

GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SERVICE PRICELIST

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 searchable database system. The INTERNET address for GSA Advantage! Is: <http://www.GSAAdvantage.gov>.

**CONSOLIDATED CONTRACT**

C D301 - IT FACILITY OPERATION AND MAINTENANCE SERVICES

C D302 - IT SYSTEMS DEVELOPMENT SERVICES

C D306 - IT SYSTEMS ANALYSIS SERVICES

C D307 - AUTOMATED INFORMATION SYSTEM DESIGN AND INTEGRATION SERVICES

C D308 - PROGRAMMING SERVICES

C D399 - OTHER INFORMATION TECHNOLOGY SERVICES, NOT ELSEWHERE CLASSIFIED

C R425 - ENGINEERING AND TECHNICAL SERVICES

**CONTRACT NUMBER:GS-00F-0044M**

**For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>**

PERIOD COVERED BY CONTRACT: APRIL 1, 2007 THROUGH DECEMBER 20, 2010

Pricelist current through Modification #PO-0011, dated 11-6-2009.

**TEKLA RESEARCH, INC.  
1990 OLD BRIDGE ROAD  
SUITE 201  
WOODBRIIDGE, VA 22192-2355**

**PHONE: (703) 492-2620  
FAX: (703) 490-2680**

**[www.teklaresearch.com](http://www.teklaresearch.com)**

**Small Business**

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**INFORMATION FOR ORDERING ACTIVITIES**

**SPECIAL NOTICE TO ACTIVITIES:**

**Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows Activities to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires Activities to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. Geographic Scope of Contract:**

**The geographic scope of this contract is the 48 contiguous states and the District of Columbia**

**2. Contractor's Ordering Address and Payment Information:**

**TEKLA RESEARCH, INC.  
12531 CLIPPER DRIVE  
SUITE 202  
WOODBIDGE, VA. 22192**

Contractors are required to accept the credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. credit cards **will** be acceptable for

payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

**PHONE: (703) 492-2620**

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

**3. 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.

**4. Statistical Data for Ordering Office Completion of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS)

Number: 96-064-9382

Block 30: Type of Contractor - B. Other Small Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN)

54-1773706

4a. CAGE Code:07EQ9

4b. Contractor has registered with the Central Contractor Registration Database

**5. FOB Destination**

**6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: As negotiated with ordering activities

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, activities

are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: NET 30 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity = **None**
- c. Dollar Volume = **None**
- d. Ordering Educational Institutions = **offered the same discounts as all other Ordering customers**
- e. Other = **None**

**8. Trade Agreements Act of 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. Statement Concerning Availability of Export Packing:**  
None

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$100.00.

**11. Maximum Order:** (All dollar amounts are exclusive of any discount for prompt payment.)

For the following SINs, the maximum dollar value per order will be:

- a. **Special Item No.** C D301, C D302, C D306, C D307, C D308, C D399 - IT Professional Services = \$500,000
- b. **Special Item No.** C R425 - Professional Engineering Services = \$750,000

**12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.** In accordance with FAR 8.404:

**[NOTE: Special ordering procedures have been established for Special Item Numbers (SINs) for IT Professional Services; refer to the terms and conditions for those SINs.]**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering activities need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering activity has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Ordering Activity's needs.

**a. Orders placed at or below the micro-purchase threshold.** Ordering Activity can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

**b. Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering activities should consider reasonably available information about the supply or service offered under MAS contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the ordering activity's needs. In selecting the supply or service representing the best value, the ordering activity may consider--

(1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;

(2) Trade-in considerations;

(3) Probable life of the item selected as compared with that of a comparable item;

(4) Warranty considerations;

(5) Maintenance availability;

(6) Past performance; and

(7) Environmental and energy efficiency considerations.

**c. Orders exceeding the maximum order threshold.** Each schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering activity to seek a price reduction. In addition to following the procedures in paragraph b, above, and before placing an order that exceeds the maximum order threshold, ordering activities shall--

(1) Review additional Schedule Contractors' catalogs/pricelists or use the "GSA Advantage!" on-line shopping service;

(2) Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors); and

(3) After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering activity determines that it is appropriate.

**NOTE:** For orders exceeding the maximum order threshold, the Contractor may:

(1) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);

(2) Offer the lowest price available under the contract; or

(3) Decline the order (orders must be returned in accordance with FAR 52.216-19).

**d. Blanket purchase agreements (BPAs).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering activities may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**e. Price reductions.** In addition to the circumstances outlined in paragraph c, above, there may be instances when ordering activities will find it advantageous to request a price reduction. For example, when the ordering activities finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering activity the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

**f. Small business.** For orders exceeding the micro-purchase threshold, ordering activity should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**g. Documentation.** Orders should be documented, at a minimum, by identifying the Contractor the item was purchased from, the item purchased, and the amount paid. If an ordering activity requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering activity shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the ordering activity's needs.

### **13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

**REQUIREMENTS:** Ordering Activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

#### **13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS**

**PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability

should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS) :**

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. SECURITY REQUIREMENTS.** In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual ordering activity policy; however, the burden of administering the security requirements shall be with the ordering activity. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is lessor.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Ordering activity's convenience, and (m) Termination for Cause (See C.1.)

**16. GSA Advantage!**

GSA *Advantage!* is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA *Advantage!* will

allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Activities can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

(1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or

configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to incumpus items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall not apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Outside scope of this contract; available at additional cost to the government.

Upon request of the Contractor, the Ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable Ordering activity regulations. Such Ordering support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) 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 Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and

times. Activities may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, Activities may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Contractor's Reports of Sales and 552.238-76, Industrial Funding Fee, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

[www.teklaresearch.com](http://www.teklaresearch.com)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order -

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract

that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES**

1. SCOPE

a. The prices, terms and conditions stated under Special Item Numbers for Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES (I-FCI-60) (MAY 2003)

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual orders or Blanket Purchase Agreements, under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions, on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (G-FCI-920)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b) (2) through (b) (3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non-DOD agencies placing orders on behalf of DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 - Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering

procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the **ordering activity** using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, **ordering activities** shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the **ordering activity** makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the **prices** in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the **ordering activity** should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

(i) The request **shall** be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.

(ii) For proposed orders exceeding the maximum order threshold, the request should be provided to an appropriate number of additional contractors that offer services that will meet the **ordering activity's** needs.

(iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.

(iv) Ordering activities should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the

**ordering activity** the opportunity to secure volume discounts. When establishing BPAs, **ordering activities** shall—

(1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

(i) SINGLE BPA: Generally, a single BPA should be established when the **ordering activity** can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the **ordering activity** determines multiple BPAs are needed to meet its requirements, the **ordering activity** should determine which contractors can meet any technical qualifications before establishing the BPAs. When **establishing** multiple BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The **ordering activity** should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

(d) When the **ordering activity's** requirement involves both products as well as executive, administrative and/or professional, services, the **ordering activity** should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)

(e) The **ordering activity**, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For **ordering activity** requirements in excess of the micro-purchase threshold, the order

file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

#### 4. ORDER

a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

#### 5. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the **ordering activity**.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the **ordering activity**.

c. The **ordering activity** should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

#### 6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 Rights in Data - General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a. Definitions.

"Contractor" means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

"Contractor and its affiliates" and "Contractor or its affiliates" refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An "Organizational conflict of interest" exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor's or its affiliates' objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid,

neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

#### 11 INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the **ordering activity** on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

#### 12. PAYMENTS

For firm-fixed price orders the **ordering activity** shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts (FEB 2002) (Alternate II (FEB 2002)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

#### 13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user **ordering activity** upon request.

#### 14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the **ordering activity** in accordance with the guidelines set forth in the FAR.

#### 15. APPROVAL OF SUBCONTRACTS

The **ordering activity** may require that the Contractor receive, from the **ordering activity's** Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT SERVICES:

**INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES LABOR  
CATEGORY DESCRIPTIONS**

<b>LABOR CATEGORY</b>	<b>MIN EDUCATION REQUIREMENTS</b>	<b>MINIMUM EXPERIENCE REQUIREMENTS</b>
<b>Program Management Lead #1</b>	Shall possess a Bachelor's degree in Engineering, Physics or related field.	Shall possess a minimum of 1 year of demonstrated experience in the field of technical/engineering management; or a minimum of 1 year of demonstrated experience in engineering or technical support for development programs; or a minimum of 1 year of demonstrated experience in systems research, development, testing and acquisition requiring familiarity with the programmatic requirements of DoD 500 series directives, strategic planning, and advanced management; or a minimum of 1 year of demonstrated management experience in performing hardware development and/or data analysis. Must possess demonstrated experience in developing and writing test plan documents such as Test and Evaluation Master Plans (TEMP) and demonstrated experience in technical reporting of development efforts.
<b>Program Management Lead #2</b>	Shall possess a Bachelor's degree in Engineering, Physics or related field.	Shall possess a minimum of 5 years of demonstrated experience in the field of technical/engineering management; or a minimum of 5 years of demonstrated experience in engineering or technical support for development programs; or a minimum of 5 years of demonstrated experience in systems research, development, testing and acquisition requiring familiarity with the programmatic requirements of DoD 500 series directives, strategic planning, and advanced management; or a minimum of 5 years of demonstrated management experience in performing hardware development and/or data analysis. Must possess demonstrated experience in developing and writing test plan documents such as Test and Evaluation Master Plans (TEMP) and demonstrated experience in technical reporting of development efforts.
<b>Program Management Lead #3</b>	Shall possess a Bachelor's degree in Engineering, Physics or related	Shall possess a minimum of 8 years of demonstrated experience in the field of technical/engineering management; or a minimum of 8 years of demonstrated experience in engineering or technical support for development programs; or a minimum of 8 years of demonstrated experience in systems research, development, testing and acquisition requiring familiarity with the programmatic requirements of DoD 500 series directives, strategic planning, and advanced

	field.	management; or a minimum of 8 years of demonstrated management experience in performing hardware development and/or data analysis. Must possess demonstrated experience in developing and writing test plan documents such as Test and Evaluation Master Plans (TEMP) and demonstrated experience in technical reporting of development efforts.
<b>Program Management Lead #4</b>	Shall possess a Master's Degree with a Ph.D. preferred.	Shall possess a minimum of 10 years of acquisition experience in systems planning, research, development and engineering. Must be able to effectively communicate and coordinate with sponsors and other organizations within and external to the government. Must demonstrate working knowledge of overall government acquisition processes including engineering development, production, and test and evaluation of weapons and systems. Knowledge is required of DoD and OSD organizations along with a working knowledge of systems acquisition reform initiatives and related documentation requirements. Experience should include demonstrated ability to formulate, lead, and manage a multi-disciplined team toward the efficient and successful accomplishment of stated goals and objectives.
<b>Program Management Administrative #1</b>	Shall possess a High School Diploma	Shall possess a minimum of 5 years of office administration experience. Experience should include general office procedures, typing of a minimum of 40 wpm, familiarity with word processing, spreadsheet, and presentation software applications. Skilled in oral and written communications and can work independently.
<b>Program Management Administrative #2</b>	Shall possess a Bachelor's degree	Shall possess a minimum of 5 years DoD related experience in the system development and acquisition process. Experience should include preparation of all types of procurement initiation documents and preparation of estimates and budgets. Must have a working knowledge of DoD directives regarding acquisition and production particularly the DoD 5000 series. Experience should also include at least 10 years of office management experience.
<b>Research Engineer Junior</b>	Shall possess a Bachelor's degree in technical field.	Will have completed 1 year of progressively difficult engineering assignments involving electronics, physics or in a similar field which provides technical knowledge and background that could be applied in the development, testing, evaluation, design, standardization, research, maintenance or installation of systems or

		equipment. A full year of graduate education in an appropriate field may be substituted.
<b>Research Engineer Senior #1</b>	Shall possess a Bachelor's Degree in a technical field.	Shall possess a minimum of 3 years of demonstrated experience in the use of electronic systems; or a minimum of 3 years technical, engineering and management experience for DoD acquisition programs, including experience in the milestone review process; or at least 3 years of direct experience in engineering support for research and development projects in existing and emerging technologies; documented experience in providing technical and engineering evaluations for existing and emerging systems.
<b>Research Engineer Senior #2</b>	Shall possess a Bachelor's Degree in a technical field.	Shall possess a minimum of 5 years of demonstrated experience in the use of electronic systems; or a minimum of 5 years of technical, engineering and management experience for DoD acquisition programs, including experience in the milestone review process; or at least 5 years of direct experience in engineering support for research and development projects in existing and emerging technologies; documented experience in providing technical and engineering evaluations for existing and emerging systems.
<b>Research Engineer Senior #3</b>	Shall possess a Bachelor's Degree in a technical field.	Shall possess a minimum of 10 years of demonstrated experience in the use of electronic systems; or a minimum of 10 years technical, engineering and management experience for DoD acquisition programs, including experience in the milestone review process; or at least 10 years of direct experience in engineering support for research and development projects in existing and emerging technologies; documented experience in providing technical and engineering evaluations for existing and emerging systems.
<b>Research Analyst</b>	Shall possess a Bachelor's degree.	Shall possess at least 5 years of demonstrated experience performing program management efforts for DoD programs; or at least 5 years of demonstrated experience in the development of transition data documentation, including security classification guides, point papers, and POA&Ms; or at least 5 years experience in system acquisition and documentation.

<b>Research Analyst Senior #1</b>	Shall possess Bachelor's degree.	Shall possess at least 5 years of demonstrated experience providing engineering, management, and test support to DoD programs; or at least 5 years of demonstrated experience in Operational Test and Evaluation of DoD programs; or at least 5 years of demonstrated experience in both the coordination of unique test and evaluation programs and the analysis of test data.
<b>Research Analyst Senior #2</b>	Shall possess a Bachelor's degree.	Shall possess at least 6 years of demonstrated experience providing engineering, management, and test support to DoD programs; or at least 6 years of demonstrated experience in Operational Test and Evaluation of DoD programs; or at least 6 years of demonstrated experience in both the coordination of unique test and evaluation programs and the analysis of test data.
<b>Research Analyst Senior #3</b>	Shall possess a Bachelor's degree.	Shall possess at least 8 years of demonstrated experience providing engineering, management, and test support to DoD programs; or at least 8 years of demonstrated experience in Operational Test and Evaluation of DoD programs; or at least 8 years of demonstrated experience in both the coordination of unique test and evaluation programs and the analysis of test data.
<b>Research Analyst Senior #4</b>	Shall possess a Bachelor's degree.	Shall possess at least 10 years of demonstrated experience providing engineering, management, and test support to DoD programs; or at least 10 years of demonstrated experience in Operational Test and Evaluation of DoD programs; or at least 10 years of demonstrated experience in both the coordination of unique test and evaluation programs and the analysis of test data.
<b>Program Analyst Senior</b>	Shall possess a Bachelor's degree.	Shall possess a minimum of 5 years DoD related experience in the system development and acquisition process. Experience should include preparation of all types of procurement initiation documents and preparation of estimates and budgets. Must have a working knowledge of DoD directives regarding acquisition and production particularly the DoD 5000 series. Must have experience in developing, planning, scheduling, implementing and administering production programs. Should be familiar with policies relating to configuration control, quality assurance and testing and reliability.

<p><b>Systems Engineer Senior #1</b></p>	<p>Shall possess a Bachelor of Science in Engineering, Physics or related field.</p>	<p>Shall possess a minimum of 5 years of acquisition experience in systems planning, research, development and engineering to include test and evaluation. Must be able to effectively communicate and coordinate with sponsors and other organizations within and external to the government. Candidates must demonstrate working knowledge of overall government acquisition processes including engineering development, production and test and evaluation of weapons and systems. Knowledge is required of DoD and OSD organizations along with a working knowledge of systems acquisition reform initiatives and related documentation requirements. Experience should include demonstrated ability to formulate, lead, and manage a multi-disciplined team toward the efficient and successful accomplishment of stated goals and objectives.</p>
<p><b>Systems Engineer Senior #2</b></p>	<p>Shall possess a Bachelor of Science in Engineering, Physics or related field.</p>	<p>Shall possess a minimum of 6 years of acquisition experience in systems planning, research, development and engineering to include test and evaluation. Must be able to effectively communicate and coordinate with sponsors and other organizations within and external to the government. Candidates must demonstrate working knowledge of overall government acquisition processes including engineering development, production and test and evaluation of weapons and systems. Knowledge is required of DoD and OSD organizations along with a working knowledge of systems acquisition reform initiatives and related documentation requirements. Experience should include demonstrated ability to formulate, lead, and manage a multi-disciplined team toward the efficient and successful accomplishment of stated goals and objectives.</p>
<p><b>Systems Engineer Senior #3</b></p>	<p>Shall possess a Bachelor of Science in Engineering, Physics or related field.</p>	<p>Shall possess a minimum of 8 years of acquisition experience in systems planning, research, development and engineering to include test and evaluation. Must be able to effectively communicate and coordinate with sponsors and other organizations within and external to the government. Candidates must demonstrate working knowledge of overall government acquisition processes including engineering development, production and test and evaluation of weapons and systems. Knowledge is required of DoD and OSD organizations along with a working knowledge of</p>

		systems acquisition reform initiatives and related documentation requirements. Experience should include demonstrated ability to formulate, lead, and manage a multi-disciplined team toward the efficient and successful accomplishment of stated goals and objectives.
<b>Systems Engineer Senior #4</b>	Shall possess a Master's Degree or equivalent experience in job related field.	Shall possess a minimum of 10 years of acquisition experience in systems planning, research, development and engineering to include test and evaluation. Must be able to effectively communicate and coordinate with sponsors and other organizations within and external to the government. Candidates must demonstrate working knowledge of overall government acquisition processes including engineering development, production and test and evaluation of weapons and systems. Knowledge is required of DoD and OSD organizations along with a working knowledge of systems acquisition reform initiatives and related documentation requirements. Experience should include demonstrated ability to formulate, lead, and manage a multi-disciplined team toward the efficient and successful accomplishment of stated goals and objectives.
<b>Quality Assurance Technician #1</b>	High School Diploma or equivalent.	Shall possess at least 1 year of installation and modification experience; or at least 1 years of demonstrated experience in the area of Quality Assurance of installed systems.
<b>Quality Assurance Technician #2</b>	High School Diploma or equivalent.	Shall possess at least 1 year of demonstrated experience in both the coordination and development of systems as well as installation of those systems; or at least 1 year of demonstrated experience in the area of Quality Assurance of installed systems.
<b>Quality Assurance Technician #3</b>	High School Diploma or equivalent.	Shall possess at least 2 years demonstrated experience in both the coordination and development of unique research and development systems as well as installation of these systems; or at least 2 years of demonstrated experience in the area of Quality Assurance of both installed systems and unique installations.

<b>Quality Assurance Technician #4</b>	High School Diploma or equivalent.	Shall possess at least 10 years demonstrated experience in both the coordination and development of unique research and development systems as well as installation of these systems; or at least 10 years of demonstrated experience in the area of Quality Assurance of both installed systems and unique installations.
<b>Quality Assurance Technician #5</b>	Shall possess a Bachelor's degree.	Shall possess at least 5 years demonstrated experience in both the coordination and development of unique research and development systems as well as installation of these systems; or at least 5 years of demonstrated experience in the area of Quality Assurance of both installed systems and unique installations.

**INFORMATION TECHNOLOGY (IT) GSA RATES**

<b>IT Schedule</b>	<b>Proposed</b>
	<b><u>GSA</u> <u>Price</u></b>
	-
Program Mgt Lead #1	\$ 72.86
Program Mgt Lead #2	\$ 91.88
Program Mgt Lead #3	\$ 97.55
Program Mgt Lead #4	\$ 128.86
Program Mgt Admin #1	\$ 35.94
Program Mgt Admin #2	\$ 80.57
Research Engineer Jr.	\$ 35.53
Research Engineer Sr. #1	\$ 68.68
Research Engineer Sr. #2	\$ 81.70
Research Engineer Sr. #3	\$ 96.12
Research Analyst	\$ 81.80
Research Analyst Sr. #1	\$ 65.94
Research Analyst Sr. #2	\$ 74.24
Research Analyst Sr. #3	\$ 75.12
Research Analyst Sr. #4	\$ 81.22
Program Analyst Sr.	\$ 72.79
Systems Engineer Sr. #1	\$ 59.72
Systems Engineer Sr. #2	\$ 69.65
Systems Engineer Sr. #3	\$ 89.77
Systems Engineer Sr. #4	\$ 113.09
Quality Assurance Tech #1	\$ 16.11
Quality Assurance Tech #2	\$ 28.11
Quality Assurance Tech #3	\$ 43.17
Quality Assurance Tech #4	\$ 49.52
Quality Assurance Tech #5	\$ 61.33

**TERMS & CONDITIONS APPLICABLE TO PROFESSIONAL  
ENGINEERING SERVICES**

**SIN C R425**

**THE SERVICE CONTRACT ACT DOES NOT APPLY TO ENGINEERING AND TECHNICAL SERVICES. ALL NON-PROFESSIONAL LABOR CATEGORIES MUST BE INCIDENTAL TO AND USED SOLELY TO SUPPORT PROFESSIONAL SERVICES AND CANNOT BE PURCHASED SEPARATELY.**

**STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES**

Services required involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites - such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man made electronic interference.

**CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

Services required involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

**SYSTEM DESIGN, ENGINEERING AND INTEGRATION**

Services required involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

### **TEST AND EVALUATION**

Services required involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

Example: The navigation satellite working model will be subjected to a series of tests which may simulate and ultimately duplicate its operational environment.

### **INTEGRATED LOGISTICS SUPPORT**

Services required involve the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures.

## **ACQUISITION AND LIFE CYCLE MANAGEMENT**

Services required involve all of the planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions.

### **1. DESCRIPTION OF WORK**

#### **BACKGROUND**

This is a new solicitation for Professional Engineering Services (PES). The purpose of this solicitation is to provide a vehicle for all Government agencies to obtain the services of qualified/experienced contractor(s) under a Multiple Awards Federal Supply Schedule (FAR Part 8--as well as Part 38) that will provide PES in an efficient, streamlined, and cost effective manner in accordance with applicable statutes and regulations. Agencies will issue orders in accordance with the procedures found herein. An order may contain any service or combination of services described herein. The contractor may be required to manage more than one task at a time. However, there is no guarantee as to the volume of work that may be required by orders.

#### **OBJECTIVE**

To provide a Multiple Award Schedule to Federal government agencies for obtaining high quality professional engineering services in varying degrees, from small-scale to broad-based efforts to complete outsourcing.

#### **SCOPE OF WORK**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional engineering services as specified in each order.

Services specified in a order may be performed at the contractor's facilities or the ordering agencies' facilities.

There are four primary disciplines in the engineering field and hundreds of sub-disciplines or specialties associated with engineering disciplines. Below is a list of primary engineering disciplines with a partial list of sub-disciplines or specialties contemplated under PES. For specialties asterisked below, see paragraph entitled "Services Not Included", for limitations on the extent to which the specialty is included.

- **Chemical Engineering:**

Planning, development, evaluation and operation of chemical, biochemical or physical plants and processes. Changes in composition, energy content, state of aggregation of materials, forces that act on matter, and relationships are examined and new and conventional chemical materials, products and processes are produced and/or manufactured.

It includes, but is not limited to, planning, evaluating or operation of chemical plants and petroleum refineries, pollution control systems, biochemical processes, plastics, pharmaceuticals, fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes, evaluating economics, safety, etc.

Within the chemical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

- |                                   |   |                      |
|-----------------------------------|---|----------------------|
| ✓ Refining                        | ✓ Petrochemicals  | ✓ Food               |
| ✓ Pharmaceuticals                 | ✓ Textiles  | ✓ Pulp and Paper     |
| ✓ Ceramics                        | ✓ Electronic Components & Chemicals   | ✓ Biotechnology      |
| ✓ Environmental Control & Cleanup | ✓ Other Chemical Engineering Specialities not listed in the "Services not Included Paragraph" | ✓ Safety engineering |

- **Civil Engineering:**

Planning, evaluation and constructed infrastructure of facilities and buildings, transportation systems, water, earthworks, and other structures.

It includes, but is not limited to, planning, evaluation, and operations of bridges, dams, airports, highways, transportation systems, large buildings, power generating plants, sewage systems, water resources and supply, waste treatment facilities, soil, rock, etc. It also includes the manufacture, production, furnishing, construction, alteration, repair, processing

or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning.

Within the civil engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

- |   |                  |                  |
|---|------------------|------------------|
| ✓ Structural*   | ✓ Transportation | ✓ Environmental* |
| ✓ Water resources   | ✓ Geotechnical   | ✓ Surveying      |
| ✓ Other Chemical Engineering Specialities not listed in the “Services not Included Paragraph” |                  |                  |

• **Electrical Engineering:**

Planning, design, development, evaluation and operation of electrical principles, models and processes.

It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.).

Within the electrical engineering discipline, there are several specialties within the scope of this work; a partial listing follows:

- |   |                                      |  |
|---|--------------------------------------|--|
| ✓ Aerospace and Electronic Systems      | ✓ Antennas and Propagation           | ✓ Broadcast Technology                               |
| ✓ Circuits and Systems                  | ✓ Communications                     | ✓ Components Packaging, and Manufacturing Technology |
| ✓ Computer*                             | ✓ Consumer Electronics               | ✓ Control Systems                                    |
| ✓ Dielectrics and Electrical Insulation | ✓ Education                          | ✓ Electromagnetic Compatibility                      |
| ✓ Geoscience & Remote Sensing           | ✓ Engineering Management             | ✓ Engineering in Medicine and Biology                |
| ✓ Information Theory                    | ✓ Industrial Electronics             | ✓ Industry Applications                              |
| ✓ Lasers & Electro-Optics               | ✓ Intelligent Transportation Systems | ✓ Instrumentation and Measurement                    |
| ✓ Nuclear and Plasma Sciences           | ✓ Magnetics                          | ✓ Microwave Theory and Techniques                    |
| ✓ Power Electronics                     | ✓ Neural Networks Council            |  |
| ✓ Reliability                           | ✓ Power Engineering                  |  |

- |  |  |   |
|--|--|---|
| ✓ Solid-State Circuits                                   | ✓ Robotics & Automation                              | ✓ Oceanic Engineering   |
| ✓ Vehicular Technology                                   | ✓ Systems, Man, and Cybernetics                      | ✓ Professional Communication  |
| ✓ Signal Processing on Social Implications of Technology | ✓ Ultrasonics, Ferroelectrics, and Frequency Control | ✓ Other Chemical Engineering Specialities not listed in the “Services not Included Paragraph” |

• **Mechanical Engineering:**

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another.

It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

- |                                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| ✓ ASME Heat Transfer/K16            | ✓ Advanced Energy Systems                    | ✓ Aerospace Engineering               |
| ✓ Applied Mechanics                 | ✓ Bioengineering                             | ✓ Design Engineering*                 |
| ✓ Dynamic Systems and Control       | ✓ Electrical and Electronic Packaging        | ✓ Environmental Engineering*          |
| ✓ Fluids Engineering                | ✓ Fluids Power Systems and Technology        | ✓ Fuels and Combustion Technologies   |
| ✓ Heat Transfer                     | ✓ Information Storage and Processing Systems | ✓ Internal Combustion Engine          |
| ✓ International Gas Turbine         | ✓ Manufacturing Engineering *                | ✓ Microchannel flow and heat transfer |
| ✓ Materials                         | ✓ Management                                 | ✓ Nuclear Engineering                 |
| ✓ Noise Control and Acoustics       | ✓ Materials Handling Engineering*            | ✓ Petroleum                           |
| ✓ Ocean Engineering                 | ✓ Non-Destructive Evaluation Engineering     | ✓ Pressure Vessels and Piping         |
| ✓ Plant Engineering and Maintenance | ✓ Offshore Mechanics and                     |                                       |
| ✓ Process Industries                |  |                                       |

- |                                      |   |  |
|--------------------------------------|---|--|
| ✓ Solar Energy                       | ✓ Arctic Engineering<br>✓ Rail Transportation<br>✓ Power                                      | ✓ Safety Engineering and Risk Analysis               |
| ✓ Textile Engineering<br>✓ Tribology | ✓ Other Chemical Engineering Specialities not listed in the “Services not Included Paragraph” | ✓ Technology and Society<br>✓ Solid Waste Processing |

The following non-inclusive list represents a sampling of the types of engineering tasks contemplated:

- ◆ Acquisition and life cycle management
- ◆ Analysis of program goals, mission, objectives, performance
- ◆ Assessment Support
- ◆ Computer Aided Design (CAD)
- ◆ Computer Aided Engineering (CAE)
- ◆ Computer Aided Management (CAM)
- ◆ Concept development
- ◆ D&D (decontamination and decommissioning)
- ◆ Demonstration and Validation
- ◆ Design/Specifications
- ◆ Documentation and Information Dissemination
- ◆ Economic/Business case analysis
- ◆ Economic impact evaluations
- ◆ Education/training
- ◆ Environmental control for electrical units (e.g., cooling units)
- ◆ Forensic engineering
- ◆ Independent Verification and Validation (IV&V)
- ◆ Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)
- ◆ Instrumentation
- ◆ Integration
- ◆ Investigative Engineering Service
- ◆ Life Cycle Costing
- ◆ Logistics
- ◆ Long-term Reliability and Maintainability
- ◆ Migration Strategy
- ◆ National Academy of Sciences studies
- ◆ O&M (operation and maintenance)

- ◆ Operations Research (Non R&D)
- ◆ Permitting and Licensing
- ◆ Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems
- ◆ Privatization
- ◆ Program and Project management
- ◆ Prototype development and first article(s) production
- ◆ Radar/Sonar
- ◆ Regulatory compliance support
- ◆ Reliability and Maintainability Analysis
- ◆ Reverse engineering
- ◆ Signal processing
- ◆ Simulation and modeling
- ◆ Site development
- ◆ Source data development (forward engineering hardware and software systems)
- ◆ Source data validation (existing hardware and software systems)
- ◆ Special projects and studies
- ◆ Statistical analysis
- ◆ Support services
- ◆ Systems engineering data base development, maintenance, and analysis
- ◆ Technical analysis
- ◆ Technical and management support
- ◆ Technical writing/editorial support
- ◆ T&E (test and evaluation) of products and systems

Personnel categories for professional engineering services anticipated include, but are not limited to:

- ◆ Administrative
- ◆ Biologists
- ◆ Chemists
- ◆ Consultants
- ◆ Documentation specialists
- ◆ Economists
- ◆ Engineering and technical analysts
- ◆ Engineering software developers and analysts
- ◆ Engineers
- ◆ Information specialists
- ◆ Logistics engineers and technical specialists
- ◆ Material management engineers and technical specialists
- ◆ Naval architects

- ◆ Operations research specialists
- ◆ Physicists
- ◆ Project/program analysts/leaders/managers
- ◆ Scientists
- ◆ Statisticians/mathematicians
- ◆ Support
- ◆ Technicians
- ◆ Trainers
- ◆ Writers

**\*Services Not Included:**

The following services are not currently being solicited under PES.

1. **Construction and Architect-Engineering services** as set forth in FAR Part 36 (including construction, alteration or repair (including dredging, excavating and painting) of buildings, structures, or other real property). Offerors interested in providing these services may contact GSA's Public Buildings Service (PBS) for additional information.
2. **Computer Engineering and Information Technology.** Offerors interested in providing computer/software engineering and information technology services are directed to contact GSA's Group 70 Schedule for Information Technology for additional information (contact Chuck Popelka at (703) 305-7573).
3. **Environmental Advisory Services** as listed below are not currently being solicited:
  - Environmental Planning Services & Documentation (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs)
  - Environmental compliance services (i.e., environmental compliance audits; compliance management planning; pollution prevention surveys;
  - Environmental/occupational training services specific to environmental planning and environmental compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)
  - Waste management services (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options.

Services could include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.

- Hazardous materials management advisory services (i.e., furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software and other related software/services).
  - Telephone advisory services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services).
  - Offerors interested in providing environmental advisory services are directed to contact GSA's group 899 Schedule for additional information (contact Joan Rodgers at (253) 931-7900).
4. **Foundations and Landscaping Engineering.** Offerors interested in providing foundations and landscaping engineering are directed to contact GSA's PBS for additional information.
  5. **Heating, Ventilation and Air-Conditioning (HVAC)** related to buildings, structures, or other real property set forth for Construction and Architect-Engineering services governed by FAR Part 36. Offerors interested in providing these services are directed to contact GSA's PBS for additional information. Please note that HVAC related to the manufacture, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included and solicited within the scope of PES.
  6. **Research and Development** as set forth in FAR Part 35.
  7. **Products/materials already solicited under other Federal Supply Service (FSS) Schedule** contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

#### **SAFETY**

The Contractor shall provide all safety equipment and processes required in performance of the contract. All work shall be conducted in a safe manner and shall comply with all applicable Occupational Safety and Health Administration (OSHA) and other applicable requirements. The Contractor shall demonstrate proactive and innovative safety practices on a continual basis throughout the contract period.

#### **OUTSOURCING OR PRIVATIZATION OF PROFESSIONAL SERVICES**

Orders may be issued for complete outsourcing or privatization of a single task or any portion of an agency's operations within the scope of the contract. Under this type of an order, the

contractor could be expected to provide a wide range of functions including administrative, management and technical. The contractor would be responsible for overall operations including developing a management structure to properly provide the full range of required services; planning, management, direction and supervision of the work activities involved and the personnel performing them; any facilities and/or equipment provided by the government, including the management of facilities and equipment in accordance with the provisions and/or regulations specified in the order. The individual ordering agency will be responsible for assuring that pertinent governmental guidelines (e.g., OMB Circular A-76) are followed in deciding to use the outsourcing or privatization portion of this schedule.

#### **ADDITIONAL ITEMS**

Throughout the duration of this Multiple Award Schedule, the Government may identify and add new items. If an item is added, proper notification will be given to all eligible sources through the issuance of a refreshed solicitation.

#### **ADDENDUM TO CONTRACT PRICE LIST**

In addition to the requirements set forth in Paragraph C.21, Contract Price Lists, Contractors shall supplement their required Contract Price List with a matrix that outlines the primary engineering discipline(s) approved by GSA. This matrix will allow customer agencies to more efficiently select contractors with a particular type of engineering discipline. Some examples of engineering disciplines are found in the Statement of Work.

The contractor is encouraged to use creativity in creating its pricelist so that agencies are provided sufficient information regarding the contractor's area(s) of expertise. Please note that contract price lists are in the public domain.

#### **CITC-FCXB-330      INDEMNIFICATION FOR SERVICES RENDERED (MAR 1998)**

The Contractor agrees to defend, indemnify and hold harmless the Government and its employees from any liability, claim, legal action or proceeding, judgment, loss or expense arising therefrom (including without limitation reasonable attorneys' fees) arising from any wrongful act or omission of the Contractor, its employees, contract labor, or subcontractors. Contractors have the discretion to propose exclusion and agencies have the discretion to actually exclude this clause at the task order level.

**PROFESSIONAL ENGINEERING SERVICES  
LABOR CATEGORY DESCRIPTIONS**

PED	LABOR CATEGORY	MINIMUM EDUCATION REQUIREMENTS	MINIMUM EXPERIENCE REQUIREMENTS
Electrical Engineering	Engineering Management Administrative #1	Shall possess a High School Diploma.	Shall possess a minimum of 5 years of office administration experience. Experience should include general office procedures, typing of a minimum of 40 wpm, familiarity with word processing, spreadsheet, and presentation software applications. Skilled in oral and written communications and can work independently.
Electrical Engineering	Engineering Management Administrative #2	Shall possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess a minimum of 5 years DoD related experience in the system development and acquisition process. Experience should include preparation of all types of procurement initiation documents and preparation of estimates and budgets. Must have a working knowledge of DoD directives regarding acquisition and production particularly the DoD 5000 series. Experience should also include at least 10 years of office management experience.
Electrical Engineering	Engineering Management Lead #1	Shall possess a Bachelor's degree in Engineering, Physics or equivalent experience in a job related field.	Shall possess a minimum of 1 year electrical engineering management experience and demonstrate a working knowledge of the government acquisition system. Should have 1 year experience involving electrical engineering development, systems analysis, test and evaluation and data analysis. Must have a demonstrated knowledge of and preparation of government acquisition documentation to include test documentation. Should be familiar with the planning, budgeting and systems management functions involved in systems acquisition to include life-cycle support.
Electrical Engineering	Engineering Management Lead #2	Shall possess a Bachelor's degree in Engineering, Physics or equivalent experience in a job related field.	Shall possess a minimum of 5 years electrical engineering management experience and demonstrate a working knowledge of the government acquisition system. Should have 5 years progressive experience involving electrical engineering development, systems analysis, test and evaluation and data analysis. Must have a demonstrated knowledge of and preparation of government acquisition documentation to include test documentation. Should be familiar with the planning, budgeting and systems management functions involved in systems acquisition to include life-cycle support.
Electrical Engineering	Engineering Management Lead #3	Shall possess a Bachelor's degree in Engineering, Physics or equivalent experience	Shall possess a minimum of 8 years electrical engineering management experience demonstrate a working knowledge of the government acquisition system. Should have 8 years progressive experience involving electrical engineering development, systems analysis, test and evaluation and data analysis. Must have a demonstrated knowledge of and preparation of government acquisition documentation

		in a job related field.	to include test documentation. Should be familiar with the planning, budgeting and systems management functions involved in systems acquisition to include life-cycle support.
<b>Electrical Engineering</b>	<b>Engineering Management Lead #4</b>	Shall possess a Master's Degree with a Ph.D. preferred or equivalent experience in a job related field.	Shall possess a minimum of 10 years experience in electrical engineering management involving government acquisition with emphasis on technology-based systems. Should have demonstrated experience in systems planning, development, testing, acquisition and life-cycle management functions. Must have working knowledge of the government acquisition process to include acquisition reform initiatives and related documentation requirements. Management experience should include planning, budgeting, contract and system program management execution functions. Must be able to direct, control, evaluate and coordinate the technical efforts of functional task teams, needed to satisfy customer requirements. Should have demonstrated effectiveness in working with government sponsors, other contractors and various government organizations.
<b>Mechanical Engineering</b>	<b>Engineering Management Lead #1</b>	Shall possess a Bachelor's degree in Engineering, Physics or equivalent experience in a job related field.	Shall possess a minimum of 1 year electrical engineering management experience and demonstrate a working knowledge of the government acquisition system. Should have 1 year experience involving engineering development, systems analysis, test and evaluation and data analysis. Must have a demonstrated knowledge of and preparation of government acquisition documentation to include test documentation. Should be familiar with the planning, budgeting and systems management functions involved in systems acquisition to include life-cycle support.
<b>Mechanical Engineering</b>	<b>Engineering Management Lead #2</b>	Shall possess a Bachelor's degree in Engineering, Physics or equivalent experience in a job related field.	Shall possess a minimum of 5 years engineering management experience and demonstrate a working knowledge of the government acquisition system. Should have 5 years progressive experience involving engineering development, systems analysis, test and evaluation and data analysis. Must have a demonstrated knowledge of and preparation of government acquisition documentation to include test documentation. Should be familiar with the planning, budgeting and systems management functions involved in systems acquisition to include life-cycle support.
<b>Mechanical Engineering</b>	<b>Engineering Management Lead #3</b>	Shall possess a Bachelor's degree in Engineering, Physics or equivalent experience in a job related field.	Shall possess a minimum of 8 years engineering management experience and demonstrate a working knowledge of the government acquisition system. Should have 8 years progressive experience involving engineering development, systems analysis, test and evaluation and data analysis. Must have a demonstrated knowledge of and preparation of government acquisition documentation to include test documentation. Should be familiar with the planning, budgeting and systems management functions involved in systems acquisition to include life-cycle support.

<b>Mechanical Engineering</b>	<b>Engineering Management Lead #4</b>	Shall possess a Master's Degree with a Ph.D. preferred or equivalent experience in a job related field.	Shall possess a minimum of 10 years experience in engineering management involving government acquisition with emphasis on technology-based systems. Should have demonstrated experience in systems planning, development, testing, acquisition and life-cycle management functions. Must have working knowledge of the government acquisition process to include acquisition reform initiatives and related documentation requirements. Management experience should include planning, budgeting, contract and system program management execution functions. Must be able to direct, control, evaluate and coordinate the technical efforts of functional task teams needed to satisfy customer requirements. Should have demonstrated effectiveness in working with government sponsors, other contractors and various government organizations.
<b>Electrical Engineering</b>	<b>Consulting Engineer #1</b>	Shall possess a Bachelor's degree in engineering, physics or equivalent experience in a job related field. Graduate degree preferred.	Shall possess a minimum of 5 years experience in the field of technical/engineering management of government programs to include demonstrated experience in systems research, development, testing and acquisition. Must be able to provide high-level functional systems analysis, design, integration documentation and implementation advice on exceptionally complex problems which require graduate level knowledge of the subject matter for effective implementation. Should be capable of consulting on policy matters and alternatives for future requirements for government programs.
<b>Electrical Engineering</b>	<b>Consulting Engineer #2</b>	Shall possess a Bachelor's degree in engineering, physics or equivalent experience in a job related field. Graduate degree preferred.	Shall possess a minimum of 10 years experience in the field of technical/engineering management of government programs to include demonstrated experience in systems research, development, testing and acquisition. Must be able to provide high-level functional systems analysis, design, integration documentation and implementation advice on exceptionally complex problems which require graduate level knowledge of the subject matter for effective implementation. Should be capable of consulting on policy matters and alternatives for future requirements for government programs.
<b>Electrical Engineering</b>	<b>Consulting Engineer #3</b>	Shall possess a Bachelor's degree in engineering, physics or equivalent experience in a job related field. Graduate degree preferred.	Shall possess a minimum of 15 years experience in the field of technical/engineering management of government programs to include demonstrated experience in systems research, development, testing and acquisition. Must be able to provide high-level functional systems analysis, design, integration documentation and implementation advice on exceptionally complex problems which require graduate level knowledge of the subject matter for effective implementation. Should be capable of consulting on policy matters and alternatives for future requirements for government programs.

<b>Electrical Engineering</b>	<b>Consulting Engineer #4</b>	Shall possess a Bachelor's degree in engineering, physics or equivalent experience in a job related field. Graduate degree preferred.	Shall possess a minimum of 18 years experience in the field of technical/engineering management of government programs to include demonstrated experience in systems research, development, testing and acquisition. Must be able to provide high-level functional systems analysis, design, integration documentation and implementation advice on exceptionally complex problems which require graduate level knowledge of the subject matter for effective implementation. Should be capable of consulting on policy matters and alternatives for future requirements for government programs.
<b>Electrical Engineering</b>	<b>Consulting Engineer #5</b>	Shall possess a Bachelor's degree in engineering, physics or equivalent experience in a job related field. Graduate degree preferred.	Shall possess a minimum of 20 years experience in the field of technical/engineering management of government programs to include demonstrated experience in systems research, development, testing and acquisition. Must be able to provide high-level functional systems analysis, design, integration documentation and implementation advice on exceptionally complex problems which require graduate level knowledge of the subject matter for effective implementation. Should be capable of consulting on policy matters and alternatives for future requirements for government programs.
<b>Electrical Engineering</b>	<b>Engineering Logistics Technical Analyst #1</b>	Shall possess a Bachelor's degree or equivalent experience in a job related field	Shall possess a minimum of 8 years government related experience in integrated logistics support for electrical systems. Experience should include a working knowledge of specialized logistical areas of supply, maintenance, procurement, transportation, inventory management and facilities. Should be able to prepare budget forecasts, requirements and submissions and conduct analyses of logistics operations. Experience should include preparation of technical materials and curriculum for logistics based training.
<b>Mechanical Engineering</b>	<b>Mechanical Structural Analysis Engineer</b>	Shall possess a Bachelor of Science Degree or equivalent experience in a job related field	Shall possess at least 10 years experience in performing structural analysis. Experience should include design studies and analysis, detailed specifications preparation, fabrication, assembly and personnel training. Should be knowledgeable of government standards and specifications.
<b>Electrical Engineering</b>	<b>Engineering Project Analyst #1</b>	Shall Possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess a minimum of 1 year government related experience involving documentation for electrical engineering systems development and acquisition. Must have experience in supporting government program in the Earned Value Management and a working knowledge in the preparation of variance analysis reports.

<b>Electrical Engineering</b>	<b>Engineering Project Analyst Senior #1</b>	Shall possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess a minimum of 3 years DoD related experience in the development and acquisition of electrical engineering systems. Experience should include preparation of all types of procurement initiation documents and preparation of estimates and budgets. Must have a working knowledge of DoD directives regarding acquisition and production particularly the DoD 5000 series. Must have experience in developing, planning, scheduling, implementing and administering production programs. Should be familiar with policies relating to configuration control, quality assurance and testing and reliability.
<b>Electrical Engineering</b>	<b>Engineering Project Analyst Senior #4</b>	Shall possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess a minimum of 5 years DoD related experience in the development and acquisition of electrical engineering systems process. Experience should include preparation of all types of procurement initiation documents and preparation of estimates and budgets. Must have a working knowledge of DoD directives regarding acquisition and production particularly the DoD 5000 series. Must have experience in developing, planning, scheduling, implementing and administering production programs. Should be familiar with policies relating to configuration control, quality assurance and testing and reliability.
<b>Mechanical Engineering</b>	<b>Project Coordinator or Program Manager</b>	Shall possess a Bachelor of Science Degree or equivalent training and experience.	Shall possess at least 10 years experience providing engineering management to technology-based programs. Must have demonstrated experience as a Project Coordinator in which the efforts of designers and manufacturers were coordinated to a successful conclusion of system installation. Experience should include system research, concept design, test and evaluation.
<b>Electrical Engineering</b>	<b>Project Engineer Senior #1</b>	Shall possess a Bachelor of Science in Engineering, Physics or equivalent experience in a job related field.	Shall possess at least 5 years of technical, engineering and management experience in government systems acquisition. Experience should include technology-based systems requirements analysis and development to include the planning, budgeting, contract and systems management functions involved in the government acquisition process. Experience should include engineering support for research and development projects, documented efforts in all phases of test and evaluation and technical reporting. Should have demonstrated effectiveness in working with government counterparts, other contractors and various government organizations.
<b>Electrical Engineering</b>	<b>Project Engineer Senior #2</b>	Shall possess a Bachelor of Science in Engineering, Physics or equivalent experience in a job related field	Shall possess at least 6 years of technical, engineering and management experience in government systems acquisition. Experience should include technology-based systems requirements analysis and development to include the planning, budgeting, contract and systems management functions involved in the government acquisition process. Experience should include engineering support for research and development projects, documented efforts in all phases of test and evaluation and technical reporting. Should have demonstrated effectiveness in working with government counterparts, other contractors and various government organizations.

<b>Electrical Engineering</b>	<b>Project Engineer Senior #3</b>	Shall possess a Bachelor of Science in Engineering, Physics or equivalent experience in a job related field	Shall possess at least 8 years of technical, engineering and management experience in government systems acquisition. Experience should include technology-based systems requirements analysis and development to include the planning, budgeting, contract and systems management functions involved in the government acquisition process. Experience should include engineering support for research and development projects, documented efforts in all phases of test and evaluation and technical reporting. Should have demonstrated effectiveness in working with government counterparts, other contractors and various government organizations.
<b>Electrical Engineering</b>	<b>Project Engineer Senior #4</b>	Shall possess a Master's Degree or equivalent experience in job related field.	Shall possess at least 10 years of technical, engineering and management experience in government systems acquisition. Experience should include technology-based systems requirements analysis and development to include the planning, budgeting, contract and systems management functions involved in the government acquisition process. Experience should include engineering support for research and development projects, documented efforts in all phases of test and evaluation and technical reporting. Should have demonstrated effectiveness in working with government counterparts, other contractors and various government organizations.
<b>Electrical Engineering</b>	<b>Project Engineer Senior #5</b>	Shall possess a Master's Degree or equivalent experience in job related field.	Shall possess at least 15 years of technical, engineering and management experience in government systems acquisition. Experience should include technology-based systems requirements analysis and development to include the planning, budgeting, contract and systems management functions involved in the government acquisition process. Experience should include engineering support for research and development projects, documented efforts in all phases of test and evaluation and technical reporting. Should have demonstrated effectiveness in working with government counterparts, other contractors and various government organizations.
<b>Mechanical Engineering</b>	<b>Senior Design Engineer</b>	Shall possess a Bachelor of Science Degree or equivalent training and experience.	Shall possess at least 10 years experience in design engineering with demonstrated experience in system installation and modifications. Experience should include design, studies and analysis, preparation of detailed specifications, assembly, test and evaluation. Should be knowledgeable in system safety and quality assurance. Should be knowledgeable of government standards and specifications.
<b>Electrical Engineering</b>	<b>Engineering Analyst #1</b>	Shall possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess at least 3 years experience in providing technical analysis functions in support of government system acquisition. Should have documented experience in providing technology-based systems analysis, documentation and implementation advice. Experience should include involvement in all phases of test and evaluation, systems engineering data base development, maintenance, integration and data analysis.
<b>Electrical Engineering</b>	<b>Engineering Analyst</b>	Shall possess Bachelor's degree or	Shall possess at least 5 years experience in providing technical analysis functions in support of government system acquisition. Should have documented experience in providing technology-based

<b>ering</b>	<b>Senior #1</b>	equivalent experience in a job related field.	systems analysis, documentation and implementation advice. Experience should include involvement in all phases of test and evaluation, systems engineering data base development, maintenance, integration and data analysis.
<b>Electrical Engineering</b>	<b>Engineering Analyst Senior #2</b>	Shall possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess at least 6 years experience in providing technical analysis functions in support of government system acquisition. Should have documented experience in providing technology-based systems analysis, documentation and implementation advice. Experience should include involvement in all phases of test and evaluation, systems engineering data base development, maintenance, integration and data analysis.
<b>Electrical Engineering</b>	<b>Engineering Analyst Senior #3</b>	Shall possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess at least 8 years experience in providing technical analysis functions in support of government system acquisition. Should have documented experience in providing technology-based systems analysis, documentation and implementation advice. Experience should include involvement in all phases of test and evaluation, systems engineering data base development, maintenance, integration and data analysis.
<b>Electrical Engineering</b>	<b>Engineering Analyst Senior #4</b>	Shall possess a Bachelor's degree or equivalent experience in a job related field.	Shall possess at least 10 years experience in providing technical analysis functions in support of government system acquisition. Should have documented experience in providing technology-based systems analysis, documentation and implementation advice. Experience should include involvement in all phases of test and evaluation, systems engineering data base development, maintenance, integration and data analysis.
<b>Electrical Engineering</b>	<b>Test Engineer #1</b>	Shall possess a Bachelor's degree in technical field or equivalent experience in a job related field.	Shall possess a minimum of 1 year experience in engineering and test management support for government acquisition programs. Must have 1 year direct experience in operational test and evaluation of government research and development projects. Must have demonstrated ability to prepare test documentation, coordinate test and evaluation programs and analyze and report test data.
<b>Electrical Engineering</b>	<b>Test Engineer Senior #1</b>	Shall possess a Bachelor's Degree in a technical field or equivalent experience in a job related field.	Shall possess a minimum of 3 years experience in engineering and test management support for government acquisition programs. Must have 3 years direct experience in operational test and evaluation of government research and development projects. Must have demonstrated ability to prepare test documentation, coordinate test and evaluation programs and analyze and report test data.
<b>Electrical Engineering</b>	<b>Test Engineer Senior #2</b>	Shall possess a Bachelor's Degree in a technical	Shall possess a minimum of 5 years experience in engineering and test management support for government acquisition programs. Must have 5 years direct experience in operational test and evaluation of government research and development projects.

		field or equivalent experience in a job related field.	Must have demonstrated ability to prepare test documentation, coordinate test and evaluation programs and analyze and report test data.
<b>Electrical Engineering</b>	<b>Test Engineer Senior #3</b>	Shall possess a Bachelor's Degree in a technical field or equivalent experience in a job related field.	Shall possess a minimum of 10 years experience in engineering and test management support for government acquisition programs. Must have 10 years direct experience in operational test and evaluation of government research and development projects. Must have demonstrated ability to prepare test documentation, coordinate test and evaluation programs and analyze and report test data.

**PROFESSIONAL ENGINEERING SERVICES GSA RATES**

<b>Professional Engineering Schedule</b>		<b>Proposed</b>
		<b>GSA Price</b>
Electrical	Engineer Mgt Admin #1	\$ 39.99
Electrical	Engineering Mgt Admin #2	\$ 62.38
Electrical	Engineer Mgt Lead #1	\$ 81.73
Electrical	Engineer Mgt Lead #2	\$ 89.88
Electrical	Engineer Mgt Lead #3	\$ 109.69
Electrical	Engineer Mgt Lead #4	\$ 134.60
Mechanical	Engineer Mgt Lead #1	\$ 81.73
Mechanical	Engineer Mgt Lead #2	\$ 89.88
Mechanical	Engineer Mgt Lead #3	\$ 109.69
Mechanical	Engineer Mgt Lead #4	\$ 134.60
Electrical	Engineering Consult #1	\$ 94.53
Electrical	Engineering Consult #2	\$ 95.93
Electrical	Engineering Consult #3	\$ 104.27
Electrical	Engineering Consultant #4	\$ 208.54
Electrical	Engineering Consult #5	\$ 278.05
Electrical	Engineering Logistics Analyst #1	\$ 72.10
Mechanical	Mechanical Structural Analysis Engineer	\$ 136.08
Electrical	Engineering Program Analyst #1	\$ 37.13
Electrical	Engineering Program Analyst Senior #1	\$ 48.06
Electrical	Engineering Program Analyst Senior #4	\$ 84.95
Mechanical	Project Coordinator/Program Coordinator	\$ 81.63
Electrical	Project Engineer Senior #1	\$ 62.71
Electrical	Project Engineer Senior #2	\$ 72.10
Electrical	Project Engineer Senior #3	\$ 81.73
Electrical	Project Engineer Senior #4	\$ 95.41
Electrical	Project Engineer Senior #5	\$ 106.43
Mechanical	Senior Design Engineer	\$ 88.44
Electrical	Engineering Analyst #1	\$ 73.40
Electrical	Engineering Analyst Senior #1	\$ 74.87
Electrical	Engineering Analyst Senior #2	\$ 79.51
Electrical	Engineering Analyst Senior #3	\$ 89.88
Electrical	Engineering Analyst Senior #4	\$ 92.31
Electrical	Test Engineer #1	\$ 72.10
Electrical	Test Engineer Senior #1	\$ 75.72
Electrical	Test Engineer Senior #2	\$ 78.14
Electrical	Test Engineer Senior #3	\$ 89.88

**COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

PREAMBLE

Tekla Research, Inc. provides commercial products and services to **ordering activities**. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in **ordering activity** contracts. To accelerate potential opportunities please contact:

Company Point of contact: Clare Dean  
phone number: (703) 492-2620  
e-mail address: [ccdean@teklaresearch.com](mailto:ccdean@teklaresearch.com)  
fax number: (703) 492-2680

BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and TEKLA RESEARCH, INC. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s)

\_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity                      Date                      Contractor                      Date

BPA NUMBER \_\_\_\_\_

(CUSTOMER NAME)

**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The **ordering activity** estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;

- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

<p style="text-align: center;"><b>BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"</b></p>
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Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a **ordering activity** requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.