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SCHEDULE 084 – TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY,  
FACILITY MANAGEMENT SYSTEMS, FIRE, RESCUE, SPECIAL PURPOSE  
CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE  
FSC Group 63, Part I, Special Item No: 246-52  
PROFESSIONAL SECURITY/FACILITY  
MANAGEMENT SERVICES

Contract Number: **GS-07F-0190L**

For more information on ordering from Federal Supply Schedules click on the  
FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

Period Covered by Contract: 12/15/06 to 3/31/11

Modification Number A016



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## ***CUSTOMER INFORMATION***

### **1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS**

SIN	See
246-52 - Professional Security/Facility Management Services	Section 1c. below and page 25
246-60-1 – Systems Integration and Design Services	
246-60-2 – Security Management and Support Services	
246-60-4 – Total Solution Support Products	

**1b.** Not applicable.

### **1c. COMMERCIAL JOB TITLES**

**Commercial Job Title: Program Manager IV**

Experience/Expertise: A minimum of sixteen years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government to include senior/executive levels, Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education: A Master's Degree in a discipline related to the nature of the contract work or in a business related field. With a Bachelor's Degree related professional certifications are required.

**Commercial Job Title: Program Manager III**

Experience/Expertise: A minimum of twelve years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government to include senior/executive levels, Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education: A Master's Degree in a discipline related to the nature of the contract work or in a business related field. With a Bachelor's Degree related professional certifications are required.

**Commercial Job Title: Program Manager II**

Experience/Expertise: A minimum of ten years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government to include senior/executive levels, Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education: A Bachelor's Degree in a discipline related to the nature of the contract work or in a business related field. With twelve years of general/specialized experience a degree is not required. A Master's Degree, may be substituted for four years of general experience.

**Commercial Job Title: Program Manager I**

Experience/Expertise: A minimum of eight years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government to include senior/executive levels, Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education: A Bachelor's Degree in discipline related to the nature of the contract work or in business related field. Professional Certifications and experience may be substituted for a degree. With ten years of general/specialized experience/expertise, a degree is not required. A Master's Degree, may be substituted for four years of general experience

**Commercial Job Title: Deputy Program Manager**

Experience/Expertise: A minimum of six years general/specialized experience/expertise. General/specialized experience/expertise includes: managing diverse programs/projects with emphasis in major security, counterintelligence, or intelligence related policy development, support or operations (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Demonstrates expertise in management and control of contract funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity and/or multiple contracts increasing responsibilities within the discipline and/or management and interactions with senior echelons of Government.

Functional Responsibility: Serves as the contractor's deputy contract manager, and shall as authorized by the Program Manager be the contractor's authorized interface with the Government Contracting Officer (CO), the Contracting Officer's Representative (COR), Government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards; assigning contractor schedules; reviewing work discrepancies; supervising contractor personnel; assisting in task performance; preparing, reviewing and submitting required reports and communicating policies, purpose and goals of the organization to subordinates

Minimum Education: A Bachelor's Degree in a discipline related to the nature of the contract work or in a business related field. Professional Certifications and experience may be substituted for a degree. With eight years of general/specialized experience/expertise, a degree is not required.

**Commercial Job Title: Security Consultant V**

Experience/Expertise: Minimum of twenty five years of general/specialized experience/expertise within U.S. Government security fields ((e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more related disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires above average writing and communication skills and analytical capability. Requires experience in dealing with the most senior levels of Government and policy makers.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Master's Degree. Professional certifications and training in related fields are desired.

**Commercial Job Title: Security Consultant IV**

Experience/Expertise: Minimum of twenty years of general/specialized experience/expertise within U.S. Government security fields ((e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more related disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires writing and communication

skills and analytical capability. Requires experience in dealing with the most senior levels of Government and policy makers.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Master's Degree. With a Bachelor's Degree a combined twenty four years of experience is required. Professional certifications and training in related fields is desired.

**Commercial Job Title: Security Consultant III**

Experience/Expertise: Minimum of sixteen years of general/specialized experience/expertise within U.S. Government security fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more related disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires writing and communication skills and analytical capability. Requires experience in dealing with the most senior levels of Government and policy makers.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Bachelor's Degree . A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.

**Commercial Job Title: Security Consultant II**

Experience/Expertise: Minimum of twelve years of general/specialized experience/expertise within U.S. Government security fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source).. Requires expertise and hands-on experience in one or more related disciplines; experience

conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires writing and communication skills and analytical capability.

Functional Responsibility: Provides expert consulting services. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development and training, evaluating risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education: Bachelor's Degree. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.

**Commercial Job Title: Security Consultant I**

Experience/Expertise: Minimum of eight years of general/specialized experience/expertise within one or more, or combination of, the standard U.S. Government security fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires expertise and hands-on experience in one or more related discipline; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires writing and communication skills and analytical capability.

Functional Responsibility: Provides expert consulting services. Functions may include, but are not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, curriculum development and training, establishing risk management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies, and/or assisting in program development and implementation.

Minimum Education: Bachelor's Degree or an equivalent combination of formal education, experience (twelve years related experience), professional training and/or certifications. A Master's Degree may be substituted for four years of general experience.

**Commercial Job Title: Senior Security Training Specialist III**

Experience/Expertise: Minimum of twenty years of general/specialized experience/expertise within U.S. Government security or intelligence support fields. Requires expertise and experience in one or more security, counterintelligence, or intelligence disciplines; experience conducting training and training development; developing training plans and curriculum; developing training media. Requires above average writing and communication skills.

Functional Responsibility: Provides expert instructor/training services. Functions may include, but are not necessarily limited to, services such as: writing lesson plans, setting guidelines for

curriculum development and training, managing and supervising training programs and instructors, evaluating innovative methodologies, policies and procedures for inclusion in course of instruction.

Minimum Education: A Master's Degree is preferred. A Bachelor's Degree with Professional certifications may be substituted for a Master's degree. Advanced training in related fields is desired.

**Commercial Job Title: Security Training Specialist II**

Experience/Expertise: Minimum of sixteen years of general/specialized experience/expertise within U.S. Government security or intelligence support fields. Requires expertise and experience in one or more security, counterintelligence, or intelligence disciplines; experience conducting training and training development; developing training plans and curriculum; developing training media. Requires above average writing and communication skills.

Functional Responsibility: Provides expert instructor/training services. Functions may include, but are not necessarily limited to, services such as: writing lesson plans, setting guidelines for curriculum development and training, managing and supervising training programs and instructors, evaluating innovative methodologies, policies and procedures for inclusion in course of instruction.

Minimum Education: A Bachelor's Degree is preferred. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.

**Commercial Job Title: Security Training Specialist I**

Experience/Expertise: Minimum of twelve years of general/specialized experience/expertise within U.S. Government security or intelligence support fields. Requires expertise and experience in one or more security, counterintelligence, or intelligence disciplines; experience conducting training and training development; developing training plans and curriculum; developing training media. Requires writing and communication skills.

Functional Responsibility: Provides expert instructor/training services. Functions may include, but are not necessarily limited to, services such as; writing lesson plans, setting guidelines for curriculum development and training, managing and supervising training programs and instructors, evaluating innovative methodologies, policies and procedures for inclusion in course of instruction.

Minimum Education: A Bachelor's Degree is preferred. A Master's Degree may be substituted for four years of general experience. Professional certifications and training in related fields is desired.

**Commercial Job Title: Security Specialist VII**

Experience/Expertise: Minimum of sixteen years general/specialized experience/expertise within U.S. Government security, counterintelligence, or intelligence fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires expertise and hands-on experience in one or more related disciplines and experience

establishing and implementing complex government programs and policies. Requires above average writing and communication skills.

Functional Responsibility: Perform and or manage security, counterintelligence, or intelligence services in one or more of the specialized areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manage projects and supervise other specialists.

Minimum Education: A Bachelor's Degree or an equivalent combination of formal education, related experience, professional training and/or certifications. A Master's Degree may be substituted for four years of general experience.

**Commercial Job Title: Security Specialist VI**

Experience/Expertise: Minimum of fourteen years general/specialized experience/expertise within U.S. Government security, counterintelligence or intelligence fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires expertise and hands-on experience in one or more related disciplines and experience establishing and implementing complex government programs and policies. Requires above average writing and communication skills.

Functional Responsibility: Perform and or manage security, counterintelligence, or intelligence services in one or more of the specialized areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manage projects and supervise other specialists.

Minimum Education: A Bachelor's Degree or an equivalent combination of formal education, related experience, professional training and/or certifications. A Master's Degree may be substituted for four years of general experience.

**Commercial Job Title: Security Specialist V**

Experience/Expertise: Minimum of twelve years general/specialized experience/expertise within U.S. Government security, counterintelligence, or intelligence fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires expertise and hands-on experience in one or more disciplines and experience establishing

and implementing complex government programs and policies. Requires writing and communication skills.

Functional Responsibility: Perform and or manage security, counterintelligence, or intelligence services in one or more of the specialized areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manage projects and supervise other specialists.

Minimum Education: A Bachelor's Degree or an equivalent combination of formal education, related experience, professional training and/or certifications. A Master's Degree may be substituted for four years of general experience.

**Commercial Job Title: Security Specialist IV**

Experience/Expertise: Minimum of eight years general/specialized experience/expertise within U.S. Government security, counterintelligence, or intelligence fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires expertise and hands-on experience in one or more disciplines and experience establishing and implementing complex government security programs and policies. Requires writing and communication skills.

Functional Responsibility: Perform and or manage security, counterintelligence, or intelligence services in one or more of the specialized areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules. Manage projects and supervise other specialists.

Minimum Education: A Bachelor's Degree or an equivalent combination of formal education, related experience, professional training and/or certifications. A Master's Degree may be substituted for four years of general experience.

**Commercial Job Title: Security Specialist III**

Experience/Expertise: Minimum of six years general/specialized experience/expertise within U.S. Government security, counterintelligence, or intelligence fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires expertise and hands-on experience in one or more related disciplines

Functional Responsibility: Perform and or manage security, counterintelligence, or intelligence services in one or more of the specialized areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules.

Minimum Education: A High School Diploma or equivalent. Two plus years of college or an AA/AS will substitute for general experience.

**Commercial Job Title: Security Specialist II**

Experience/Expertise: Minimum of three years experience within one or more of the standard U.S. Government security , counterintelligence, or intelligence fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more disciplines.

Functional Responsibility: Perform and or manage services in one or more of the specialized security areas, applying incident management, problem solving, task management and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide analytical, research and technical support to projects, producing solutions and documentation. Develop and monitor project tasks and schedules.

Minimum Education: A High School Diploma or equivalent Two plus years of college or an AA/AS will substitute for general experience.

**Commercial Job Title: Security Specialist I**

Experience/Expertise: Minimum of one year experience within one or more of the standard U.S. Government security , counterintelligence, or intelligence fields (e.g., technical, physical, information, personnel, international, operations or signal security; intelligence/counterintelligence analysis; antiterrorism; counterterrorism; counterdrug; cyber/system/network security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs to include acquisition RDT&E or technology based programs, project development from inception to deployment; or collection disciplines to include imagery, human, signals, measurement and signature, and open source). Requires subject matter expertise and hands-on experience in one or more disciplines.

Functional Responsibility: Perform security services in one or more of the specialized areas, applying incident management, problem solving, task performance and producing finished documentation; e.g., reports, special studies, policy and procedure development, security designs, training programs and assessments. Provide research and technical support to projects, producing solutions and documentation. Monitor assigned project tasks and schedules.

Minimum Education: A High School Diploma or equivalent.

**Commercial Job Title: Functional Analyst VII**

Experience/Expertise: Minimum of twenty years general/specialized experience/expertise within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex security/intelligence/counterintelligence problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex security/intelligence/counterintelligence problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, technical training, certification and/or experience that provides the requisite knowledge, skills and abilities may be substituted for the Degree requirement . A Master's Degree may be substituted for four years of experience.

**Commercial Job Title: Functional Analyst VI**

Experience/Expertise: Minimum of sixteen years general/specialized experience/expertise within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex security/intelligence/counterintelligence problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex security/intelligence/counterintelligence problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, technical training, certification and/or experience that provides the requisite knowledge, skills and abilities may be substituted for the Degree requirement . A Master's Degree may be substituted for four years of experience.

**Commercial Job Title: Functional Analyst V**

Experience/Expertise: Minimum of fourteen years general/specialized experience/expertise within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex security/intelligence/counterintelligence problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex security/intelligence/counterintelligence problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, technical training, certification and/or experience that provides the requisite knowledge, skills and abilities may be substituted for the Degree requirement . A Master's Degree may be substituted for four years of experience.

**Commercial Job Title: Functional Analyst IV**

Experience/Expertise: Minimum of ten years general/specialized experience/expertise within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex security/intelligence/counterintelligence problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex security/intelligence/counterintelligence problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, technical training, certification and/or experience that provides the requisite knowledge, skills and abilities may be substituted for the Degree requirement . A Master's Degree may be substituted for four years of experience.

**Commercial Job Title:            Functional Analyst III**

Experience/Expertise: Minimum of eight years general/specialized experience/expertise within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex security/intelligence/counterintelligence problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures. Supervisory experience in functional area of task order is required.

Functional Responsibility: In conjunction with the provision of professional services, duties may include analysis of complex security/intelligence/counterintelligence problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, technical training, certification and/or experience that provides the requisite knowledge, skills and abilities may be substituted for the Degree requirement A Master's Degree may be substituted for four years of experience.

**Commercial Job Title:            Functional Analyst II**

Experience/Expertise: Minimum of six years general/specialized experience/expertise within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex security/intelligence/counterintelligence problems and/or produce finished reports (e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

Functional Responsibility: In conjunction with the provision of professional security services, duties may include analysis of complex security/intelligence/counterintelligence problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides high-level management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, technical training, certification and/or experience that provides the requisite knowledge, skills and abilities may be substituted for the Degree requirement. A Master's Degree may be substituted for four years of experience.

**Commercial Job Title:        Functional Analyst I**

Experience/Expertise: Minimum of four years general/specialized experience/expertise within one or more professional disciplines. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex security/intelligence/counterintelligence problems and/or produce finished reports; e.g., requirements definition, operations research, modeling, threat analysis, training and training development, logistics, procurement, budget and finance and/or risk assessment). Requires the ability to plan and carry out complex projects to completion and an extensive knowledge of subject matter concepts, practices and procedures.

Functional Responsibility: In conjunction with the provision of professional security services, conducts analysis to determine and support functional and cross-functional requirements. Performs analysis of specialized and/or technical data, producing solutions and documentation. Duties may include analysis of complex security/intelligence/counterintelligence problems, definition of functional requirements, resource allocation, operations research, modeling and process analysis and design. Provides management support, supervision, research and technical support to projects and programs. Develops and monitors project tasks and schedules. Manages work of task or project teams.

Minimum Education: Bachelor's Degree, or an equivalent combination of formal education, technical training, certification and/or experience that provides the requisite knowledge, skills and abilities may be substituted for the Degree requirement.

**Commercial Job Title:        Information Assurance Analyst V**

Experience/Expertise Minimum of twelve years general/specialized experience /expertise within telecommunications, communications, information systems security, information assurance and information operations. Has experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Possesses experience with information security/network monitoring tools and software.

Functional Responsibility: Oversees and manages day-to-day configuration and operation of information systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Master's Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelor's Degree, or twelve years for a Master's Degree. CISSP Certification equals three years of experience.

**Commercial Job Title: Information Assurance Analyst IV**

Experience/Expertise: Minimum of ten years general/specialized experience /expertise within telecommunications, communications, information systems security, information assurance and information operations. Has experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Possesses experience with information security/network monitoring tools and software.

Functional Responsibility: Oversees and manages day-to-day configuration and operation of information systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Master's Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelor's Degree, or twelve years for a Master's Degree. CISSP Certification equates to three years experience.

**Commercial Job Title: Information Assurance Analyst III**

Experience/Expertise Minimum of eight years general/specialized experience /expertise within telecommunications, communications, information systems security, information assurance and information operations. Has experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Possesses experience with information security/network monitoring tools and software.

Functional Responsibility: Oversees and manages day-to-day configuration and operation of Information Systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Master's Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one-year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelor's Degree, or twelve years for a Master's Degree. CISSP Certification equates to three years of experience.

**Commercial Job Title: Information Assurance Analyst II**

Experience/Expertise: Minimum of twelve years general/specialized experience /expertise within telecommunications, communications, information systems security, information assurance and information operations. Has experience in administrating BSD/UNIX, Windows, Windows NT, LINUX, or open systems-compliant systems. Possesses experience with information security/network monitoring tools and software.

Functional Responsibility: Oversees and manages day-to-day configuration and operation of Information Systems. Optimize system operation and resource utilization, and performs system capacity planning/analysis while maintaining the security posture. Provides assistance to users in accessing and using support systems. Supervises and manages the daily activities of configuration and operation of business systems which may be mainframe, mini, or client/server based.

Minimum Education: A Bachelor's Degree in Computer Science, Information Systems, Business, Mathematics, or other related technical field is required. A Master's Degree may be substituted for four years of general experience. Experience and education equivalents: Certified Level I System Administrator one year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. High School Diploma with eight years of IA specialized experience in the management of information systems may be substituted for the Bachelor's Degree, or twelve years for a Master's Degree. CISSP Certification equates to three years of experience.

**Commercial Job Title: Information Assurance Analyst I**

Experience/Expertise: Four years experience with LANs, WANs, VPNs, firewalls and other security and network devices. Shall be capable of assessing and evaluating new IA and network technologies and IA-enabling products. Shall have specialized experience that includes: three years of experience network monitoring, intrusion detection, PKI, reactive measures and prevention, security assessment methodologies, security vulnerability analysis, PKI, data encryption, and key management. Knowledge of state-of-the-art storage and retrieval methods is required, as well as the ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer software. Systems analysis experience designing technical applications on computer systems. Experience in systems engineering, system design, system development or application development, intended for IA systems or products.

Functional Responsibility: Performs network vulnerability analysis and reporting. Perform network security monitoring and analysis, identifies suspicious and malicious activities, identifies and tracks malicious code (including worms, viruses, Trojan horses, etc), enters and tracks events and incidents. Supports incident escalation and assesses probable impact and damages, identifies damage control, assists in developing course of action and recovery procedures. Knowledge of LANs, VPNs, Routers, firewalls, Applies knowledge of current IA policy at the national IA structure, roles of major organizations how they interrelate and interact, and shortcomings in this structure. Reviews and recommends IA solutions to customer problems based on an understanding of how products and services interrelate and support the IA mission and the viewpoints of the consumers of those products and services. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA.

Minimum Education: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical disciplines is required. Experience and education equivalents: Certified Level I System Administrator one year general experience; Certified Level II System Administrator two years general experience; Certified Level III System Administrator three years general experience. A High School diploma with eight years of IA specialized experience may be substituted for the Bachelor's Degree, or twelve years for a Master's Degree. CISSP Certification equates to three years of experience.

**Commercial Job Title:        Technical Assistant**

Experience/Expertise Two years of experience performing technical/administrative support functions. Must have working knowledge and experience in Microsoft Office Suite and/or basic computer skills including desktop publishing application software and hardware.

Functional Responsibility: Functions as Technical Assistant for an office or program. Provides technical administrative support functions relating to preparation and presentation of: final correspondence, reports and other published material; briefing material, etc.

Minimum Education: High School diploma and/or professional training in related field.

**Commercial Job Title:        Administrative Supervisor**

Minimum/General Experience: Six years of related experience performing administrative support functions. including supervisory or executive-level office management/administrative support functions. Requires oral and written communication skills. Must possess experience/expertise using Microsoft Office suite or similar.

Functional Responsibility: Functions as executive administrator for an office or program. Manage activities, schedules and workflow of administrative support staff as well as performing administrative support functions. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files;; and develops, analyzes and maintains administrative operating processes and procedures.

Minimum Education: High School Diploma or equivalent.

**Commercial Job Title:        Administrative Specialist III**

Experience/Expertise Three years of related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience/expertise using Microsoft Office suite or similar

Functional Responsibility: Functions as executive administrator for an office or program. Manages activity, schedules and workflow of administrative support staff as well as performing administrative support functions. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files;; and develops, analyzes and maintains administrative operating processes and procedures.

Minimum Education: High School Diploma or equivalent.

**Commercial Job Title: Administrative Specialist II**

Experience/Expertise: Two years of related experience performing administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience/expertise using Microsoft Office suite or similar

Functional Responsibility: Functions as administrative support specialist for an office or program. Performs all administrative support functions required by the activity. Prepares final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files..

Minimum Education: High School Diploma or equivalent.

**Commercial Job Title: Administrative Specialist I**

Experience/Expertise: One year of related experience performing administrative support functions. Must be organized and have good oral and written communication skills. Must possess experience/expertise using Microsoft Office suite or similar

Functional Responsibility: Functions as administrative assistant for an office or program. Provides administrative support functions such as: prepares final correspondence, reports and other published material; prepares briefing material; maintains program files.

Minimum Education: High School Diploma or equivalent.

**2. MAXIMUM ORDER**

The Contractor is not obligated to honor any order for a combination of items in excess of:

SIN 246-52	\$200,000
SIN 246-60-1	\$2000,000
SIN 246-60-2	\$2000,000
SIN 246-60-4	\$2000,000

Notwithstanding the above, the Contractor shall honor any order, and/or purchase card orders, exceeding the maximum order unless that order (or orders) is returned to the ordering office within 5 workdays after receipt, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

**3. MINIMUM ORDER**

The minimum dollar value of orders is \$100.

**4. GEOGRAPHIC SCOPE OF CONTRACT**

This contract may be used as sources of supplies or services described herein for domestic and/or overseas delivery.

Definitions—

*Domestic delivery* is delivery within the 48 contiguous United States, Alaska, Hawaii, Puerto Rico and Washington, DC; and to a CONUS port or consolidation point for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous United States, Alaska, Hawaii, Puerto Rico and Washington, DC.

This contract may be used on a non-mandatory basis by the following activities: 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. U.S. territories are domestic delivery points for purposes of this contract. (Questions regarding activities authorized to use this schedule should be directed to the Contracting Officer.)

**5. POINT OF PRODUCTION**

All services provided under this contract will be originated at the BAI/Analex headquarters facility in Fairfax, VA.

**6. DISCOUNT FROM LIST PRICES**

Prices shown are NET Prices; Basic Discounts have been deducted.

**7. QUANTITY DISCOUNTS**

None.

**8. PROMPT PAYMENT TERMS**

Prompt Payment: net - 30 days from receipt of invoice or date of acceptance, whichever is later.

**9a. GOVERNMENT PURCHASE CARDS**

Purchase card orders below the micro purchase threshold (currently \$2,500) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.

**9b.** Purchase card orders exceeding the micro purchase threshold will also be accepted, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

**10. FOREIGN ITEMS**

None.

**11.a TIME OF DELIVERY**

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<u>SPECIAL ITEM NUMBER</u>	<u>DELIVERY TIME (Days ARO)</u>
246-52, 246-60 -1	60 days or as negotiated between
246-60-2, 246-6--4	the contractor and ordering agency

**11.b EXPEDITED DELIVERY**

Not applicable.

**11.c OVERNIGHT AND 2-DAY DELIVERY**

Not applicable.

**11.d URGENT REQUIREMENTS**

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies 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 agency, 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.

**12. F.O.B. POINTS**

F.O.B. Destination -- to destinations within the 48 contiguous States and the District of Columbia.  
F.O.B. Origin -- to destinations in Alaska, Hawaii, the Commonwealth of Puerto Rico, and all other overseas locations.

**13a. ORDERING ADDRESS**

Orders should be directed to:

Beta Analytics International, Inc.  
A Wholly Owned Subsidiary of Analex Corporation  
Attn: Henry D. Goode, Director of Contracts  
2677 Prosperity Avenue, Suite 400  
Fairfax, VA 22031  
Telephone: (703) 852-2099 Fax:: (703) 852-2971  
E-mail: hank.goode@qinetiq-na.com

**13b. ORDERING PROCEDURES**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA, can be found at GSA/FSS Schedule homepage, [www.fss.gsa.gov/schedules](http://www.fss.gsa.gov/schedules).

**14. PAYMENT ADDRESS**

Payment may be made by check, wire transfer, or Government purchase card.

Address checks to:

Analex Corporation  
2677 Prosperity Avenue Suite 400  
Fairfax, VA 22031  
Attn: Cash Receipts Department

For wire transfer information or payment by Government Purchase Card:

Wachovia Bank NA  
1753 Pinnacle Drive, Third Floor  
McLean, VA 22102  
Depositor Acct Title: QNA Operating Account

Routing Transit Number: 051400549

Account Number: 2000033038872

Tax ID: 71-0869563

**15. WARRANTY PROVISION**

For the purpose of this contract, commitments, warranties and representations include:

- (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.

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

**16. EXPORT PACKING CHARGES**

Not applicable.

**17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE**

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the Government purchase card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the Contractor and the customer; therefore, contractors are encouraged to accept payment by the Government purchase card for all orders. If the Contractor is unwilling to accept payment by the Government purchase card for a delivery order, the Contractor must so advise the ordering agency within 24 hours of receipt of order.

The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the Contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

Also see paragraph 9 above.

**18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR**

Not applicable.

**19. TERMS AND CONDITIONS OF INSTALLATION**

Not applicable.

**20. TERMS AND CONDITIONS OF REPAIR PARTS**

Not applicable.

**20.a TERMS AND CONDITIONS FOR ANY OTHER SERVICES**

Not applicable.

**21. LIST OF SERVICE AND DISTRIBUTION POINTS**

Not applicable.

**22. LIST OF PARTICIPATING DEALERS**

Not applicable.

**23. PREVENTATIVE MAINTENANCE**

Not applicable.

**24.a SPECIAL ATTRIBUTES**

Not applicable.

**24.b SECTION 508 COMPLIANCE INFORMATION**

Not applicable.

**25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER**

BAI's DUNS number is: 13-044-0241.

**26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE**

BAI is registered as a trading partner in the Central Contractor Registration (CCR) database.

## ***ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)***

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 office 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 offices 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 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 quote 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 direct charges 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 office 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 at least 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 shall be provided to an appropriate number of additional contractors that offer services that will meet the agency'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 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. 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 office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

- (1) Inform contractors in the request (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.
  - (i) **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 should be awarded the BPA. (See FAR 8.404)
  - (ii) **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 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 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.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office 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 office, 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 agency 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.

## ORDERS

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.

## PERFORMANCE OF SERVICES

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

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

c. The Contractor guarantees the satisfactory completion of the services performed under the task order and that all contract personnel utilized in the performance of services under the task order shall have the education, experience, and expertise as stated in the task order.

d. Any Contractor travel required in the performance of 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.

## INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for security support services. Progress payments may be authorized by the ordering office 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.

## PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, non-contract 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;

- (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.

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## DESCRIPTION OF SECURITY CONSULTING SERVICES AND PRICING

### a. Services

We provide a wide range of professional security and intelligence support services to both government and commercial clients that encompass a wide range of disciplines.

### **INFORMATION PROTECTION**

This is clearly the information age and protecting your information is much more vital than ever before. The threat comes from everywhere, domestic or foreign, insider or outsider. The following services are offered to protect your assets and information:

- Vulnerability/Risk Assessment
- Operations Security (OPSEC) Applications and Management
- Security Incident Investigation Support
- Threat Evaluations and Assessments
- Information Assurance (IA)
- Automated Information System Security (AIS)
- Network Security
- Classification Management
- Freedom of Information Act Support
- Foreign Disclosure/Technology Transfer
- Legal Perspective on Information Protection

### **TECHNOLOGY PROTECTION**

Protecting your enterprise from technology theft without impeding growth takes special expertise. Successful organizations continually develop advanced technologies to maintain their competitive edge. Competitors -- whether they are industrial rivals or foreign governments -- want that edge. Today's protection strategies must consider rapidly changing risk factors. We have the expertise and experience to develop protection strategies and innovative analytic techniques that do not limit your progress and will provide you with an unprecedented degree of confidence that the right things are protected in cost-effective and beneficial ways. Among the services we provide in this area are:

- Early Research Protection
- Research, Technology and Program Protection
- Technology Assessment and Control Plans (TA/CP)
- System Security Engineering (SSE) to include anti-tamper
- Risk Management and Operations Security (OPSEC)
- Legal Perspective on Technology Protection

## **PHYSICAL SECURITY**

Today, many threats challenge our physical well being. Physical Security forms the foundation of a comprehensive security plan because it addresses the protection of people, property and programs. Our personnel possess the experience and expertise to develop integrated security plans ensuring that systems and security personnel together are a force multiplier -- the defense in depth concept. Among the services we provide are:

- Security Surveys and assessments
- Vulnerability and Threat Assessments
- Life Cycle Security and Surveillance System Design, Planning , Integration, Testing, Guidance and Support
- Developing and Manning Security Operations Centers
- Access Control and Guard Services
- Satellite Launch Security
- National Industrial Security
- Architecture and Construction Security Services
- Antiterrorism/Force Protection.

## **SECURITY MANAGEMENT SERVICES**

We are experienced in managing and directing the full spectrum of security services required by an organization in both a foreign and domestic environment. We can provide a full range of security from security guards and executive protection to highly sophisticated information security/assurance programs. We will take full responsibility for executing the totality of an organization's security needs under the general supervision of a client or integrate our personnel into a team. Among the services we provide are:

- Security Planning
- Security Systems Planning
- Security Systems Analysis
- Full and Short Term Service Support
- Security Policy Development, Policy Review and effectiveness assessments
- Special Access Program Management and Support
- Complete Security Staffing Support
- Site Support

## **SECURITY EDUCATION AND TRAINING**

Improving the awareness and competency of security and non-security employees is the keystone to establishing and maintaining an effective security program for any activity. We provide a variety of programs and courses that combine theory and practice to enhance the security skills of the

personnel being trained, and through them improvement of the organization's security posture. Among the services and courses we offer are:

- Security Systems Training
- Customized Educational Programs Development
- Master Training Plan Development
- Security Orientation
- Threat and Security Assessment
- Anti-terrorism/Force Protection
- Operations Security
- Research/Technology and Program Protection
- Analytical Risk Management
- Preparation of Training Materials and Manuals

### **INTELLIGENCE AND THREAT ANALYSIS**

The pervasiveness of foreign and domestic terrorism highlights the critical need for accurate and timely threat analysis to support national defense and homeland security. The Government is placing increasing demands on the intelligence and counterintelligence communities to provide responsive, precise, and predictive threat analyses. Our Intelligence and Threat Analysis professionals are well versed in producing all-source analysis, crisis warning and management, intelligence reporting, briefings and special studies. Among the services we provide:

- Intelligence Management and Operation/Staffing of Analytical Centers
- Counterterrorism Analysis
- Current Intelligence Support
- Counterintelligence Support to include Multi-Disciplined CI Threat Assessments (MDICITA)
- Criminal Intelligence/Investigations Support

**b. Labor Rates**

The following are on-site (client site) hourly labor rates. Off-site (contractor site) rates may be negotiated outside the scope of this contract.

<b>Labor Category</b>	<b>Basic Hourly Rate</b>	<b>Rate When An Active Security Clearance Is Required (Note 1)</b>
Program Manager – Level IV	133.82	153.89
Program Manager – Level III	115.86	133.24
Program Manager – Level II	98.45	113.22
Program Manager – Level I	81.22	93.40
Deputy Program Manager	63.37	74.86
Security Consultant – Level V	234.89	270.11
Security Consultant – Level IV	195.74	225.10
Security Consultant – Level III	148.77	171.08
Security Consultant – Level II	89.54	102.96
Security Consultant – Level I	78.65	90.46
Security Training Specialist – Level III	191.83	220.60
Security Training Specialist – Level II	127.88	147.07
Security Training Specialist – Level I	77.39	89.00
Security Specialist – Level VII	99.37	114.25
Security Specialist – Level VI	89.14	102.42
Security Specialist – Level V	76.90	88.44
Security Specialist – Level IV	67.14	77.21
Security Specialist – Level III	56.31	64.76
Security Specialist – Level II	44.98	51.73
Security Specialist – Level I	35.84	41.22

<b>Labor Category</b>	<b>Basic Hourly Rate</b>	<b>Rate When An Active Security Clearance Is Required (Note 1)</b>
Functional Analyst – Level VII	126.14	145.06
Functional Analyst – Level VI	104.99	120.74
Functional Analyst – Level V	98.43	113.19
Functional Analyst – Level IV	86.63	99.63
Functional Analyst – Level III	76.90	88.44
Functional Analyst – Level II	63.37	72.86
Functional Analyst – Level I	48.74	56.06
Information Assurance Analyst – Level V	128.22	147.46
Information Assurance Analyst – Level IV	116.56	134.06
Information Assurance Analyst – Level III	104.91	120.65
Information Assurance Analyst – Level II	81.22	93.40
Information Assurance Analyst – Level I	64.97	74.72
Technical Assistant	36.64	42.14
Administrative Supervisor	61.85	71.13
Administrative Specialist – Level III	54.14	62.46
Administrative Specialist – Level II	43.31	49.80
Administrative Specialist – Level I	27.15	31.22

## NOTES:

1. These hourly rates apply when an active security clearance of Secret or higher is required by the Ordering Agency.

2. (GSA/FSS-Suggested BPA Format)

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE  
(Insert Customer Name)**

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and **BAI, a wholly owned subsidiary of Analex Corporation**, 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 **Government that works better and costs less.**

**Signatures**

_____	_____	_____	_____
AGENCY	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 Agency):

(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:

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____

(2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

(3) The Government 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:

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____

(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.