



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>.

Multiple Award Schedule

FSC Group: Professional Services

FSC Class: Business Administrative Services

Contract #: 47QRAA18D005H

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Contract Period: February 22, 2018 – February 21, 2023

Aspen of D.C., Inc. | 1315 Irving Street NW, Washington, DC 20010

Telephone Number: 202.380.9931

FAX Number: 202.587.9005

Internet Address: www.adc-ms.com

Contractor's Administration Source: Brandy R Butler

E-mail: Brandy.Butler@adc-ms.com

Business Size: Small, Woman Owned, SBA Certified HubZone

Price list current as of Modification #A812 effective June 15, 2021

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s):

SIN	Recovery	SIN Description
541611	541611C	Management & Financial Consulting, Acquisition & Grants Management Support, and Business Program & Project Management Services
OLM	OLM RC	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.

Please see the Section titled Labor Category Pricing starting on **page 4** for offered labor category rates.

Note: Other direct costs (ODCs) are not included in the offered hourly rates. If required, ODCs will be priced separately from labor and will be subject to the applicable provisional indirect.

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 Please see page 5 for pricing.

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$100.00

4. Geographic Coverage (delivery Area): Domestic

5. Point(s) of production (city, county, and state or foreign country): Aspen of D.C., Inc., 1315 Irving Street, NW, Washington, DC 20010

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted)

7. Quantity discounts: 1.0% for Task Orders over \$500,000.00 | 2.0% for Task Orders over \$1,000,000.00

8. Prompt payment terms: 1.0% for payment within 10 (ten) day, Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

- 9. Foreign items:** Not Applicable
- 10a. Time of Delivery:** Contact Contractor.
- 10b. Expedited Delivery:** Items available for expedited delivery are noted in this price list. Where not noted, please contact the Contractor.
- 10c. Overnight and 2-day delivery:** Contact Contractor.
- 10d. Urgent Requirements:** Contact Contractor.
- 11. F.O.B Points(s):** Destination
- 12a. Ordering Address:** Same as contractor.
- 12b. Ordering procedures:** For supplies and services, ordering procedures and information on Blanket Purchase Agreements (BPA's), and a sample BPA are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 13. Payment address:** Same as contractor.
- 14. Warranty provision:** Contractor's standard commercial warranty
- 15. Export Packing Charges (if applicable):** N/A
- 16. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 17. Terms and conditions of installation (if applicable):** N/A
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 18b. Terms and conditions for any other services (if applicable):** N/A
- 19. List of service and distribution points (if applicable):** N/A
- 20. List of participating dealers (if applicable):** N/A
- 21. Preventive maintenance (if applicable):** N/A
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 22b. Section 508 Compliance.** If applicable, Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and will be addressed on a task order basis. The EIT standards may be found at:
www.Section508.gov/. N/A
- 23. Unique Entity Identifier (UEI) number:** 134392377
- 24. Notification regarding registration in System for Award Management (SAM) database:** Aspen of D.C. is registered in the SAM.gov.

LABOR CATEGORY PRICING

Awarded Labor Category	On Site Off Site	Year 1	Year 2	Year 3	Year 4	Year 5
Junior Analyst	Both	\$62.48	\$63.72	\$65.00	\$66.30	\$67.63
Sr. Policy Data & Functional Analyst	Both	\$126.13	\$128.65	\$131.22	\$133.85	\$136.52
Consultant I	Both	\$92.01	\$93.85	\$95.73	\$97.65	\$99.60
Consultant II	Both	\$125.00	\$127.50	\$130.05	\$132.65	\$135.30
Project Manager	Both	\$160.81	\$164.02	\$167.30	\$170.65	\$174.06
Principal Consultant II	Both	\$181.86	\$185.50	\$189.21	\$193.00	\$196.86
Program Director	Both	\$253.00	\$258.06	\$263.22	\$268.48	\$273.85
Subject Matter Expert	Both	\$160.81	\$164.02	\$167.30	\$170.65	\$174.06

Notes:

(1) The rates shown above include the Industrial Funding Fee (IFF) of 0.75

LABOR CATEGORY DESCRIPTIONS

JUNIOR ANALYST

Position Summary

Works under general supervision to provide support for analyst functions and conduct activities in support of team objectives. Gathers, validates and documents various client system and financial information, data and requirements. Recommends course of action based on system and financial impacts and/or performance.

Position Responsibilities:

- Conducts in-depth analyses, evaluations, and verifications of systems capabilities.
- Gathers, analyzes and models functional system requirements to develop methods for improving quality, performance, and external interfaces, and for limiting system constraints. Provides clear, readable documents outlining findings and proposed direction.
- Meets with multi-level client functional areas to gather data, document and communicate requirements information to assist in system and financial recommendations.
- Provides general analysis to support project decision making, bench marking, strategy research, and technology investment initiatives.
- Organizes and maintains in an up-to-date manner all project materials including manuals, policy documents, periodicals, presentations, and other records.
- Ensures all project records and requirements are stored in secure automated systems for team and client accessibility.
- Uses analytic techniques to assess the impact of industry trends, policies or standard methodologies.
- Monitors changes to baseline requirements through the use of the orderly application of change control processes and tools.
- May make contributions in the development of test plans/scripts; may also perform test execution as required.
- May be responsible for additional tasks and responsibilities based on project team requirements.

Position Requirements:

Education: Bachelor's degree in a business, management, engineering, or scientific discipline.

Experience: Minimum of 3 years of demonstrated relevant experience.

SENIOR POLICY DATA AND FUNCTIONAL ANALYST

Position Summary:

Works under minimal supervision and guidance of senior consultants or other project team lead. Conducts full lifecycle analysis to include requirements, activities and design. Develops analysis and reporting capabilities. Monitors project performance and quality control plans to identify improvements that benefit the client.

Position Responsibilities:

- Gathers information through interviews with client employees and managers, and studying organizational and technical procedures and systems currently in place.
- Interprets data, analyzes results using statistical techniques, and provides detailed reports.
- Develops and implements databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquires data from primary or secondary data sources and maintains databases/data systems for project team.
- Conducts ongoing research to ensure understanding and availability of emerging technologies and techniques for new solutions and uses methodologies such as data modeling and statistical analysis.
- Prepares reports that balance client project costs and benefits for presentation to team management. Installs and configures new systems or upgrades existing ones. Runs tests to ensure systems meet specifications, writes user manuals and other documentation, and trains existing users on new capabilities.
- May be responsible for additional tasks and responsibilities based on project requirements.

Position Requirements:

Education: Bachelor's degree in Computer Science or Information Science at an accredited college or university.

Experience: 8 years' experience in information systems, computers or related relevant field.

CONSULTANT I

Position Summary:

Works under minimal supervision and guidance of senior consultants or other project team lead. Possesses demonstrated knowledge, experience and capability in developing financially sound and efficient solutions and recommendations through the use of accurate data gathering and information analysis to provide support across a range of project team objectives.

Position Responsibilities:

- Incorporates knowledge, skills and abilities in order to help top management strategically plan, implement strategies and give objective advice based on multiple factors including data gathering, strategy, analysis, industry trends, budget capacity and so forth.
- Assists in interviews, data gathering via research as well as consultations and meetings.
- Helps support project objectives by researching issues and assessing impact of industry trends and policies.
- May conduct interviews or facilitate focused group discussions or conduct focus groups or interviews with various levels of management and employees.
- Helps develop and present recommendations for the client organization.
- Develops plans and programs for change implementation within in the organization.
- Works with end user groups to evaluate and solve technical or system problems.
- Evaluating existing systems and/or user needs to analyze, design, recommend, and implement system changes.
- Performs basic quantitative and qualitative data analysis for program evaluation or survey research projects.
- Provides assistance in support of various additional project requirements including strategy, analysis, planning, development of documentation, and various protocols (including survey forms for data collection, interview and focus group protocols for project evaluation or survey research projects and so forth).
- May supervise a junior team member or carry some project coordination responsibilities.
- May be responsible for additional tasks and responsibilities based on project requirements.

Position Requirements:

Education: Bachelor's degree at an accredited college or university.

Experience: 5 years of demonstrated experience in consulting or a related relevant field.

CONSULTANT II

Position Summary:

Senior level consultant with demonstrated ability to serve as team lead, providing day-to-day management of complex projects and tasks, making decisions required to ensure continuity of client project efforts. Demonstrates knowledge, experience and capability in developing financially sound and efficient strategies, solutions and recommendations through the use of accurate data collection and analysis to provide leadership and support across a range of project team objectives.

Position Responsibilities:

- Incorporates knowledge, skills and abilities to strategically plan, implement strategies and give objective advice based on multiple factors including data gathering, strategy, analysis, industry trends, budget capacity and so forth.
- Acts as lead project liaison between clients and consultancy teams, defining project objectives and strategic direction, directing project activity and assigning work to be performed by junior team consultants.
- Leads and facilitates project team in gathering the information necessary through client meetings, focus groups and interviews for a comprehensive understanding of requirements, goals and objectives.
- Applies technical knowledge of systems, as well as knowledge of organizational best practices, risk management, process transformation and change management methodologies for support of recommendation development.
- Evaluates client solution options in the context of project requirements and provides strategic direction for solution development.
- Provides expertise and direction for data analysis and directs preliminary development of protocols (including survey forms for data collection, interview and focus group protocols and so forth) as well as for proposals, presentations and other functional deliverables.
- Provides assistance in support of various additional project requirements including strategy, analysis, planning, development of documentation, and various protocols (including survey forms for data collection, interview and focus group protocols for project evaluation or survey research projects and so forth).
- Performs and directs performance of quantitative and qualitative data analysis for program evaluation or survey research projects.
- Presents and directs presentation of final recommendations and solutions to senior leadership as well as to client organizations.
- Provides both direct and indirect support for project solution implementation.
- Contract requirements may require an expanded knowledge of project management principles and standards in order to support the range of requirements in a project management capacity.
- May be responsible for additional tasks and responsibilities based on project requirements.

Position Requirements:

Education: Bachelor's degree at an accredited college or university.

Experience: 10 years of demonstrated experience in consulting or a related relevant field.

PROJECT MANAGER

Position Summary:

Senior level consultant possessing demonstrated knowledge and extensive experience in managing multiple project requirements. Provides oversight and leadership in executing projects from planning to completion. Acts as a primary liaison between the client and the consultancy team, responsible for providing leadership and vision to the client and project teams and serving as a key facilitator to achieve objectives of complex efforts.

Position Responsibilities:

- Provides day-to-day management of client projects, serving as the onsite project manager responsible for project team management, assigning work, allocating staffing, managing performance and monitoring outcome. Coordinates team activities throughout the project life-cycle, preparing and organizing schedules, creating detailed project plans and tracking progress to ensure timely project completion.
- Manages and facilitates the client relationship, building positive relationships and participating in routine and ad-hoc meetings with the client regarding project requirements and progress, contractual issues, billing and invoice concerns, and other efforts required for successful project completion.
- Plans and manages budgets, defines and allocates resources and manages relationships to achieve client organizational objectives. Develops and implements concrete solutions to solve project problems.
- Identifies and manages project risks, analyzes and identifies trends and inefficiencies, and develops contingency plans and solutions for mitigation of potential project issues.
- May use project management knowledge based on industry principals to track project team documentation, project metrics, and data collection efforts. Uses information to develop and deliver detailed client presentations.
- Conducts follow-up analysis and prepares case studies on project activities to support continuous improvement.
- Manages and monitors quality control and quality assurance activities throughout the project life cycle.

- May be responsible for additional tasks and activities based on project requirements.

Position Requirements:

Education: Bachelor's degree from an accredited college or university.

Experience: 10 years of demonstrated experience in project management, management consulting, business administration, or a related relevant field.

PRINCIPAL CONSULTANT II

Position Summary:

Provides strategic oversight, leadership and management in executing projects from planning to completion for all team activities throughout the project life-cycle. Senior level consultant with demonstrated deep level of knowledge and experience and able to act in capacity of engagement manager or program manager for client project. Capable of negotiating and making binding decisions for the company. Often responsible for leadership of several consultant teams.

Position Responsibilities:

- Provides management for multiple projects/tasks, sub tasks, ongoing operational efforts and groups of personnel, often at multiple locations. Manages relationships within the client organization as well as within the project team.
- Reviews and oversees all consultant project milestones, plans and deliverables, budgets, resources, and tracks progress to ensure requirements are met throughout the project.
- Monitors and manages Lead Consultant performance and goals, providing direction and deliverable feedback to ensure strong overall performance.
- Manages overall client satisfaction, addressing deliverable, performance, contract, invoice/billing and other client issues or concerns in a timely and efficient manner.
- Directs team and actively supports efforts to analyze and identify trends and inefficiencies in order to help prevent problems from arising.
- Provides roadmaps and periodic recommendations clients and oversees mitigation and contingency plans where necessary. Proactively works to minimize risks and addresses risks in a rapid manner in accordance with plans and client requirements.
- Routinely meets with client, conducting, managing and facilitating meetings necessary to move project forward, resolve issues and provide both leadership and subject matter expertise gained through industry leadership and other projects.
- Facilitates understanding across wide range of disciplines and program stakeholders. Works to build positive relationships across client, team and vendor organizations.
- Monitors all project metrics, including deliverables timeliness and budgets to ensure completion

of project on time and on budget.

- Directs development and reviews preparation of client presentations in various formats to ensure complete, accurate and timely dissemination of project information.
- Directs and monitors follow-up projects reviews to ensure continuous improvement for future client engagements.
- Oversees project and team quality control and quality assurance activities and outcomes.
- May be responsible for additional tasks and responsibilities based on project requirements.

Position Requirements:

Education: Master's degree from an accredited college or university.

Experience: 12 years of experience in project management, business management consulting or other relevant field.

PROGRAM DIRECTOR

Position Summary:

Senior executive level individual responsible for several projects and/or large scale programmatic efforts, particularly of a complex or multi-year nature. Possesses deep level of knowledge as well as experience across multiple fields. Provides strategic direction, vision, leadership and senior program management level support for a project. Experienced in managing strategic client relationships across large scale, multi-level, complex and long-term projects.

Position Responsibilities:

- Ensures master plans and schedules are followed, supports team in developing solutions to program challenges, and manages/directs the team for successful completion of project on time and on budget.
- Oversees contract support operations including resources, scheduling, pricing, and technical performance of organizational programs.
- Guides, directs and supports team across diverse areas of requirement including development of project plans and proposals, contract negotiations and contract compliance, project governance, alignment, assurance, management, integration, optimization, tracking, finances, infrastructure, planning, and project improvement.
- May provide contract performance oversight functionality as the head of the organization or may lead the program office team, performing program management/liaison activities with upper management and stakeholders.
- Ensures team accomplishes objectives through review and discussion of overarching structure,

processes and procedures required to accomplish objectives, including metrics for success and deliverables.

- Ensures alignment of top-down vision, goals and objectives from perspective of business strategy through successful completion of project objectives.
- Works with team to establish checks and balances for compliance with standards and vision alignment.
- Holds regular reviews with client, team and other stakeholders for accountability and successful management of project.
- Meets with leadership to ensure optimization of performance across program platforms in order to achieve functional and technical value for each client engagement.
- Ensures cost tracking is in place and in alignment with client and organization expectations and requirements for overall program administration costs.
- Provides necessary input and decision-making to a range of infrastructure requirements (i.e., office space, IT, and so forth), resource allocation issues and other factors affecting project performance.
- Works with team leadership to ensure risk mitigation roadmaps and strategies are in place and deployed rapidly if necessary to ensure successful project outcomes.
- May be responsible for a variety of additional tasks and activities based on project requirements.

Position Requirements:

Education: Master's degree in a business, management, engineering, or scientific discipline is required.

Experience: 15 years of demonstrated successful and relevant management or project team management experience, including minimum of ten years of experience in senior executive level positions.

SUBJECT MATTER EXPERT

Position Summary:

Recognized senior level expert with extensive knowledge, experience and/or education in a highly specialized field or related set of fields. Contributes to the integrity of solutions and services offered to clients and provides demonstrated expertise during the engagement. Produces and/or reviews substantive or complex technical documentation reflecting detailed knowledge of client requirements.

Position Responsibilities:

- Offered demonstrated competence in one or more subject matter areas, supporting senior team and client leadership with high level vision across a range of specialties.
- Provides defined insight and sound advice based on strategic direction and up to date industry standards to support development of deliverables based on specialized technical or function experience required for solutions development.
- Applies deep subject matter expertise to resolve complex technical or functional problems throughout the project life cycle.
- Provides technical advice and oversight, strategy recommendations and leadership in defined project areas throughout the life-cycle of a project.
- Contributes to overall client satisfaction and supports team leadership in addressing client risks in a timely and efficient manner.
- Participates in team and client meetings for a variety of efforts that may include both data collection and data presentation.
- Provides input to and reviews client presentations and deliverables to ensure they are technically sound, feasible, and reflect the consultancy team's core knowledge in a given area.
- May be responsible for additional tasks and activities based on project complexity and requirements.

Position Requirements:

Education: Bachelor's degree at an accredited college or university.

Experience: 10 years of progressively responsible experience in financial management, business management, acquisition management, consulting, and/or other relevant and required areas of expertise.