
Federal Supply Service
Authorized Federal Supply Schedule Pricelist

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order system are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage! is: GSAAdvantage.gov.

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EMERGENCY/DISASTER RESPONSE
FSC Group 63, Part I, Special Item No: 246-52
PROFESSIONAL SECURITY/FACILITY
MANAGEMENT SERVICES

Contract Number: **GS-07F-5626P**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Period Covered by Contract: 3/15/04 to 2/28/09
Current Price List 3/15/05



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CUSTOMER INFORMATION

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1b. Not Applicable.

1c. COMMERCIAL JOB TITLES

Commercial Job Title: Program Manager – Level III

Minimum/General Experience: Minimum of fifteen years general experience, of which at least twelve years must be specialized in the intelligence or security fields. Specialized experience includes: advanced practical experience in managing intelligence/security programs, program development from inception to deployment, 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.

Functional Responsibility: Serves as the authorized interface with the Government to include senior/executive levels, 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: Master’s degree, preferably in a discipline related to the nature of the contract work or in a business-related field. Experience may be selectively substituted for graduate degree, depending on the responsibility level and amount of time spent in critical senior assignments that are related to the contract work. Graduate course work short of a degree in an area related to the contract may be considered selectively as satisfying the minimum educational requirement.

Commercial Job Title: Program Manager – Level II

Minimum/General Experience: Minimum of twelve years general experience, of which at least ten years must be specialized in the intelligence or security fields. Specialized experience includes: advanced practical experience in managing intelligence/security programs, program development from inception to deployment, 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.



Functional Responsibility: Serves as the authorized interface with the Government to include senior/executive levels, 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: Master's degree, preferably in a discipline related to the nature of the contract work or in a business-related field. Experience may be selectively substituted for graduate degree, depending on the responsibility level/rank or grade held, and amount of time spent in critical senior assignments that are related to the contract work. Professional certifications in combination with an undergraduate degree may also be considered in lieu of a graduate degree.

Commercial Job Title: Program Manager – Level I

Minimum/General Experience: Minimum of nine years general experience, of which at least seven years must be specialized in the intelligence or security fields. Specialized experience includes: advanced practical experience in managing intelligence/security programs, program development from inception to deployment, 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.

Functional Responsibility: Serves as the authorized interface with the Government to include senior/executive levels, 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: Bachelor's degree, preferably in a discipline related to the nature of the contract work or in a business-related field. Experience may be selectively substituted for undergraduate degree, depending on the responsibility level/rank or grade held, and amount of time spent in key assignments that are related to the contract work. Certain professional certifications (either military or civilian) related to contract work may also be selectively applied in lieu of an undergraduate degree.

Commercial Job Title: Project Manager – Level II

Minimum/General Experience: Minimum of ten years general experience, of which at least eight years must be specialized in the intelligence or security fields. Specialized experience includes: practical experience in managing intelligence/security projects, project development, management and control of project funds and resources, demonstrated capability in managing multi-task projects of various complexity.

Functional Responsibility: Serves as the authorized interface with the customer agency's Contracting Officer's Representative and technical representatives. Responsible for ensuring work



standards; assigns contractor staff tasking; resolves work discrepancies; supervises assigned contractor personnel; prepares required reports; and communicating policies, purpose and goals of the organization to subordinates. Applies corporate and customer quality assurance standards.

Minimum Education: Bachelor's degree, preferably in a discipline related to the nature of the contract work or in a business-related field. Experience may be selectively substituted for undergraduate degree, depending on the responsibility level/rank or grade held, and amount of time spent in key assignments that are related to the contract work. Upper-level undergraduate course work short of a degree in an area related to the contract may be considered as well.

Commercial Job Title: Project Manager – Level I

Minimum/General Experience: Minimum of eight years general experience, of which at least six years must be specialized in the intelligence or security fields. Specialized experience includes: practical experience in managing intelligence/security projects, project development t, management and control of project funds and resources, demonstrated capability in managing multi-task projects of various complexity.

Functional Responsibility: Serves as the authorized interface with the customer agency's Contracting Officer's Representative and technical representatives. Responsible for ensuring work standards; assigns contractor staff tasking; resolves work discrepancies; supervises assigned contractor personnel; prepares required reports; and communicating policies, purpose and goals of the organization to subordinates. Applies corporate and customer quality assurance standards.

Minimum Education: Bachelor's degree, preferably in a discipline related to the nature of the contract work or in a business-related field. Experience may be selectively substituted for undergraduate degree, depending on the responsibility level/rank or grade held, and amount of time spent in key assignments that are related to the contract work.

Commercial Job Title: Subject Matter Expert

Minimum/General Experience: Over twelve years of general and specialized experience within U.S. Government intelligence and/or security fields (e.g.; technical, physical, information, personnel, operational or signal security; counterintelligence; antiterrorism; counter-terrorism; counter-drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires subject matter expertise and hands-on experience in one or more security disciplines; experience conducting research and analysis; training and training development; and/or experience establishing and implementing complex programs and policies. Requires solid and proven 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. Experience may be substituted selectively for the undergraduate degree, depending on the nature of the experience, amount of time, and any certifications attained.

Commercial Job Title: Senior Security Specialist

Minimum/General Experience: Minimum of twelve years security experience of which eight must be specialized within one or more of the following fields (i.e.; technical, physical, information, personnel, international, operational or signal security; counterintelligence; antiterrorism; counterterrorism; counter-drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires expertise and hands-on experience in one or more security disciplines and experience establishing and implementing complex government security programs and policies. Requires solid and proven writing and communication skills.

Functional Responsibility: Performs and or manages security 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. Provides analytical, research and technical support to projects, producing solutions and documentation.

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

Commercial Job Title: Senior Analyst – Level II

Minimum/General Experience: Minimum of ten years experience of which six must be specialized within a professional discipline. Relevant experience includes, but is not limited to, extensive knowledge of analytical techniques, experience in gathering and analyzing data to solve complex 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 providing professional services, duties may include analysis of complex 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 teams.



Minimum Education: Bachelor's degree, or an equivalent combination of formal education, experience (ten years of directly related experience). A Master's degree may be substituted for four years of experience.

Commercial Job Title: **Senior Analyst – Level I**

Minimum/General Experience: Minimum of six years experience of which four must be specialized within a professional discipline. Relevant experience includes, but is not limited to, knowledge of analytical techniques, experience in gathering and analyzing data to solve complex 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 tasks to completion and knowledge of subject matter concepts, practices and procedures.

Functional Responsibility: In conjunction with providing professional services, duties may include analysis of complex 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.

Minimum Education: Bachelor's degree, or an equivalent combination of formal education, experience (six years of directly related experience). A Master's degree may be substituted for four years of general experience.

Commercial Job Title: **Intelligence Analyst**

Minimum/General Experience: Minimum of four years, with six to ten years professional intelligence or counterintelligence experience preferred in U.S. Government intelligence fields (e.g.; technical, physical, information, personnel, operational, or signal security; counterintelligence; antiterrorism; counter-terrorism; counter-drug; surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security programs). Requires expertise and hands-on experience in one or more intelligence disciplines (e.g. signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT) or imagery intelligence (IMINT)); experience conducting research and analysis; training and training development.

Functional Responsibility: In conjunction with the provision of professional intelligence services, duties may include analysis of complex 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. May manage work of task or project teams. Areas of professional responsibility; either signal intelligence (SIGINT), human intelligence (HUMINT), electronic intelligence (ELINT) or imagery intelligence (IMINT).



Minimum Education: Bachelor's degree preferred. Experience and/or amount of undergraduate education or comparable military training received may be selectively substituted for the undergraduate degree.

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

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 MAI headquarters facility in Reston, Virginia.

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.

9. GOVERNMENT PURCHASE CARDS

- a. Purchase card orders below the micropurchase threshold (currently \$2,500) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.
- b. Purchase card orders exceeding the micropurchase 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	60 days or as negotiated between the contractor and ordering agency

11.b EXPEDITED DELIVERY

Items available for expedited delivery are noted in this price list.

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.

13.a ORDERING ADDRESS

Orders should be directed to:

McMunn Associates, Inc.
Attn: Leigh Wilson, GSA Program Manager
12110 Sunset Hills Road, Suite 410
Reston, Virginia 20190
Telephone: (703) 481-6100
Fax: (703) 481-6013
E-mail: lwilson@mcmunn-associates.com

13.b ORDERING PROCEDURES

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

14. PAYMENT ADDRESS

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

Address checks to:

McMunn Associates, Inc.
Attn: Accounting
12110 Sunset Hills Road, Suite 410
Reston, Virginia 20190

Wire Transfer information is available upon request.

For payment by Government Purchase Card:

Contact Leigh Wilson at (703) 481-6100 for assistance.

15. WARRANTY PROVISION

None.

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

None.

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable.

22. LIST OF PARTICIPATING DEALERS

Not applicable.

23. PREVENTATIVE MAINTENANCE

Not applicable.



24a. SPECIAL ATTRIBUTES

None.

24b. SECTION 508 COMPLIANCE

Not Applicable. This contract is for professional consulting services only.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

MAI's DUNS number is: 80-264-5838

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

MAI is registered as a trading partner Central Contractor Registration (CCR) database.

PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES

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 the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

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

(a) When ordering services, ordering activities shall—

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

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

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering activity makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the 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-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. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.

(2) Transmit the Request to Contractors:

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

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINs as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

(i) The request should 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 should be provided to additional contractors that offer services that will meet the ordering activity's needs.

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

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

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

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

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

regardless of the size of individual orders, may offer the ordering activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall—

- (1) Inform contractors in the request (based on the ordering activity's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the 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 Schedule contractor that represents the best value.
- (2) **Review BPAs Periodically:** Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)
- (c) The ordering activity should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For ordering activity requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

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 consulting 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.

INCIDENTAL SUPPORT COSTS

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

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



TRAVEL

The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule.



DESCRIPTION OF CONSULTING SERVICES OFFERED:

PROFESSIONAL SECURITY/INTELLIGENCE CONSULTING SERVICES

MAI provides professional intelligence and security consulting and technical support services with emphasis in the following areas:

- National security (including counter-terrorism and counter-drug operations)
- Crisis management and crisis recovery planning
- Exercises, war-gaming and simulation
- Special Operations and low intensity conflict
- Education and training

MAI's services include the on-site performance of mission support duties and training at Joint Intelligence Centers and Government Departmental facilities, as well as the off-site performance of analytical studies. MAI provides support for classified assignments in the areas of terrorism and international narcotics trafficking. In these and other engagements MAI provides staff augmentation and subject matter experts, script "injects" for various types of training exercises, expertise in crisis/consequence management, assistance with the development and exercising of disaster preventive and restorative plans, and a wide range of education and training services including Instructional Systems Design, formal training, and state-of-the-art distance and distributed learning using interactive multi-media.



CONSULTING SERVICES PRICES

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

Labor Category	On-Site Price	On-Site Price With Security Clearance Surcharge *
Program Manager – Level III	157.68	173.45
Program Manager – Level II	141.92	156.10
Program Manager – Level I	73.52	80.87
Project Manager – Level II	82.99	91.29
Project Manager – Level I	68.39	75.23
Subject Matter Expert	131.75	144.92
Senior Security Specialist	131.75	144.92
Senior Analyst – Level II	86.08	94.69
Senior Analyst – Level I	55.08	60.58
Intelligence Analyst	72.77	80.05

* The “On-Site Price With Security Clearance Surcharge” is applicable when an ordering agency specifies a requirement that assigned contractor personnel must possess an *active* security clearance of Secret or above as condition of employment on contract tasking.