

GENERAL SERVICES ADMINISTRATION Federal Supply Service
Authorized Federal Supply Schedule Pricelist

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through *GSA Advantage!*, a menu-driven database system. The INTERNET address for *GSA Advantage!* is: <http://www.gsaadvantage.gov>.

GSA Schedule 084 – Professional Security/Facility Management Services
Contract Number: GS-07F-9152S

Contract Period: January 1, 2005 – December 31, 2015

Awarded SIN: 246-52 Professional Security/Facility Management Services

Business Size: Large

Contact Information - Main Office

Michael Baker Global Services, LLC

3601 Eisenhower Ave., Suite 600

Alexandria, VA 22304

Phone: 703-676-3200

Fax: 703-960-9125

www.mbakerial.com

1. **Maximum order** – \$200,000 per SIN per order.

Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

1. **Minimum Order** – \$100.00.
2. **Geographic Coverage (delivery area)** - 50 States, Washington, DC, Puerto Rico, US Territories and to a CONUS port or consolidation point for orders received from overseas activities.
3. **Point(s) of production (city, county and State or foreign country)** – None, services only.

4. **Discount from list prices or statement of net prices** – GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.
5. **Quantity Discounts** – None.
6. **Prompt Payment Terms** – Prompt payment discount - None, Net 30 days from receipt of invoice. Information for Ordering offices: Prompt payment terms cannot be negotiated out of the agreement in exchange for other concessions.
7. **Acceptance of Government Purchase Cards** – Government credit cards will be accepted above and below the micro-purchase threshold.

8. Ordering Address:

Michael Baker Global Services, LLC
3601 Eisenhower Ave., Suite 600
Alexandria, VA 22304
Phone: 703-676-3200
Fax: 703-413-6470
Attn: Louis J. Levner, CPCM
Email: llevner@mbakerintl.com

10. Payment Address:

Michael Baker Global Services, LLC
Attention: Accounts Payable
Eisenhower Ave., Suite 600
Alexandria, VA 22304

11. Terms and Conditions of Government Purchase Card Acceptance (Any threshold above the micro-purchase level) – None.

12. Year 2000 compliant:

- a. As used in this clause, “Year 2000 compliant” means, with respect to information technology, that the information

technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

- b. The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time prior to June 1, 2000, or for a period of 6 months following acceptance (installation is considered acceptance) whichever is later. Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

13. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants – Not applicable.

14. **Data Universal Number System (DUNS) Number** – 08-677-4309
15. **Notification regarding registration in System for Award Management (SAM) database** – Contractor has an active registration in SAM database as Michael Baker Global Services, LLC, dba Kaseman, LLC.

LABOR CATEGORY DESCRIPTIONS

Michael Baker Global Services, LLC offers professional consulting and auditing services in support of security, and facility management requirements by utilizing the following labor categories. Minimum staffing qualifications and responsibilities are specified.

Note: Unless otherwise noted, four (4) years of general experience is considered equivalent to an Associate's Degree, eight (8) years of general experience is considered equivalent to a Bachelors Degree, four (4) years of general experience + a Bachelors Degree is equivalent to a Masters Degree, and four (4) years of general experience + a Masters Degree is equivalent to a Doctorate Degree.

SENIOR PROGRAM MANAGER

Minimum/General Experience: Minimum of ten years general experience, of which at least six years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Ten or more years in positions of increasing responsibility including supervisory/management experience.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall 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; 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/Training: A Bachelors Degree in Business Administration, a related discipline, or equivalent experience. A Masters Degree may be substituted for four years of general experience.

PROGRAM MANAGER

Minimum/General Experience: Eight years general experience, of which at least four years must be specialized. Specialized experience includes: project development from inception to deployment, expertise in management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of various complexity. General experience includes increasing responsibilities within the discipline and/or management. Typically advances through one of the professional areas supervised and is conversant with the spectrum of professional and technical disciplines represented in the organization. Must include previous supervisory/management experience.

Functional Responsibility: Serves as the Contractor's single contract manager, and shall 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; 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/Training: A Bachelors Degree plus eight years of relevant technical, professional, or management positions; or 11.5 years of similar experience in disciplines related to the nature of the contract work or in business related field. A Masters Degree may be substituted for four years of general experience.

ASSOC. PROGRAM MANAGER

Minimum/General Experience: Minimum of five years general experience, of which at least three years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or

subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/or management.

Functional Responsibility: Supports Program Manager. Develops and implements short and long range work plans to insure that work is performed within the schedule and all program requirements are met or exceeded. 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. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education/Training: A Bachelors Degree in a field of study relevant to the work being performed. A Masters Degree may be substituted for four years of general experience. With 8.5 years of general experience, of which at least five years is specialized, a degree is not required.

PROJECT MANAGER

Minimum/General Experience: This position requires a minimum of three years general experience, of which at least two years must be specialized. Specialized experience includes: project development, management and control of funds and resources, demonstrated capability in managing multi-task contracts and/or subcontracts of varying complexities. General experience includes increasing responsibilities within the discipline and/ or management.

Functional Responsibility: Under the guidance of the Program Manager: plans, organizes, directs, and supports all activities identified in individual or multiple delivery/task order(s); ensures conformance with task order schedules and costs; and monitors employee performance and productivity. In addition, this individual develops and implements training programs and remedial actions as necessary. Responsible for formulating and enforcing work standards; assigning Contractor schedules; reviewing work discrepancies; supervising Contractor personnel; assisting in all project management task performance; 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 in the absence of the Program Manager.

Minimum Education/Training: A Bachelors Degree in discipline related to the nature of the contract/task order or in business related field or four and one-half years of similar on-the-job training. A Masters Degree may be substituted for two years of general experience. With an Associates Degree, five years experience is required. With eight years of general experience, of which at least four years is specialized, a degree is not required.

TASK MANAGER

Minimum/General Experience: Two years of experience in relevant technical, professional, or management positions or three and one-half years of similar on-the job training. Will have executed lower level supervisory duties for projects involving analysis, development, and/or support activities. Must have a demonstrated capability of good oral and written communication skills.

Functional Responsibility: Supports program objectives by assisting the Project Manager. Ensures conformance with task order schedules and costs; and monitors employee performance and productivity.

Minimum Education/Training: BS/BA in a field of study relevant to the work being performed or an AA plus 5 years experience.

PRINCIPAL PROJECT ENGINEER

Minimum/General Experience: Fifteen years of project engineering experience.

Functional Responsibility: Responsible for advanced level technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds. Reviews completion and implementation of project and/or solution of assigned projects. Analyzes, investigates and develops project

guidelines. Coordinates engineers and other technical staff. Interacts with vendors to provide products and services. Reports and recommends changes to project improvements to management. Provides direct support to project and program manager. Provides technical consultation. May directly or indirectly supervise lower level engineers assigned to the project.

Minimum Education/Training: Masters Degree in Engineering, or equivalent.

SENIOR PROJECT ENGINEER

Minimum/General Experience: Eight years of project engineering experience.

Functional Responsibility: Responsible for technical/administrative leadership of a project or group of projects within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides coordination between resource managers/supervisors and ensures all necessary reviews and approvals are received as the project proceeds to the next phase. May supervise lower level engineers assigned to the project.

Minimum Education/Training: Bachelors Degree in Engineering, or equivalent.

STAFF PROJECT ENGINEER

Minimum/General Experience: 5-6 years of project engineering experience.

Functional Responsibility: Responsible for technical/administrative leadership of a project within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides resources coordination between resource managers/supervisors and ensures that all necessary reviews and approvals are obtained as the project proceeds to the next phase. May provide supervision and guidance to lower level employees.

Minimum Education/Training: Bachelors Degree in Engineering, or equivalent.

ASSOCIATE PROJECT ENGINEER

Minimum/General Experience: Five years of project engineering experience.

Functional Responsibility: Responsible for technical/administrative leadership of a project within the programmatic guidelines set by the program manager and customer. Ensures work scope, schedule and budget are defined and maintained. Provides resources coordination between resource managers/supervisors and ensures that all necessary reviews and approvals are obtained as the project proceeds to the next phase. Performs other duties, as assigned.

Minimum Education/Training: Bachelors Degree in Engineering or equivalent.

SECURITY CONSULTANT/ANALYST V

Minimum/ General Experience: Over twenty years of general and specialized experience U.S. Government security fields (e.g.; technical, physical, information, personnel, operational or signal security; counterintelligence; antiterrorism; counter terrorism; counter drug; computer surveillance, counter surveillance or surveillance detection; infrastructure protection; force protection; technology protection; information operations; or industrial security program). 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. Requires relevant experience in dealing most senior levels of Government and policy makers.

Functional Responsibility: With no supervision performs system security analyses on company and client networks and AIS; performs security audits, evaluations, and risk assessments of complex operational data processing communications systems and facilities. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are no necessarily limited to, services such as; recommending and writing organizational policy a procedure documents, setting guidelines for curriculum development and training, evaluate

management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education/Training: Bachelors Degree. Masters Degree preferred. Professional certifications and training in related fields is desired.

SECURITY CONSULTANT/ANALYST IV

Minimum/General Experience: High School Diploma and 10 years in a related security function required. Over ten years of general and specialized experience within U.S. Government security fields (e.g.; technical, physical, information, personnel, background investigations, 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. Requires relevant experience in dealing with the most senior levels of Government and policy makers.

Functional Responsibility: Under limited supervision designs and conducts surveys of client processes, operations, infrastructure, and operating environment; and identify critical information that must be protected. 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/Training: High School Diploma and 10 years in a related security function required. Bachelors Degree with 12 – 15 years or related security experience is preferred. Professional certifications and training in related fields is desired. Lead or supervisory experience

preferred. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

SECURITY CONSULTANT/ANALYST III

Minimum/General Experience: High School Diploma and 7 years in a related security function required. Over seven years of general and specialized experience with U.S. Government security fields (e.g.; technical, physical, information, personnel, background investigations, 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. Requires relevant experience in dealing with most senior levels of Government and policy makers.

Functional Responsibility: Assists in the conduct of client processes, operations, and infrastructure to identify critical information that must be protected. Performs functions at the highest levels, interacts with senior officials and policy makers. Functions may include, but are not 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/Training: High School Diploma and 7 years in a related security function required. Bachelors Degree with 8 – 10 years of related security experience is preferred. Professional certifications and training in related fields is desired. Lead or supervisory experience preferred. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

SECURITY CONSULTANT/ANALYST II

Minimum/General Experience: High School Diploma and 5 or more years of general and specialized experience in Government security fields (e.g.; technical, physical, information, personal security; background investigations; counterintelligence; antiterrorism; counterterrorism; counter-drug; computer security; surveillance, counter surveillance or surveillance detection; infrastructure 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; establishing and implementing complex programs and policies. Requires solid and proven writing and communication skills and analytical capability.

Functional Responsibility: Advises customer and/or performs tasks to develop and monitor security standards and compliance in fields of personnel, physical, technical or AIS security. Provides expert consulting services. Performs functions at highest levels, interacts with senior officials and policy makers. Functions may include, but not necessarily limited to, services such as; recommending and writing organizational policy and procedure documents, setting guidelines for curriculum development at management/assessment methodology, preparing and conducting high level briefings, conducting research, preparing reports and special studies.

Minimum Education/Training: High School Diploma and 5 years experience in a related security function required. Bachelors Degree with 6 – 7 years of related security experience is preferred. Professional certifications and training in related fields are desired. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

SECURITY CONSULTANT/ANALYST I

Minimum/General Experience: High school diploma and 3 years in a related security function required. Bachelors Degree with 4-5 years of related security experience is preferred. Minimum of three years of general experience within one or more, or combination of, the standard U.S. Government technical, physical, information, personnel, background investigations, operational or signal security: antiterrorism; counterterrorism; counter-drug; computer security; 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 discipline; experience conducting analysis; training and training development; and/or experience establish complex programs and policies. Requires solid and proven 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 procedure documents, curriculum development and training, establishing risk management/assessment methodology, preparing and conducting high research, preparing reports and special studies, and/or assisting in program development and implementation.

Minimum Education/Training: High school diploma and 3 years in a related security function required. Bachelors Degree with 4-5 years of related security experience is preferred. Employees will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

LEAD QUALITY ASSURANCE ANALYST

Minimum/General Experience: Eight years related experience.

Functional Responsibility: Defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Provides management with feedback on inspection and test trends, returns and vendor performance. Provides work leadership, guidance, and direction to employees.

Minimum Education/Training: Bachelors Degree or equivalent experience.

SENIOR QUALITY ASSURANCE ANALYST

Minimum/General Experience: Five to eight years related experience.

Functional Responsibility: Defines and develops quality standards for receiving, in-process and final inspection. Reviews and evaluates complex, in-process rejections and implements corrective action. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. Conducts and assists with benchmarking and surveys. Provides management with feedback on inspection and test trends, returns and vendor performance. May provide work leadership to lower level employees. Conducts Quality Assurance training. Has a broad knowledge of quality assurance standards and testing strategies, and participates in development, implementation and execution of certification programs for testing. Ensures documentation is in conformance with approved test and quality assurance standards. Writes both testing and certification compliance reports.

Minimum Education/Training: Bachelors Degree or equivalent experience.

STAFF QUALITY ASSURANCE ANALYST

Minimum/General Experience: Two to four years of related experience.

Functional Responsibility: Defines and develops quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Reviews and evaluates complex, in-process rejections and implements corrective action as needed. Interfaces with customers, vendors and various company departments to resolve quality problems and provide information. Participates in and may lead audits. May provide work leadership to lower level employees. Demonstrated ability to perform and coordinate quality assurance activities such as the design and development of test plans, criteria and procedures, to assemble test data, and conduct, evaluate, and verify test results. Knowledge of structured design, quality assurance, business practices, configuration control and change management. Conducts quality assurance testing of products. Documents procedures and discrepancies. Performs audits and provides technical advice to the development team.

Minimum Education/Training: Bachelors Degree or equivalent experience.

ASSOCIATE QUALITY ASSURANCE ANALYST

Minimum/General Experience: Entry level position.

Functional Responsibility: Develops, applies, revises and maintains quality standards for receiving, in-process and final inspection in accordance with company and contractual requirements. Writes inspection procedures. Assists in reviewing and evaluating in-process rejections, obtains disposition and implements corrective action as needed. Participates in audits. May provide technical support to inspection personnel.

Minimum Education/Training: Bachelors Degree or equivalent experience.

TRAINER III

Minimum/General Experience: This position requires a minimum of eight years' experience within one or more task order disciplines. Requires subject matter expertise and good writing and communication skills.

Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversee Contractor and Client Agency

personnel during the training process. May supervise, monitor, and critique other trainers.

Minimum Education/Training: Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Bachelors Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement).

TRAINER II

Minimum/General Experience: This position requires a minimum of five years' experience within one or more task order disciplines. Requires subject matter expertise and good writing and communication skills.

Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with Contractor management, supervisors and Client Agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agency. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Develops strong relationship with all departments of Client Agency to develop course materials and receive feedback on quality of instruction. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency

personnel during the training process. May supervise, monitor, and critique other trainers.

Minimum Education/Training: Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline. A Bachelors Degree or equivalent combination of formal education and experience (e.g., one year of directly related experience can be substituted for one year of education in addition to the basic experience requirement).

TRAINER I

Minimum/General Experience: This position requires a minimum of three years' experience within task order discipline. Requires subject matter expertise and good writing and communication skills.

Functional Responsibility: Develops and conducts security, public safety and law enforcement related training programs for contractor's employees and client/government personnel. Confers with management, supervisors and client agency to determine required training elements. Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings and workshops. Coordinates training schedule to meet demands of Contractor and Client Agencies. Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works. Conducts training sessions covering specified areas such as: basic training, weapons training, tactical training, CPR/First Aid, etc. Tests trainees to measure progress and to evaluate effectiveness of training. Reports on progress of employees under guidance during training periods. Maintains trainee personnel records. Ability to read and interpret documents such as technical data, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to develop and proof training materials. Ability to speak effectively in interpersonal situations and before groups of trainees. Oversees Contractor and Client Agency personnel during the training process.

Minimum Education/Training: Bachelors Degree or equivalent experience. Must have subject matter experience and be certified by proper authority in area of instruction (e.g. weapons instructors should be certified by the NRA, etc.), if applicable. Must possess and maintain appropriate instructors certification as required by subject matter and/or discipline.

SR. OFFICE ADMINISTRATOR

Minimum/General Experience: 5 years of experience in administrative management including 2 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. Supervises and assigns work schedules to clerical and administrative staff. Oversees the purchase of supplies, authorize payments, and other general business responsibilities necessary to maintain to day-to-day operations.

Minimum Education/Training: BS/BA or an AA with 10 years' experience.

ADMINISTRATIVE MANAGER

Minimum/General Experience: Four years of experience in administrative management including 1 year of supervisory experience. Requires excellent organizational, communication, and interpersonal skills. Capable of interpreting and adapting guidelines, including unwritten policies and precedents for the maintenance of day-to-day operations. Must be proficient in word processing, spreadsheet, and database software.

Functional Responsibility: Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations

and procedures. Manages a small group or team in support of overall program goals. Must have proven oral and written communication skills.

Minimum Education/Training: AA in a related field or a High School Diploma/GED with 5 to 7 years of directly related experience.

ADMINISTRATIVE SUPERVISOR

Minimum/General Experience: Five years of related experience performing administrative support functions. At least two years of this experience should include supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

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. Performs a variety of complex and routine administrative and supervisory duties. Establishes and maintains project documentation and correspondence in accordance with agency regulations and procedures. Establishes internal program office procedures that comply and support agency practices and procedures. May supervise and assign work schedules to clerical and administrative staff. Oversees the preparation and distribution of reports, maintains calendars, reviews and analyzes procurement requirements, and drafts correspondence. Prepares and/or reviews/edits final correspondence, reports and other published material; prepares briefing material; establishes and maintains program files; performs budget and finance functions; and develops, analyzes and maintains administrative operating processes and procedures.

Minimum Education/Training: Associates Degree in a related field, or a High School Diploma with an additional two to three years of related experience, combined with completion of training courses relevant to duties and functions of the requirement, may be substituted for the degree requirement.

ADMINISTRATIVE SPECIALIST II

Minimum/General Experience: Three years of related experience performing administrative support functions. At least one year of this experience should include supervisory or executive-level office management/administrative support functions. Must be highly organized and have excellent oral and written communication skills. Must possess experience using word processing, project management and desktop publishing application software and hardware.

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; performs budget and finance functions; and develops, analyzes and maintains administrative operating processes and procedures.

Minimum Education/Training: Associates Degree, or an additional three to four years of relevant experience and proficiency in the area of specialty, combined with completion of training courses relevant to duties and functions of the requirement, may be substituted for the degree requirement.

ADMINISTRATIVE SPECIALIST I

Minimum/General Experience: Two years of related experience performing administrative support functions. Must be organized and have good oral and written communication skills. Must possess experience using word processing and desktop publishing application software and hardware.

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; supports budget and finance functions; and executes administrative operating processes and procedures.

Minimum Education/Training: High School Diploma or equivalent

Hourly Price: Government Site

| Labor Category | SIN | 1/1/10 – 12/31/10 | 1/1/11 – 12/31/11 | 1/1/12 – 12/31/12 | 1/1/13 – 12/31/13 | 1/1/14 – 12/31/14 | 1/1/15 – 12/31/15 |
|----------------------------------|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Senior Program Manager | 246-52 | \$150.76 | \$156.79 | \$163.07 | \$169.59 | \$176.37 | \$183.43 |
| Program Manager | 246-52 | \$117.92 | \$122.64 | \$127.54 | \$132.65 | \$137.95 | \$143.47 |
| Associate Program Manager | 246-52 | \$114.48 | \$119.06 | \$123.83 | \$128.78 | \$133.93 | \$139.29 |
| Project Manager | 246-52 | \$105.84 | \$110.07 | \$114.47 | \$119.05 | \$123.81 | \$128.77 |
| Task Manager | 246-52 | \$97.35 | \$101.24 | \$105.29 | \$109.50 | \$113.88 | \$118.44 |
| Principal Project Engineer | 246-52 | \$114.48 | \$119.06 | \$123.83 | \$128.78 | \$133.93 | \$139.29 |
| Senior Project Engineer | 246-52 | \$103.12 | \$107.25 | \$111.54 | \$116.00 | \$120.64 | \$125.46 |
| Staff Project Engineer | 246-52 | \$97.35 | \$101.24 | \$105.29 | \$109.50 | \$113.88 | \$118.44 |
| Associate Project Engineer | 246-52 | \$93.59 | \$97.34 | \$101.23 | \$105.28 | \$109.49 | \$113.87 |
| Security Consultant/Analyst V | 246-52 | \$99.72 | \$103.71 | \$107.86 | \$112.17 | \$116.66 | \$121.33 |
| Security Consultant/Analyst IV | 246-52 | \$93.59 | \$97.34 | \$101.23 | \$105.28 | \$109.49 | \$113.87 |
| Security Consultant/Analyst III | 246-52 | \$79.42 | \$82.60 | \$85.90 | \$89.34 | \$92.91 | \$96.63 |
| Security Consultant/Analyst II | 246-52 | \$75.45 | \$78.47 | \$81.61 | \$84.88 | \$88.27 | \$91.80 |
| Security Consultant/Analyst I | 246-52 | \$71.68 | \$74.55 | \$77.53 | \$80.63 | \$83.85 | \$87.21 |
| Lead Quality Assurance Analyst | 246-52 | \$102.70 | \$106.81 | \$111.08 | \$115.52 | \$120.15 | \$124.95 |
| Senior Quality Assurance Analyst | 246-52 | \$99.72 | \$103.71 | \$107.86 | \$112.17 | \$116.66 | \$121.33 |
| Staff Quality Assurance Analyst | 246-52 | \$93.59 | \$97.34 | \$101.23 | \$105.28 | \$109.49 | \$113.87 |
| Assoc. Quality Assurance Analyst | 246-52 | \$79.42 | \$82.60 | \$85.90 | \$89.34 | \$92.91 | \$96.63 |
| Trainer III | 246-52 | \$183.49 | \$190.83 | \$198.46 | \$206.40 | \$214.65 | \$223.24 |

**General Services Administration
Authorized MOBIS Price Schedule**

**Michael Baker Global Services, LLC
Contract No. GS-07F-9152S**

| | | | | | | | |
|-------------------------------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Trainer II | 246-52 | \$120.67 | \$125.50 | \$130.52 | \$135.74 | \$141.17 | \$146.82 |
| Trainer I | 246-52 | \$108.55 | \$112.89 | \$117.41 | \$122.10 | \$126.99 | \$132.07 |
| Senior Office Administrator | 246-52 | \$83.80 | \$87.15 | \$90.64 | \$94.26 | \$98.03 | \$101.96 |
| Administrative Manager | 246-52 | \$64.90 | \$67.50 | \$70.20 | \$73.00 | \$75.92 | \$78.96 |
| Administrative Supervisor | 246-52 | \$59.10 | \$61.46 | \$63.92 | \$66.48 | \$69.14 | \$71.90 |
| Administrative Specialist II | 246-52 | \$49.90 | \$51.89 | \$53.97 | \$56.13 | \$58.37 | \$60.71 |
| Administrative Specialist I | 246-52 | \$39.02 | \$40.58 | \$42.20 | \$43.89 | \$45.65 | \$47.47 |

Hourly Price: Michael Baker Global Services, LLC Site

| Labor Category | SIN | 1/1/10 – 12/31/10 | 1/1/11 – 12/31/11 | 1/1/12 – 12/31/12 | 1/1/13 – 12/31/13 | 1/1/14 – 12/31/14 | 1/1/15 – 12/31/15 |
|----------------------------------|--------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Senior Program Manager | 246-52 | \$174.89 | \$181.88 | \$189.16 | \$196.72 | \$204.59 | \$212.78 |
| Program Manager | 246-52 | \$136.79 | \$142.26 | \$147.95 | \$153.87 | \$160.02 | \$166.42 |
| Associate Program Manager | 246-52 | \$132.80 | \$138.11 | \$143.64 | \$149.38 | \$155.36 | \$161.57 |
| Project Manager | 246-52 | \$122.77 | \$127.68 | \$132.79 | \$138.10 | \$143.62 | \$149.37 |
| Task Manager | 246-52 | \$112.92 | \$117.44 | \$122.13 | \$127.02 | \$132.10 | \$137.39 |
| Principal Project Engineer | 246-52 | \$132.80 | \$138.11 | \$143.64 | \$149.38 | \$155.36 | \$161.57 |
| Senior Project Engineer | 246-52 | \$119.62 | \$124.41 | \$129.38 | \$134.56 | \$139.94 | \$145.54 |
| Staff Project Engineer | 246-52 | \$112.92 | \$117.44 | \$122.13 | \$127.02 | \$132.10 | \$137.39 |
| Associate Project Engineer | 246-52 | \$108.57 | \$112.91 | \$117.43 | \$122.13 | \$127.01 | \$132.09 |
| Security Consultant/Analyst V | 246-52 | \$115.68 | \$120.30 | \$125.12 | \$130.12 | \$135.33 | \$140.74 |
| Security Consultant/Analyst IV | 246-52 | \$108.57 | \$112.91 | \$117.43 | \$122.13 | \$127.01 | \$132.09 |
| Security Consultant/Analyst III | 246-52 | \$92.13 | \$95.82 | \$99.65 | \$103.63 | \$107.78 | \$112.09 |
| Security Consultant/Analyst II | 246-52 | \$87.53 | \$91.03 | \$94.67 | \$98.46 | \$102.39 | \$106.49 |
| Security Consultant/Analyst I | 246-52 | \$83.15 | \$86.47 | \$89.93 | \$93.53 | \$97.27 | \$101.16 |
| Lead Quality Assurance Analyst | 246-52 | \$119.13 | \$123.90 | \$128.85 | \$134.01 | \$139.37 | \$144.94 |
| Senior Quality Assurance Analyst | 246-52 | \$115.68 | \$120.30 | \$125.12 | \$130.12 | \$135.33 | \$140.74 |
| Staff Quality Assurance Analyst | 246-52 | \$108.57 | \$112.91 | \$117.43 | \$122.13 | \$127.01 | \$132.09 |
| Assoc. Quality Assurance Analyst | 246-52 | \$92.13 | \$95.82 | \$99.65 | \$103.63 | \$107.78 | \$112.09 |
| Trainer III | 246-52 | \$212.84 | \$221.36 | \$230.21 | \$239.42 | \$249.00 | \$258.96 |

| | | | | | | | |
|------------------------------|--------|----------|----------|----------|----------|----------|----------|
| Trainer II | 246-52 | \$139.98 | \$145.58 | \$151.40 | \$157.46 | \$163.76 | \$170.31 |
| Trainer I | 246-52 | \$125.92 | \$130.95 | \$136.19 | \$141.64 | \$147.31 | \$153.20 |
| Senior Office Administrator | 246-52 | \$97.21 | \$101.10 | \$105.14 | \$109.35 | \$113.72 | \$118.27 |
| Administrative Manager | 246-52 | \$75.29 | \$78.30 | \$81.43 | \$84.69 | \$88.07 | \$91.60 |
| Administrative Supervisor | 246-52 | \$68.56 | \$71.30 | \$74.15 | \$77.12 | \$80.20 | \$83.41 |
| Administrative Specialist II | 246-52 | \$57.88 | \$60.20 | \$62.60 | \$65.11 | \$67.71 | \$70.42 |
| Administrative Specialist I | 246-52 | \$45.26 | \$47.07 | \$48.95 | \$50.91 | \$52.95 | \$55.07 |

Placing Orders

Michael Baker Global Services, LLC accepts orders by fax, telephone and electronic mail. The order must include the skill requirement, length of assignment, starting date and time, place of assignment, supervisor's name and proposed billing rate.

Corporate Overview

Michael Baker Global Services, LLC dba KASEMAN, LLC is emerging as a leading provider of strategic professional services headquartered in Alexandria, Virginia. The company was founded upon the belief that the provision of personnel services starts with an open, honest and straightforward approach. Our philosophy and operating principles are based on a true partnership with our clients and employees.

Michael Baker Global Services, LLC possesses the resources to help our clients increase productivity, control costs and meet deadlines. Our comprehensive range of services enables our clients to:

- ◆ Meet peak workloads and deadlines beyond the capabilities of their permanent workforce.
- ◆ Respond immediately when special skills and experience are not available internally.

- ◆ Tailor the technical skills needed at various stages of the project cycle.
- ◆ Avoid the heavy costs of permanent hiring commitments and benefit packages.
- ◆ Avoid costly severance packages and low employee morale related to downsizing.
- ◆ Assemble project teams in a fast, dynamic environment.

Michael Baker Global Services, LLC offers a proven approach to schedule development, resource allocation, and performance of tasks, quality assurance plans, and control procedures. We understand the personnel staffing support industry and offer an established core of skills that can be drawn upon quickly. We believe that the technical skills available to our company and the timely manner in which we can access those skills creates a winning solution for GSA/FSS contracting agency's personnel placement and recruiting needs.

Program Management

The **Michael Baker Global Services, LLC** management and support team can provide a level of support that will not only fulfill the primary skill areas in which GSA/FSS contracting agencies will require personnel, but also has the ability to go beyond the scope of technical requirements. The key to this level of support is the timely manner in which Michael Baker Global Services, LLC will respond to all requests for personnel. If there are any questions regarding a personnel job description or task assignment, the Michael Baker Global Services, LLC GSA Contract Representative, Louis J. Levner, will request a meeting with the appropriate government personnel. If GSA/FSS contracting agency has any questions, concerns or problems with any Michael Baker Global Services, LLC employee the Michael Baker Global Services, LLC Contract Representative will act as the liaison between government agencies and all Michael Baker Global Services, LLC personnel.