

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

Schedule for - Multiple Award Schedule (MAS)
Federal Supply Group: Professional Services **FSC/PSC:** R408
Contract Number: GS-00F-083GA

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

Contract Period: January 9, 2017 – January 8, 2022

Contractor: APPLIED ENGINEERING MANAGEMENT CORPORATION dba AEM
13880 Dulles Corner Lane
Suite 300
Herndon, VA 20171-4685

Business Size: Large Woman Owned Business (WO)

Telephone: (703) 885-8017
FAX Number: (703) 464-7035
Web Site: www.aemcorp.com
E-mail: maggie.pabustan@aemcorp.com
Contract Administration: Maggie Pabustan

Price List is current through Modification PS-A812, dated April 8, 2020.

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
OLM	OLMRC	Order Level Materials

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

Lowest rate: \$62.51 Highest rate: \$276.09

- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.**

See Pages 4-7.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Herndon, VA 20171
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Page 3.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** Contact Contractor
- 11c. **Overnight and 2-day delivery.** Contact Contractor
- 11d. **Urgent Requirements.** Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address:** 13880 Dulles Corner Lane, Suite 300, Herndon, VA 20171; Maggie Pabustan, maggie.pabustan@aemcorp.com or (703) 885-8017; Fax (703) 464-7035
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address:** AEM Corporation, P.O. Box 1263, Camarillo, CA 93011-1263
15. **Warranty provision:** Contractor’s standard commercial warranty
16. **Export Packing Charges (if applicable):** N/A

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. 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. contactor’s website or other location.) The EIT standards can be found at www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 076856074
26. **Notification regarding registration in the System for Award Administration (SAM) database:** Registered
27. **Final Pricing:**
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	Year 1 1/9/2017 – 1/8/2018	Year 2 1/9/2018 – 1/8/2019	Year 3 1/9/2019 – 1/8/2020	Year 4 1/9/2020 – 1/8/2021	Year 5 1/9/2021 – 1/8/2022
1	874-1	Lead	Both	\$264.33	\$270.15	\$276.09	\$282.17	\$288.37
2	874-1	Project Director	Both	\$242.39	\$247.72	\$253.17	\$258.74	\$264.43
3	874-1	Project Coordinator	Both	\$191.52	\$195.73	\$200.04	\$204.44	\$208.93
4	874-1	Consultant	Both	\$189.52	\$193.69	\$197.95	\$202.31	\$206.76
5	874-1	Development Program Director	Both	\$242.39	\$247.72	\$253.17	\$258.74	\$264.43
6	874-1	Development Program Manager	Both	\$191.52	\$195.73	\$200.04	\$204.44	\$208.93
7	874-1	Senior Program Manager	Both	\$174.56	\$178.40	\$182.32	\$186.34	\$190.43
8	874-1	Program Manager	Both	\$179.80	\$183.75	\$187.79	\$191.93	\$196.15
9	874-1	Project Manager	Both	\$164.58	\$168.21	\$171.91	\$175.69	\$179.55
10	874-1	Senior Business Analyst	Both	\$124.69	\$127.43	\$130.23	\$133.10	\$136.02
11	874-1	Business Analyst	Both	\$95.24	\$97.33	\$99.48	\$101.66	\$103.90
12	874-1	Education Analyst	Both	\$149.62	\$152.91	\$156.28	\$159.72	\$163.23
13	874-1	Jr Education Analyst	Both	\$121.69	\$124.37	\$127.11	\$129.90	\$132.76
14	874-1	Associate Analyst I	Both	\$59.85	\$61.17	\$62.51	\$63.89	\$65.29
15	874-1	Associate Analyst II	Both	\$69.82	\$71.36	\$72.93	\$74.53	\$76.17
16	874-1	Associate Analyst III	Both	\$89.77	\$91.75	\$93.77	\$95.83	\$97.94
17	874-1	Senior Policy Analyst	Both	\$159.60	\$163.11	\$166.70	\$170.36	\$174.11
18	874-1	Senior Analyst	Both	\$137.65	\$140.68	\$143.78	\$146.94	\$150.17

Service Contract Labor Standards: Service Contract Labor Standards (SCLS) is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor

categories. If and / or when the contractor adds SCLS labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

LABOR CATEGORY DESCRIPTIONS:

Job Title: Lead

Functional Responsibility: Provides project lead services to consulting and program support engagements. Experience in project scope and approach, focus on project delivery and business and technical integration, ability to drive business strategy and planning changes at the executive levels, oversight of key business and process enablers, and management of project resources. The Lead maintains responsibility for managing the project team and daily operations of project development and fostering client comfort and feasibility with the project objectives and goals. Implementing best practices, business process improvement, completion of studies and analyses, policy and regulation development support, and business program advisory services.
Minimum Education/Experience: PhD or Masters and 0 years of experience or Bachelors and 8 years of experience.

Job Title: Project Director

Functional Responsibility: Manages project resources; lead firm initiatives, and developments that includes coordinating multiple projects and team, and assisting clients in achieving desired project results. Provides management and direction on client engagements, defining engagement strategy, objectives, and scope, including defining engagement deliverables, working experience in project definition and process and systems analysis, creation of competitive strategies, and integration of solutions.
Minimum Education/Experience: PhD or Masters and 0 years of experience or Bachelors and 7 years of experience.

Job Title: Project Coordinator

Functional Responsibility: Provides project coordination and manages the day-to-day operations. Works closely with Project Manager and other senior staff to maintain Project Status Reports, coordinate data collections, and technical reviews. Plans, coordinates, designs and delivers project activities, trainings, protocols, products, materials & services. Writes reports, supervises staff, assists in resource development and contributes to business unit strategic planning.
Minimum Education/Experience: Bachelors and 4 years of experience.

Job Title: Consultant

Functional Responsibility: Supports conceptualization and development of organizational and programmatic strategic plans and proficiency in analysis and defining business needs, applying methodologies, support of program management, exposure to client issues, and development of project deliverables. The consultant provides assistance on completing work plan activities, analyzes relevant data and information, and institutes and supports business solutions. Possesses experience in developing performance evaluation methodologies, facilitating groups, and formulating and implementing strategy, as well as building performance management portfolios to be used in support of executive decision-making and in the delivery of technical assistance.
Minimum Education/Experience: Bachelors and 4 years of experience.

Job Title: Development Program Director

Functional Responsibility: Oversees initiatives from strategy and planning phase to the integration and deployment phase. Schedules and allocates work, develops and enforces work standards, provides quality assurance and configuration management, develops and reviews implementation, plans work schedules, and is responsible for the overall staffing, training, execution and performance issues.
Minimum Education/Experience: Masters and 3 years of related experience or Bachelors and 8 years of related experience.

Job Title: Development Program Manager

Functional Responsibility: Improves business processes and supports critical business strategies by planning system modernization and quantitatively analyzing system concept options. Provides program level support, analysis, and documentation for the business structure and operations for all level of customers' needs. Provides program

management and leadership for complete business systems. At the program level schedules and allocates work, develops and enforces work standards, plans work schedules, and is responsible for the overall staffing, training, execution and performance issues.

Minimum Education/Experience: Bachelors and 5 years of related experience or H.S. diploma and 10 years of related experience.

Job Title: Senior Program Manager

Functional Responsibility: Provides access to professional peer groups when it is necessary to obtain outside assistance or consulting. Provides technical, managerial, and administrative guidance for contracts, assuming the responsibility for cost, schedule, and performance. Provides necessary resource planning and allocation to complete programs or project milestones. Monitors contractual issues including completion of contractual requirements and milestones to ensure on time, quality service and deliverables. Provides supervision and leadership and reviews the work of assigned staff and/or contracts. Interfaces with customers, providing support for program management, engineering activities, and providing an avenue for contract growth. Provides supervision and leadership for multi-disciplinary teams for the investigation and resolution of system problems.

Minimum Education/Experience: Bachelors and 4 years of experience or H.S. diploma and 8 years of experience.

Job Title: Program Manager

Functional Responsibility: Provides technical and administrative guidance for completion of contracts and assumes the responsibility for cost, schedule, and performance. Provides resource planning and implementation necessary for completion of program or project milestones. Monitors progress in meeting contractual requirements and milestones to ensure quality and on-time service and deliverables. Supervises, coordinates, and provides leadership to and review the work of assigned staff and/or contracts. Interfaces with customers to provide support for their program management activities. Provides supervision and leadership for multi-disciplinary teams for the investigation and resolution of problems.

Minimum Education/Experience: Bachelors and 2 years of experience or H.S. diploma and 6 years of experience.

Job Title: Project Manager

Functional Responsibility: Oversees, trains, and provides leadership for work teams in the accomplishment of goals and tasks to support specific projects. Provides supervision and leadership for multi-disciplinary teams for the investigation and resolution of business related problems. Interfaces with customers on a regular basis to determine specific needs and requirements. Develops detailed staffing requirements, assignments and plans to meet completion date(s). Estimates resource requirements and schedule and assigns work to meet performance requirements. Coordinates the investigation and resolution of operational problems in conjunction with other subject matter experts, computer, engineering, and technical personnel. Performs management level customer interface, including responsibility for contractual deliverables, development of responses to the requests for quotes and overall task execution. Develops required technical and management documentation in support of customer technical and programmatic reviews.

Minimum Education/Experience: Bachelors and 1 year of experience or H.S. diploma and 4 years of experience.

Job Title: Senior Business Analyst

Functional Responsibility: Acts as interface with internal and external teams and customers for purposes of planning, decision making, issue resolution, prioritization, and overall contract activity in the support and achievement of customer goals. Provides technical or content expertise to customers by applying specific program knowledge and/or subject matter expertise to execution of program management tasks. Maintains program documentation and coordinates with company and customer teams for strategies, plans, schedules, documentation, contract(s) modifications, technical instructions, procedures, and/or other similar materials. Responsible for preparation of program correspondence, documentation, and reports. Creates and maintains master files and schedules related to program history, execution and status for the life of the program (inception to disposal). Reviews, evaluates, and provides of technical and non-technical program reports; researches specific areas and prepares findings. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

Minimum Education/Experience: Bachelors and 7 years of experience or H.S. diploma and 9 years of experience.

Job Title: Business Analyst

Functional Responsibility: Provides information technology and subject matter expertise to customers. Applies knowledge and/or subject matter expertise for purposes of planning, decision making, issue resolution and prioritization of project management tasks. Reviews, evaluates and provides assessment of technical and functional project reports.

Minimum Education/Experience: Bachelors and 3 years of experience or H.S. diploma and 5 years of related experience.

Job Title: Education Analyst

Functional Responsibility: Broad-based experience in the development, evaluation or administration of pre-K, K-12, or higher education programs. Coordinates the review and analysis of education programs applying quantitative research, qualitative research, and/or mixed-methods research. Develops and/or executes performance frameworks. Performs analysis of educational programs including grants. Develops simulation models using statistics, systems analysis and operations research methodologies. Performs multi-variate and trends analysis of demographic, economic and other performance indicators. May be considered an expert in field of expertise and required to provide technical assistance.

Minimum Education/Experience: PhD or Masters and 5 years of experience or Bachelors and 8 years of experience

Job Title: Jr Education Analyst

Functional Responsibility: Experience in pre-K, K-12 or higher education teaching, administration or program development. Participates in the review and analysis of education programs using quantitative research, qualitative research, and/or mixed-methods research Assists in the execution of performance frameworks and reviews. Assesses education policies and strategies. Assists with the development of education performance monitoring systems including data collection and analysis methods and in delivering technical assistance.

Minimum Education/Experience: PhD or Masters and 0 years of experience or Bachelors and 4 years of experience.

Job Title: Associate Analyst I

Functional Responsibility: Assists in researching, writing, and providing analytical and/or customer support. Assists in acquiring data from clients. Assists inputting data into computer models. Assists in operating, maintaining, and adapting computer models. Assists in analyzing model outputs as required by task or contract goals. Writes initial drafts of reports, contract deliverables, and client briefings.

Minimum Education/Experience: Bachelors or H.S diploma and 4 years of experience

Job Title: Associate Analyst II

Functional Responsibility: Assists in researching, writing, and providing analytical and/or customer support. May acquire data from clients as necessary. Assists in specifying computer models and determining analytical approaches to meeting task or contract goals. Inputs data to computer models or systems. May operate, maintain and adapt computer models. Analyzes model outputs as required by task or contract goals. Writes and reviews drafts of technical reports, contract deliverables, and client briefings. May interact independently with client in meeting task requirements.

Minimum Education/Experience: Masters and 0 years of experience or Bachelors and 2 years of experience.

Job Title: Associate Analyst III

Functional Responsibility: Researches, writes, and provides analytical and/or customer support. Acquires data from clients as necessary. Specifies computer models and determines analytical approaches to meeting task or contract goals. Inputs data to computer models or systems. Operates, maintains and adapts computer models. Analyzes model outputs as required by task or contract goals. Writes and reviews drafts of technical reports, contract deliverables, and client briefings. Interacts independently with client in meeting task requirements. May assume role of task manager on some projects.

Minimum Education/Experience: Masters and 1 year of experience or Bachelors and 3 years of experience.

Job Title: Senior Policy Analyst

Functional Responsibility: Provides management and oversight of complex financial, policy, or technical efforts involving multiple disciplines with responsibility for overall management of specific delivery orders while also ensuring that the technical and financial solutions associated with specific delivery orders are implemented in a timely manner. Organize, direct and coordinate planning and production of all activities associated with a specific delivery order while ensuring quality products and services are delivered.

Minimum Education/Experience: Bachelors and 12 years or Masters and 10 years of progressive experience in technical and financial problem analysis. Registration or certification relevant to work.

Job Title: Senior Analyst

Functional Responsibility: Participate in program and policy development efforts, research and develop presentations to clients, contribute significantly to internal research on program and policy development activities. Review, evaluate, and provide technical assessments. Research specific areas and prepare findings. Expertise in study analysis and interpretation. Writes effectively for diverse audiences including policy-makers, government program managers, academics, the media, and the general public.

Minimum Education/Experience: Bachelors plus 10 years of experience or H.S diploma and 12 years of relevant experience