

**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>

Financial and Business Solutions

FSC Group: 520

Contract No.: GS-23F-0058T

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

Contract Period: September 4, 2007 - September 3, 2012

ARC

**Actuarial Research Corporation
6928 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 #FX51 dated February 12, 2008



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)

520-13 / 520-13RC Complementary Financial 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: \$300
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 Corporation
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 Corporation
Attn: Michele Windsor/Accounts Receivable
6928 Little River Turnpike, Suite E
Annandale, VA 22003
15. Warranty Provision: Not Applicable
16. Export Packing Charges: Not Applicable

GENERAL CONTRACT INFORMATION (CONTINUED)

- | | |
|---|--|
| 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 Corporation <i>is</i> registered in the Central Contractor Registration (CCR) database. | |

CONTRACT OVERVIEW

GSA awarded Actuarial Research Corporation a GSA Federal Supply Schedule contract for Financial and Business Solutions (FABS), Contract No. GS-23F-0058T. The current contract period is September 4, 2007 - September 3, 2012. 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
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6928 Little River Turnpike, Suite E
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MARKETING AND TECHNICAL POINT OF CONTACT

Michele Windsor
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CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Financial and Business Solutions, 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 Corporation has been awarded a contract by GSA to provide services under the following SINs:

520-13 / 520-13RC Complementary Financial 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

520 13 / 520-13RC Complementary Financial Management Services

Assess and improve financial management systems, financial reporting and analysis, strategic financial planning, financial policy formulation and development. Devise and implement performance measures, conduct special cost studies, perform actuarial services, perform economic and regulatory analysis, assist with financial quality assurance efforts, perform benchmarking.

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 Corporation 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 FABS 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

Actuarial Research Corporation's (ARC) commercial practices include the education/experience substitutions identified below. In order to be consistent with commercial practices, ARC requests to incorporate their commercial education/experience substitution to all GSA labor categories.

Finance Modelers

Experience Substitutions:

High School Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D

Education Substitutions:

A Ph.D may be substituted for 3 years of required experience with a Masters Degree or 4 years with a Bachelors Degree
A Masters Degree may be substituted for 2 years of required experience with a Bachelors degree.
A Bachelors Degree may be substituted for 4 years of required experience with a High School Diploma.

Actuarial Categories

Experience Substitutions:

ASA with 4 years of additional applied actuarial experience	Equals	FSA
Advanced degree (Ph.D., MA, MBA, MPH or MS) and 8 years of applied actuarial experience	Equals	FSA
BS or BA in quantitative field, with 2 years of additional applied actuarial experience	Equal	ASA

Education Substitutions:

An FSA may be substituted for 4 years applied actuarial experience with an ASA
An FSA may be substituted for 8 years of applied actuarial experience with an advanced degree (Ph.D., MA, MBA, MPH or MS)
An FSA may be substituted for 2 years of applied actuarial experience and BS or BA

Researchers

Experience Substitutions:

High School Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	Ph.D

Education Substitutions:

A Ph.D may be substituted for 3 years of required experience with a Masters Degree or 4 years with a Bachelors Degree
A Masters Degree may be substituted for 2 years of required experience with a Bachelors degree.
A Bachelors Degree may be substituted for 4 years of required experience with a High School Diploma.

Expert Financial Modeler
Minimum Experience: 20 years experience.
Functional Responsibilities: Finance or micro simulation modeler and team leader with extensive interaction with clients. Recognized as an expert in financial modeling. Publishes in technical journals or makes presentations to technical organizations.
Minimum Educational Requirements: Masters or equivalent

Financial Modeler II
Minimum Experience: 8 years experience.
Functional Responsibilities: Finance or micro simulation modeler with significant client contact and interaction, and substantial financial modeling contributions to projects.
Minimum Educational Requirements: Masters or equivalent

Financial Modeler III
Minimum Experience: 6 years experience.
Functional Responsibilities: Finance or micro simulation modeler with client contact and interaction, and financial modeling contributions to projects.
Minimum Educational Requirements: Masters or equivalent

Financial Modeler V
Minimum Experience: 2 years experience.
Functional Responsibilities: Finance or micro simulation modeler with limited client interactions, and financial modeling contributions to projects.
Minimum Educational Requirements: Masters or equivalent

National Expert Actuary
Minimum Experience: 18 years experience.
Functional Responsibilities: Actuary with extensive specialized experience and recognized as an expert in actuarial matters. Provides articles for technical organizations, serves on actuarial committees, or authors technical books. Team leader with extensive interaction with clients.
Minimum Educational Requirements: FSA or equivalent.

Expert Actuary I
Minimum Experience: 18 years experience.
Functional Responsibilities: Actuary with extensive specialized experience and recognized as an expert in actuarial matters. Serves on actuarial committees or makes presentations to actuarial organizations. Team leader with extensive interaction with clients.
Minimum Educational Requirements: FSA or equivalent.

Expert Actuary III
Minimum Experience: 14 years experience.
Functional Responsibilities: Actuary with extensive specialized experience and recognized as an expert in actuarial matters. Serves on actuarial committees or makes presentations to actuarial organizations. Team leader with extensive interaction with clients.
Minimum Educational Requirements: FSA or equivalent.

Senior Actuary I
Minimum Experience: 10 years experience.
Functional Responsibilities: Actuary and team leader with substantial client contacts. Provides actuarial contributions to projects or professional literature. Participation in national professional actuarial meetings.
Minimum Educational Requirements: FSA or equivalent.

Senior Actuary II
Minimum Experience: 8 years experience.
Functional Responsibilities: Actuary and team leader with substantial client contacts. Provides actuarial contributions to projects or professional literature. Participation in national professional actuarial meetings.
Minimum Educational Requirements: FSA or equivalent.

Senior Actuary III
Minimum Experience: 6 years experience.
Functional Responsibilities: Actuary and team leader with substantial client interaction. Provides actuarial contributions to projects and participation in actuarial seminars/meetings.
Minimum Educational Requirements: FSA or equivalent.

Senior Actuary IV
Minimum Experience: 4 years experience.
Functional Responsibilities: Actuary and team leader with substantial client interaction. Provides actuarial contributions to projects and participation in actuarial seminars/meetings.
Minimum Educational Requirements: FSA or equivalent.

Associate Actuary II
Minimum Experience: 6 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 III
Minimum Experience: 4 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 IV
Minimum Experience: 2 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 II
Minimum Experience: 6 years experience
Functional Responsibilities: Familiarity with actuarial concepts but has not taken actuarial exams. Provides assistance to actuaries.
Minimum Educational Requirements: BA or BS in quantitative field

Assistant Actuary IV
Minimum Experience: 2 years experience
Functional Responsibilities: Familiarity with actuarial concepts but has not taken actuarial exams. Provides assistance to actuaries.
Minimum Educational Requirements: BA or BS in quantitative field

Assistant Actuary V
Minimum Experience: 0 years experience
Functional Responsibilities: Familiarity with actuarial concepts but has not taken actuarial exams. Provides assistance to actuaries.
Minimum Educational Requirements: BA or BS in quantitative field

Expert Researcher I
Minimum Experience: 14 years experience.
Functional Responsibilities: Health services researcher and team leader with extensive interaction with clients. Provides health policy advice on a national and state level, and is recognized as a health services research expert. Publishes in technical literature or participates in health service forums.
Minimum Educational Requirements: Masters or equivalent.

Expert Researcher II
Minimum Experience: 12 years experience.
Functional Responsibilities: Health services researcher and team leader with extensive interaction with clients. Provides health policy advice on a national and state level, and is recognized as a health services research expert. Publishes in technical literature or participates in health service forums.
Minimum Educational Requirements: Masters or equivalent.

Researcher III
Minimum Experience: 4 years experience.
Functional Responsibilities: Health services researcher with limited client interactions, but provides significant health services research contributions to projects.
Minimum Educational Requirements: BA or BS degree

Junior Researcher I
Minimum Experience: 0 years experience.
Functional Responsibilities: Provides assistance to health service researchers and has limited familiarity with health services research concepts. Demonstrated ability to work independently.
Minimum Educational Requirements: BA or BS degree

Junior Researcher III
Minimum Experience: 2 years experience.
Functional Responsibilities: Provides assistance to health service researchers and has limited familiarity with health services research concepts
Minimum Educational Requirements: AA degree

Junior Researcher IV
Minimum Experience: 0 years experience.
Functional Responsibilities: Provides assistance to health service researchers and has limited familiarity with health services research concepts
Minimum Educational Requirements: AA degree

Project Coordinator
Minimum Experience: 4 years experience.
Functional Responsibilities: Directs activities related to contract administration. Researches and recommends solutions to contractual issues.
Minimum Educational Requirements: BA or BS degree

HOURLY RATES FOR SERVICES

Labor Category	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate
Expert Financial Modeler	\$313.98	\$325.59	\$337.64	\$350.13	\$363.09
Financial Modeler II	\$182.04	\$188.77	\$195.76	\$203.00	\$210.51
Financial Modeler III	\$175.51	\$182.01	\$188.74	\$195.72	\$202.96
Financial Modeler V	\$144.58	\$149.93	\$155.47	\$161.23	\$167.19
National Expert Actuary	\$345.57	\$358.36	\$371.62	\$385.37	\$399.63
Expert Actuary I	\$311.09	\$322.60	\$334.54	\$346.92	\$359.76
Expert Actuary III	\$271.87	\$281.93	\$292.36	\$303.17	\$314.39
Senior Actuary I	\$243.88	\$252.90	\$262.26	\$271.96	\$282.02
Senior Actuary II	\$231.42	\$239.98	\$248.86	\$258.06	\$267.61
Senior Actuary III	\$222.15	\$230.37	\$238.90	\$247.74	\$256.90
Senior Actuary IV	\$213.06	\$220.94	\$229.12	\$237.60	\$246.39
Associate Actuary II	\$115.91	\$120.19	\$124.64	\$129.25	\$134.03
Associate Actuary III	\$108.61	\$112.63	\$116.79	\$121.12	\$125.60
Associate Actuary IV	\$100.99	\$104.72	\$108.60	\$112.62	\$116.78
Assistant Actuary II	\$93.80	\$97.27	\$100.87	\$104.60	\$108.47
Assistant Actuary IV	\$87.72	\$90.96	\$94.33	\$97.82	\$101.44
Assistant Actuary V	\$84.16	\$87.28	\$90.50	\$93.85	\$97.33
Expert Researcher I	\$273.91	\$284.05	\$294.56	\$305.45	\$316.76
Expert Researcher II	\$264.65	\$274.44	\$284.60	\$295.13	\$306.05
Researcher III	\$110.43	\$114.51	\$118.75	\$123.14	\$127.70
Junior Researcher I	\$81.31	\$84.32	\$87.44	\$90.67	\$94.03
Junior Researcher III	\$69.49	\$72.06	\$74.73	\$77.49	\$80.36
Junior Researcher IV	\$64.25	\$66.62	\$69.09	\$71.65	\$74.30
Project Coordinator	\$124.72	\$129.34	\$134.12	\$139.08	\$144.23