



# AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

MISSION ORIENTED BUSINESS  
INTEGRATED SERVICES (MOBIS TRAINING)

## Systems Research and Applications Corporation a wholly owned subsidiary of SRA International, Inc.

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Fairfax, Virginia 22033-4232  
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SRA Website: [www.sra.com](http://www.sra.com)  
Business Size: Large

Contract Number: GS-02F-0031T  
Contract Period: December 20, 2006 – December 19, 2011

Class 6930, Special Item Numbers (SIN):  
874-4 Instructor Led Training, Web Based Training and Education Courses,  
Course Development and Test Administration



Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the *GSA Advantage!* System. Agencies can browse *GSA Advantage!* by accessing the Federal Supply Service's Home Page via the Internet at <http://www.gsadvantage.gov/>.

General Services Administration  
Federal Acquisition Service  
Pricelist Current Through Mod #FX75 Dated 8/31/09 and  
Mod A087 (Refresh 15) dated 9/23/2010



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## INFORMATION FOR ORDERING OFFICES

1. **\*Awarded Special Item Number(s):**

874-4 Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

\*See Sections 4 and 5 for SIN hourly rates and labor category descriptions.

2. **Maximum Order:** A maximum threshold value of \$1,000,000 for a task order was established for the contract. When task orders exceed this value, agencies should seek additional discounts from the contractor.

3. **Minimum Order:** \$100.00

4. **Geographic Scope of Contract:** The geographic scope of this contract is worldwide.

5. **Point(s) of Production:**

Systems Research and Applications Corporation (SRA)  
4300 Fair Lakes Court  
Fairfax, Virginia 22033  
or as determined in each task order.

6. **Discount from List Price or Statement of Net Price:** Prices shown are NET Prices; Basic discounts have been deducted.

7. **Quantity Discounts:** Volume discounts will be considered on a task order basis.

8. **Prompt Payment Terms:** SRA will offer a prompt payment discount of 0.25% if paid within 15 days. Payments are due within 30 days from receipt of invoice or date of acceptance, whichever is later.

9a. **Notification whether Government Purchase Cards are accepted below the micro purchase threshold:** SRA will accept the Government purchase card for payments equal to or less than the micro-purchase threshold of \$2,500 for task orders.

9b. **Notification whether Government Purchase Cards are accepted above the micro purchase threshold:** Government purchase cards **will** be acceptable for payment above the micro-purchase threshold.

10. **Foreign Items:** Not applicable.

11a. **Time of Delivery:** To be determined in each task order.

- 11b. Expedited Delivery:** Items available for expedited delivery, when applicable, are noted in this pricelist.
- 11c. Overnight and 2-Day Delivery:** The customer may contact SRA for availability of overnight and 2-day delivery.
- 11d. Urgent Requirements:** Customers may send an e-mail to [schedules@sra.com](mailto:schedules@sra.com) to meet urgent requirements.
- 12. F.O.B. Points:** Destination.
- 13a. Contractor's Ordering Address:**  
Systems Research and Applications Corporation  
4300 Fair Lakes Court  
Fairfax, Virginia 22033  
Attn: Sandra L. Gross  
Email: [schedules@sra.com](mailto:schedules@sra.com)  
Phone #: (703)-502-4582  
FAX # : (703)-803-1509
- 13b. Ordering Procedures:** Ordering procedures for supplies and services and information on Blanket Purchase Agreements may be found at the GSA/FSS Schedule homepage at [fss.gsa.gov/schedules](http://fss.gsa.gov/schedules).
- 14. Contractor's Payment Address:**  
Systems Research and Applications Corporation  
Attention : Account Receivable  
P. O. Box 0880  
Alexandria, VA 22334-0880
- 15. Warranty Provision:** Not applicable.
- 16. Terms and conditions of Government Purchase Card acceptance:** None
- 17. Environmental Attributes:** Not applicable
- 18. Statistical Data for Government Ordering Office:**  
Data Universal Number System (DUNS): 09-777-9698  
Cage Code: 6R517  
Tax Payer Identification Number (TIN):  
Systems Research and Applications Corporation 54-1013306  
Parent: SRA International, Inc. 54-1360804
- 19. Notification regarding registration in Central Contractor Registration (CCR) database:** SRA is registered in the CCR database.

## **1. Contract Overview**

Systems Research and Applications Corporation (SRA) has been awarded a GSA Federal Supply Schedule contract for MOBIS Training, contract no. GS-02F-0031T. The contract period is from December 20, 2006 through December 19, 2011 with three, five-year option periods. The contract provides for task orders to be placed as Firm Fixed Price or Time and Material using the labor categories and ceiling rates defined for the contract. There is no dollar value ceiling for the contract.

## **2. Contract Use**

This contract is available for use by all federal government agencies as a source for training and course development services worldwide. Executive agencies, other Federal agencies, mixed – ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **3. Contract Scope**

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide worldwide training and course development services. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. SRA has been awarded a contract by GSA to provide services under the following SIN, as defined below:

**874-4 Instructor Led Training, Web Based Training and Education Courses,  
Course Development and Test Administration**

#### 4. Labor Rates

**Special Item Number (SIN) 874-4  
Authorized Schedule 874 Pricelist (All rates include 0.75% GSA IFF)**

CONTRACTOR-SITE	Base Period					
	LABOR CATEGORY	12/20/06-12/19/07	12/20/07-12/19/08	12/20/08-12/19/09	12/20/09-12/19/10	12/20/10-12/19/11
1	Senior Manager	\$187.24	\$192.31	\$197.43	\$202.76	\$208.46
2	Senior Program/Project Manager	\$156.67	\$160.93	\$165.18	\$169.66	\$174.43
3	Program/Project Manager	\$112.54	\$115.59	\$118.65	\$121.87	\$125.27
4	Senior Task Leader	\$100.07	\$102.78	\$105.52	\$108.36	\$111.39
5	Task Leader	\$81.63	\$83.82	\$86.05	\$88.38	\$90.86
6	Senior Administrative Support Specialist	\$56.37	\$57.89	\$59.43	\$61.04	\$62.74
7	Administrative Support Specialist	\$37.43	\$38.46	\$39.46	\$40.53	\$41.68
8	Training Developer I	\$62.81	\$64.51	\$66.21	\$68.01	\$69.91
9	Training Developer II	\$81.14	\$83.36	\$85.58	\$87.90	\$90.37
10	Training Developer III	\$100.07	\$102.78	\$105.52	\$108.36	\$111.39
11	Training Developer IV	\$119.00	\$122.23	\$125.46	\$128.85	\$132.48
12	Training Developer V	\$137.77	\$141.49	\$145.25	\$149.19	\$153.37
13	Multimedia Training Developer I	\$56.37	\$57.89	\$59.43	\$61.04	\$62.74
14	Multimedia Training Developer II	\$75.05	\$77.07	\$79.12	\$81.25	\$83.55
15	Multimedia Training Developer III	\$94.04	\$96.59	\$99.15	\$101.84	\$104.70
16	Multimedia Training Developer IV	\$112.54	\$115.59	\$118.65	\$121.87	\$125.27
17	Multimedia Training Developer V	\$131.67	\$135.24	\$138.82	\$142.57	\$146.56
18	Graphic Artist I	\$43.91	\$45.08	\$46.27	\$47.52	\$48.84
19	Graphic Artist II	\$56.37	\$57.89	\$59.43	\$61.04	\$62.74
20	Graphic Artist III	\$68.87	\$70.74	\$72.60	\$74.57	\$76.67
21	Graphic Artist IV	\$81.14	\$83.36	\$85.58	\$87.90	\$90.37
22	Graphic Artist V	\$94.04	\$96.59	\$99.15	\$101.84	\$104.70
23	Training Specialist/Instructor I	\$50.07	\$51.43	\$52.79	\$54.22	\$55.73
24	Training Specialist/Instructor II	\$68.87	\$70.74	\$72.60	\$74.57	\$76.67
25	Training Specialist/Instructor III	\$87.80	\$90.18	\$92.59	\$95.10	\$97.77
26	Training Specialist/Instructor IV	\$106.17	\$109.03	\$111.92	\$114.95	\$118.18
27	Training Specialist/Instructor V	\$124.80	\$128.17	\$131.58	\$135.16	\$138.92
28	Subject Matter Expert I	\$124.80	\$128.17	\$131.58	\$135.16	\$138.92
29	Subject Matter Expert II	\$156.67	\$160.93	\$165.18	\$169.66	\$174.43
30	Subject Matter Expert III	\$187.24	\$192.31	\$197.43	\$202.76	\$208.46
31	Subject Matter Expert IV	\$218.36	\$224.27	\$230.24	\$236.47	\$243.10
32	Subject Matter Expert V	\$249.56	\$256.31	\$263.13	\$270.23	\$277.83
33	Subject Matter Expert VI	\$280.78	\$288.37	\$296.02	\$304.04	\$312.58
34	Documentation Specialist/Editor I	\$43.91	\$45.08	\$46.27	\$47.52	\$48.84
35	Documentation Specialist/Editor II	\$56.37	\$57.89	\$59.43	\$61.04	\$62.74
36	Documentation Specialist/Editor III	\$68.87	\$70.74	\$72.60	\$74.57	\$76.67
37	Documentation Specialist/Editor IV	\$81.14	\$83.36	\$85.58	\$87.90	\$90.37
38	Documentation Specialist/Editor V	\$100.07	\$102.78	\$105.52	\$108.36	\$111.39
39	Training Technical Support Engineer I	\$68.87	\$70.74	\$72.60	\$74.57	\$76.67
40	Training Technical Support Engineer II	\$87.80	\$90.18	\$92.59	\$95.10	\$97.77
41	Training Technical Support Engineer III	\$106.17	\$109.03	\$111.92	\$114.95	\$118.18
42	Training Software Technician I	\$37.43	\$38.46	\$39.46	\$40.53	\$41.68
43	Training Software Technician II	\$50.07	\$51.43	\$52.79	\$54.22	\$55.73
44	Training Software Technician III	\$62.81	\$64.51	\$66.21	\$68.01	\$69.91
45	Training System Administrator I	\$56.37	\$57.89	\$59.43	\$61.04	\$62.74
46	Training System Administrator II	\$75.05	\$77.07	\$79.12	\$81.25	\$83.55
47	Training System Administrator III	\$94.04	\$96.59	\$99.15	\$101.84	\$104.70
48	Training Medical Technician I	\$43.91	\$45.08	\$46.27	\$47.52	\$48.84
49	Training Medical Technician II	\$56.37	\$57.89	\$59.43	\$61.04	\$62.74
50	Training Medical Technician III	\$68.87	\$70.74	\$72.60	\$74.57	\$76.67

GOVERNMENT-SITE		Base Period				
LABOR CATEGORY		12/20/06-12/19/07	12/20/07-12/19/08	12/20/08-12/19/09	12/20/09-12/19/10	12/20/10-12/19/11
1	Senior Manager	\$147.07	\$151.27	\$155.58	\$159.98	\$164.55
2	Senior Program/Project Manager	\$123.07	\$126.57	\$130.17	\$133.87	\$137.70
3	Program/Project Manager	\$88.40	\$90.92	\$93.50	\$96.17	\$98.89
4	Senior Task Leader	\$78.61	\$80.83	\$83.14	\$85.51	\$87.92
5	Task Leader	\$64.12	\$65.94	\$67.81	\$69.74	\$71.71
6	Senior Administrative Support Specialist	\$44.29	\$45.54	\$46.83	\$48.16	\$49.53
7	Administrative Support Specialist	\$29.40	\$30.24	\$31.10	\$31.99	\$32.90
8	Training Developer I	\$49.34	\$50.74	\$52.19	\$53.67	\$55.19
9	Training Developer II	\$63.73	\$65.57	\$67.43	\$69.37	\$71.35
10	Training Developer III	\$78.61	\$80.83	\$83.14	\$85.51	\$87.92
11	Training Developer IV	\$93.47	\$96.14	\$98.88	\$101.68	\$104.59
12	Training Developer V	\$108.23	\$111.30	\$114.47	\$117.73	\$121.06
13	Multimedia Training Developer I	\$44.29	\$45.54	\$46.83	\$48.16	\$49.53
14	Multimedia Training Developer II	\$58.95	\$60.63	\$62.34	\$64.12	\$65.95
15	Multimedia Training Developer III	\$73.87	\$75.99	\$78.13	\$80.36	\$82.65
16	Multimedia Training Developer IV	\$88.40	\$90.92	\$93.50	\$96.17	\$98.89
17	Multimedia Training Developer V	\$103.42	\$106.37	\$109.39	\$112.50	\$115.69
18	Graphic Artist I	\$34.49	\$35.46	\$36.47	\$37.51	\$38.57
19	Graphic Artist II	\$44.29	\$45.54	\$46.83	\$48.16	\$49.53
20	Graphic Artist III	\$54.10	\$55.63	\$57.22	\$58.85	\$60.53
21	Graphic Artist IV	\$63.73	\$65.57	\$67.43	\$69.37	\$71.35
22	Graphic Artist V	\$73.87	\$75.99	\$78.13	\$80.36	\$82.65
23	Training Specialist/Instructor I	\$39.32	\$40.47	\$41.61	\$42.79	\$43.99
24	Training Specialist/Instructor II	\$54.10	\$55.63	\$57.22	\$58.85	\$60.53
25	Training Specialist/Instructor III	\$68.96	\$70.95	\$72.95	\$75.05	\$77.16
26	Training Specialist/Instructor IV	\$83.39	\$85.77	\$88.19	\$90.71	\$93.28
27	Training Specialist/Instructor V	\$98.03	\$100.82	\$103.68	\$106.64	\$109.67
28	Subject Matter Expert I	\$98.03	\$100.82	\$103.68	\$106.64	\$109.67
29	Subject Matter Expert II	\$123.07	\$126.57	\$130.17	\$133.87	\$137.70
30	Subject Matter Expert III	\$147.07	\$151.27	\$155.58	\$159.98	\$164.55
31	Subject Matter Expert IV	\$171.52	\$176.40	\$181.43	\$186.60	\$191.91
32	Subject Matter Expert V	\$196.02	\$201.60	\$207.33	\$213.23	\$219.30
33	Subject Matter Expert VI	\$220.55	\$226.83	\$233.28	\$239.92	\$246.74
34	Documentation Specialist/Editor I	\$34.49	\$35.46	\$36.47	\$37.51	\$38.57
35	Documentation Specialist/Editor II	\$44.29	\$45.54	\$46.83	\$48.16	\$49.53
36	Documentation Specialist/Editor III	\$54.10	\$55.63	\$57.22	\$58.85	\$60.53
37	Documentation Specialist/Editor IV	\$63.73	\$65.57	\$67.43	\$69.37	\$71.35
38	Documentation Specialist/Editor V	\$78.61	\$80.83	\$83.14	\$85.51	\$87.92
39	Training Technical Support Engineer I	\$54.10	\$55.63	\$57.22	\$58.85	\$60.53
40	Training Technical Support Engineer II	\$68.96	\$70.95	\$72.95	\$75.05	\$77.16
41	Training Technical Support Engineer III	\$83.39	\$85.77	\$88.19	\$90.71	\$93.28
42	Training Software Technician I	\$29.40	\$30.24	\$31.10	\$31.99	\$32.90
43	Training Software Technician II	\$39.32	\$40.47	\$41.61	\$42.79	\$43.99
44	Training Software Technician III	\$49.34	\$50.74	\$52.19	\$53.67	\$55.19
45	Training System Administrator I	\$44.29	\$45.54	\$46.83	\$48.16	\$49.53
46	Training System Administrator II	\$58.95	\$60.63	\$62.34	\$64.12	\$65.95
47	Training System Administrator III	\$73.87	\$75.99	\$78.13	\$80.36	\$82.65
48	Training Medical Technician I	\$34.49	\$35.46	\$36.47	\$37.51	\$38.57
49	Training Medical Technician II	\$44.29	\$45.54	\$46.83	\$48.16	\$49.53
50	Training Medical Technician III	\$54.10	\$55.63	\$57.22	\$58.85	\$60.53

## **5. Labor Category Descriptions**

The following labor category descriptions illustrate the qualifications of personnel that will be provided by SRA in support of the Training and Course Development schedule. The labor categories are supported by level of expertise, experience, and education.

Education Substituted for General Experience: Minimum number of years in category specialty positions. Formal education may be substituted for experience. Each formal degree (i.e., Bachelors, Masters, or Ph.D.) may be substituted for four (4) years of experience.

Experience Substituted for Formal Education: Specialized experience may be substituted for formal education. Four (4) years of experience are required to substitute for a Bachelor Degree.

### **1) Senior Manager**

#### **Minimum/General Experience**

Fifteen (15) years of progressive management or subject matter expertise experience with training, information technology, and/or multimedia related projects. Experience must include at least five (5) years of experience in planning and supervising training-related projects similar to the services offered under this contract. Able to commit the company to binding agreements with the Government, and provide and coordinate company wide contract schedules, work/capital/personnel allocation to this contract.

#### **Functional Responsibility**

Acts as the senior manager for all contract work performed within the company. Serves as the authorized contact point for the company and is able to commit the company contractually. Is responsible for holding periodic summary contract status reviews and resolve any schedule or technical issues identified by the contract program/project manager. Is able to assign or reallocate equipment or personnel resources in order to resolve issues or contract variances. This individual can also act as a Senior Subject Matter Expert.

#### **Minimum Education**

A Masters degree in a related field. Two (2) years of specialized experience may be substituted for the Masters degree. Four (4) years of experience may be substituted for the Bachelors degree.

### **2) Senior Program/Project Manager**

#### **Minimum/General Experience**

Ten (10) years of progressive management or subject matter expertise experience with training, information technology, and/or multimedia related projects. Experience must include five (5) years of experience planning and supervising one or more training-related contracts similar to the services offered under this contract.

**Functional Responsibility**

Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staff, budget, prioritization, and other contract or personnel matters. May also serve as the technical lead.

**Minimum Education**

Bachelor's degree in education or a related field, or in the project's functional area. Four (4) years of specialized experience may be substituted for the Bachelor's degree.

**3) Program/Project Manager**

**Minimum/General Experience**

Eight (8) years of progressive management and subject matter expertise experience with training, information technology, and multimedia related projects. Experience must include three (3) years of experience planning and supervising one or more training related contracts similar to the services offered under this contract.

**Functional Responsibility**

Acts as the single focal point for planning and executing task orders awarded. Is the primary point of contact for the customer. Oversees all work and takes corrective action as necessary to ensure project success. Manages staff, budget, prioritization, and other contract or personnel matters. May also serve as the technical lead.

**Minimum Education**

Bachelor's degree in education or a related field, or in the project's functional area. Four (4) years of specialized experience may be substituted for the Bachelor's degree.

**4) Senior Task Leader**

**Minimum/General Experience**

Eight (8) years of progressive subject matter expertise and training task supervision.

**Functional Responsibility**

Assists the Project/Program Manager or Senior Program Manager in the development and management of project plans for order performance, and serves as the day-to-day manager for performance. This includes the review of task performance and work products for correctness as well as adherence to training concepts and instructional requirements, and for progress in accordance with schedules. Coordinates with the Project/Program Manager and the customer to ensure solution and user satisfaction for training matters. Prepares and delivers presentations to peers, subordinates, and student representatives.

**Minimum Education**

Bachelor's degree in education or related field. Four (4) years of specialized experience may also be substituted for the Bachelor's degree.

**5) Task Leader**

**Minimum/General Experience**

Six (6) years of progressive subject matter expertise and training task supervision.

**Functional Responsibility**

Assists the Project/Program Manager in the development and management of project plans for order performance, and serves as the day-to-day manager for performance. This includes the review of task performance and work products for correctness as well as adherence to training concepts and instructional requirements, and for progress in accordance with schedules. Coordinates with the Project/Program Manager and the customer to ensure solution and user satisfaction for training matters. Prepares and delivers presentations to peers, subordinates, and student representatives.

**Minimum Education**

Bachelor's degree in education or related field. Four (4) years of specialized experience may also be substituted for the Bachelor's degree.

**6) Senior Administrative Support Specialist**

**Minimum/General Experience**

Five (5) years of increasing experience and responsibility in administration support to a project organization with general office support, such as word processing, receptionist, filing, and meeting and travel reservations..

**Functional Responsibility**

Under general direction, is responsible for providing analytical and specialized administrative support functions. Interacts with outside company and client organizations to support scheduling and resource assignments on the project. Coordinates specific project and task order requirements by analyzing requirements, determining an approach to administratively support those requirements, compiling and analyzing data and preparing reports and recommendations using Personal Computer skills, knowledge of administrative systems, and understanding of policies and procedures.

**Minimum Education**

High school diploma.

**7) Administrative Support Specialist**

**Minimum/General Experience**

Two (2) years of generalized experience supporting a project organization with general office support, such as word processing, receptionist, filing, and meeting and travel reservations.

**Functional Responsibility**

Supports the project organization with generalized office support. Provides word processing, receptionist, meeting scheduling, travel reservations, filing, reproduction and similar project support.

**Minimum Education**

High school diploma.

**8) Training Developer I**

**Minimum/General Experience**

Six (6) years of increasing experience in the design, preparation and delivery of training courses.

**Functional Responsibility**

Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Minimum Education**

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**9) Training Developer II**

**Minimum/General Experience**

Eight (8) years of increasing experience in the design, preparation and delivery of training courses.

**Functional Responsibility**

Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Minimum Education**

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**10) Training Developer III**

**Minimum/General Experience**

Ten (10) years of increasing experience in the design, preparation and delivery of training courses.

**Functional Responsibility**

Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Minimum Education**

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**11) Training Developer IV**

**Minimum/General Experience**

Twelve (12) years of increasing experience in the design, preparation and delivery of training courses.

**Functional Responsibility**

Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Minimum Education**

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**12) Training Developer V**

**Minimum/General Experience**

Fifteen (15) years of increasing experience in the design, preparation and delivery of training courses.

**Functional Responsibility**

Develops instructor lead and computer based training. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the delivery phase of training.

**Minimum Education**

Masters degree in related field. Two (2) years of specialized experience may be substituted for the Masters degree. Four (4) years of experience may be substituted for the Bachelors degree.

**13) Multimedia Training Developer I**

**Minimum/General Experience**

Two (2) years of increasing experience in the design, preparation and delivery of computer-based training courses.

**Functional Responsibility**

Develops computer-based interactive training courseware. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the computer-based phase of training. Provides expertise in computer-based graphics design, video and audio applications. Has significant computer skills to include use of training courseware authoring software.

**Minimum Education**

High school diploma.

**14) Multimedia Training Developer II**

**Minimum/General Experience**

Four (4) years of increasing experience in the design, preparation and delivery of computer-based training courses.

**Functional Responsibility**

Develops computer-based interactive training courseware. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the computer-based phase of training. Provides expertise in computer-based graphics design, video and audio applications. Has significant computer skills to include use of training courseware authoring software.

**Minimum Education**

Associates degree in related field. Two (2) years of experience may be substituted for the Associates degree.

**15) Multimedia Training Developer III**

**Minimum/General Experience**

Eight (8) years of increasing experience in the design, preparation and delivery of computer-based training courses.

**Functional Responsibility**

Develops computer-based interactive training courseware. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the computer-based phase of training. Provides expertise in computer-based graphics design, video and audio applications. Has significant computer skills to include use of training courseware authoring software.

**Minimum Education**

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**16) Multimedia Training Developer IV**

**Minimum/General Experience**

Ten (10) years of increasing experience in the design, preparation and delivery of computer-based training courses.

**Functional Responsibility**

Develops computer-based interactive training courseware. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline. Reviews lesson plans, validation criteria, and evaluates the computer-based phase of training. Provides expertise in computer-based graphics design, video and audio applications. Has significant computer skills to include use of training courseware authoring software.

**Minimum Education**

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**17) Multimedia Training Developer V**

**Minimum/General Experience**

Twelve (12) years of increasing experience in the design, preparation and delivery of computer-based training courses.

**Functional Responsibility**

Develops computer-based interactive training courseware. Involved in all phases of courseware development and presentation. Responsible for completing the analysis, design and development phases of the Instructional Systems Design (ISD) model. Identifies customer training requirements, establishes student knowledge level, creates training objectives, writes the plans of instruction and course outline.

Reviews lesson plans, validation criteria, and evaluates the computer-based phase of training. Provides expertise in computer-based graphics design, video and audio applications. Has significant computer skills to include use of training courseware authoring software.

**Minimum Education**

Bachelor's degree in related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**18) Graphic Artist I**

**Minimum/General Experience**

Two (2) years of increasing experience in the design, preparation and delivery of training-related graphics.

**Functional Responsibility**

Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Minimum Education**

High school diploma.

**19) Graphic Artist II**

**Minimum/General Experience**

Four (4) years of increasing experience in the design, preparation and delivery of training-related graphics.

**Functional Responsibility**

Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Minimum Education**

Associates degree in art or a related field. Two (2) years of experience may be substituted for the Associates degree.

**20) Graphic Artist III**

**Minimum/General Experience**

Six (6) years of increasing experience in the design, preparation and delivery of training-related graphics.

**Functional Responsibility**

Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Minimum Education**

Associates degree in art or a related field. Two (2) years of experience may be substituted for the Associates degree.

**21) Graphic Artist IV**

**Minimum/General Experience**

Eight (8) years of increasing experience in the design, preparation and delivery of training-related graphics.

**Functional Responsibility**

Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Minimum Education**

Bachelors degree in art or a related field. Four (4) years of experience may be substituted for the Bachelors degree.

**22) Graphic Artist V**

**Minimum/General Experience**

Ten (10) years of increasing experience in the design, preparation and delivery of training-related graphics.

**Functional Responsibility**

Prepares charts, posters, slides, covers, and other graphics using computer-based graphics software. Provides advice on layout and composition of graphics. Maintains a file management system on all graphics produced. Edits and updates graphics as directed by project personnel.

**Minimum Education**

Bachelors degree in art or a related field. Four (4) years of experience may be substituted for the Bachelors degree.

**23) Training Specialist/Instructor I**

**Minimum/General Experience**

Three (3) years of experience in the preparation of courseware, and the course design, and Programs of instruction.

**Functional Responsibility**

Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

**Minimum Education**

High school diploma.

**24) Training Specialist/Instructor II**

**Minimum/General Experience**

Five (5) years of experience in the preparation of courseware, and the course design, and Programs of instruction.

**Functional Responsibility**

Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

**Minimum Education**

Associates degree in related field. Two (2) years of experience may be substituted for the Associates degree.

**25) Training Specialist/Instructor III**

**Minimum/General Experience**

Eight (8) years of experience in the preparation of courseware, and the course design, and Programs of instruction.

**Functional Responsibility**

Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**26) Training Specialist/Instructor IV**

**Minimum/General Experience**

Ten (10) years of experience in the preparation of courseware, and the course design, and Programs of instruction.

**Functional Responsibility**

Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**27) Training Specialist/Instructor V**

**Minimum/General Experience**

Twelve (12) years of experience in the preparation of courseware, and the course design, and Programs of instruction.

**Functional Responsibility**

Writes lesson plans, criterion and diagnostic testing instruments, student workbooks and presentation media. Compiles computer based training program from established formats. Presents instructor lead training and administers criterion and diagnostic tests.

**Minimum Education**

Masters degree in a related field. Two (2) years of specialized experience may be substituted for the Masters degree. Four (4) years of experience may be substituted for the Bachelors degree.

**28) Subject Matter Expert I**

**Minimum/General Experience**

Ten (10) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

**Functional Responsibility**

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

**29) Subject Matter Expert II**

**Minimum/General Experience**

Twelve (12) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

**Functional Responsibility**

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

**30) Subject Matter Expert III**

**Minimum/General Experience**

Fourteen (14) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

**Functional Responsibility**

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

**31) Subject Matter Expert IV**

**Minimum/General Experience**

Sixteen (16) years of generalized and specialized experience in training, tactics, procedures, and training technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

**Functional Responsibility**

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior

managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

**32) Subject Matter Expert V**

**Minimum/General Experience**

Eighteen (18) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

**Functional Responsibility**

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

**33) Subject Matter Expert VI**

**Minimum/General Experience**

Twenty (20) years of generalized and specialized experience in information technology design, development and implementation, in addition to an in-depth understanding of the business process being implemented.

**Functional Responsibility**

Acts as a consultant to the project organization to provide technical expertise and guidance for significantly complex client problems. Provides consulting to agency heads, directors, and senior managers on process improvement efforts, to include giving lectures, speeches, writing technology studies and concepts.

**Minimum Education**

Bachelor's degree in a related field. Four (4) years of specialized experience, in addition to the minimum required, may be substituted for the Bachelor's degree.

**34) Documentation Specialist/Editor I**

**Minimum/General Experience**

Four (4) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards.

**Functional Responsibility**

Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Minimum Education**

High school diploma and four (4) years experience working in a project organization preparing and delivering training documents, briefings, technical reports and other task order documentation requirements.

**35) Documentation Specialist/Editor II**

**Minimum/General Experience**

Six (6) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards.

**Functional Responsibility**

Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Minimum Education**

High school diploma and six (6) years experience working in a project organization preparing and delivering training documents, briefings, technical reports and other task order documentation requirements.

**36) Documentation Specialist/Editor III**

**Minimum/General Experience**

Eight (8) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards.

**Functional Responsibility**

Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Minimum Education**

Bachelors degree in English or a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**37) Documentation Specialist/Editor IV**

**Minimum/General Experience**

Ten (10) years generalized experience in training data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards.

**Functional Responsibility**

Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Minimum Education**

Bachelors degree in English or a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**38) Documentation Specialist/Editor V**

**Minimum/General Experience**

Twelve (12) years generalized experience in data management to include documentation preparation using automated software tools, understanding and adherence to documentation format and content requirements, and ability to properly prepare documents according to correct writing standards.

**Functional Responsibility**

Performs in a support role in the training project organization with data management and preparation knowledge and skills. Works with the Project/Program Manager or Task Manager to define documentation requirements on a project, researches the contract data requirements list and data item description requirements, and prepares the deliverable documentation. Includes preparation of the technical or analytical text using notes generated by training specialists/instructors, training developers and subject matter experts.

**Minimum Education**

Bachelors degree in English or a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**39) Training Technical Support Engineer I**

**Minimum/General Experience**

Two (2) years of generalized experience with information technology and engineering sciences. Has a basic understanding comparable to knowledge gained from an undergraduate degree program in electrical engineering, computer science, information technology or similar application areas.

**Functional Responsibility**

Provides supervised technical support to the engineering and computer science process within the project organization or business entity. Is capable of generating technical documents and performing technology trade studies and comparative analyses.

**Minimum Education**

Bachelor's degree in computer science or a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**40) Training Technical Support Engineer II**

**Minimum/General Experience**

Four (4) years of generalized experience with information technology and engineering sciences. Has a basic understanding comparable to knowledge gained from an undergraduate degree program in electrical engineering, computer science, information technology or similar application areas.

**Functional Responsibility**

Provides supervised technical support to the engineering and computer science process within the project organization or business entity. Is capable of generating technical documents and performing technology trade studies and comparative analyses.

**Minimum Education**

Bachelor's degree in computer science or a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**41) Training Technical Support Engineer III**

**Minimum/General Experience**

Eight (8) years of generalized experience with information technology and engineering sciences. Has a basic understanding comparable to knowledge gained from an undergraduate degree program in electrical engineering, computer science, information technology or similar application areas.

**Functional Responsibility**

Provides supervised technical support to the engineering and computer science process within the project organization or business entity. Is capable of generating technical documents and performing technology trade studies and comparative analyses.

**Minimum Education**

Bachelor's degree in computer science or a related field. Four (4) years of experience may be substituted for the Bachelor's degree.

**42) Training Software Technician I**

**Minimum/General Experience**

Two (2) years of generalized non-technical experience working in a training technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking.

**Functional Responsibility**

Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating system commands and functions and is able to load software, reconfigure computer settings, perform data backups, and other similar automation support tasks.

**Minimum Education**

High school diploma.

**43) Training Software Technician II**

**Minimum/General Experience**

Four (4) years of generalized non-technical experience working in a training technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking.

**Functional Responsibility**

Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating

system commands and functions and is able to load software, reconfigure computer settings, perform data backups, and other similar automation support tasks.

**Minimum Education**

High school diploma.

**44) Training Software Technician III**

**Minimum/General Experience**

Six (6) years of generalized non-technical experience working in an information technology business entity or client project supporting the automation process. Is capable of taking direction from the technical or management staff to perform software loading, data backups, basic computer reconfigurations, and similar tasking.

**Functional Responsibility**

Supports the automation process with non-technical capabilities based on direction provided by technical or management staff members. Has a basic understanding of person computers and operating system commands and functions and is able to load software, reconfigure computer settings, perform data backups, and other similar automation support tasks.

**Minimum Education**

Associates degree in computer science or a related field. Two (2) years of experience may be substituted for the Associates degree.

**45) Training System Administrator I**

**Minimum/General Experience**

Four (4) years of generalized experience with training computer network systems and two (2) years of specialized experience working on training LAN and WAN network systems.

**Functional Responsibility**

Responsible for day-to-day training computer network operations. Monitors logs and usage statistics, and adjusts configuration settings as needed. Updates system user and resource configurations, and troubleshoots normal network problems. Performs training network system backups and handles system security requirements and issues.

**Minimum Education**

Bachelor's degree in computer science or related scientific or technical field. Four (4) years of experience may be substituted for the Bachelor's degree.

**46) Training System Administrator II**

**Minimum/General Experience**

Eight (8) years of generalized experience with training computer network systems and four (4) years of specialized experience working on training LAN and WAN network systems.

**Functional Responsibility**

Responsible for day-to-day training computer network operations. Monitors logs and usage statistics, and adjusts configuration settings as needed. Updates system user and resource configurations, and troubleshoots normal network problems. Performs training network system backups and handles system security requirements and issues.

**Minimum Education**

Bachelor's degree in computer science or related scientific or technical field. Four (4) years of experience may be substituted for the Bachelor's degree.

**47) Training System Administrator III**

**Minimum/General Experience**

Twelve (12) years of generalized experience with training computer network systems and Six (6) years of specialized experience working on training LAN and WAN network systems.

**Functional Responsibility**

Responsible for day-to-day training computer network operations. Monitors logs and usage statistics, and adjusts configuration settings as needed. Updates system user and resource configurations, and troubleshoots normal network problems. Performs training network system backups and handles system security requirements and issues.

**Minimum Education**

Bachelor's degree in computer science or related scientific or technical field. Four (4) years of experience may be substituted for the Bachelor's degree.

**48) Training Medical Technician I**

**Minimum/General Experience**

Two (2) years of generalized experience providing first aid care and medical assistance.

**Functional Responsibility**

Provides first aid care to students and/or instructors who are either ill and/or injured. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

**Minimum Education**

High school diploma and required state certifications.

**49) Training Medical Technician II**

**Minimum/General Experience**

Four (4) years of generalized experience providing first aid care and medical assistance.

**Functional Responsibility**

Provides first aid care to students and/or instructors who are either ill and/or injured. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

**Minimum Education**

High school diploma and required state certifications, and two (2) years specialized experience working in a project organization providing first aid care and medical assistance.

**50) Training Medical Technician III**

**Minimum/General Experience**

Six (6) years of generalized experience providing first aid care and medical assistance.

**Functional Responsibility**

Provides first aid care to students and/or instructors who are either ill and/or injured. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks.

**Minimum Education**

Associates degree in health science or a related field and required state certifications. Two (2) years of specialized experience may be substituted for the Associates degree.

## **6. Ordering Procedures**

When ordering training services ordering offices shall –

### **6.1 Prepare a Request for Quotes:**

**6.1.1** A performance-based statement of work 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.

**6.1.2** A request for proposal should be prepared which includes the performance-based statement of work and requests the contractors 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 office 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 hourly rates 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 material orders.

**6.1.3** The request for quotes may request the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

**6.1.4** The request for quotes 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 acceptability of responses.

### **6.2 Transmit the Request for Quote to Contractors:**

**6.2.1** Based upon an initial evaluation of catalogs and pricelists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

**6.2.2** The request for quotes should be sent to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices 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.

**6.3 Evaluate quotes and select the contractor to receive the order:**

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

**7. Blanket Purchase Agreements**

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 office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall inform contractors in the request for quotes (based on the agency'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.

**7.1 Single BPA:**

Generally, a single BPA should be established when the ordering office 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 and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

**7.2 Multiple BPAs:**

When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the

authorized users must place the order with the schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

### **7.3 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 (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

## **8. Small Business**

The ordering office 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.

## **9. Task Records and Documentation**

The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, 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 agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of schedule contractors' proposals 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.

## **10. Special Provisions for Task Orders**

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

## **11. Contractor Team Arrangements**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

### **11.1 Basic Guidelines for Using “Contractor Team Arrangements”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency 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 of 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.

## **12. GSA Advantage!**

*GSA Advantage!* is an online, interactive electronic information and ordering system that provides access to vendors’ schedule prices with ordering information. *GSA Advantage!* will allow the user to perform various searches across all contracts.

Agencies can browse *GSA Advantage!* by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.gsaadvantage.gov/>.

## **13. Invoices**

The Contractor, upon completion of the work ordered, shall submit invoices for all services performed. The ordering office on individual orders if appropriate may authorize progress payments. 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.

## **14. Payments**

The Government shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted in accordance with the GSAM 552.232-74, Invoice Payments (SEP 1999).

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