



**PHANEUF ASSOCIATES INCORPORATED,
dba PAI CONSULTING**

**U.S. GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST AND SERVICES

MANAGEMENT, ORGANIZATIONAL & BUSINESS IMPROVEMENT SERVICES (MOBIS)

Federal Supply Class Group: 874

Contract Number: GS-10F-0116L

Special Item Numbers:

- SIN 874-1, 874-1RC Consultation Services
- SIN 874-2, 874-2RC Facilitation Services
- SIN 874-7, 874-7RC Program and Project Management Services

Business Size and Type: Small, woman-owned

Point of Contact:

Peggy A. Swalve
4900 Seminary Road, Suite 360
Alexandria, Virginia 22311 USA
peggyswalve@paiconsulting.com
Telephone: +1 703.931.3131
Facsimile: +1 703.931.3113
www.PAIconsulting.com

Phaneuf Associates Incorporated, doing business as PAI Consulting (PAI) offers a broad range of services in regulatory affairs, aviation consulting, flight operations, international and domestic meeting support, and government services — always maintaining quality results with exceptional client service.

PAI offers the following services to Government and industry:

- Regulatory analysis, development, and evaluation
- Economic and other executive order analyses
- Summary and analysis of public comments
- Meeting and event planning and facilitation
- Special studies and projects
- Technical writing, editing, and production services
- Support for petitions for exemption and rulemaking (waivers)
- Program development and support
- Manual and procedures handbook preparation
- Training program development and instruction
- Operational safety and maintenance evaluations
- IS-BAO certification audits
- Safety Management Systems (SMS) training and implementation
- Compliance reviews
- Minimum equipment list (MEL) services
- Repair station support

For a complete overview of PAI's capabilities, staff, and current and previous clients, please visit our Web site at <http://www.PAIconsulting.com> or contact us for more information.

On-line access to contract ordering information, terms, and conditions; up-to-date pricing; and the option to create an electronic delivery order are available through *GSA Advantage!*, a menu-driven database system. The Internet address for *GSA Advantage!* is <https://www.GSAAdvantage.gov>.

Contract Number: GS-10F-0116L
Contract End Date: December 31, 2015

PAI promotes responsible environmental practices to reduce our carbon footprint and help our employees be green. We put in practice the following energy initiatives:

- Using 100% recycled or biodegradable paper products
- Reducing duplication of copies
- Emailing client proposals, presentations, reports, and invoices when possible
- Providing clients with electronic drafts and deliverables
- Office recycling of paper and cardboard
- Offering telecommuting options for employees



PAI Consulting Green Initiatives

1a. Special Item Numbers

SIN 874-1, 874-1RC	Consulting Services
SIN 874-2, 874-2RC	Facilitation Services
SIN 874-7, 874-7RC	Program Integration and Project Management Services

1b. Price list and rates: See Contract Pricing — Hourly Rates (page 4).

1c. Labor category descriptions and qualifications: See Contract Pricing — Hourly Rates (page 4).

2. Maximum order: \$1,000,000. Requirements exceeding the maximum order may be handled pursuant to clause I-FSS-125 (Sept 1999).

3. Minimum order: \$300

4. Geographic coverage: Worldwide.

5. Point(s) of production: United States of America.

6. Discount from list prices or statement of net price: All prices listed herein are net.

7. Quantity discounts: None.

8. Prompt payment terms: 0% net 30 days.

9a. Government commercial credit card: Government commercial credit cards are accepted.

9b. Discount for payment by government commercial credit card: None.

10. Foreign items: None.

11a. Time of delivery: Time of delivery is specified in negotiated delivery/task orders.

11b. Expedited delivery: All items are available for expedited delivery.

11c. Overnight and two-day delivery: Available upon request and will be specified in the negotiated delivery/task orders.

11d. Urgent requirements: Available upon request and will be specified in the negotiated delivery/task orders.

12. FOB point(s): Destination.

13a. Ordering address:

PAI Consulting
4900 Seminary Road
Suite 360
Alexandria, VA 22311 USA
Phone: +1 703.931.3131
Fax: +1 703.931.3113
Email: peggywalve@paiconsulting.com

13b. Ordering procedures: For services and supplies, the ordering procedures, including information on Blanket Purchase Agreements, can be found on the GSA Web site at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_OVERVIEW&contentId=8126.

14. Payment address:

Payment via Electronic Funds Transfer (EFT)

Bank Name: Howard Bank
Account Name: Phaneuf Associates Incorporated
Account No.: 01024457
ABA No.: 055003434

Payment via check

PAI Consulting
4900 Seminary Road
Suite 360
Alexandria, VA 22311 USA

15. Warranty provision: Provision for any appropriate and applicable warranties will be specifically identified in individual orders and are subject to the negotiations between the ordering agencies and the contractor.

16. Export packing charges: Not applicable.

17. Terms and conditions of government commercial credit card acceptance: PAI accepts government commercial credit cards in accordance with the government commercial credit card program guidelines.

18. to 24.: Not applicable.

25. Data Universal Numbering System (DUNS) number: 11-263-7723

26. Notification regarding registration in Central Contractor Registration (CCR): PAI is registered in the CCR database.

Contract Number: GS-10F-0116L
Contract Pricing — Hourly Rates

Labor Category	1/1/2011 - 12/31/2011	1/1/2012 - 12/31/2012	1/1/2013 - 12/31/2013	1/1/2014 - 12/31/2014	1/1/2015 - 12/31/2015
Sr. Analyst 1	\$229.54	\$236.42	\$243.51	\$250.82	\$258.34
Sr. Analyst 2	\$197.75	\$203.68	\$209.79	\$216.09	\$222.57
Sr. Analyst 3	\$150.07	\$154.57	\$159.21	\$163.99	\$168.91
Sr. Industry Analyst 1	\$118.44	\$121.99	\$125.65	\$129.42	\$133.30
Sr. Industry Analyst 2	\$117.06	\$120.57	\$124.19	\$127.91	\$131.75
Sr. Industry Analyst 3	\$110.18	\$113.48	\$116.89	\$120.40	\$124.01
Mid-level Analyst 1	\$109.46	\$112.74	\$116.12	\$119.61	\$123.20
Mid-level Analyst 2	\$102.40	\$105.47	\$108.64	\$111.90	\$115.26
Mid-level Analyst 3	\$98.83	\$101.79	\$104.85	\$107.99	\$111.23
Analyst 1	\$88.28	\$90.93	\$93.66	\$96.47	\$99.36
Analyst 2	\$79.41	\$81.80	\$84.25	\$86.78	\$89.38
Analyst 3	\$68.58	\$70.43	\$72.33	\$74.28	\$76.29
Technical Writer/Editor 1	\$97.10	\$100.01	\$103.01	\$106.10	\$109.28
Technical Writer/Editor 2	\$84.00	\$86.52	\$89.11	\$91.79	\$94.54
Editor 1	\$88.28	\$90.93	\$93.66	\$96.47	\$99.36
Editor 2	\$75.74	\$78.01	\$80.35	\$82.76	\$85.24
Editor 3	\$61.99	\$63.84	\$65.76	\$67.73	\$69.77
Support Staff 1	\$56.50	\$58.19	\$59.94	\$61.73	\$63.59
Support Staff 2	\$48.01	\$49.31	\$50.64	\$52.00	\$53.41
Support Staff 3	\$45.44	\$46.81	\$48.21	\$49.66	\$51.15

**Contract Number: GS-10F-0116L
Labor Category Descriptions**

Labor Category	Description
Sr. Analyst 1	<p><u>Duties:</u> Performs program management and quality oversight for projects. Oversees operations of each current project, including supervising project managers, delegating resources, assigning tasks, and monitoring and maintaining schedules. Also drafts technical documents, performs advanced research and analysis, and reviews documents for accuracy and completeness. Is available to consult on technical issues as related to specific tasks and supports working groups.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, such as extensive reviews of regulatory and organizational structure, systems analyses and audits, safety analyses, automation projects, avionics systems evaluations, evaluations of aging aircraft issues, quality monitoring programs, flight operations, maintenance, and corporate aviation.</p> <p><u>Education/experience:</u> Must have at least a post-graduate degree and 25 years of related experience.</p>
Sr. Analyst 2	<p><u>Duties:</u> Performs program management and quality oversight for projects. Oversees operations of each current project, including supervising project managers, delegating resources, assigning tasks, and monitoring and maintaining schedules. Also drafts technical documents, performs advanced research and analysis, and reviews documents for accuracy and completeness. Is available to consult on technical issues as related to specific tasks and supports working groups.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, such as extensive reviews of regulatory and organizational structure, systems analyses and audits, safety analyses, automation projects, avionics systems evaluations, evaluations of aging aircraft issues, quality monitoring programs, flight operations, maintenance, and corporate aviation.</p> <p><u>Education/experience:</u> Must have at least a post-graduate degree and 15 years of related experience.</p>
Sr. Analyst 3	<p><u>Duties:</u> Performs program management and quality oversight for projects. Oversees operations of each current project, including supervising project managers, delegating resources, assigning tasks, and monitoring and maintaining schedules. Also drafts technical documents, performs advanced research and analysis, and reviews documents for accuracy and completeness. Is available to consult on technical issues as related to specific tasks and supports working groups.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, such as extensive reviews of regulatory and organizational structure, systems analyses and audits, safety analyses, automation projects, avionics systems evaluations, evaluations of aging aircraft issues, quality monitoring programs, flight operations, maintenance, and corporate aviation.</p> <p><u>Education/experience:</u> Must have at least a post-graduate degree and 10 years of related experience.</p>

Labor Category	Description
Sr. Industry Analyst 1	<p><u>Duties:</u> Performs advanced research and analysis, and researches, drafts, and reviews technical and regulatory documents for accuracy, completeness, and compliance with appropriate requirements. Consults on technical, legal, and regulatory issues related to specific tasks and is able to support working groups.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, such as the regulatory process, systems analyses and audits, records reviews, corporate evaluations, and quality system evaluations. Must have flight and/or maintenance operations experience.</p> <p><u>Education/experience:</u> Must have at least a bachelor's degree, preferably in an aviation-related field, and 10 years of flight and/or maintenance operations experience.</p>
Sr. Industry Analyst 2	<p><u>Duties:</u> Performs advanced research and analysis, and researches, drafts, and reviews technical and regulatory documents for accuracy, completeness, and compliance with appropriate requirements. Consults on technical, legal, and regulatory issues related to specific tasks and is able to support working groups.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, such as the regulatory process, systems analyses and audits, records reviews, corporate evaluations, and quality system evaluations. Must have flight and/or maintenance operations experience.</p> <p><u>Education/experience:</u> Must have at least a bachelor's degree, preferably in an aviation-related field, and 7 years of flight and/or maintenance operations experience.</p>
Sr. Industry Analyst 3	<p><u>Duties:</u> Performs advanced research and analysis, and researches, drafts, and reviews technical and regulatory documents for accuracy, completeness, and compliance with appropriate requirements. Consults on technical, legal, and regulatory issues related to specific tasks and is able to support working groups.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, such as the regulatory process, systems analyses and audits, records reviews, corporate evaluations, and quality system evaluations. Must have flight and/or maintenance operations experience.</p> <p><u>Education/experience:</u> Must have at least a bachelor's degree, preferably in an aviation-related field, and 5 years of flight and/or maintenance operations experience.</p>
Mid-level Analyst 1	<p><u>Duties:</u> Manages individual projects, working with Government and industry personnel, and supports working groups. Leads teams in analytical studies.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, which may include aviation operations, or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have at least a bachelor's degree and 7 years of related experience.</p>
Mid-level Analyst 2	<p><u>Duties:</u> Manages individual projects, working with Government and industry personnel, and supports working groups. Leads teams in analytical studies.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, which may include aviation operations, or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have at least a bachelor's degree and 6 years of related experience.</p>
Mid-Level Analyst 3	<p><u>Duties:</u> Manages individual projects, working with Government and industry personnel, and supports working groups. Leads teams in analytical studies.</p> <p><u>Qualifications:</u> Person has knowledge of a variety of regulatory and/or transportation areas, which may include aviation operations, or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have at least a bachelor's degree and 5 years of related experience.</p>

Labor Category	Description
Analyst 1	<p><u>Duties:</u> Researches issues related to transportation or other government-regulated areas, drafts detailed and comprehensive technical reports, and supports working groups.</p> <p><u>Qualifications:</u> Person has performed previous work with government agencies and/or industry, including researching issues related to transportation or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have a bachelor's degree and 4 years of related experience.</p>
Analyst 2	<p><u>Duties:</u> Researches issues related to transportation or other government-regulated areas, drafts detailed and comprehensive technical reports, and supports working groups.</p> <p><u>Qualifications:</u> Person has performed previous work with government agencies and/or industry, including researching issues related to transportation or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have a bachelor's degree and 3 years of related experience.</p>
Analyst 3	<p><u>Duties:</u> Researches issues related to transportation or other government-regulated areas, drafts detailed and comprehensive technical reports, and supports working groups.</p> <p><u>Qualifications:</u> Person has performed previous work with government agencies and/or industry, including researching issues related to transportation or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have a bachelor's degree and 1 year of related experience.</p>
Technical Writer/ Editor 1	<p><u>Duties:</u> Supports working groups and works with Government and industry personnel.</p> <p><u>Qualifications:</u> Person has performed previous work with government agencies and/or industry, including drafting detailed and comprehensive technical reports on issues related to transportation or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have a bachelor's degree and 6 years experience writing technical documents.</p>
Technical Writer/ Editor 2	<p><u>Duties:</u> Supports working groups and works with Government and industry personnel.</p> <p><u>Qualifications:</u> Person has performed previous work with government agencies and/or industry, including drafting detailed and comprehensive technical reports on issues related to transportation or other government-regulated areas.</p> <p><u>Education/experience:</u> Must have a bachelor's degree and 4 years experience writing technical documents.</p>
Editor 1	<p><u>Duties:</u> Performs copy editing, proofing, page and document layout, production (copying and packaging), and delivery.</p> <p><u>Qualifications:</u> Person has previous experience in copy editing, proofing, page and document layout, production (copying and packaging), and delivery.</p> <p><u>Education/experience:</u> Must have a bachelor's degree, preferably in English, and 5 years of experience.</p>
Editor 2	<p><u>Duties:</u> Performs copy editing, proofing, page and document layout, production (copying and packaging), and delivery.</p> <p><u>Qualifications:</u> Person has previous experience in copy editing, proofing, page and document layout, production (copying and packaging), and delivery.</p> <p><u>Education/experience:</u> Must have a bachelor's degree, preferably in English, and 3 years of experience.</p>

Labor Category	Description
Editor 3	<p><u>Duties:</u> Performs copy editing, proofing, page and document layout, production (copying and packaging), and delivery.</p> <p><u>Qualifications:</u> Person has previous experience in copy editing, proofing, page and document layout, production (copying and packaging), and delivery.</p> <p><u>Education/experience:</u> Must have a bachelor's degree, preferably in English, and 1 year of experience.</p>
Support Staff 1	<p><u>Duties:</u> Provides administrative support, client support, reporting, database management, support of document preparation, travel planning, data entry, Internet research, and other general office work. Supports and organizes public meetings by coordinating meeting agenda, assembling meeting materials to be distributed at the meeting, and working closely with project points of contact.</p> <p><u>Qualifications:</u> Person has previous experience reconciling information, conducting research, performing data entry and word processing, generating reports, and making public meeting and travel arrangements.</p> <p><u>Education/experience:</u> Must have at least 5 years of experience working in an office environment, or an equivalent amount of experience directly related to administrative and clerical support.</p>
Support Staff 2	<p><u>Duties:</u> Provides administrative support, client support, reporting, database management, support of document preparation, travel planning, data entry, Internet research, and other general office work. Supports and organizes public meetings by coordinating meeting agenda, assembling meeting materials to be distributed at the meeting, and working closely with project points of contact.</p> <p><u>Qualifications:</u> Person has previous experience reconciling information, conducting research, performing data entry and word processing, generating reports, and making public meeting and travel arrangements.</p> <p><u>Education/experience:</u> Must have at least 3 years of experience working in an office environment, or an equivalent amount of experience directly related to administrative and clerical support.</p>
Support Staff 3	<p><u>Duties:</u> Provides administrative support, client support, reporting, database management, support of document preparation, travel planning, data entry, Internet research, and other general office work. Supports and organizes public meetings by coordinating meeting agenda, assembling meeting materials to be distributed at the meeting, and working closely with project points of contact.</p> <p><u>Qualifications:</u> Person has previous experience reconciling information, conducting research, performing data entry and word processing, generating reports, and making public meeting and travel arrangements.</p> <p><u>Education/experience:</u> Must have at least 1 year of experience working in an office environment, or an equivalent amount of experience directly related to administrative and clerical support.</p>

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Contract Number: GS-10F-0116L
Labor Category Description Substitutions

Education as substitution for experience

- A *Juris Doctor* degree is equal to a post-graduate degree and 1 year of regulatory experience
- A Master's degree in an appropriate discipline is equal to 2 years of relevant experience.
- A Ph.D. degree in an appropriate discipline will be considered equivalent to 4 years of relevant experience.
- In the support labor categories, an appropriate Bachelor's degree is equal to 2 years of general experience.
- In the support labor categories, an appropriate Associate's degree is equal to 1 year of general experience.

Experience as substitute for education

Post-graduate degree is equal to—

- Bachelor's degree, plus professional certificate and 2 years of directly related experience;
- Bachelor's degree, plus 3 years of directly related experience;
- Associate's degree, plus 5 years of directly related experience; or
- 7 years of directly related experience.

Bachelor's degree is equal to—

- Associate's degree plus 2 years of directly related experience;
- Associate's degree, plus professional certificate and 1 year of directly related experience; or
- 4 years of directly related experience.