becoming world-class providers of products and services supported by up-to-date information and knowledge-management concepts and technology. We offer services to define organizational

transformation needs, increase efficiency, support critical decision-making, and improve communications both internally and with clients. Mission success requires the ability to have the vision of the organization's future requirements and the required organizational structure and business processes that will ensure timely delivery of quality products and services. AED Stratecon is committed to forming a partnership with Federal Agencies to help them achieve mission success and customer satisfaction.

AED Stratecon has enjoyed many successes in providing consulting services to the federal government. Our ability to perform insightful analysis of issues has enabled government organizations to transform into a new environment and institute new policies and procedures that lead them to mission success. The many projects AED Stratecon has undertaken for the Federal Government range from the review, analysis, design and implementation of acquisition process improvements, to the drafting of strategic documents and developing of performance metrics, to conducting research and statistical surveys of the contract management profession, to assessing internal management controls for the Federal Charge Card Programs, and to designing and developing a course curriculum for Contracting Officer's Technical Representative (COTR) training.

AED Stratecon was established in 1998 and the company headquarters are located in Hyattsville, MD.

## **CORPORATE EXPERIENCE**

At AED Stratecon, we help agencies achieve these goals by offering six of the eight MOBIS Service areas - Consulting Services, Facilitation Services, Survey Services, Privatization Support Services and Documentation (A-76) and Program Integration and Project Management Services. Our products and services facilitate agencies' responses to the current marketplace and improve their overall performance. We describe these products and services below.

### **Consulting Services (SIN(S): 874-1 and 874-1RC)**

The AED Stratecon Team offers a full range of consulting services that support our approach to Management, Organization, and Business Improvement. The capabilities highlighted in the table below reflect our expertise in acquisition management, strategic and business planning, performance measurement, business process reengineering, risk analysis and risk management, and program evaluation and assessment. This may also include on-site support, studies, analyses and reports. Examples of consulting services to be provided in each service area include, but are not limited to, the following:

- **Contract Management:** Provide cradle to grave contract management support, resolve complex contractual issues, and provide expert advice on contract direction.

- Cost Price Analysis: Provide proposal evaluation assistance, cost/price analysis, and compliance reviews.
- Performance Measurement System Development and Indicators. Review current systems and processes; developing competency models based on organizational goals, work outcomes and other factors; developing performance management systems and processes.
- Process and Productivity Improvement: Conducting assessment of organizational outcomes and goals, regulatory requirements; conducting stakeholder/client needs assessments; process mapping; facilitation of process improvement teams; consulting on communications processes; skills and competency assessments; program implementation
- Organizational Assessments. Assessments of organization functions and processes and their compatibility with resources, personnel and organizational competencies, infrastructure and goals
- Program Audits and Evaluations. Design and development of paper, electronic and interview survey instruments [qualitative and quantitative]; focus groups; review of program goals and planned outcomes; review of sample work products; preparation of reports and conducting feedback sessions.
- Performance-based Contracting: Assist in the development of appropriate, meaningful performance metrics to allow agencies to define their needs in terms of "what" is to be accomplished rather than "how" to do the work.
- Acquisition Reform Training: Develop and deliver customized training programs and materials for agency personnel to increase understanding and facilitate implementation of recent acquisition reform laws.
- Acquisition Reform: Advise and assist in implementation of recent acquisition reform laws.
- Cost / Benefit Analysis: Assist in the development and use of cost/benefit models to allow agencies to analyze new capital and other investments in relation to agency strategic mission, plans and objectives.
- Risk Analysis: Review and analyze known or postulated threats and system or process vulnerabilities.
- Policy Development: Advise and assist in the development of agency policies, regulations and legislative changes for effective implementation of strategic mission, plans and objectives.
- Benchmarking: Identify best commercial practices in specified business practice areas and provide implementation assistance.
- Information Technology Investment Strategies: Develop and assess business processes to ensure information technology requirements and acquisition plans are aligned with agency strategic plans, objectives and budgeting.
- Strategic, Business and Action Planning: Assist in the development of strategic and performance plans that identify expected results and link them to program plans, budgets and mission.
- Change Management / Business Process Reengineering: Facilitate efforts to identify outmoded processes and effect cultural and organizational change.

- Compliance: Analyze agency compliance and advise on adhering to laws and regulations affecting acquisition, property management, logistics, information systems, etc

We provide below a few (as a result of the page restriction) of the approaches AED Stratecon uses to accomplish the above service areas

### **Acquisition Support**

AED Stratecon has extensive experience and expertise in acquisition support. We have contract experts that provide comprehensive acquisition support to our clients. We have significant expertise in developing source selection plans, requests for proposals, statements of work, and technical, management, cost and past performance plans. Our experienced procurement specialists work with virtually every contract type and perform all aspects of contract management from cradle to grave. They work with everyone in the procurement process from program engineers and technical staff to define requirements to the contracting officer to assist in making the award. We are experts at integrating procurement data with budget and tasking data to present program management with the complete picture of how their program is spending their money. We are currently providing on-site contract specialist support to assist in all aspects of contract administration for the U.S. Customs Modernization Program.

### **Performance Measurement System Development**

The AED Stratecon Team assists federal agencies with the Balanced Scorecard (BSC) methodology, a state-of-the-practice tool for translating high level strategy into action. The BSC "frames" planning efforts in terms of four critical organizational perspectives: (1) Customer satisfaction (2) Internal business processes (3) Financial performance and (4) Long-range innovation.

By aligning business objectives and tactical plans with the four perspectives of the BSC, our clients ensure a balanced approach that addresses customer concerns, resource planning, internal business processes, and investment in people and technology. Performance measures based on the BSC allow managers to clearly demonstrate their progress against strategic goals and objectives.

The AED Stratecon Team has helped Federal clients with all phases of the design, development, and implementation of performance measurement systems. We have also assessed program performance in terms of management controls, oversight and process efficiency.

### **Business Process Reengineering**

AED Stratecon utilizes a four-phase business process reengineering methodology: Under Phase 1 the organization's objectives are analyzed and the business strategy is reviewed. The vision is defined and an organizational understanding

and commitment to the vision is established. Processes to reengineer are selected and a detailed work plan is developed. The selected processes are first documented under Phase 2. They are then analyzed internally and against best practices. A technology evaluation is made for the processes and immediate improvement opportunities are implemented. Phase 3 involves the actual reengineering, or brainstorming sessions, to develop the proposed process redesign. The proposed process is modeled and assessed for its impact on the business. Under Phase 4, an implementation plan is developed, and the plan is communicated to the organization. An implementation kickoff is conducted and the implementation takes place. Support to sustain the process is also provided under Phase 4.

### **Benchmarking and "Best Practices" Analysis**

Benchmarking is an analytical process for evaluating and assessing the business practices, operations, and functions of organizations that are recognized as "best-in-class", for the purpose of establishing priorities, targets, and goals. Benchmarking is most often used during the strategic and business planning to aid in developing long- as well as short-term plans, goals and objectives. Benchmarking teams typically examine from five to 12 enterprises that share several characteristics with their own organization. The AED Stratecon Team has conducted benchmarking projects for a range of clients, including the U.S. Customs Service, Defense Finance and Accounting Service, and the Defense Threat Reduction Agency.

### **Facilitation Services (SIN(S): 874-2 and 874-2RC)**

Successful management, organization and business improvement often requires the joint action of work groups, self-directed teams, steering committees, task forces, high performance teams, process improvement teams, and integrated product teams. Government and commercial organizations have found that outside facilitation can be used to make meetings more efficient and productive, reducing the costs of meetings and workshops and speeding the results of their business improvement efforts.

AED Stratecon personnel have performed facilitation services to support organizations in improving the quality of their products and services, to empower their employees, to plan for change, for business process reengineering, and to develop organizational cultures that make improvement possible. Our teams of facilitators are experts in group processes -- facilitating a wide range of meetings, strategic and business planning workshops, integrated product teams, workgroups, focus groups and small-group interviews.

AED Stratecon assists organizations with the facilitation of strategies, technical, and operational planning for continuous performance improvement. This requires the use of various tools, and techniques, to help organizations develop successful

structures, staffing levels, re-organization, downsizing, work-teams, and employing successful change management techniques. The following are the facilitation services to be provided to MOBIS customers within the government. AED Stratecon personnel have performed these services for numerous private and public sector entities/clients, with varying lengths, and magnitudes.

Facilitation services offered in support of Management, Organizational, and Business Improvement Services include the following:

### **Facilitation Services**

- Strategic Planning Sessions
- Customer Service Teams
- Change Management
- Cultural Diversity Groups
- Team-building Sessions
- Performance Modeling Sessions
- Data Collection Approaches
- Organizational Transformation Teams
- Process Improvement Teams
- Productivity Improvement Teams
- Organizational Development
- Knowledge Management Teams
- Focus Groups
- Project Management teams
- Quality Improvement Teams
- Brainstorming Sessions
- Benchmarking Teams
- Re-engineering Teams
- Work Systems Design
- Leadership Development
- Information Systems Implementation
- Self-Directed and Managed Work-Teams

### **Challenges in Facilitation**

*Reducing Distrust or Bias:* To increase the level of trust and reduce the level of perceived bias, the AED Stratecon Team uses highly trained process facilitators, with exemplary experience and education in interpersonal skills. Our process facilitators remain neutral and focused on the agreed upon agenda items, so that they are not viewed as steering the meeting to any individual's agenda.

*Clarifying Problems:* If a problem is poorly defined, or defined differently by multiple parties, the facilitator must assemble an aggregate view of the problem. Our facilitators have extensive experience "thinking on their feet", allowing them to

listen, analyze, and integrate the group's views. The AED Stratecon Team uses techniques such as Nominal Group, SWOT analysis, and Affinity Diagramming to obtain consensus on problem definition.

*Overcoming Personnel Limitations:* The AED Stratecon Team recognizes that the demands placed on busy, government decision-makers are a barrier to rapid business improvement. Our facilitation services allow managers and meeting participants to focus on the meeting content, rather than on administrative and process functions.

*Addressing Complex Issues:* When faced with complex decisions in which there are multiple issues and diverse perspectives, our experienced facilitators design a process to enable a group to think clearly, consider all the aspects, and reach consensus.

### **Survey Services (SIN(S): 874-3 and 874-3RC)**

AED Stratecon can provide expert consultation, assistance, and deliverables associated with all aspects of surveying within the context of MOBIS. The AED Stratecon Team develops a plan that outlines the research methodology to be used for completion of their projects. The research plan details the staffing and scheduling of all survey activities, methodologies, and required deliverables. This preliminary step typically includes one or more meetings between AED Stratecon's project director and the client to discuss the content of the research plan and changes required for the final research plan. The AED Stratecon Team's survey planning process includes:

- Selecting methods used to identify the target populations
- Developing sampling plans
- Planning for conducting a pilot survey and evaluating its results
- Developing a survey distribution plan
- Selecting techniques to maximize response rates
- Designing database(s) to capture and report all pertinent respondent information
- Defining the requirements for the final report of survey data.

Typically, the AED Stratecon Team will develop a plan describing our proposed approach to analyzing survey data based on our clients' requirements. The data analysis plan usually contains subsections addressing data screening techniques, plans for missing data analyses, plans for overall and subgroup analysis, and plans for the types of summary statistics (quantitative and qualitative) that will be used.

The AED Stratecon Team works with our clients to develop a reliable and valid survey instrument, that has the following characteristics: (1) identifies a specific purpose; (2) is appropriately worded and contains meaningful questions; (3) is concrete and makes sense to the respondents; (4) avoids biasing words; (5) has

appropriate response options; (6) applies special questioning techniques to survey knowledge and attitudes; and (7) takes a short amount of time to complete. Our services include developing all survey materials, from the cover letter and instructions, to telephone scripts (if used), all follow-up materials, and the survey itself.

One of the keys to the AED Stratecon Team's success in survey design and implementation is that we keep the survey "user friendly," easy to understand, and easy to respond to. We typically use question formats including Likert-scale, list response, and open-ended items. Likert-scale questions with common anchors allow for comparisons, show variability in responses, and if needed, provide for reliability estimates. This format also allows quantitative analysis to be conducted. As part of this step, we may hold a focus group using our own subject matter experts, the client's experts, and experts from the field. This helps to ensure the development of a comprehensive and valid preliminary survey instrument.

As part of the survey development process, the AED Stratecon Team will conduct pilot tests of the survey, using the same administrative procedures that will be used in the final survey. In this step, the AED Stratecon Team is able to gather information on how well recipients understand the survey questions, and how comprehensive the response categories are. This step also assists in identifying whether any changes need to be made concerning the questionnaire, the follow-up methods, telephone reminders (when used), and second mailings of the questionnaire (when necessary).

The AED Stratecon Team's implementation of the survey -- distributing survey forms to the target population (on-line and/or written surveys), telephone interviews (where applicable), follow-up, and data entry -- will be based on customer requirements documented in the planning process. All surveys will be checked by our quality control specialist before being entered into a database control log, and are date-stamped upon receipt and assembled into their respective location-based files.

To further ensure quality, a skilled research analyst checks the forms and makes editorial comments as necessary. The primary purpose of this quality control check is to assure that all data processing steps will run smoothly. Any missing variables, blank lines, out-of-range responses, or other potential quality issues or discrepancies are reported to the client and are jointly resolved with the assistance of the AED Stratecon Team's project manager. Additional error checking is conducted statistically, for examining arithmetic, trend, out-of-range variables, or other errors. All qualitative data is checked for legibility, and entered into a separate database consisting of comments received for each item. This assists in sorting all items and facilitates the coding of all qualitative and narrative responses.

The AED Stratecon Team's survey personnel will conduct overall and subgroup analysis as specified in the analysis plan. Quantitative, or numerical data, are obtained when survey respondents are asked to rate or to rank items, such as on a Likert scale. The AED Stratecon Team will produce tables and graphs presenting the results of each quantitative question, and provide a description and interpretation of those results. As specified in the analysis plan, analysis will include the following:

- Measures of central tendency (mean, median, mode)
- Measures of variability (variance, standard deviation, range)
- Confidence interval (plausible range for the true population value)
- Frequency counts
- Proportions or percentages
- Inferential techniques (correlations, regression analyses, and analysis of variance)
- Path analysis.

Our final reports usually contain the following topics: a description of the methodology, population studied, survey administered, and data analyses conducted; a summary of all quantitative and qualitative data analyses; accompanying descriptions of the results; recommendations for future implementation of the survey methodology; and the complete edited raw data on diskette in ASCII format.

AED Stratecon has experience in performing a variety of surveys including: survey research, software capabilities, employee skill assessments and training programs assessments.

The Contract Management Institute contracted with AED Stratecon to conduct a research study on the performance metrics that are used to evaluate contract managers. The study was a compilation and comprehensive analysis of relevant statistics determined to be significant to contract management professionals and managers. This study addressed the basis for which the current performance metrics were established and how they are implemented. It also assessed which metrics motivate productive performance, and which metrics are believed to hold the greatest potential for the productive evaluation and measurement of contract managers in the future. AED Stratecon undertook a major literature search of current standards and performance evaluation processes, expert interviews, and a web-based survey of some 3,200 senior professionals from the public and private sectors. The survey generated a large amount of data, as there were a total of 730 possible survey answers across two different survey formats independently designed for buyers and sellers of contract services. AED Stratecon's research and analysis team delivered to CMI, on time and within budget, a multipart product: a summary of the frequency of responses to survey items, detailed data tables, a statistical analysis of all questions asked, the identification of significant relationships among performance systems, present and probable workforce

competencies, and a projection of future trends and probable performance evaluation systems. The evaluation was further supported by a large 24% response rate, validating the accuracy of the analysis.

### **Competitive Sourcing Support (SIN(S): 874-6 and 874-6RC)**

AED Stratecon personnel have significant experience in the performance of commercial activities - competitive sourcing (A-76) and Performance Based Contracting (PBC). We are very knowledgeable of the A-76 Competition process and how to manage it and conduct it within the current A-76 Cost Comparison process, FAR guidelines, and acquisition guidelines.

AED Stratecon has the following relevant experience in Competitive Sourcing Support:

- Program Management Support
- Feasibility Studies and Management Support
- Acquisition Planning
- Performance Work Statement Development
- Proposal Evaluation
- Government MEO Document Support
- Independent Verification and Validation
- Measurement of Performance

AED Stratecon has a great depth and breadth of individuals who provide expert competitive sourcing advice, consultation, training, and analytical support to federal organizations. Our staff has experience in developing winning strategies that can assist in the development of a successful MEO. We understand how to successfully compete with industry to provide the required products and services by drawing out "best practices" and identifying more efficient processes on behalf of the government workforce. We possess a vivid awareness of the market and emerging technologies. These abilities can support the government work force in staying competitive and reliable. As the government is mandated to seek alternatives to existing functions currently accomplished by in-house staff, this expertise is critical.

In addition, in providing support to our Government clients, the AED Stratecon team routinely prepares solicitation materials, including translating functional requirements into technical specifications and contract provisions. We assist in developing evaluation criteria, selection procedures, and materials; and we provide training to evaluation team members in reviewing and assessing offers. We develop evaluation plans and criteria, and our staff participates on evaluation teams. We have extensive experience in preparing and administering performance-based contracts and task orders. AED Stratecon has experience assisting in evaluating proposals and pre-award demonstrations including determining compliance and assessing the characteristics and features of offered

products and services. We also provide technical and management consultation to government evaluation teams. We have developed and applied methods for cost-technical tradeoff analysis in a number of large best value technology acquisitions. We also assist source selection officials in the decision-making process by providing informed advice and analysis as directed by the Government.

### **Program Integration and Project Management Services (SIN(S): 874-7 and 874-7RC)**

Program Management can be viewed as a feedback control system using monitoring, evaluating and reporting to control the outcome of multiple projects within a program. Through careful organization, coordination and supervision of all project elements and requirements, the program's mission is kept on schedule and on track.

AED Stratecon provides expert program management, technical and planning support to programs throughout their lifecycle. Our expertise provides a program manager with complete end-to-end program management support, managing large complex programs. Our program management approach strives to simplify outsourcing complexities and embrace the dynamics of change to reduce cost, streamline efficiency and mitigate operational risks. While we customize our approach to meet the unique needs of each program, our services typically include:

- Detailed planning and scheduling using automated scheduling tools
- Adapting technologies and proven processes to deliver services that maximize program effectiveness
- Overseeing all processes and tracking results
- Accurate and standardizing status reporting
- Introduction of world-class processes to create "best practices"

We have provided program management support including requirements definition, outsourcing determination and program support, program management methodology, program management best practices, program life cycles, program definition and initiation, risk management, program planning and estimating, financial management of programs, change management, tools and techniques, and program review.

AED Stratecon employees have many years of experience in program planning and assessments. To support program planning and assessment we conduct requirements and functional analyses and develop reengineered approaches using new processes and technologies. Typically their efforts have required integrating functional, technical, cost and schedule information and coordinating with key members of several organizational departments.

Our personnel have helped clients in the following implementation activities:

- Determining resource requirements to support both system installation and management
- Provide independent assessments of implementation tasks, such as installation and training
- Improve business practices and assessing the effect of new technologies on operations
- Evaluating new and emerging technologies.
- Conducting program management reviews to identify lessons learned and recommend steps to mitigate risks, meet program schedules and reduce costs
- Provide training, documentation, outreach and testing assistance

Further information about AED Stratecon can be found at [www.aedworld.com](http://www.aedworld.com).

### **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.GSAAvantage.gov>.

### **Schedule for - Management, Organizational and Business Improvement Services (MOBIS)**

Federal Supply Group: 874  
Class: R499  
Contract Number: GS-10F0213P

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

Contract Period: February 27, 2004 through February 26, 2014  
Business Size: Small Disadvantaged, Woman Owned Business, Certified 8(a) Business

Contractor:

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Contract Administration: James Lee

Awarded Special Item Numbers are:

- SIN 874-1 and 874-1RC: Consulting Services
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- SIN 874-3 and 874-3RC: Survey Services
- SIN 874-6 and 874-6RC: Competitive Sourcing Support
- SIN 874-7 and 874-7RC: Program Integration and Program Management Services

AED Stratecon provides management, organizational and business improvement services under this contract.

The unit price for each special item number awarded in the contract is as follows:

<b>Labor Categories</b>	<b>4 Mar 2009 - 3 Mar 2010</b>	<b>4 Mar 2010 - 3 Mar 2011</b>	<b>4 Mar 2011- 3 Mar 2012</b>	<b>4 Mar 2012- 3 Mar 2013</b>	<b>4 Mar 2013- 3 Mar 2014</b>
Principal Consultant	\$264.02	\$271.94	\$280.10	\$288.50	\$297.16
Consultant III	\$177.83	\$183.16	\$188.66	\$194.32	\$200.15
Consultant II	\$148.74	\$153.20	\$157.80	\$162.53	\$167.41
Consultant I	\$122.76	\$126.44	\$130.23	\$134.14	\$138.16
Contract Specialist III	\$140.47	\$144.69	\$149.03	\$153.50	\$158.10
Contract Specialist II	\$113.67	\$117.08	\$120.59	\$124.21	\$127.94
Contract Specialist I	\$87.53	\$90.16	\$92.86	\$95.65	\$98.52
Program Manager	\$168.91	\$173.98	\$179.20	\$184.57	\$190.11
Senior System Analyst	\$118.84	\$122.41	\$126.08	\$129.86	\$133.76
System Analyst	\$89.02	\$91.69	\$94.44	\$97.28	\$100.20
Sr. Technical Writer / Editor	\$109.30	\$112.58	\$115.96	\$119.44	\$123.02
Technical Writer / Editor	\$84.84	\$87.39	\$90.01	\$92.71	\$95.49
Training Developer	\$110.08	\$113.38	\$116.78	\$120.29	\$123.90
Statistician	\$115.56	\$119.02	\$122.59	\$126.27	\$130.16
Computer Programmer	\$86.86	\$89.47	\$92.15	\$94.91	\$97.76
Research Assistant	\$65.95	\$67.93	\$69.97	\$72.07	\$74.23
Word Processor	\$54.64	\$56.28	\$57.97	\$59.71	\$61.50

Each corresponding job title, experience, functional responsibility and education for those employees or subcontractors who will perform services is defined below: AED Stratecon recognizes that successful performance depends on having the right skills and experience to meet client needs. These skills and experience, in turn, are acquired through the proper mix of education and professional experience. Increasingly, we find that the skills needed to support advanced technology efforts, and to meet today's problems and tomorrow's challenges, are not always supported by a "traditional" combination of education, and work experience. Therefore, AED Stratecon may substitute between equivalent experience and education to provide the quality of services required by the client.

## **Labor Category Description**

*Word Processor* - Provides general-purpose administrative and clerical support for project tasks. May include secretarial, word-processing, graphics, desktop publishing, editing and coordination.

Requires at least 1 year of relevant work experience performing tasks such as typing, administration, word processing, or reception. Requires technical computer skills and ability to use word processing, spreadsheet, and presentation development software.

*Research Assistant* - Conducts basic informational research through use of computerized information sources, libraries and other sources. Has a basic understanding of fundamental computing technology, able to use word-processing, graphics, and spreadsheet applications. May perform routine analysis under close supervision.

A Bachelor's degree in related field. May still be a student working toward a degree. Requires at least 1 year of demonstrated experience in word processing, using electronic spreadsheets and other administrative software products.

*Technical Writer / Editor* - Assist in collecting and organizing information required for preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits functional descriptions; system specifications; user's manuals; special reports; or any other customer deliverables and documents. Must demonstrate an ability to work independently or under only general direction.

A Bachelors degree in related discipline. Requires a minimum of three years experience, of which at least one year must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents. With a Masters degree in the fields described above, one year of experience is required. With six years experience of which at least three years is specialized as described above, a degree is not required.

*Contract Specialist I* - Provides acquisition expertise related to contract activity with low to moderate risk to business unit. Consultancy includes defined, repetitive functions. Typically expertise includes the review and processing of routine or standard form contract agreements and related documentation, and the preparation of simple requests for proposals. Develops routine correspondence, negotiation memoranda, and contract documentation. Provides expertise in the area of the contract records and files, documentation of contract performance and compliance and contract closeout activities.

A Bachelors degree plus two years general business or contract-related experience. With five years experience no bachelor degree is required.

Experience includes drafting simple contractual instruments and basic knowledge of contracting concepts, presentation, teambuilding and leadership skills, and performing in complex, cross-functional business environment.

*Computer Programmer* - Analyze functional business applications and design specifications for functional activities. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance software to reduce operating time or improve efficiency. Must demonstrate an ability to work independently or under only general direction. Provide technical direction to programmers to ensure program deadlines are met.

A Bachelors degree in related scientific or technical discipline is required. Also requires a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes experience as an applications programmer on large-scale data base management systems, knowledge of computer equipment and ability to develop complex software to satisfy design objectives. With a Masters degree, four years experience is required of which at least two years must be specialized. With nine years experience of which at least seven years is specialized, a degree is not required.

*System Analyst* - Analyze user needs to determine functional and cross-functional requirements. Perform functional allocation to identify required tasks and their interrelationships. Identify resources required for each task.

A Bachelors Degree in related scientific, technical, or functional discipline. Requires four years experience, of which at least two years must be specialized. Specialized experience includes developing functional requirements for complex integrated ADP systems. With a Masters degree, two years experience is required. With eight years experience of which five years is specialized, a degree is not required.

*Contract Specialist II* - Provides acquisition expertise related to contract activity with moderate to high risk to be the business unit. Consultancy activity may be non-routine. Provides expertise in the area of review of solicitations and preparation of specialized or non-routine requests for proposals. Analyzes contract requirements, special provisions, and terms to ensure compliance with regulations, policies and procedures. Provides expertise in the management of contract change control process. Develops negotiation strategy and assists negotiation team on contractual issues. Often communicates with legal, finance and business team disciplines for resolution of contract issues and disputes. Assists in identification, development and implementation of new contract policies and processes.

Bachelor's degree plus four or more years business or related experience. A Masters degree can be substituted to a Bachelors degree and four year experience. With eight years experience of which at least four years is specialized as described above, a degree is not required. Knowledge of contracting concepts, applicable public contract acquisition regulations. Experience includes strong analytical and communication skills and good internal and external negotiation skills.

*Sr. Technical Writer / Editor* - Supervises and prepares various types of publications (e.g. assessment reports, analytical handbooks, system specifications, user/training manuals, installation guides, brochures/pamphlets) by integrating original writing with inputs from technical as well as non technical professionals. Edits functional descriptions, system specifications, user's manuals, special reports, or any other customer deliverables and documents. Researches and translates complex technical information, and rewrites for clarity and readability. Proofreads and performs editorial reviews on all technical documentation. Performs finalization of page layouts and maintains version control over documents and supporting graphics.

Bachelor's degree in related discipline. This position requires a minimum of six years experience of which at least three years must be specialized. Specialized experience includes demonstrated experience in editing documents, including technical documents. With a Masters degree, three years of experience is required of which at least one year must be specialized. With ten years experience of which at least five years is specialized, a degree is not required.

*Training Developer* - Conduct the research necessary to develop and revise training courses and prepare appropriate training catalogs. Develop all instructor materials (course outline, background material, and training aids). Develop all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Train personnel by conducting formal classroom courses, workshops, seminars, and/or computer-based/computer-aided training. Provide daily supervision and direction to staff.

A Bachelor's Degree in any field. This position requires a minimum of six years of experience, of which at least three years must be specialized. Specialized experience includes experience in developing and providing training in the subject area. Demonstrated ability to communicate orally and in writing. Must demonstrate the ability to work independently or under only general direction. With a Masters degree in the fields described above, four years experience is required, of which at least two years must be specialized as described above. With a PhD, two years experience is required of which at least one year must be specialized. With ten years experience of which at least five years is specialized, a degree is not required.

*Statistician* - Conduct statistical analysis of surveys and results. Applies standard sampling techniques to results to determine statistical significance. Creates and validates reports.

A Bachelor degree in mathematics or statistical analysis. This position requires a minimum of six years experience, of which at least three years must be specialized. Specialized experience includes experience using various software applications for performance of statistical analysis. With a Masters degree, four years experience is required, of which at least two years must be specialized. With a PhD, two years experience is required. With ten years experience of which at least five years is specialized, a degree is not required.

*Senior System Analyst* - Analyze user needs to determine functional and cross-functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identify resources required for each task. Provide daily supervision and direction to support staff. Specialized experience in this area includes superior functional knowledge of task order specific requirements, or developing functional requirements for complex integrated ADP systems.

A Bachelors degree in a related scientific, technical, or functional discipline. This position requires a minimum of eight years experience, of which at least six years must be specialized. Must demonstrate the ability to work independently or under only general direction. With a Masters degree, four years experience is required, of which at least three years must be specialized. With thirteen years experience of which at least nine years is specialized, a degree is not required.

*Consultant I* - Independently composes clear and logical reports and more complex documents with minimal review and rewrite required, regularly contributes sections to larger reports, can prepare and give customer briefings on own work. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision of the Principal Consultant, Consultant III, or Consultant II, or may work independently.

A Bachelors degree in related discipline. This position requires a minimum of six years experience, of which at least four years must be specialized. Specialized experience may include facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices and supervision of business process reengineering personnel. With a Masters degree, three years experience is required, of which at

least two years must be specialized. With eight years experience of which at least four years is specialized, a degree is not required.

*Contract Specialist III* - Provides acquisition expertise related to contract activity with moderate to high risk to the business unit. Consultancy activity may be non-routine and require development of specialized contract vehicles and techniques to accomplish organizational goals and objectives. Prepares specialized or non-routine documentation. May provide general acquisition training. Independently performs analysis of contract requirements, special provisions and terms to ensure compliance with regulations. Communicates results of the analyses to others. Develops negotiation strategy and leads negotiation team on complex contractual issues. Analyses new laws, regulation and contract trends for potential impact on contract policy and processes. Coordinates communication for law, finance and business team disciplines for resolution of contract issues and disputes.

Bachelors degree plus six or more business or related experience, of which at least three years must be in a specialized area. With a Masters degree in the fields described above, two years experience is required. With ten years experience of which at least five years is specialized, a degree is not required. Experience includes drafting moderate to complex, non-routine contractual instruments, knowledge of contracting concepts, applicable public contract acquisition regulations, internal and external negotiations.

*Consultant II* - Independently composes and contributes to significant and complex reports and documents with minimal review or revision, author of larger reports. Can prepare and present basic customer briefings on group work. Applies process improvement and reengineering methodologies and principles to conduct process modernization projects. Duties include activity and data modeling, developing modern business methods, identifying best practices, and creating and assessing performance measurements. Provides group facilitation, interviewing, training, and provides additional forms of knowledge transfer. May be under the supervision of the Principal Consultant or Senior Consultant, or may work independently.

A Bachelors degree in a related discipline. This position requires a minimum of eight years experience, of which at least six years must be specialized. Specialized experience may include process reengineering across all phases, identifying best practices, training, facilitation, methodology development and evaluation, change management, activity and data modeling, business management techniques, organizational development, or information system development methods and practices and supervision of business process reengineering personnel. With a Masters degree, five years experience is required, of which at least two years must be specialized. With nine years experience of which at least five years is specialized, a degree is not required.

*Program Manager* - Responsible for the daily management and administration of project tasks. Develops detailed work plans and schedules. Assigns staff responsibilities and supervises all staff efforts. Maintains control over available resources as necessary to complete tasks in accordance with schedule milestones and budgetary constraints. Performs quality review of all work products. Interacts continually with customer representatives to present interim results, discuss concerns, and ensure total product/service satisfaction.

A Masters degree in Business, Engineering, Management Information, or related discipline. his position requires seven years of professional experience in managing and conducting multi-task contract assignments. With a Bachelor's degree in the fields described above, and ten years of professional experience in managing and conducting multi-task contract assignments, a Masters degree is not required. With 20 years of professional experience in managing and conducting multi-task contract assignments, a degree is not required.

*Consultant III* - Independently composes significant and complex reports and documents without review and supervision, capable of conceptualizing and communicating new approaches to internal and external audiences, lead author of significant reports and complex proposals dealing with subject matter issues, can prepare and give complex briefings. Applies reengineering methodologies and principles and process improvement to conduct process modernization projects. Duties include identifying best practices, and creating and assessing performance measurements, activity and data modeling, or developing modern business methods, providing training, group facilitation, interviewing, and provides additional forms of knowledge transfer. May be under the supervision of the Principal Consultant, or may work independently.

A Bachelors degree in a related discipline. This position requires a minimum of ten years experience, of which at least eight years must be specialized. Specialized experience may include process reengineering across all phases, identifying best practices, training, facilitation, methodology development and evaluation, change management, activity and data modeling, business management techniques, organizational development, or information system development methods and practices and supervision of business process reengineering personnel. With a Masters degree, eight years experience is required, of which at least six years must be specialized. With a PhD, six years experience of which at least five specialized years. With thirteen years experience of which at least eleven years is specialized, a degree is not required.

*Contract Specialist IV* - Provides expertise in the area of critical contractual formation and management, obligations of high risk and visibility. Provides contract strategy and drives implementation of strategic contract opportunities. Provides contractual domain expertise in implementation, execution and administration. Provides expertise in development of business alliance and partnering acquisitions and divestitures, source selection procedures and process,

make or buy determinations. May act as senior program or project manager. When required, performs as coordinator between multiple functions and business elements, e.g., finance, law, operations. May provide formal training in contract domain expertise. Responsible for contract policy and procedure revision and improvement. Lead negotiation responsibilities. Advanced degree and six or more years experience.

With a Bachelors degree and ten years experience, of which at least five years must be in a specialized area, a Master's degree is not required. With fifteen years experience, of which at least ten are specialized, a Bachelors degree is not required. Experience includes significant technical knowledge, or experience in international contracting, joint venture formation, strategic partnering, or other complex contractual arrangements. Experience includes presentation, teambuilding and leadership skills, and performing in complex, cross-functional business environment.

*Contract Specialist V* - Senior level acquisition specialist with specialized capabilities in contract-related disciplines or sub-disciplines. Provides identification, development and implementation of entire range of contract formation, negotiation and administration policies and processes in accordance with customer expectations, project and organizational objectives. Implements new and revised contract policy and process. Key coordinator between multiple functions and business elements. May lead complex negotiations. Understands the business case and has an appreciation of financial and analytical issues and profit and loss implications.

Advanced degree and ten or more years business experience, generally including supervisory and mentoring responsibility; advanced contract and technical knowledge, or experience in international contracting, joint venture formation, strategic partnering, and or other highly complex contractual arrangements. With a Bachelors degree and fifteen years experience, of which at least eight years must be in a specialized area, a Master's degree is not required. Experience includes establishing and implementing departmental goals and objectives; presentation, teambuilding and leadership skills; and performing in complex, cross-functional business environment.

*Principal Consultant* - Senior level management expert with specialized capabilities in related disciplines or sub-disciplines. Applies reengineering methodologies and principles and process improvement to conduct process modernization projects. Responsible for the facilitation of project teams in the accomplishment of project activities and objectives and the effective transitioning of existing project teams, and. Provides training, group facilitation, interviewing, and provides additional forms of knowledge transfer. Key coordinator between multiple project teams to ensure enterprise-wide integration of reengineering efforts. Provides daily supervision and direction to business process reengineering personnel.

A Masters degree in a related discipline. This position requires a minimum of ten years experience, of which at least seven years must be specialized. Specialized experience may include process reengineering across all phases, identifying best practices, training, facilitation, methodology development and evaluation, change management, acquisition, activity and data modeling, business management techniques, organizational development, or information system development methods and practices and supervision of business process reengineering personnel. With a PhD, eight years experience is required, of which at least five years must be specialized. With a Bachelors degree in a related discipline and fourteen years experience, of which at least nine years must be specialized as described above, a Master's degree is not required.

The maximum order limitation is \$1,000,000.

The minimum order limitation is \$300.

Geographic coverage in all 50 states.

Point of production is Washington DC.

All prices listed reflect the net price for the service in question.

No quantity discounts are offered under this contract.

Terms for prompt payment are net 30 days. There are no discounts for prompt payment.

The Government purchase cards are accepted at or below the micro-purchase threshold. At this time, Government purchase cards are not accepted above the micro-purchase threshold.

No foreign items are offered under this contract.

Time of delivery will be that as agreed upon in each delivery schedule.

Expedited Delivery: Items available for expedited delivery are noted in this price list. Overnight and 2-day delivery. The Schedule Customer may contact AED Stratecon to determine the acceptability of overnight and 2-day delivery at any particular time. The Schedule Customer may contact AED Stratecon for rates for overnight and 2-day delivery.

Urgent Requirements: The Schedule Customers may contact the AED Stratecon representative for faster delivery.

Delivery will be F.O.B. destination.

The ordering address is:

AED Stratecon LLC  
Attn: Contracts-GSA  
6525 Belcrest Road, Suite 426  
Hyattsville, MD 20782  
info@aedworld.com

Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

The payment address is:

AED Stratecon LLC  
Attn: Accounts Receivable  
6525 Belcrest Road, Suite 426  
Hyattsville, MD 20782

In accordance with FAR 52.232-28 "Electronic Funds Transfer Payment Methods," AED Stratecon accepts payment of its invoices through the Automated Clearing House (ACH) system. AED Stratecon will supply, upon request, our bank routing number and account number as part of our cost proposal.

Warranty Provision: Contractor's standard commercial warranty

Export packing charges, if applicable. Not applicable

Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). Not applicable

Terms and conditions of rental, maintenance, and repair (if applicable). Not applicable

Terms and conditions of installation (if applicable). Not applicable

Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not applicable

Terms and conditions for any other services (if applicable) Not applicable

List of service and distribution points (if applicable). Not applicable

List of participating dealers (if applicable). Not applicable

Preventive maintenance (if applicable). Not applicable

Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not applicable

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 <http://www.Section508.gov/>. Not applicable

Data Universal Number System (DUNS) number. 00-780-8319

Notification regarding registration in Central Contractor Registration (CCR) database. AED Stratecon is registered in the Central Contractor Registration (CCR) database.

Uncompensated Overtime. It is not AED Stratecon's usual policy to use uncompensated overtime.