

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: <http://www.gsaadvantage.gov>

Mission Oriented Business Integrated Services (MOBIS)

SIN 874-1 / 874-1RC: Consultation Services;

SIN 874-7 / 874-7RC: Program and Project Management

Contract No.: GS-10F-0247X

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

Contract Period: 05/16/2011 – 05/15/2016



AEEC, LLC

11710 Plaza America Drive, Suite 125

Reston, Virginia 20190

Telephone: 703.766.4300

Fax: 703.766.4302

www.americanconsultants.com

**CMMI Level 2 Assessed, DCAA Audit Compliant, National FY 2010 Woman Owned
Contractor of the Year Award Winner at USDA, 100% Cleared Personnel**

Business Size/Status: Woman Owned, Large (for MOBIS)



Contract Holder

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GENERAL CONTRACT INFORMATION

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

(Please refer to page #4 for a more detailed description)

- SIN 874-1 / 874-1RC: Consulting Services
- SIN 874-7 / 874-7RC: Program Integration and Project Management Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page #12

1c. Labor Category Descriptions: Please refer to page #8

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

3. Minimum Order: \$100

4. Geographic Coverage: Domestic Only

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Cards are accepted at less than or equal to \$3,000.

9b. Government Purchase Cards are accepted above \$3,000.

10. Foreign Items: Not Applicable

11a. Time of Delivery: To Be Negotiated with Ordering Agency

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

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

13a. Ordering Address: AEEC, LLC
Attn: Raj Patil
11710 Plaza America Drive, Suite 125
Reston, VA 20190

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: AEEC, LLC
Attn: Carole Landry
11710 Plaza America Drive, Suite 125
Reston, VA 20190



15. Warranty Provision:	Not Applicable
16. Export Packing Charges:	Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance:	Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair:	Not Applicable
19. Terms and conditions of installation (if applicable):	Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:	Not Applicable
20a. Terms and conditions for any other services (if applicable):	Not Applicable
21. List of service and distribution points (if applicable):	Not Applicable
22. List of participating dealers (if applicable):	Not Applicable
23. Preventative maintenance (if applicable):	Not Applicable
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):	Not Applicable
24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies information. 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/ :	Contact Contract Administrator for more information.
25. Data Universal Number System (DUNS) Number:	036279193
26. AEEC, LLC <i>is</i> registered in the Central Contractor Registration (CCR) database.	
27. Uncompensated Overtime:	AEEC has salaried professionals only, exempt from overtime.

CONTRACT OVERVIEW

GSA awarded AEEC, LLC. a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract No. GS-10F-0247X. The current contract period is 05/16/2011 - 05/15/2016. GSA may exercise a total of up to two additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

AEEC, LLC
Attn: Raj Patil
11710 Plaza America Drive, Suite 125
Reston, VA 20190
Telephone: 703-766-4300
Fax Number: 703-766-4302
Email: raj@americanconsultants.com

MARKETING AND TECHNICAL POINT OF CONTACT

AEEC, LLC
Attn: Chris Madsen
11710 Plaza America Drive, Suite 125
Reston, VA 20190
Telephone: 703-766-4300
Fax Number: 703-766-4302
Email: cmadsen@americanconsultants.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Mission Oriented Business Integrated Services, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. AEEC, LLC. has been awarded a contract by GSA to provide services under the following SINs:

- SIN 874-1 / 874-1RC: Consulting Services
- SIN 874-7 / 874-7RC: Program Integration and Project Management Services

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

874 1 (874-1RC) --- Consulting Services:

Contractors shall provide expert advice, assistance, guidance or counseling in support an agency's mission-oriented business functions. Services covered by this SIN are:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203

Financial audits are covered under GSA Schedule 520, Financial and Business Services, and are not allowed under this SIN. The term "consulting" as defined herein does not include staff augmentation.

874 7 (874-7RC) --- Program and Project Management Services:

Contractors shall provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Stakeholders briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

All services must be provided and performed under the supervision/management of the contractor's Project Manager or Program Manager. Services provided under SIN without and accompanying Program/Project Manager labor category are prohibited. The primary purpose and preponderance of work for any project award under this SIN must be for professional business services. Services covered by other GSA Schedules shall only be included in the project scope if they are directly related to the successful accomplishment of the project and are incidental to the overall effort. It is the responsibility of the Contracting Officer placing the order to make this determination.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that AEEC, LLC, meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide MOBIS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

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REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.GS-10F-0450R Page 7

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

AEEC LABOR CATEGORY DESCRIPTIONS

ANALYST

BS/BA Degree in Human Resources, Business, or other related field. 2 years of experience.

Provides analysis and research to specific projects. Possesses basic knowledge in specialized fields including but not limited to finance, accounting, human resources, contracting/procurement, research and analysis, or other program support fields. Supports managers on a variety of tasks and projects to meet deadlines. Analyzes data and presents data in reports. Assist in the development of documents and reports. Maintain databases and contact information.

ANALYST I

BS/BA Degree in Human Resources, Business, or other related field. 3 years of experience.

Provides knowledge and experience relevant in management consulting, facilitation, survey, analysis, and related activities. Applies intermediate knowledge of the subject matter to analyze and solve problems in areas including but not limited to finance, accounting, human resources, contracting/procurement, research and analysis, or other program support fields. Assists in leading teams with business requirements and analysis, evaluation and implementation of systems or processes. Plans designs, and conducts studies to include risk analyses, contingency planning and feasibility studies.

ANALYST II

BS/BA Degree in Human Resources, Business, or other related field. 4 years of experience.

Provides analysis, assessment, technical, or business area expertise. May include advanced level or unique knowledge in areas including but not limited to finance, accounting, human resources, contracting/procurement, research and analysis, or other program support fields. Able to understand business practices and be able to analyze, evaluate, and implement systems or processes. Lead teams that will process business requirements, to include, but not limited to the analysis, evaluation, and implementation of systems, programs, or processes.

FUNCTIONAL SPECIALIST

BS/BA Degree in functional area or other related field. 2 years of experience.

Identify, define, and model the application requirements for the packaged application and the custom components. Evaluates and selects the packaged application solution that meets customer requirements. Defines physical program units and data structures based on the logical model to satisfy the requirements for the application custom components.

FUNCTIONAL SPECIALIST I

BS/BA Degree in functional area or other related field. 3 years of experience.

Identify, define, and model the application requirements for the packaged application and the custom components. Evaluates and selects the packaged application solution that meets customer requirements. Defines physical program units and data structures based on the logical model to satisfy the requirements for the application custom components. Configures the packaged application solution. Acts as the main project team liaison with Customer Representatives.

FUNCTIONAL SPECIALIST II

BS/BA Degree in functional area or other related field. 4 years of experience.

Identify, define, and model the application requirements for the packaged application and the custom components. Evaluates and selects the packaged application solution that meets customer requirements. Defines physical program units and data structures based on the logical model to satisfy the requirements for the application custom components. Configures the packaged application solution. Acts as the main project team liaison with Customer Representatives. Prepares deliverables to support the development and deployment of the solution such as application guides and test plans. Provides continuity during the transition of one to the next. Prepares deployment and post deployment plans to support the conversion and deployment of the solution.

MANAGEMENT CONSULTANT

BS/BA Degree or equivalent. 1 year of general experience.

Provides technical, managerial, and administrative support for problem definition, analysis, requirements development, and implementation for issues. Consultancies provide organizational change management assistance, development of coaching skills, technology implementation, strategy development, or operational improvement services. Management consultants provide proprietary methodologies or frameworks to guide the identification of problems, and to serve as the basis for recommendations for more effective or efficient ways of performing business tasks.

MANAGEMENT CONSULTANT I

BS/BA Degree or equivalent and 1 year experience.

Assists in defining and executing technical, managerial, and/or administrative activities and services within a project. Consultancies provide organizational change management assistance, development of coaching skills, technology implementation, strategy development, or operational improvement services. Management consultants provide proprietary methodologies or frameworks to guide the identification of problems, and to serve as the basis for recommendations for more effective or efficient ways of performing business tasks.

MANAGEMENT CONSULTANT II

BS/BA Degree or equivalent and 2 years general experience.

Performs a variety of technical, managerial, administrative, and/or project support tasks that are broad in nature. Performs with some latitude for un-reviewed actions and decisions. Consultancies provide organizational change management assistance, development of coaching skills, technology implementation, strategy development, or operational improvement services. Management consultants provide proprietary methodologies or frameworks to guide the identification of problems, and to serve as the basis for recommendations for more effective or efficient ways of performing business tasks.

PROGRAM DIRECTOR/SENIOR ADVISOR

BS/BA Degree or equivalent 5 years Program Director/Senior Advisor position.

Researches, plans, develops, and implements one or more of the firm's professional services. Responsible for the overall success of the program. Responsible for strategic planning, which includes an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy, including its capital and people. Various business analysis techniques can be used in strategic planning, including SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats), PEST analysis (Political, Economic, Social, and Technological), STEER analysis (Socio-cultural, Technological, Economic, Ecological, and Regulatory factors), and EPISTEL (Environment, Political, Informatic, Social, Technological, Economic and Legal).

FUNCTIONAL/SUBJECT MATTER EXPERT

MS Degree or higher and 7 years experience. Strong professional functional/subject matter expert experience including management of technical staff, staff development, business administration, operations, and training. Reviews, improves, and approves technical work; guides others; and teaches. Subject Matter Expert "exhibits the highest level of expertise in performing a specialized job, task, or skill.

PROJECT MANAGER

BS/BA Degree. 3 years of professional experience in strategic project management, planning, and delivery of contracted services according to contract terms.

Provides professional and leadership support in management of contract specific tasks, including resource allocation, managerial assistance to technical staff, management of support staff, contract administration and customer interaction. Accountable for accomplishing the stated project objectives. Responsibilities include creating clear and attainable project objectives, building the project requirements, and managing the triple constraint for projects, which are cost, time, and quality. Is the client representative and has to determine and implement the exact needs of the client, based on knowledge of the firm they are representing. The ability to adapt to the various internal procedures of the contracting party, and to form close links with the nominated representatives, is essential in ensuring that the key issues of cost, time, quality and above all, client satisfaction, can be realized.

SENIOR TASK LEAD

BS/BA Degree in Human Resources, Business, or other related fields. 3 years professional experience.

Responsible for producing and remodeling projects on time and within budget. Manage other employees and subcontractors when they are on your project. Responsible for the overall planning of the project: Developing scope, selecting the planning team, identifying deliverables, creating breakdown structure, identifying needed activities, estimating required resources, estimating time and cost for activities, developing the schedule, and developing the budget. Additional processes such as planning for communications and for scope management, identifying roles and responsibilities, determining what to purchase for the project and holding a kick-off meeting are also required.

TASK LEAD

BS/BA Degree in Human Resources, Business, or other related fields. 2 years professional experience.

Responsible for producing and remodeling projects on time and within budget. Manage other employees and subcontractors when they are on your project. May include some clerical tasks. Responsible for the initiation, planning and development, production and execution, monitoring and controlling, and closing of the specified project. Involves a significant exploratory element.

CONSULTANT

BS/BA Degree in Human Resources, Business, or other related fields. 1 year general experience.

Demonstrated and documented knowledge in the specific field or discipline including but not limited to finance, accounting, human resources, contracting/procurement, research and analysis, or other program support fields. Knowledgeable and possesses direct experience with the evaluation of operational requirements relative to specific field of expertise required within the program guidance and review process. Collects data in accordance with plans as well as verifies and analyzes data to identify trends as well as potential problems. Creates reports of findings, designs schedules, conducts analyses, write reports and prepares presentations.

Labor Categories Hourly Rate for Services	
Labor Category	GSA Price w/IFF
Analyst	\$ 88.90
Analyst I	\$106.00
Analyst II	\$128.38
Functional Specialist	\$128.37
Functional Specialist I	\$141.31
Functional Specialist II	\$182.10
Management Consultant	\$97.02
Management Consultant I	\$107.90
Management Consultant II	\$136.80
Program Director/Senior Advisor	\$192.56
Functional/Subject Matter Expert	\$208.50
Project Manager	\$158.00
Senior Task Lead	\$147.00
Task Lead	\$128.99
Consultant	\$74.96

Footnotes: The Labor Rates are applicable to **SIN 874-1 / 874-1RC**: Consultation Services; **SIN 874-7 / 874-7RC**: Program and Project Management. All rates shown on this chart are for performance at government or client site.