



**U.S. General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

## **Multiple Award Schedule**

**Industrial Group:** Professional Services

**Contract Number:** 47QRAA19D0047

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at [GSA.gov](http://GSA.gov).

**Contract Period:** 7 February 2019 ends 6 February 2024

**Analysis, Planning and Management Institute, Inc.**

101 E. Culpeper Street, Suite # 150

Culpeper, VA 22701

Phone: 540-321-4888

Fax: 703-562-8383

Email: [Info@APM-Inst.org](mailto:Info@APM-Inst.org)

**Contract Administrator:** Ahmad Faramarzi

**Business size:** Other Than Small (Nonprofit)

**Price List current as of Modification:** # PS-A824 effective date 09 September 2020

Prices Shown Herein are Net (discount deducted)



Online 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 GSA Advantage!® is: [GSAAvantage.gov](http://GSAAvantage.gov).

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# APM-I Company Overview

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## Overview

Analysis, Planning and Management Institute (APMI) is a non-profit organization serving the public interest by engaging in scientific activities and providing independent engineering, management, and advisory services to U.S. government agencies and other organizations. We use science-based, innovative and effective methods to address the complex issues that clients encounter. Delivering value through innovation is central to our mission.

APM-I has proven track records of results and impeccable integrity supporting federal government agencies, as well as private and nonprofit customers. Our support relies on our highly experienced and astute engineers, scientists, analysts, and business professionals. We enjoy the challenge of finding new solutions and enjoy the camaraderie inherent in our practice. We are supported by a broad coalition of academic, industry, military, and government experts. We are committed to the highest standards of business ethics and integrity.

## Multiple Award Schedule

General Services Administration Contract Number: 47QRAA19D0047

Base Period: 02/07/2019 ends 02/06/2024

Price List Effective: Current as of Refresh #32 effective 09 September 2020

Business size: Other Than Small (Nonprofit)

Contract Administrator: Ahmad Famarzi, 540-321-4888

# Customer Information

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**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to item descriptions and awarded price(s):**

| SINs      | Recovery (RC)* SINs | SIN Descriptions   |
|-----------|---------------------|--|
| 541330ENG | 541330ENGR          | Engineering Services   |
| 541380    | 541380RC            | Testing Laboratories   |
| 541420    | 541420-RC           | Engineering System Design and Integration Services   |
| 541611    | 541611RC            | Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services |
| 541620    | 541620RC            | Environmental Consulting Services  |
| 541715    | 541715RC            | Engineering Research and Development and Strategic Planning  |
| OLM       | OLM-RC              | Order Level Materials  |

\*Disaster Recovery SINs (RC) - Customers can view contractors participating in Cooperative Purchasing (COOP PURCH) and Disaster Purchasing (DISASTPURCH) in eLibrary and GSA Advantage!®. Access to SINs is still restricted under Cooperative Purchasing and the 1122 program.



For more information about Cooperative Purchasing (COOP PURCH) please visit:  
<https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments/cooperative-purchasing>



For more information about Disaster Purchasing (DISASTPURCH) please visit:  
<https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments/state-and-local-disaster-purchasing>

**1b. Pricing: Labor Category rates proposed in support of all authorized SINs are valid for all sites.**

**1c. Hourly Labor Rates:** see Pricing Appendix

**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):**  
101 E. Culpeper Street, Suite # 150  
Culpeper, VA 22701
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Pricing Appendix.
7. **Quantity Discounts:** None
8. **Prompt payment terms. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions:** Net 30 days
9. **Foreign Items (list items by country of origin):** Not Applicable
- 10a. **Time of Delivery (Contractor insert number of days):** To Be Determined at the Task Order level
- 10b. **Expedited Delivery:** Contact Contractor
- 10c. **Overnight and 2-day delivery:** Contact Contractor
- 10d. **Urgent Requirements:** Specified on the Task Order
11. **F.O.B Points(s):** Destination
- 12a. **Ordering Address(es):**  
Analysis, Planning and Management Institute, Inc.  
101 E. Culpeper Street, Suite # 150  
Culpeper, VA 22701
- 12b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
13. **Payment Address(es):**  
**BY CHECK:**  
**Analysis, Planning and Management Institute, Inc.**  
Attn: Accounts Receivables  
210 E. Stevens Street, Suite 302  
Culpeper, VA 22701  
  
**BY ACH:**  
**Account Name:** Analysis, Planning and Management Institute, Inc.  
**Account Number:** 7305944584  
**Bank Name:** Wells Fargo  
**ACH Routing Number:** 051400549

14. **Warranty Provision:** Contractor's standard commercial warranty.
15. **Export Packing Charges (if applicable):** NOT APPLICABLE
16. **Terms and conditions of rental, maintenance, and repair (if applicable):** NOT APPLICABLE
17. **Terms and conditions of installation (if applicable):** NOT APPLICABLE
- 18a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** NOT APPLICABLE
- 18b. **Terms and conditions for any other services (if applicable):** NOT APPLICABLE
19. **List of service and distribution points (if applicable):** NOT APPLICABLE
20. **List of participating dealers (if applicable):** NOT APPLICABLE
21. **Preventive maintenance (if applicable):** NOT APPLICABLE
- 22a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** NOT APPLICABLE
- 22b. **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/](http://www.Section508.gov/):** NOT APPLICABLE
23. **Data Universal Numbering System (DUNS) number:** 079588269
24. **Notification regarding registration in System for Award Management (SAM) database:** Contractor registered and active in SAM

## Special Item Numbers (SINs)

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### 541330ENG

Engineering Services include applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services. NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

### 541380

Testing Laboratory Services include testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services. Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences). Examples of labor categories include, but are not limited to, Scientific Researchers, Biologists, Physicists, Mathematicians, Statisticians, Research Engineers, Meteorologists, Lab Technicians, Veterinarians and Veterinary Services, Chemists, Biochemical Engineers, Research Nurses.

### 541420

Engineering System Design and Integration Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance. Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis. NOTE: Services under this NAICS can not include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2. An implementation guide for Space launch Integration Services (SLIS) can be found at [www.gsa.gov/psschedule](http://www.gsa.gov/psschedule) - click on "Professional Engineering Solutions".

## **541611**

Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management. Inherently Governmental services as identified in FAR 7.503 or by the ordering agency are prohibited. It is the responsibility of the Contracting Officer placing the order to make this determination. Ordering activities must require prospective contractors to identify potential conflicts of interest and address those, prior to task order award. Personal services as defined in FAR 37.104 are prohibited.

## **541620**

Environmental Consulting Services include providing advice and assistance to businesses and other organizations on environmental issues, such as the control of environmental contamination from pollutants, toxic substances, and hazardous materials; Endangered species, wetland, watershed, and other natural resource management plans; Archeological and/or cultural resource management plans. This includes identifying problems (e.g., inspect buildings for hazardous materials), measure and evaluate risks, and recommend solutions. multi-disciplined staff of scientists, engineers, and other technicians with expertise in areas, such as air and water quality, asbestos contamination, remediation, ecological restoration, and environmental law such as Planning and Documentation Services for the development, planning, facilitation, coordination, and documentation of and/or for environmental initiatives (or mandates such as Executive Order 13693 in areas of chemical, radiological, and/or hazardous materials; ISO 14001 Environmental Management System (EMS) and sustainable performance measure development; Environmental Assessment (EA) and Environmental Impact Statement (EIS) preparation under the National Environmental Policy Act (NEPA).

## **541715**

Engineering Research and Development and Strategic Planning Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects. Typical tasks include, but are not limited to, analysis of mission, program goals and objectives, program evaluations, analysis of program effectiveness, requirements analysis, organizational performance assessment, special studies and analysis, training, and consulting; requirements analysis, cost/cost performance trade-off analysis, feasibility analysis, developing and completing fire safety evaluation worksheets as they relate to professional engineering services; operation and maintenance, evaluation of inspection, testing, and maintenance program for fire protection and life safety systems, program/project management, technology transfer/insertion, training and consulting. NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.



## **OLM - Order-Level Materials.**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINS), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not open market items. Items awarded under ancillary supplies/services or other direct cost (ODC) SINS are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINS are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%. NOTE: Due to a system limitation, a Maximum Order, PSC and NAICS have been assigned to the Order-Level Materials (OLM) SIN. The assignment of a Maximum Order, PSC and NAICS to the Order-Level Materials SIN does not limit the OLMs that can be proposed in direct support of a Federal Supply Schedule (FSS) task/delivery order or FSS blanket purchase agreement.

# Labor Categories

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## 1. Title: Practice Leader

Minimum Year Experience: 20 years

Minimum Education: Master's degree

Responsibilities: Responsible for providing company-wide leadership, direction, and management with regard to discipline and technical standards development, staff competency assessment, firm wide discipline assessment, quality reviews, project planning, and serving as director of visible programs and projects. Provides significant contributions to the organization's most difficult and challenging scientific, engineering, business or analytical programs and projects. Participates in strategic direction of corporate function. Acts as a principal spokesperson for the company and represents its capabilities and future efforts. Exhibits a great degree of ingenuity, creativity, and resourcefulness in problem solving. Resolves complex program management and organizational problems. May peer-review internal and customer-focused technical publications. Manages, writes and presents external and internal analyses and publications. Independently prepares and presents a variety of technical information and contributes to the development of innovative ideas in one or more areas of practice.

## 2. Title: Fellow

Minimum Year Experience: 17 years

Minimum Education: Master's degree

Responsibilities: Responsible for providing significant contributions to the company's difficult and challenging engineering, research, business or analytical projects and activities. May provide management and delivering major organizational service offering. Directs internal research programs in support of scientific and/or technological advances. Oversees the technical direction of implementing new technologies, strategies, or methods. Exhibits a superior degree of ingenuity, creativity, and resourcefulness in problem-solving. Provides guidance and direction in resolving the most complex technical and program management problems. Represents the organization to key clients on critical issues. May integrate client objectives to influence direction, schedule, outcomes, budget, and quality of one or more programs or projects. Acts as peer advisor and is recognized as an industry expert and technical opinion leader both internally and externally. May manage highly visible programs or projects.

## 3. Title: Manager 1

Minimum Year Experience: 15

Minimum Education: Bachelor's degree

Responsibilities: Provides technical leadership to a large program or multiple projects of different degree of complexity and size. May act as principal technical spokesperson for the company with one or more clients, and represents company capabilities and future efforts. Exhibits a high degree of ingenuity, creativity, and resourcefulness in problem-solving. Achieves objectives and solves problems in creative and innovative ways. Identifies alternative applications for existing tools, techniques, and technologies. Advises clients of technical developments and anticipates technical needs to influence outcomes. Provides input and may oversee the development of internal and customer-focused technical publications. Solves extremely complex problems through analysis of situations and data involving tangible and intangible variables.

#### **4. Title: Manager 2**

Minimum Year Experience: 10

Minimum Education: Bachelor's degree

Responsibilities: Manages and provides technical leadership to large and complex projects. May act as principal technical spokesperson for the company with one or more clients, and represents company capabilities and future efforts. Exhibits a degree of ingenuity, creativity, and resourcefulness in problem-solving. Achieves objectives and solves problems in creative and innovative ways. Identifies alternative applications for existing tools, techniques, and technologies. May advise clients of technical developments and anticipates technical needs to influence outcomes. Writes a variety of documents and prepares and presents briefings based on materials. Works independently to determine approach to and objectives of work assignments. Solves complex problems through analysis of situations and data involving tangible and intangible variables.

#### **5. Title: Engineer 1**

Minimum Year Experience: 20 years

Minimum Education: Bachelor of Science degree

Responsibilities: A nationally or internationally recognized expert in one or more areas of science and engineering. Experienced with the detailed design and engineering of unique projects. Utilizes judgement to address technical challenges facing highly complex and controversial projects of national importance. Has experience leading research and development activities. Possesses unique experience and expertise in several areas. Holds recognized licenses and certifications (e.g., Professional Engineering) and is active member of professional societies. Ability to collect and analyze information from dispersed fields of expertise. Identifies research and problems to investigate or pursue. Independently prepares and presents a variety of technical information and contributes to the development of innovative principles and ideas. May hold multidisciplinary degrees.

#### **6. Title: Engineer 2**

Minimum Year Experience: 15

Minimum Education: Bachelor of Science degree

Responsibilities: A recognized expert in one or more fields of science and engineering. Experienced with the detailed design and engineering of unique projects. Utilizes judgement to address challenges facing complex or controversial major complex projects. Has experience conducting research and active member of professional societies. Possesses unique experience and expertise in a few areas. Holds recognized licenses and certifications (e.g., Professional Engineering). Ability to collect and analyze information from related fields of expertise. Independently prepares and presents a variety of technical information and contributes to the development of innovative principles and ideas. May identify research and problems to investigate or pursue.

#### **7. Title: Engineer 3**

Minimum Year Experience: 10

Minimum Education: Bachelor of Science degree

Responsibilities: Extensive experience and expertise in an area of science, engineering, environmental, economics or business. Experienced with the conceptual design and analysis of unique projects. Utilizes judgement to address technical challenges facing highly complex and controversial projects of national importance. Has experience conducting research and active member of professional societies. Possesses unique experience and expertise in an area of expertise. May hold recognized licenses and certifications. Ability to collect and analyze information from dispersed fields of expertise. May identify research and problems to investigate or pursue. Independently prepares and presents a variety of information.

## **8. Title: Principal 1**

Minimum Year Experience: 15

Minimum Education: Master's degree

Responsibilities: Provides broad technical leadership and expertise to one or more complex and large programs and projects. Responsible for contributing to the organization's most difficult and challenging scientific, engineering, or analytical projects and activities. May act as a principal technical spokesperson for APMI with one or more clients, and represents company capabilities and future efforts. Exhibits a great degree of ingenuity, creativity, resourcefulness, insight, and technical expertise in problem solving. Resolves increasingly complex program management and organizational problems. Leads work and outcomes of team members to integrate into project objectives. Provides frequent critical and prominent subject matter input to major decision-making processes. May peer-review internal and customer-focused technical publications. May write and present external and internal publications. Recognized as technical opinion leader both internally and externally.

## **9. Title: Principal 2**

Minimum Year Experience: 12

Minimum Education: Bachelor's degree

Responsibilities: Provides technical leadership and expertise to one or more programs and projects. May act as principal technical spokesperson for APM-I with a few clients, and represents company capabilities and future efforts. Exhibits a high degree of ingenuity, creativity, resourcefulness, and technical expertise in problem solving. Achieves objectives and solves problems in creative and innovative ways. Identifies alternative applications for existing tools, techniques, and technologies. Advises clients of technical developments and anticipates technical needs to influence outcomes. Provides increased input and may oversee the development of internal and customer-focused technical publications. Solves extremely complex problems through analysis of situations and data involving tangible and intangible variables.

## **10. Title: Principal 3**

Minimum Year Experience: 10

Minimum Education: Bachelor's degree

Responsibilities: Provides technical leadership and expertise to a project. May act as principal technical spokesperson for APMI with a client, and represents company capabilities. Exhibits creativity, resourcefulness, and technical expertise in problem solving. Achieves objectives and solves problems in creative and innovative ways. May identify alternative applications for existing tools, techniques, and technologies. Advises clients of technical developments and anticipates technical needs to influence outcomes. Provides input and may oversee the development of

internal and customer-focused technical publications. Solves complex problems through analysis of situations and data involving tangible and intangible variables.

#### **11. Title: Lead 1**

Minimum Year Experience: 20

Minimum Education: Bachelor's degree

Responsibilities: Uses a variety of increasingly complex professional concepts and methodologies. Exercises independent judgment in selecting methods, techniques, and evaluation criteria to obtain results. Develops and applies analyses of situations or quantitative and qualitative data using an in-depth evaluation of various technical factors. Lead investigator for mid to large size independent reviews and projects. Recognizes and explores other work, tools, techniques, and technologies to improve or influence results. Writes a variety of documents and prepares and presents briefings based on materials. May manage mid-size, complex projects. Works independently to determine approach to and objectives of work assignments. Leads tasks or segments of projects and programs; provides technical leadership/direction to complete programs.

#### **12. Title: Lead 2**

Minimum Year Experience: 10

Minimum Education: Bachelor's degree

Responsibilities: Uses a variety of professional concepts and methodologies. Exercises broad judgment in selecting methods, techniques, and evaluation criteria to obtain results. Develops and applies analyses of situations or data using an in-depth evaluation of various factors. Lead investigator for small to mid-size independent reviews and projects. May manage medium size projects. Recognizes and explores other work, tools, techniques, and technologies to improve or influence results. Writes a variety of documents and prepares and presents briefings based on materials. Works independently to determine approach to and objectives of work assignments. Leads tasks or segments of programs; may provide technical leadership/direction to complete programs and projects.

#### **13. Title: Lead 3**

Minimum Year Experience: 8

Minimum Education: Bachelor's degree

Responsibilities: Introduces depth of working knowledge of related disciplines in assessing technical problems. Solves a wide range of difficult problem in imaginative and practical ways using professional concepts and procedures. Lead investigator for small to mid-size independent reviews and projects. May manage small projects. Works on diverse problems requiring evaluation and interpretation of identifiable factors. Works independently; receives no instructions on routine work, and general instructions on new assignments. Presents creative alternatives, solutions, or strategies, considering client requirements and corporate capabilities. Typical tasks may include, but are not limited to, developing system requirements and providing strategic, creative, tactical, and operational level planning support.

#### **14. Title: Scientist 1**

Minimum Year Experience: 22

Minimum Education: Master's degree

Responsibilities: Supports technical and business tasks by solving complex problems for controversial and large-scale programs and projects. Technical areas include, but not limited to, various science disciplines, research, compliance, program management, and information technology. Possesses organizational skills, and ability to conduct detailed-oriented work. Works independently, conducts research, and provides expert analyses and advice in specific technical areas to support programs and projects. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. As needed, supervises teams in accomplishing tasks and trains staff in the technical aspects of assigned work. Collaborates with clients to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.

### **15. Title: Scientist 2**

Minimum Year Experience: 22

Minimum Education: Bachelor's degree

Responsibilities: Supports technical and business tasks by solving complex problems for programs and projects. Technical areas include, but not limited to, various science disciplines, research, compliance, program management, and information technology. Works independently and provides expert technical analyses and advice in specific areas to support projects as well as management, organizational and business decisions. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. As needed, supervises others in accomplishing tasks and trains staff in the technical aspects of assigned work.

### **16. Title: Scientist 3**

Minimum Year Experience: 20

Minimum Education: Bachelor's degree

Responsibilities: Supports technical and business tasks by solving challenging problems in technical areas, including but not limited to various science disciplines, research, compliance, program management, and information technology. Works in collaboration with others and provides expert technical analyses and advice in specific areas to support management, organizational and business decisions. Conducts site visits, investigations and studies to gather information. Prepares reports, presentations and papers to document findings, opinions and recommendations. As needed, supervises and mentor's junior-level staff and trains them in the technical aspects of assigned work.

### **17. Title: Staff 1**

Minimum Year Experience: 4

Minimum Education: Associate's degree

Responsibilities: Writes technical documents, primarily for internal use. Solves a variety of problems, applying standard professional concepts and methodologies. Works on diverse problems requiring evaluation of identifiable factors. Receives minimal instructions on routine work, and general instructions for new work; progress is regularly reviewed. Uses and applies established practices. For large projects, coordinates and organizes meetings, disseminates information, and documents technical issues. Conducts research requested by project and program leads. Typical tasks may include, but are not limited to, advising and performing technical work, identifying organizational goals and mission statements, and guiding lower-level staff.

## **18. Title: Analyst 1**

Minimum Year Experience: 8

Minimum Education: Associate's degree

Responsibilities: Duties are at times non-routine and creative in nature and varied in complexity. May act as a resource to less experienced employees. Judgment and initiative may be required in resolving routine problems and making routine recommendations. Will be responsible for portions of a larger project, including development and design of techniques and procedures within their area of expertise. May request information and guide work from lower-level staff. Works under minimal supervision. May act independently to plan and accomplish routine assignments. Typically receives general instructions on new assignments.

## **19. Title: Analysts 2**

Minimum Year Experience: 6

Minimum Education: High school degree

Responsibilities: Duties may at times be non-routine and creative in nature and varied in complexity. May act as a resource to less experienced employees. Judgment and initiative may be required in resolving routine problems and making routine recommendations. May be responsible for portions of a larger project, including development and design of techniques and procedures within their area of expertise. Works under general supervision. May act independently to plan and accomplish routine assignments. Typically receives instructions on new assignments.

## **20. Title: Analyst 3**

Minimum Year Experience: 4

Minimum Education: High school Degree

Responsibilities: Duties are generally routine and involving little complexity. Judgment and initiative may be required in resolving routine problems and making routine recommendations. May be responsible for portions of a task within a project. Works under supervision. May act independently to plan and accomplish routine assignments. Typically receives specific instructions on assignments.

## **21. Title: Engineer / IT Technician 1**

Minimum Year Experience: 4

Minimum Education: Associate's degree

Responsibilities: Reviews drawings, documentation, manuals, specification and other documents to extract information. Works under direction and supervision of technical staff and project lead. May act independently to plan and accomplish routine assignments. May Researches databases to determine technical documentation requirements. Assists in the development and application of new systems, processes, or techniques that contribute to the achievement of business area goals. Supports maintenance planning systems and performs maintenance planning tasks.

## **22. Title: Technical Editor 1**

Minimum Year Experience: 4



Minimum Education: Associate's degree

Responsibilities: Writes and tech edits materials for reports, manuals, briefings, and related scientific, technical, and functional publications and is ultimately responsible for delivering a finished product to the project lead. Works closely with the project staff and may suggest ideas to enhance production capabilities, improve quality and technical assurance, and presentation of information.

### **23. Title: Admin Assistant 1**

Minimum Year Experience: 5

Minimum Education: Associate's degree

Responsibilities: Uses independent judgment by evaluating possible courses of action, applying developed skills, and following standard principles, theories, concepts, and techniques in choosing the most appropriate solution to problems of limited scope. Exchanges information that may require clarification but not interpretation. Writes, formats and edits materials and reports for internal reviews. Decisions, duties, and work are regularly reviewed.

### **24. Title: Admin Assistant 2**

Minimum Year Experience: 3

Minimum Education: High school Degree

Responsibilities: May use independent judgment by evaluating possible courses of action, applying developed skills, and following standard principles, theories, concepts, and techniques in choosing the most appropriate solution to problems of limited scope. Exchanges routine information that may require clarification but not interpretation. May write, format and edit materials and reports for internal reviews. Work is closely managed. Decisions and duties are regularly reviewed. NOTE: In cases where a candidate substitutes experience in order to meet the minimum education requirement of a Labor Category, the substitutable years of experience will be in addition to the minimum/general experience required within Labor Category description. Each year of education is equivalent to 1.5 years of experience.



# Ordering Information

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1. **Contractor Name:** Analysis, Planning and Management Institute, Inc. (APM-I)
2. **Type of Contractor:** Other Than Small (Nonprofit)
3. **Contractor's Taxpayer Identification Number (TIN):** 47-0983862
4. **CAGE Code:** 78x72
5. **DUNS Number:** 079588269

## 6. Special Provisions and Task Orders:

Agencies may incorporate provisions in their task orders that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law.

## 7. Federal Acquisition Regulation 8.405-2 - Ordering Procedures for Services Requiring a Statement of Work:

Information can be found at: <https://www.acquisition.gov/far/8.405-2>

## 8. Security Requirements

In the event that security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency.

## 9. GSA Advantage!



GSA *Advantage!*® is the online shopping and ordering system that provides access to thousands of contractors and millions of supplies (products) and services. Anyone may browse on GSA *Advantage!*® to view and compare the variety of products and services offered. <https://www.gsaadvantage.gov/>

## 10. Blanket Purchase Agreements (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1 defines a Blanket Purchase Agreement (BPA) as “a simplified method of filling anticipated repetitive needs for supplies or services by establishing ‘charge accounts’ with qualified sources of supply.”

The use of Blanket Purchase Agreements under the GSA Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which states that BPAs may be established with “Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract.” <https://www.acquisition.gov/far/13.303>

## Pricing Appendix

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

| SIN   | Awarded Labor Category | Site | Year 1   | Year 2   | Year 3   | Year 4   | Year 5   |
|---|------------------------|------|----------|----------|----------|----------|----------|
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Practice Leader        | Both | \$288.31 | \$288.31 | \$288.31 | \$288.31 | \$288.31 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Fellow                 | Both | \$258.99 | \$258.99 | \$258.99 | \$258.99 | \$258.99 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Manager 1              | Both | \$205.73 | \$205.73 | \$205.73 | \$205.73 | \$205.73 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Manager 2              | Both | \$157.35 | \$157.35 | \$157.35 | \$157.35 | \$157.35 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Engineer. 1            | Both | \$243.31 | \$243.31 | \$243.31 | \$243.31 | \$243.31 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Engineer. 2            | Both | \$227.82 | \$227.82 | \$227.82 | \$227.82 | \$227.82 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Engineer. 3            | Both | \$216.73 | \$216.73 | \$216.73 | \$216.73 | \$216.73 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Principal 1            | Both | \$206.88 | \$206.88 | \$206.88 | \$206.88 | \$206.88 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Principal 2            | Both | \$193.51 | \$193.51 | \$193.51 | \$193.51 | \$193.51 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Principal 3            | Both | \$180.81 | \$180.81 | \$180.81 | \$180.81 | \$180.81 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Lead 1                 | Both | \$161.66 | \$161.66 | \$161.66 | \$161.66 | \$161.66 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Lead 2                 | Both | \$151.49 | \$151.49 | \$151.49 | \$151.49 | \$151.49 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Lead 3                 | Both | \$114.30 | \$114.30 | \$114.30 | \$114.30 | \$114.30 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Scientist 1            | Both | \$172.01 | \$172.01 | \$172.01 | \$172.01 | \$172.01 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Scientist 2            | Both | \$164.19 | \$164.19 | \$164.19 | \$164.19 | \$164.19 |

|   |                       |      |          |          |          |          |          |
|---|-----------------------|------|----------|----------|----------|----------|----------|
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Scientist 3           | Both | \$126.67 | \$126.67 | \$126.67 | \$126.67 | \$126.67 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Staff 1               | Both | \$114.29 | \$114.29 | \$114.29 | \$114.29 | \$114.29 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Analyst 1             | Both | \$107.68 | \$107.68 | \$107.68 | \$107.68 | \$107.68 |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Analyst 2             | Both | \$99.69  | \$99.69  | \$99.69  | \$99.69  | \$99.69  |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Analyst 3             | Both | \$92.85  | \$92.85  | \$92.85  | \$92.85  | \$92.85  |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Eng/IT Technician 1** | Both | \$78.19  | \$78.19  | \$78.19  | \$78.19  | \$78.19  |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Tech Editor 1**       | Both | \$52.47  | \$52.47  | \$52.47  | \$52.47  | \$52.47  |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Admin. Assist. 1**    | Both | \$50.27  | \$50.27  | \$50.27  | \$50.27  | \$50.27  |
| 541380, 541420, 541611,541620,<br>541715, 541330END and OLM | Admin. Assist. 2**    | Both | \$36.59  | \$36.59  | \$36.59  | \$36.59  | \$36.59  |

***Service Contract Labor Standards/Service Contract Act (SCLS/SCA) Matrix***

| SCA Eligible Labor Categories | SCA Equivalent Code Titles | Wage Determination No's |
|-------------------------------|----------------------------|-------------------------|
| Eng/IT Technician 1           | 30081                      | 2015-4283 Rev 11        |
| Tech Editor 1                 | 30461                      | 2015-4283 Rev 11        |
| Admin Assist. 1               | 01113                      | 2015-4283 Rev 11        |
| Admin Assist. 2               | 01112                      | 2015-4283 Rev 11        |

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).



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**U.S. General Services Administration**  
Multiple Award Schedule  
Industrial Group: Professional Services  
Contract Number: 47QRAA19D0047  
Base Period: 02/07/2019 ends 02/06/2024

