

**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!TM, a menu-driven database system. The Internet address for GSA-Advantage!TM is: <http://www.gsaadvantage.gov>

Mission Oriented Business Integrated Services

FSC Group: 874

Contract No.: GS-10F-0289P

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

Contract Period: 4/21/2004 - 4/20/2009

ARC

**Actuarial Research Corporation
69287 Little River Turnpike, Suite E
Annandale, VA 22003
Telephone: (703) 941-7400
Fax: (703) 941-3951
<http://www.aresearch.com>**

Business Size/Status: Small, Veteran-Owned

Prices shown herein are NET (discount deducted).

Pricelist current through modification #FX54 dated June 25, 2008



Contract Holder

**DISAST
RECOV**

TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION	1
CONTRACT OVERVIEW	3
CONTRACT ADMINISTRATOR	3
MARKETING AND TECHNICAL POINT OF CONTACT	3
CONTRACT USE.....	3
CONTRACT SCOPE	3
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS	4
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES	5
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER.....	6
BLANKET PURCHASE AGREEMENT	7
LABOR CATEGORY DESCRIPTIONS.....	8
HOURLY RATES FOR SERVICES	16

GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to [page #4](#) for a more detailed description)

- 874-1 / 874-1RC: Consulting Services
- 874-3 / 874-3RC: Survey Services

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on [page #16](#)

1c. Labor Category Descriptions: Please refer to [page #8](#)

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

3. Minimum Order: \$300.00

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: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro – purchase threshold.

10. Foreign Items: None

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: Actuarial Research Corp
Attn: Michele Windsor/GSA Orders
6928 Little River Turnpike, Suite E
Annandale, VA 22003

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: Actuarial Research Corp
Attn: Ms. Michele Windsor/Accounts Receivable
6928 Little River Turnpike Suite E
Annandale, VA 22003

15. Warranty Provision: Not Applicable

GENERAL CONTRACT INFORMATION *continued*

- | | |
|---|--|
| 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 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: | 081052516 |
| 26. Actuarial Research Corp <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded Actuarial Research Corp a GSA Federal Supply Schedule contract for Mission Oriented Business Integrated Services (MOBIS), Contract No. GS-10F-0289P. The current contract period is 4/21/2004 - 4/20/2009. GSA may exercise a total of up to three 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

Michele Windsor
Actuarial Research Corp
6928 Little River Turnpike, Suite E
Annandale, VA 22003
Telephone: (703) 941-7400 x10
Fax Number: (703) 941-3951
Email: mhw@aresearch.com

MARKETING AND TECHNICAL POINT OF CONTACT

Michele Windsor
Actuarial Research Corp
6928 Little River Turnpike, Suite E
Annandale, VA 22003
Telephone: (703) 941-7400 x10
Fax Number: (703) 941-3951
Email: mhw@aresearch.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. Actuarial Research Corp has been awarded a contract by GSA to provide services under the following SINs:

- 874-1 / 874-1RC: Consulting Services
- 874-3 / 874-3RC: Survey 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

SIN 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.

SIN 874-3 / 874-3RC: SURVEY SERVICES

Contractors shall provide surveying relating to mission-oriented business issues. Contractors shall assist with or perform all phases of the survey process. Services covered by this SIN are:

- Survey planning, design, and development
- Pretest/pilot surveying
- Assessing reliability and validity of data
- Conducting/administering surveys
- Analyses of quantitative and qualitative survey data
- Production of reports related to the survey
- Briefings of results to stakeholders

Any surveys relating to condition or status of equipment or property, or Architect and Engineering services as defined in FAR 36.601-4, are prohibited under MOBIS.

SERVICES NOT INCLUDED

Typical examples of services that are not authorized for purchase under a MOBIS task include, but are not limited to: financial audits; engineering services, IT systems integration, network services, volume purchase of IT hardware, software or software development, data base planning, administrative support unless directly related to a MOBIS requirement, advertising and integrated marketing solutions, human resources services, Construction and Architect-Engineering Services as set forth in FAR Part 36 (including construction, alteration or repair of buildings, structures, or other real property). Training classes offered under SIN 874-4, which are not related to the MOBIS scope, will not be accepted. MOBIS is not a "General Training Schedule". Please review Schedules 69 Training Aids and Devices, Instructor-Led Training, Development for Course Materials-Programmed Learning Devices, 738 X Human Resources Management and EEO Services, 00CORP Consolidated Schedule and other GSA Schedules which may be better suited for products/services as identified at our Schedules E-Library website: <http://www.gsaelibrary.gsa.gov>.

Note: Personal Services Contracts as defined in FAR 37.101 and FAR 37.104 are strictly prohibited. Agencies are prohibited from utilizing service contracts to augment government staff. A contractor is equally prohibited from knowingly offering to supplement government staff by engaging in a personal services contract/task order.

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 Actuarial Research Corp 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

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.

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.

LABOR CATEGORY DESCRIPTIONS

Educational Requirement Substitutions

Applied, relevant experience can be substituted for educational requirements as follows:

Actuarial Tract

F.S.A equivalents (i.e., the following can be substituted for F.S.A.):

- (1) A.S.A, 5 years of additional applied actuarial experience for each missing actuarial examination and either (i) recognition as an actuary by a governmental or professional actuarial body or (ii) relevant publications or invited presentations equivalent to Fellowship requirements.
- (2) Advanced degree (Ph.D., MA, MBA or MPH) in a quantitative field, 20 years of applied actuarial experience, publications comparable to Fellowship scholarly requirements and recognition as an actuary by a government entity, Court or national actuarial body.

A.S.A. equivalents:

- (1) B.S. or B.A. in quantitative field, 3 years of additional applied actuarial experience for each missing actuarial examination and either (i) recognition as an actuary by a governmental or professional actuarial body or (ii) relevant publications, reports under federal contracts, invited presentations or other actuarial accomplishments that demonstrate actuarial capacity comparable to Associate requirements.
- (2) Degree in a quantitative field, 15 years of applied actuarial experience and either publications or presentations or other recognition as an actuary by a government entity, Court or national actuarial body.

Assistant Actuary equivalents: An MA in a quantitative field counts as a year and actuarial examinations 4-8 each count as two years of applied actuarial experience.

Junior Actuary equivalents: Actuarial examinations 2-3 and an MA in a quantitative field count as a year of applied actuarial experience. Actuarial examinations 4-8 each count as two years of applied actuarial experience.

Finance Modeler Track PhD equivalent: Master's Degree in quantitative field, 5 years additional applied experience and publications in the finance or micro simulation modeling literature equivalent to a PhD thesis may be substituted for Ph.D.

Master's degree equivalent: BS or BA in quantitative field, 3 years additional applied experience and publications in the finance or micro simulation modeling literature or presentations to professional bodies equivalent to a Master's thesis may be substituted for a Master's Degree.

Master's Degree in quantitative field may be substituted for two years of applied finance modeling experience.

Health Services Research Track PhD equivalent: Master's Degree in quantitative field, 5 years additional applied experience and publications in the health services research literature equivalent to a PhD thesis may be substituted for Ph.D.

Master's degree equivalent: BS or BA in quantitative field, 3 years additional applied experience and publications in the health services research literature or presentations to professional bodies equivalent to a Masters thesis may be substituted for a Master's Degree.

MPH or MA in Economics or Statistics may be substituted for two years of applied finance modeling experience.

Nationally Recognized Expert Actuary	
Minimum Experience	25 years experience.
Functional Responsibilities	Team leader or project manager and principal investigator with extensive interaction with clients. Official recognition as an expert actuary by such accomplishments as invited testimony to the Congress, appointment to U.S. technical commissions or Advisory Boards, authoring books devoted to nation issues, service as officer, committee chair or primary author of monographs, Legislative Briefs or Practice Notes of national actuarial organizations.
Minimum Educational Requirements	FSA or equivalent.

Recognized Expert Actuary	
Minimum Experience	20 years experience.
Functional Responsibilities	Team leader or project manager and principal investigator with extensive interaction with clients. Official recognition as an expert actuary by invited testimony before legislative bodies, official government boards, commissions, advisory counsels, etc.; serving on committees or invited presentations to national actuarial organizations, or other activities that clearly establish the employee is regarded as an expert actuary by Government officials and practicing actuaries.
Minimum Educational Requirements	FSA or equivalent.

Senior Expert Actuary	
Minimum Experience	20 years experience.
Functional Responsibilities	Team leader, project manager or principal investigator, with substantial client contacts. Evidence of actuarial expertise through expert testimony before Federal Courts or Administrative Appeals proceedings, serving as an officer or chairman of actuarial organizations, author of books or articles on actuarial subjects in professional journals, etc. that clearly establish the employee is regarded as an expert actuary by practicing actuaries.
Minimum Educational Requirements	FSA or equivalent.

Associate Expert Actuary	
Minimum Experience	15 years experience.
Functional Responsibilities	Team leader, project manager or principal investigator, with substantial client contacts. Evidence of recognition as an expert actuary through appointment to Federal Contract Evaluation teams, Technical Advisory Panels, or key technical employee in federal contracts, or contributions to the professional actuarial literature or technical discussions of actuarial organizations.
Minimum Educational Requirements	ASA or equivalent.

Expert Actuary	
Minimum Experience	10 years experience.
Functional Responsibilities	Major actuarial contributions to technical reports and listed author of client reports with substantial client interaction. Evidence of actuarial expertise through appointment to Federal Contract Evaluation teams, Technical Advisory Panels, or key technical employee in federal contracts, or contributions to the professional actuarial literature or technical discussions at actuarial organization meetings.
Minimum Educational Requirements	ASA or equivalent.

Senior Actuary 3	
Minimum Experience	10 years experience.
Functional Responsibilities	Major actuarial contributions to technical reports and listed author of client reports with substantial client interaction. Participation in national professional actuarial meetings including contributions to technical discussions.
Minimum Educational Requirements	FSA or equivalent.

Associate Actuary 5	
Minimum Experience	20 years experience.
Functional Responsibilities	Significant client contact and interaction, substantial actuarial contributions to client presentations and listed author of client reports. Participation in professional actuarial meetings.
Minimum Educational Requirements	ASA or equivalent.

Associate Actuary 4	
Minimum Experience	15 years experience.
Functional Responsibilities	Significant client contact and interaction, substantial actuarial contributions to client presentations and listed author of client reports. Participation in professional actuarial meetings.
Minimum Educational Requirements	ASA or equivalent.

Assistant Actuary 2	
Minimum Experience	SOA exams > 3 plus experience years > 6 or equivalent.
Functional Responsibilities	Significant actuarial contributions to client presentations and reports, limited client interaction. Participant in professional actuarial or technical society meetings.
Minimum Educational Requirements	BA or BS in quantitative field and 3 SOA exams or equivalent.

Assistant Actuary 1	
Minimum Experience	SOA exams > 3 plus experience years > 3 or equivalent.
Functional Responsibilities	Significant actuarial contributions to client presentations and reports, limited client interaction. Participant in professional actuarial or technical society meetings.
Minimum Educational Requirements	BA or BS in quantitative field and 3 SOA examinations or equivalent.

Junior Actuary 2	
Minimum Experience	SOA exams plus experience years > 4 or equivalent.
Functional Responsibilities	Contributor to actuarial client presentations and reports.
Minimum Educational Requirements	BA or BS in quantitative field.

Nationally Recognized Expert Finance Modeling Professional	
Minimum Experience	23 years experience.
Functional Responsibilities	Team leader or project manager and principal investigator with extensive interaction with clients. Official recognition as an expert finance or micro simulation modeler through invited testimony to the Congress, appointment to U.S. technical commissions or Advisory Boards, authoring books devoted to national issues or other publications that establish that author has a national reputation in the field or service as officer, committee chair or primary author of national technical organizations.
Minimum Educational Requirements	Ph.D. or equivalent.

Recognized Expert Finance Modeling Professional	
Minimum Experience	20 years experience.
Functional Responsibilities	Team leader or project manager and principal investigator with extensive interaction with clients. Official recognition as an expert finance or micro simulation modeler through publications in national technical journals, invited testimony before legislative bodies, official government boards, commissions, advisory counsels, etc., serving on committees or invited presentations to national technical organizations, or other activities that clearly establish the employee is regarded as an expert in the field by government officials and others in the field.
Minimum Educational Requirements	Ph.D. or equivalent.

Senior Expert Finance Modeling Professional	
Minimum Experience	20 years experience.
Functional Responsibilities	Team leader, project manager or principal investigator, with substantial client contacts. Evidence of relevant expertise through expert testimony before Federal Courts or Administrative Appeals proceedings, serving as an officer or chairman of professional technical organizations, author of relevant books or articles in professional journals, etc. that clearly establish the employee is regarded as an expert in the field.
Minimum Educational Requirements	Ph.D. or equivalent.

Associate Expert Finance Modeling Professional	
Minimum Experience	15 years experience.
Functional Responsibilities	Team leader, project manager or principal investigator, with substantial client contacts. Evidence of relevant expertise through expert testimony before Federal Courts or Administrative Appeals proceedings, serving as an officer or chairman of professional technical organizations, author of relevant books or articles in professional journals, etc. that clearly establish the employee is regarded as an expert in the field.
Minimum Educational Requirements	Master's Degree or equivalent.

Expert Finance Modeling Professional	
Minimum Experience	10 years experience.
Functional Responsibilities	Major relevant contributions to technical reports and listed author of client reports with substantial client interaction. Evidence of relevant expertise through appointment to Federal Contract Evaluation teams, Technical Advisory Panels, or key technical employee in federal contracts, or contributions to the professional literature.
Minimum Educational Requirements	Master's Degree or equivalent.

Associate Finance Modeling Professional 2	
Minimum Experience	5 years experience.
Functional Responsibilities	Significant client contact and interaction, significant contributions to relevant presentations to clients or listed author of client reports. Participates in professional technical society meetings.
Minimum Educational Requirements	Master's degree or equivalent.

Assistant Finance Modeling Professional 1	
Minimum Experience	3 years experience.
Functional Responsibilities	Contributions to relevant presentations to clients and client reports, limited interaction with clients. Participates in professional technical society meetings.
Minimum Educational Requirements	BA or BS in quantitative field.

Junior Finance Modeling Professional 1	
Minimum Experience	None.
Functional Responsibilities	Contributions to presentations to clients and client reports, limited interaction with clients. Participates in professional technical society meetings.
Minimum Educational Requirements	BA or BS in quantitative field.

Nationally Recognized Expert Health Services Research Professional	
Minimum Experience	25 years experience.
Functional Responsibilities	Team leader or project manager and principal investigator with extensive interaction with clients. Official recognition as a health services research expert through invited testimony to the Congress, appointment to U.S. technical commissions or Advisory Boards, authoring books devoted to national issues or other publications that establish that author has a national reputation in the field or service as officer, committee chair or primary author of national technical organizations.
Minimum Educational Requirements	Ph.D. or equivalent.

Recognized Expert Health Services Research Professional	
Minimum Experience	20 years experience.
Functional Responsibilities	Team leader or project manager and principal investigator with extensive interaction with clients. Official recognition as a health services research expert through publications in national technical journals, invited testimony before legislative bodies, official government boards, commissions, advisory counsels, etc., serving on committees or invited presentations to national technical organizations, or other activities that clearly establish the employee is regarded as a health services research expert by Government officials and others in the field.
Minimum Educational Requirements	Ph.D. or equivalent.

Senior Expert Health Services Research Professional	
Minimum Experience	20 years experience.
Functional Responsibilities	Team leader, project manager or principal investigator, with substantial client contacts. Evidence of relevant expertise through expert testimony before Federal Courts or Administrative Appeals proceedings, serving as an officer or chairman of professional technical organizations, author of relevant books or articles in professional journals, etc. that clearly establish the employee is regarded as an expert in the field.
Minimum Educational Requirements	Ph.D. or equivalent.

Expert Health Services Research Professional	
Minimum Experience	10 years experience.
Functional Responsibilities	Major relevant contributions to technical reports and listed author of client reports with substantial client interaction. Evidence of relevant expertise through appointment to Federal Contract Evaluation teams, Technical Advisory Panels, or key technical employee in federal contracts, or contributions to the professional literature.
Minimum Educational Requirements	Master's degree or equivalent.

Senior Health Services Research Professional 2	
Minimum Experience	10 years experience.
Functional Responsibilities	Major relevant contributions to technical reports and listed author of client reports with substantial client interaction. Participation in professional technical society meetings by contributing to technical discussions.
Minimum Educational Requirements	Master's degree or equivalent.

Associate Health Services Research Professional 2	
Minimum Experience	5 years experience.
Functional Responsibilities	Significant client contact and interaction, substantial relevant contributions to client presentations and listed author of client reports. Participation in professional technical society meetings.
Minimum Educational Requirements	Master's degree or equivalent.

Assistant Health Services Research Professional 2	
Minimum Experience	6 years experience.
Functional Responsibilities	Contributions to relevant presentations to clients and client reports, limited interaction with client. Participates in professional technical society meetings.
Minimum Educational Requirements	Bachelor's degree.

Assistant Health Services Research Professional 1	
Minimum Experience	3 years experience.
Functional Responsibilities	Contributions to relevant presentations to clients and client reports, limited interaction with client. Participates in professional technical society meetings.
Minimum Educational Requirements	Bachelor's degree.

Junior Health Services Research Professional 2	
Minimum Experience	3 years experience.
Functional Responsibilities	Contributions to presentations to clients and client reports, limited interaction with client. Participates in professional technical society meetings.
Minimum Educational Requirements	Bachelor's degree.

Senior Financial Assistant	
Minimum Experience	3 years experience.
Functional Responsibilities	Bookkeeping, accounting and other financial support services, bank account & investment account maintenance, high level report production plus some administrative duties.
Minimum Educational Requirements	Bachelor's degree.

Contract Administrator	
Minimum Experience	4 years experience.
Functional Responsibilities	Directs all activities related to contract administration, to include reporting, budgeting and cost control. Researches and recommends solutions to contractual issues.
Minimum Educational Requirements	Bachelor's degree.

**HOURLY RATES FOR SERVICES
SIN(s) 874-1 / 874-1RC & 874-3 / 874-3RC**

Labor Category	4/21/04 - 4/20/05	4/21/05 - 4/20/06	4/21/06 - 4/20/07	4/21/07 - 4/21/08	4/21/08 - 4/20/09
Nationally Recognized Expert Actuary	\$ 291.31	\$ 302.96	\$ 315.08	\$ 327.68	\$ 340.79
Recognized Expert Actuary	\$ 262.17	\$ 272.66	\$ 283.56	\$ 294.91	\$ 306.70
Senior Expert Actuary	\$ 255.59	\$ 265.81	\$ 276.45	\$ 287.50	\$ 299.00
Associate Expert Actuary	\$ 249.62	\$ 259.60	\$ 269.99	\$ 280.79	\$ 292.02
Expert Actuary	\$ 216.70	\$ 225.37	\$ 234.38	\$ 243.76	\$ 253.51
Senior Actuary 3	\$ 201.39	\$ 209.45	\$ 217.82	\$ 226.54	\$ 235.60
Associate Actuary 5	\$ 111.77	\$ 116.24	\$ 120.89	\$ 125.73	\$ 130.76
Associate Actuary 4	\$ 101.99	\$ 106.07	\$ 110.31	\$ 114.72	\$ 119.31
Assistant Actuary 2	\$ 108.53	\$ 112.87	\$ 117.39	\$ 122.08	\$ 126.96
Assistant Actuary 1	\$ 94.95	\$ 98.75	\$ 102.70	\$ 106.81	\$ 111.08
Junior Actuary 2	\$ 75.76	\$ 78.79	\$ 81.94	\$ 85.22	\$ 88.63
Nationally Recognized Expert Finance Modeling Professional	\$ 276.74	\$ 287.80	\$ 299.32	\$ 311.29	\$ 323.74
Recognized Expert Finance Modeling Professional	\$ 255.59	\$ 265.81	\$ 276.45	\$ 287.50	\$ 299.00
Senior Expert Finance Modeling Professional	\$ 249.62	\$ 259.60	\$ 269.99	\$ 280.79	\$ 292.02
Associate Expert Finance Modeling Professional	\$ 216.70	\$ 225.37	\$ 234.38	\$ 243.76	\$ 253.51

Labor Category	4/21/04 - 4/20/05	4/21/05 - 4/20/06	4/21/06 - 4/20/07	4/21/07 - 4/21/08	4/21/08 - 4/20/09
Expert Finance Modeling Professional	\$ 201.39	\$ 209.45	\$ 217.82	\$ 226.54	\$ 235.60
Associate Finance Modeling Professional 2	\$ 135.38	\$ 140.80	\$ 146.43	\$ 152.28	\$ 158.38
Assistant Finance Modeling Professional 1	\$ 110.05	\$ 114.45	\$ 119.03	\$ 123.79	\$ 128.74
Junior Finance Modeling Professional 1	\$ 75.76	\$ 78.79	\$ 81.94	\$ 85.22	\$ 88.63
Nationally Recognized Expert Health Services Research Professional	\$ 291.31	\$ 302.96	\$ 315.08	\$ 327.68	\$ 340.79
Recognized Expert Health Services Research Professional	\$ 262.17	\$ 272.66	\$ 283.56	\$ 294.91	\$ 306.70
Senior Expert Health Services Research Professional	\$ 252.61	\$ 262.71	\$ 273.22	\$ 284.15	\$ 295.51
Expert Health Services Research Professional	\$ 216.70	\$ 225.37	\$ 234.38	\$ 243.76	\$ 253.51
Senior Health Services Research Professional 2	\$ 201.39	\$ 209.45	\$ 217.82	\$ 226.54	\$ 235.60
Associate Health Services Research Professional 2	\$ 135.38	\$ 140.80	\$ 146.43	\$ 152.28	\$ 158.38
Assistant Health Services Research Professional 2	\$ 107.02	\$ 111.30	\$ 115.75	\$ 120.38	\$ 125.20
Assistant Health Services Research Professional 1	\$ 104.40	\$ 108.58	\$ 112.92	\$ 117.44	\$ 122.13
Junior Health Services Research Professional 2	\$ 75.76	\$ 78.79	\$ 81.94	\$ 85.22	\$ 88.63
Senior Financial Assistant	\$ 53.24	\$ 55.37	\$ 57.58	\$ 59.89	\$ 62.28
Contract Administrator	\$ 116.79	\$ 121.46	\$ 126.32	\$ 131.37	\$ 136.63