SBA 8(A) Certified

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Contract Number: 47QTCA19D002M

SCHEDULE 70   GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY, SOFTWARE AND SERVICES

SIN 132 51 – INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

DUNS#: 962553744
CAGE Code: 60JL2
Contract Period: November 28, 2018 – November 27, 2023
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Geographic Scope of Delivery

All Contracts are conducted under Domestic Delivery. This is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Liability for Injury or Damage

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

Delivery Schedule

PROMPT PAYMENT TERMS: Net 30 Days

TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO) as specified in each Delivery Order/Task Order.

EXPIDITED DELIVERY: Contact Contractor

OVERNIGHT AND 2-DAY DELIVERY: Contact Contractor

URGENT REQUIREMENTS: Clause I-FSS-140-B, Urgent Requirements, applies to Athena Technologies’ PSS Contract. Ordering agencies may contact either of the points of contact identified above to inquire about faster delivery.

Ordering Specifications

SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is $100.

MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.): The Maximum Order value for the following Special Item Numbers (SINs) is $500,000: Special Item Number 132-51 - Information Technology Professional Service

ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS: Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

Ordering Address and Payment Address

Athena Technologies, LLC.
3823 N. Econlockhatchee Trail
Orlando, FL 32817
Acceptance of Governmentwide Commercial Purchase Card

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency will agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

Contractor Tasks / Special Requirements

a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31 and are reimbursable.

c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor’s participation in such order may be restricted in accordance with FAR Part 9.5.

g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency’s order

h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency’s order.

i) Government-Furnished Property: As specified by the agency’s order, the Government may provide property, equipment, materials or resources as necessary.

j) Availability of Funds: Many Government agencies’ operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government’s obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering
purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer

k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

Foreign Items

None offered.

Prices

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Labor Rate (IFF included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$95.40</td>
</tr>
<tr>
<td>Software Engineer</td>
<td>$152.32</td>
</tr>
<tr>
<td>RF Engineer Level 1</td>
<td>$79.25</td>
</tr>
<tr>
<td>RF Engineer Level 2</td>
<td>$118.45</td>
</tr>
<tr>
<td>Senior RF Engineer</td>
<td>$152.32</td>
</tr>
<tr>
<td>Subject Matter Expert</td>
<td>$189.74</td>
</tr>
<tr>
<td>Systems Engineer</td>
<td>$149.31</td>
</tr>
<tr>
<td>Technical Writer</td>
<td>$82.53</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>$69.85</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>$62.04</td>
</tr>
</tbody>
</table>

Project Manager

- Minimum of 10 years military experience specifically in Training, Training Management and Operations
- Minimum of 10-15 years of specialized experience in managing training projects, preferably for military related requirements.
- Oversees the development and delivery of instructional services on assigned projects.

Tasks:
- Manages and directs the project team to assure all technical, schedule, and delivery requirements are met.
- Works closely with Program Director, Program Manager, and Senior Project Manager to provide detailed project data for formal cost, schedule and performance tracking and reporting.
- Responsible for the performance of employees working contract tasks and ensuring the appropriate resources are provided and available for project execution IAW contract requirements.
- Interface with the customer project lead to ensure products and services are delivered in accordance with contract requirements.

Software Engineer

- Minimum 3 years in software development for embedded systems
- Strong grasp and knowledge web technologies and client- and server-side development
- Understands networking principles and protocols
- Excellent debugging skills
• Familiarity with software configuration management and version control tools.

Tasks:
• Design and implement software for DoD M&S systems following a Systems Engineering approach and SDLC management
  • Design, develop, code, test, and debug system software
  • Install and integrate system software for unit and pre-production tests
  • Document requirements, specifications, and design for software development
  • Perform market research and analysis of alternatives (AoA) for evaluation of Commercial-Off-the-Shelf (COTS) and Government-Off-the-Shelf (GOTS) software and tools
  • Perform other duties as assigned.

RF Engineer Level 1
• Must have at least Five (5) years of relevant recent work experience
• Demonstrated expertise in general radio frequency (RF) theory and in application of RF monitoring, detection, identification, and direction finding in field test environments.
• Possess an Active Secret Clearance
• Good Communication skills
• Ability to work independently but follow specific detailed instructions

Tasks:
• Design and implement software for DoD M&S systems following a Systems Engineering approach and SDLC management
  • Design, develop, code, test, and debug system software
  • Install and integrate system software for unit and pre-production tests
  • Document requirements, specifications, and design for software development
  • Perform market research and analysis of alternatives (AoA) for evaluation of Commercial-Off-the-Shelf (COTS) and Government-Off-the-Shelf (GOTS) software and tools
  • Perform other duties as assigned.

RF Engineer Level 2
• Must have at least Five (10) years of relevant recent work experience
• Demonstrated expertise in general radio frequency (RF) theory and in application of RF monitoring, detection, identification, and direction finding in field test environments.
• Possess an Active Secret Clearance
• Good Communication skills
• Ability to work independently but follow specific detailed instructions

Tasks:
• Develop RF communication network configurations, ensure that systems are operated, maintained, and disposed of in accordance with internal policies and practices.
• Plan, implement, report and brief efforts for RF and Video related projects.

Senior RF Engineer
• Demonstrated expertise in general radio frequency (RF) theory and in application of RF monitoring, detection, identification, and direction finding in field test environments.
• Twelve (12) to Fourteen (14) years of related experience.
• Possess an Active Secret Clearance
• Good Communication skills
• Ability to work independently but follow specific detailed instructions
• Ability to interface with various levels of personnel in a multi-cultural, team-oriented environment

Tasks:
• Develop RF communication network configurations, ensure that systems are operated, maintained, and disposed of in accordance with internal policies and practices.
• Responsible for planning, implementing, and supporting changes to the RF/Video in accordance with customer policies and procedures for change and incident management.
• Lead the planning, implementation, reporting and briefing efforts for RF and Video related projects.
• Provides guidance to junior staff
• Manages a team of RF/Video SMEs
• Lead team reviews of technical requirements, design and implementation plans prior to the deployment.

Subject Matter Expert

• Demonstrated expertise in general radio frequency (RF) theory and in application of RF monitoring, detection, identification, and direction finding in field test environments.
• Must have at least Five (5) years of relevant recent work experience in videoconferencing operation and setup experience.
• Twelve (12) to Fourteen (14) years of related experience.
• Possess an Active Secret Clearance
• Good Communication skills
• Ability to work independently but follow specific detailed instructions
• Ability to interface with various levels of personnel in a multi-cultural, team-oriented environment

Tasks:
• Develop RF communication network configurations, ensure that systems are operated, maintained, and disposed of in accordance with internal policies and practices.
• Responsible for planning, implementing, and supporting changes to the RF/Video in accordance with customer policies and procedures for change and incident management.
• Lead the planning, implementation, reporting and briefing efforts for RF and Video related projects.
• Creates milestones and metrics and monitors adherence to the plans and schedules, identifies problems and create solutions, such as allocation of resources or adapting to changing requirements.
• Provides guidance to junior staff
• Manages a team of RF/Video SMEs
• Lead team reviews of technical requirements, design and implementation plans prior to the deployment of technical requirements, design and implementation plans prior to the deployment.

Systems Engineer

• Minimum of 6 years of System Engineering experience required.
• Minimum of 2-3 years of leadership experience in product/project management.
• Additional Preferred Qualifications:
• Collaborative leadership style with a proven track record of building high performance teams.
• Excellent verbal and written communication skills in a technical information environment a plus.
• Experience with Model Based System Engineering
• Ability to work multiple tasks in a fast-paced environment and adapt quickly to changing situations a plus
• Experience with writing and producing proposals is desired.
• Experience with writing requirements and technical documentation.
• Leadership experience in a remote sensing product-type business with specific expertise in driving operational effectiveness.

Tasks:
• Provide technical leadership for development teams of new multi-discipline (mechanical, electrical, software, RF, etc.) products
• Responsible for developing internal requirements, CONOPs and interface control documents from customer / product requirements.
• Support full program development lifecycles including concept, design fabrication, production, test, installation, operations, maintenance and disposal.
• Provide technical leadership to development teams at internal and external gate reviews such as technical baseline reviews and design reviews.
• Perform functional analysis, timeline analysis, detail trade studies, requirements allocation and interface definition studies to translate customer requirements into hardware and software specifications.

Technical Writer

• Minimum 2-4 years of technical writing experience
• Excellent writing, editing and proofreading skills
• Working knowledge of RF engineering or software engineering.
• Proficient in InDesign, MS Office, Illustrator and Acrobat
• Experience with government contracting desirable
• Ability to work on multiple projects concurrently while meeting tight deadlines

Tasks:
• Produce technical content to help users understand, operate and maintain computer hardware, software and related systems
• Coordinate with other writers to ensure consistency across all technical documentation, edit CAD files and maintain document revision records.
• Fulfill other duties involved in technical documentation as required

Project Coordinator

• A Bachelor's degree (°) in Computer Science, Business Administration, or other discipline related to information systems, business processes, or mission areas that are subject to review and support plus a minimum of seven (7) years relevant experience.
• At least two (2) years supervisory experience is required plus proven expertise in the management of computer systems, relevant business or mission support processes to include responsibility for quality performance and results.
• Familiarity with necessary business software applications and awareness of information infrastructure capabilities needed to access information that is to be reviewed and to support the delivery of quality support services.
• Demonstrated ability to provide guidance, direction and coordination of technical and non-technical personnel.
• Experience in developing feasibility assessments, identification of resources needed, and estimation of time frames and associated costs.
• Demonstrated experience in effective written and oral communications skills including conducting formal presentations to large audiences, editing and proofreading skills

Tasks:
• Monitors each Quality Assurance task and keeps Program/Project Manager apprised of status, problems and accomplishments
• Plans, organizes, and directs task-wide quality project(s); serves as alternate Contract Manager; and may be the Contractors’ authorized point of contact with the Government Contracting Officer (CO) and Contracting Officer's Technical Representative (COTR).
• Ensures all activities conform to terms and conditions of the contract.
• Consults with Government managers; plans, organizes, and controls assigned portion of contractor Quality Assurance Program effort, responding to the client’s information system or business process needs

Administrative Support
• Must have at least Five (5) years of relevant recent work experience

Tasks:
• Manage Government Furnished Equipment (GFE) inventory
• Plan, direct, and coordinate the administrative functions of the organization
• Prepare special reports for management using as-hoc and standard reports.