SEI Group, Inc.
101 Quality Circle, Ste. 130
Huntsville, AL 35806-4535
P. 256-533-0500 • F. 256-533-5516

**Contract Number:** 47QSHA20D0015
**Contract period:** 20 December 2019 through 19 December 2024
**Pricelist Version:** PS-A812 dated June 23, 2020
**WEB:** [http://www.seigroupinc.com](http://www.seigroupinc.com)
**Business size:** Small Disadvantaged Business

**Contact for Contract Administration:**
Melanie D. Keller, Sr. VP, Finance, [melanie.keller@seigroupinc.com](mailto:melanie.keller@seigroupinc.com)

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!, a menu-driven database system. The INTERNET address for GSA Advantage! is [http://www.gsaadvantage.gov](http://www.gsaadvantage.gov)

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at [fss.gsa.gov](http://fss.gsa.gov)
SEI Group, Inc. is a minority owned engineering firm that helps design, build, and maintain complex infrastructure, security, and energy systems for a range of government and corporate clients. With more than 80 employees, including 41 engineers, generating more than $25 million in annual revenue, we provide an array of engineering and architectural services both within the United States and in more than 17 countries around the world.

SEI Group has experienced consistent growth since its launch and has been recognized annually among the top 500 businesses by Hispanic Business Magazine for the last ten years. In 2006, SEI graduated from the SBA 8(a) program and is now classified as a Small Disadvantaged Business (SDB). Moreover, as a result of our established and proven management policies and processes, our quality management system was certified to the ISO 9001:2008 standard.

Our most significant client by far is the U.S. Department of Defense (DOD), and, in recent years, our work for the DOD has undergone a remarkable shift away from more traditional engineering services to technical support and evaluation of energy efficiency designs, renewable power generation, and resource management technologies. In short, over the past five years we have been at the cutting edge of helping make the U.S. military greener.

Leadership

SEI's CEO/President is a registered professional engineer and founded SEI in 1996. SEI has experience steady growth and has been consistently named as one of the top 500 Hispanic-Owned Businesses. In the past 20 years, SEI has completed over 600 projects in every state of the United States, (US), Puerto Rico and in 17 countries. Within the past five years alone, SEI has successfully completed over 100 individual task orders with a total value exceeding $95,100,000.
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<thead>
<tr>
<th>SIN</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>541690E</td>
<td>Energy Consulting Services</td>
</tr>
<tr>
<td>561210FAC</td>
<td>Complete Facilities Maintenance and Management</td>
</tr>
<tr>
<td>ANCRA</td>
<td>Ancillary Repair and Alterations</td>
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</tbody>
</table>

1b. **LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:**

Not Applicable. Services Only.

1c. **HOURLY RATES: (Services Only):**

<table>
<thead>
<tr>
<th>Labor Category Title</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<tbody>
<tr>
<td>Program Manager - Senior</td>
<td>$156.33</td>
<td>$159.61</td>
<td>$162.96</td>
<td>$166.38</td>
<td>$169.88</td>
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<tr>
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<td>$162.96</td>
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<td>$169.88</td>
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<tr>
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<td>$141.51</td>
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<tr>
<td>Electrical Engineer - Mid</td>
<td>$96.22</td>
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<td>$100.30</td>
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<td>QA/QC Manager - Senior</td>
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<td>$136.38</td>
<td>$139.25</td>
</tr>
<tr>
<td>Site Superintendent / Construction Manager - Mid</td>
<td>$101.50</td>
<td>$103.63</td>
<td>$105.81</td>
<td>$108.03</td>
<td>$110.30</td>
</tr>
</tbody>
</table>
Program Manager - Senior

**Functional Responsibility:** The Program Manager (PM) provides overall management direction, monitors milestones, and receives progress reports of assigned programs. The Program Manager identifies business opportunities with current and potential clients and allocates company resources to bidding and managing individual projects. The Program Manager selects, assigns, directs, and evaluates performance of Project Managers on a task order by task order basis. The PM is responsible for maintaining an appropriate skills mix of the program staff through the professional development of the existing staff and recruitment of new personnel. The Program Manager reports directly to the SEI President.

**Educational Level:** Bachelor’s degree or higher in related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

Project Manager - Senior

**Functional Responsibility:** The Project Manager is SEI’s primary point of contact and interface with the customer. Project Managers are responsible for all project work for their respective assigned task orders. The Project Manager is responsible for the coordination and preparation of all Task Order documents from receipt of the Task Order Request for Proposal (TOFRP) to Task Order Close-out. Representative Task Order documents include, but are not limited to):

- Task Order Proposal
- Task Order specific QC/Safety Plans (as required)
- Task Order Execution/Implementation Plan
- Product/Technical Submittals
- Product and Installation Warranties.

Where incidental design is required by the task order, the Project Manager assures engineering outputs are independently verified by other qualified engineering personnel, including the Design QC Manager. The Project Manager, in coordination with the Quality Control Manager (QCM) and the Safety Manager, prepares the Contract Quality Control Plan and Safety Plan and ensures compliance with these plans for all contract activities. The Project Manager is responsible for supporting the Quality Control Manager (QCM) in his performance of QC activities. He is also responsible for supporting the Construction QC Manager in assuring quality compliance in all site operations. The Project Manager is responsible for customer satisfaction and that each task order achieves its quality, schedule and budget goals. The Project Manager reports to the Program Manager.

**Educational Level:** Bachelor’s degree or higher in related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

Project Manager - Mid

**Functional Responsibility:** The Project Manager is SEI’s primary point of contact and interface with the customer. Project Managers are responsible for all project work for their respective assigned task orders. The Project Manager is responsible for the coordination and preparation of all Task Order documents from receipt of the Task Order Request for Proposal (TOFRP) to Task Order Close-out. Representative Task Order documents include, but are not limited to):

- Task Order Proposal
- Task Order specific QC/Safety Plans (as required)
- Task Order Execution/Implementation Plan
- Product/Technical Submittals
- Product and Installation Warranties.
Where incidental design is required by the task order, the Project Manager assures engineering outputs are independently verified by other qualified engineering personnel, including the Design QC Manager. The Project Manager, in coordination with the Quality Control Manager (QCM) and the Safety Manager, prepares the Contract Quality Control Plan and Safety Plan and ensures compliance with these plans for all contract activities. The Project Manager is responsible for supporting the Quality Control Manager (QCM) in his performance of QC activities. He is also responsible for supporting the Construction QC Manager in assuring quality compliance in all site operations. The Project Manager is responsible for customer satisfaction and that each task order achieves its quality, schedule and budget goals. The Project Manager reports to the Project Manager – Senior or Program Manager.

**Educational Level:** Bachelor’s degree or higher in related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**Architect - Senior**

**Functional Responsibility:** Architects are responsible for services related to developing concept, schematic, design details, contract documents for both existing and new buildings and facilities. The Architect will perform concept and design services during various phases of the task order, as needed. May provide on-site support to Project Managers. Architect reports to Project Manager

**Educational Level:** Bachelor’s degree or higher in Architecture or related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**Civil Engineer - Senior**

**Functional Responsibility:** Civil Engineer (CE) is responsible for design, planning, and direction on all civil engineering task orders. CE provides additional QA/QC review of civil projects.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**Civil Engineer - Mid**

**Functional Responsibility:** Civil Engineer (CE) is responsible for design, planning, and direction on all civil engineering task orders. CE provides additional QA/QC review of civil projects.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**Mechanical Engineer - Senior**

**Functional Responsibility:** Mechanical Engineer (ME) is responsible for design, planning, and direction on all Mechanical engineering task orders. ME provides additional QA/QC review of Mechanical projects.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**Mechanical Engineer - Mid**

**Functional Responsibility:** Mechanical Engineer (ME) is responsible for design, planning, and direction on all Mechanical engineering task orders. ME provides additional QA/QC review of Mechanical projects.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**Electrical Engineer - Senior**

**Functional Responsibility:** Electrical Engineer (EE) is responsible for design, planning, and direction on all Electrical engineering task orders. EE provides additional QA/QC review of Electrical projects.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**Electrical Engineer - Mid**
**Functional Responsibility:** Electrical Engineer (EE) is responsible for design, planning, and direction on all Electrical engineering task orders. EE provides additional QA/QC review of Electrical projects.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**Computer Network Specialist - Mid**

**Functional Responsibility:** The Computer Network Specialist (CNS) is responsible for design, planning, and direction on all Computer network task orders. CNS provides additional QA/QC review of Computer Networking projects.

**Educational Level:** Bachelor’s degree or higher in Computer System or related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**Security Systems Engineer - Senior**

**Functional Responsibility:** Security Systems Engineer (SSE) is responsible for assessing system vulnerability and recommends appropriate security needs. The SSE will build, track, and implement security measurements for computer systems and networks.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**Security Systems Engineer - Mid**

**Functional Responsibility:** Security Systems Engineer (SSE) is responsible for assessing system vulnerability and recommends appropriate security needs. The SSE will build, track, and implement security measurements for computer systems and networks.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**Cost Estimator - Senior**

**Functional Responsibility:** Cost estimators collect and analyze data in order to estimate the time, money, materials, and labor required to manufacture a product, construct a building, or provide a service.

**Educational Level:** Bachelor’s degree or higher in Engineering, Building Sciences, Construction Management or related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**CADD Operator – Senior**

**Functional Responsibility:** Computer Aided Design and Drafting (CADD) Operator use software to convert the designs of engineers and architects into technical drawings. CADD Operators lead and independently prepare detailed drawings of mechanical or electrical parts, components and assemblies for engineering, installation, assembly or replacement using CAD or other automated drafting equipment or software. CADD Operators independently prepare wiring diagrams, electronic schematics and engineering and architectural drawings using software-driven graphics programs in the architectural, engineering or physical science field. CADD Operators report to the Project Manager.

**Educational Level:** Associate degree or higher in Architecture, Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**CADD Operator – Mid**

**Functional Responsibility:** Computer Aided Design and Drafting (CADD) Operator use software to convert the designs of engineers and architects into technical drawings. CADD Operators lead and independently prepare detailed drawings of mechanical or electrical parts, components and assemblies for engineering, installation, assembly or replacement using CAD or other automated drafting equipment or software. CADD Operators independently prepare wiring diagrams, electronic schematics and engineering and architectural drawings using software-driven graphics programs in the architectural, engineering or physical science field. CADD Operators report to the Project Manager.
**Educational Level:** Associate’s degree or higher in Architecture, Engineering or related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**Health & Safety Manager - Senior**

**Functional Responsibility:** The SEI Group President is ultimately responsible for the implementation of the SEI Safety policy. The Program Manager and Task Order Managers are responsible for planning and managing compliant site operations. The Health & Safety Manager, assisted by the site Health & Safety representatives, is responsible for aiding the Program Manager and TOMs in the detailed implementation and the administration of the safety program and plans. The H&S Manager disseminates all corporate Safety and Loss Control information and monitors the compliance of SEI Group employees with all stated policies and procedures. The H&S Manager reports directly to the SEI President.

**Educational Level:** Bachelor’s degree or higher in related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**Health & Safety Manager - Mid**

**Functional Responsibility:** The SEI Group President is ultimately responsible for the implementation of the SEI Safety policy. The Program Manager and Task Order Managers are responsible for planning and managing compliant site operations. The Health & Safety Manager, assisted by the site Health & Safety representatives, is responsible for aiding the Program Manager and TOMs in the detailed implementation and the administration of the safety program and plans. The H&S Manager disseminates all corporate Safety and Loss Control information and monitors the compliance of SEI Group employees with all stated policies and procedures. The H&S Manager reports directly to the SEI President.

**Educational Level:** Bachelor’s degree or higher in related field.

**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

**QA/QC Manager - Senior**

**Functional Responsibility:** As the focal point for the overall quality program, the Quality Control Manager (QCM) has the necessary authority and autonomy to effectively monitor and ensure the quality of all project activities. The QCM is responsible for planning, organizing, directing, and controlling our QC system, including the inspection method. The QCM performs both scheduled and unscheduled inspections of contract activities and identifies any defects or negative trends in the inspection program. The QCM is well versed in the applicable codes, laws, and contract requirements. Responsibilities and authorities of the QCM include:

- Implementing an inspection program, which ensures the services provided are in compliance with the Contract Requirements and meet our company’s standards of quality
- Maintaining the information and data needed to provide objective metrics of the effectiveness of our company’s QC System
- Stopping work when unsatisfactory conditions are discovered
- Taking immediate corrective action to rectify unsatisfactory conditions and to solve reported problems during the course of the contract
- Maintaining “Lessons-Learned” data base identifying corrective actions implemented
- Accomplishing internal audits of QC Management System implementation.

The QCM reports directly to the SEI President.

**Educational Level:** Bachelor’s degree or higher in a related field.

**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

**QA/QC Manager - Mid**

**Functional Responsibility:** As the focal point for the overall quality program, the Quality Control Manager (QCM) has the necessary authority and autonomy to effectively monitor and ensure the quality of all project activities. The QCM is responsible for planning, organizing, directing, and controlling our QC system, including the inspection method. The QCM performs both scheduled and unscheduled inspections of contract activities and identifies any defects or negative trends in the inspection program. The QCM is well versed in the applicable codes, laws, and contract requirements. Responsibilities and authorities of the QCM include:
• Implementing an inspection program, which ensures the services provided are in compliance with the Contract Requirements and meet our company’s standards of quality
• Maintaining the information and data needed to provide objective metrics of the effectiveness of our company’s QC System
• Stopping work when unsatisfactory conditions are discovered
• Taking immediate corrective action to rectify unsatisfactory conditions and to solve reported problems during the course of the contract
• Maintaining “Lessons-Learned” data base identifying corrective actions implemented
• Accomplishing internal audits of QC Management System implementation.

The QCM reports directly to the SEI President.

** Educational Level:** Bachelor’s degree or higher in related field.
** Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

### Site Superintendent / Construction Manager - Senior
**Functional Responsibility:** Site Superintendent / Construction Manager manages team of installers who are responsible for installing, servicing, and repairing structures and major components. Responsible for scheduling and overseeing the installation of products.

**Educational Level:** Bachelor’s degree or higher in Engineering or related field.
**Minimum Years of Experience:** Must have a minimum of 10 years’ experience.

### Site Superintendent / Construction Manager - Mid
**Functional Responsibility:** Site Superintendent / Construction Manager manages team of installers who are responsible for installing, servicing, and repairing structures and major components. Responsible for scheduling and overseeing the installation of products.

**Educational Level:** Bachelor’s degree or higher in related field.
**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

### Administrative Assistant – Mid**
**Functional Responsibility:** Administrative Assistant performs clerical and administrative duties. They organize files, prepare documents, schedule appointments, and support other staff.

**Educational Level:** Associate degree or higher in related field.
**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

### Contracts Manager - Mid
**Functional Responsibility:** The Contracts Manager is responsible for negotiating the terms and conditions in contracts with customers, vendors, partners, and employees. The Contracts Manager ensures compliance with the terms and conditions of the contract and documents and agrees on any changes or amendments that arise during its implementation or execution. The Contracts Manager reports to the President.

**Educational Level:** Bachelor’s degree or higher in related field
**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

### Project Controls Analyst - Mid
**Functional Responsibility:** Project Controls Analyst (PCA) collect and analyze data in order to estimate the time, money, materials, and labor required to effectively and efficiently complete the requirements of the contract.

**Educational Level:** Bachelor’s degree or higher in related field.
**Minimum Years of Experience:** Must have a minimum of 5 years’ experience.

** SERVICE CONTRACT LABOR STANDARDS**
SEI has read and acknowledges the requirements pertaining to the Service Contract Labor Standards (SCLS) pursuant to clauses 52.222-41, 52.222-42, 52.222-43, and 52.222-49. SEI is offering labor categories/services that are covered by the Department of Labor Directory of Service Occupations.
offeror understands its obligations to compensate its employees in accordance with the prevailing wage determination for any work performed by any of its employees under a resultant contract or task order placed against the contract for services covered by the Service Contract Labor Standards.

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the cited SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

<table>
<thead>
<tr>
<th>SCLS Eligible Labor Category</th>
<th>SCLS Equivalent Code Title</th>
<th>Wage Determination No</th>
</tr>
</thead>
<tbody>
<tr>
<td>CADD Operator – Senior**</td>
<td>30063 - Drafter/CAD Operator III</td>
<td>2015-4603</td>
</tr>
<tr>
<td>CADD Operator – Mid**</td>
<td>30062 - Drafter/CAD Operator II</td>
<td>2015-4603</td>
</tr>
<tr>
<td>Administrative Assistant – Mid**</td>
<td>01020 – Administrative Assistant</td>
<td>2015-4603</td>
</tr>
</tbody>
</table>

2. **MAXIMUM ORDER:**
   All SINS are $1,000,000

3. **MINIMUM ORDER:**
   $100.00

4. **GEOGRAPHIC COVERAGE:**
   Domestic Delivery Only (the 48 contiguous states, Washington, D.C., Hawaii, Alaska & U.S. Territories. Domestic Delivery also includes a port of consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. **POINT(S) OF PRODUCTION:**
   Not Applicable

6. **DISCOUNT FROM LIST PRICES:**
   Prices are listed as GSA Net, Discount Deducted and IFF included.

7. **QUANTITY DISCOUNT(S):**
   | Threshold Amount                                |
   | An additional 1% discount for a single task order at $250,000 - $499,999.99. |
   | An additional 2% discount for a single task order at $500,000 - $749,999.99. |
   | An additional 3% discount for a single task order at $750,000 and above. |

8. **PROMPT PAYMENT TERMS:**
   Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **FOREIGN ITEMS:**
   N/A

10a. **TIME OF DELIVERY:**
    TBD with Ordering Agency

10b. **EXPEDITED DELIVERY:**
    TBD with Ordering Agency

10c. **OVERNIGHT AND 2-DAY DELIVERY:**
    TBD with Ordering Agency

10d. **URGENT REQUIREMENTS:**
    Agencies can contact the Contractor’s Representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
11. **FOB POINT:**
   Destination

12a. **ORDERING ADDRESS:**
   SEI Group, Inc.
   101 Quality Circle, Ste. 130 • Huntsville, AL 35806-4535
   P. 256-533-0500

12b. **ORDERING PROCEDURES:**
   For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in FAR 8.405-3

13. **PAYMENT ADDRESS:**
   SEI Group, Inc.
   101 Quality Circle, Ste. 130 • Huntsville, AL 35806-4535
   P. 256-533-0500

14. **WARRANTY PROVISION:**
   As outlined on Company Website

15. **EXPORT PACKING CHARGES:**
   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

18. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):**
   N/A

18a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):**
   N/A

19. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):**
   SEI Group, Inc.
   101 Quality Circle, Ste. 130 • Huntsville, AL 35806-4535
   P. 256-533-0500

20. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):**
   N/A

21. **PREVENTIVE MAINTENANCE (IF APPLICABLE):**
   N/A

22a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES**
   N/A

22b. **SECTION 508 COMPLIANCE FOR EIT:**
   The EIT Standards can be found at: www.section508.gov/ Information can be found at: www.seigroup.com

23. **DUNS NUMBER:**
   005611140

24. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**
   Contractor has an Active Registration in the SAM database.