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GSA Schedule

Mission Oriented Business Integrated Services (MOBIS)

Price List and Catalog

Contract No. GS-10F-0009Y

Federal Supply Group: 874, FSC Class R499

Contract Period: October 4, 2011 through October 3, 2016

**Business Size: Large
(NAICS #541611)
Price List as of May 3, 2013**

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE**

Price List and Catalog

MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

Federal Supply Group: 874, FSC Class R499

Contract No. GS-10F-0009Y

Contract Period: October 4, 2011 through October 3, 2016

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

<http://www.gsaadvantage.gov/>

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

Energetics Incorporated
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7067 Columbia Gateway Drive, Suite 200
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Business Size: Large

Price List as of May 3, 2013

CUSTOMER INFORMATION

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1a. MOBIS Overview

Energetics Incorporated is an authorized vendor on the General Service Administration's Federal Supply Schedule 874, Mission Oriented Business Integrated Services (MOBIS), which allows federal agencies to efficiently procure a full range of management and consulting services that can improve their performance and assist their efforts in meeting mission goals. Our MOBIS contract reinforces Energetics' reputation as a dependable consultancy with a proven track record in providing expert support.

The MOBIS contract is an indefinite delivery, indefinite quantity multiple award schedule contract that allows for task orders to be issued as firm fixed-price or time and materials in accordance with the labor categories defined in the contract. The order type is at the discretion of the agency placing the order.

Advantages for the federal agency that utilizes a MOBIS Schedule to purchase professional services include the following:

- Contract has no ceiling and no maximum order limitations.
- All labor rates have been pre-negotiated and pre-approved.
- Available to all federal agencies.
- No synopsis (FedBizOpps posting) is required, as all requirements for competition have been met.
- The business relationship is directly between the purchaser and the contractor, therefore no transfer of funds to GSA is required.
- Reduced lead times, streamlined procurement processes, and associated cost savings.
- Blanket purchase agreements may be established.

MOBIS contractors possess the necessary expertise to facilitate how the federal government responds to a continuous stream of new mandates and evolutionary influence such as the President's Management Agenda; Government Performance and Results Act; Federal Acquisition Streamlining Act; OMB Circular A-76; Federal Activities Inventory Reform Act; and government reinvention initiatives such as benchmarking and streamlining.

GSA has posted Energetics' MOBIS-related information to GSA Advantage, the website where federal agencies can browse the schedules of prequalified contractors, send Requests for Proposals and ultimately purchase services from these contractors.

Currently Energetics is authorized to do business in two of the MOBIS contract's Special Item Numbers (SIN), SIN 874-1 and SIN 874-7.

SIN 874 1 – Integrated Consulting Services

Under the "Consulting Services" part of SIN 874-1, Energetics is approved to support Federal agencies' mission-oriented business functions by providing expert advice, assistance, and/or guidance. The "Consulting Services" part of this SIN covers the following:

- Management or strategy consulting
- Program planning, audits, and evaluations
- Studies, analyses, scenarios, and reports relating to an agency's mission-oriented business programs or initiatives, such as defense studies, tabletop exercises or scenario simulations, educational studies, regulatory or policy studies, health care studies, economic studies, and preparedness studies
- Executive/management coaching services
- Customized business training as needed to successfully perform/complete a consulting engagement
- Policy and regulation development assistance
- Expert Witness services in support of litigation, claims, or other formal cases
- Advisory and assistance services in accordance with FAR 37.203

Under the “Facilitation Services” part of SIN 874-1, Energetics is authorized to provide agencies with expert facilitation services, including decision-making support. Key activities under this SIN involve the coordination of various stakeholders, and assisting these stakeholder groups to reach informed, agreed-upon decisions and paths for moving forward. The “Facilitation Services” part of this SIN may include the following types of support:

- Defining, refining, and resolving disputes, disagreements, and divergent views (excluding EEO disputed)
- Leading or facilitating group briefings and discussions, enabling focused decision-making
- Recording discussion content and related facilitation support services
- Debriefing stakeholders
- Preparing and providing draft and final reports relating to the facilitated issues

SIN 874 7 – Program and Project Management

Under SIN 874-7, Energetics will provide services to assist agencies in planning, initiating, managing, executing, and closing out mission-oriented business programs and projects. Services included are:

- Project leadership and communications with stakeholders
- Project planning and scheduling
- Earned value management support
- Project management, including performance monitoring and measurement
- Reporting and documentation associated with project/program objectives
- Stakeholder briefings, participation in required meetings, and related project support services
- Program integration services
- Project close-out services

1b. Lowest Price Model Number and Lowest Unit Price: Not applicable to this service contract.

1c. Position Descriptions:

Below are the minimum requirements for each of Energetics' labor categories. The majority of our employees exceed the minimum requirements.

PROGRAM DIRECTOR I

General Experience:

Minimum fifteen (15) years progressive business experience in senior program-level leadership positions, including areas directly related to the SOW.

Specialized Experience:

Minimum eight (8) years of the general experience in specialized program management leadership positions performing and guiding business management efforts. Has developed and/or implemented project strategies as part of the overall management of major government or commercial services contract efforts.

Functional Responsibilities:

Proficient in developing strategic plans and directing/facilitating overall activity for near- and long-term business-related factors. Must be able to perform organizational analysis and fully capable of identifying and improving business practices and procedures which may include outsourcing and other methodologies deemed appropriate. Interacts with all levels of management and organizational elements; familiar with resource and personnel management, the budgetary process, and cost and financial issues facing managers in an engineering and technical services environment. Ensures problem resolution and customer satisfaction utilizing unique and difficult methodologies; provides direction for personnel performing project work.

Minimum Education:

Bachelor's degree. Master's degree is desired, but relevant work experience in lieu of a Master's degree may be allowed as follows: Bachelor's degree and twelve (12) years of specialized work experience.

PROGRAM DIRECTOR II

General Experience:

Minimum twelve (12) years progressive business experience in senior program-level leadership positions, including areas directly related to the SOW.

Specialized Experience:

Minimum five (5) years of the general experience in specialized program management leadership positions performing and guiding business management efforts. Has developed

PROGRAM DIRECTOR II (*CONTINUED*)

and/or implemented project strategies as part of the overall management of major government or commercial services contract efforts.

Functional Responsibilities:

Proficient in developing strategic plans and directing/facilitating overall sector activity for near- and long-term business-related factors. Must be able to perform organizational analysis and fully capable of identifying and improving business practices and procedures which may include outsourcing and privatization issues. Interacts with all levels of management and organizational elements; familiar with resource and personnel management, budgetary process, and cost and financial issues facing managers in an engineering and technical services environment. Ensures problem resolution and customer satisfaction utilizing unique and difficult methodologies; provides direction for personnel performing project work.

Minimum Education:

Bachelor's degree. Master's degree is desired, but relevant work experience in lieu of a Master's degree may be allowed as follows: Bachelor's degree and ten (10) years of specialized work experience.

SENIOR TECHNICAL STAFF I

General Experience:

Minimum fourteen (14) years progressive business experience in senior program support positions, including areas directly related to the SOW.

Specialized Experience:

Minimum seven (7) years of the general experience shall include specialized expertise in program, product, and/or project financial and management principles. Expert in technology development and application, project execution, evaluation and planning; strategic planning; policy development; process engineering, and/or technology transfer. A proven track record of successful business management activities, including project management. Shall possess specialized experience with one or more of the following: contract and personnel management, client interaction, product development/management, project management, budget and resource management, and/or metrics/performance accountability.

Functional Responsibilities:

Serves as a senior advisor in relevant project areas. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of business processes identified in the SOW. Provides leadership in the development of project approach for resolution of complex management and organizational issues. Interfaces with government management personnel. Assists staff at Program Director level with expertise in specialty areas to supplement written and oral reports to company management and government representatives, including the government COR. Manages task activities in area of specialty.

SENIOR TECHNICAL STAFF I (*CONTINUED*)

Minimum Education:

Bachelor's degree. Relevant work experience in lieu of a Bachelor's degree may be allowed as follows: fourteen (14) years of specialized work experience. Advanced degree is equivalent to two (2) years of experience.

SENIOR TECHNICAL STAFF II

General Experience:

Minimum twelve (12) years progressive business experience in senior program support positions, including areas directly related to the SOW.

Specialized Experience:

Minimum six (6) years of the general experience shall include specialized expertise in program, product, and project financial and management principles. Knowledgeable in technology development and application; project execution, evaluation and planning; strategic planning; policy development; process engineering; and/or technology transfer. A proven track record of successful business management activities including project management. Shall possess specialized experience with one or more of the following: contract and personnel management, client interaction, project management; product development/management, budget and resource management, and/or metrics/performance accountability.

Functional Responsibilities:

Serves as a senior advisor in relevant project areas. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of business processes identified in the SOW. Provides leadership in the development of project approach for resolution of complex management and organizational issues. Interfaces with government management personnel. Assists Program Director with expertise in specialty areas to supplement written and oral reports to company management and government representatives, including the government COR. Manages task activities in area of specialty.

Minimum Education:

Bachelor's degree. Relevant work experience in lieu of a Bachelor's degree may be allowed as follows: twelve (12) years of specialized work experience. Advanced degree is equivalent to two (2) years of experience.

SENIOR TECHNICAL STAFF III

General Experience:

Minimum ten (10) years progressive business experience in senior program support positions, including areas directly related to the SOW.

SENIOR TECHNICAL STAFF III (CONTINUED)

Specialized Experience:

Minimum five (5) years of the general experience shall include specialized expertise in program, product, and project financial and management principles. Knowledgeable in technology development and application; project execution, evaluation and planning; strategic planning; policy development; process engineering; and/or technology transfer. A proven track record of successful business management activities including project management. Shall possess specialized experience with one or more of the following: contract and personnel management, client interaction, product development/management, project management, budget and resource management, and/or metrics/performance accountability.

Functional Responsibilities:

Supports senior advisors in relevant project areas. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of business processes identified in the SOW. Provides leadership in the development of project approach for resolution of complex management and organizational issues. Interfaces with government management personnel. Assists staff at Program Director level with expertise in specialty areas to supplement written and oral reports to company management and government representatives, including the government COR. Manages task activities in area of specialty.

Minimum Education:

Bachelor's degree. Relevant work experience in lieu of a Bachelor's degree may be allowed as follows: ten (10) years of specialized work experience. Advanced degree is equivalent to two (2) years of experience.

ASSOCIATE I

General Experience:

Minimum eight (8) years progressive analytical and programmatic experience in areas included within the proposed SINs. Demonstrated skills in, and understanding of technical business factors.

Specialized Experience:

Minimum four (4) years of general experience shall include specialized analytical and programmatic experience in business, management, stakeholder communications, and other areas related to the SOW. Advanced knowledge of technology development, applications and/or systems, project execution/evaluation/planning, and/or technology transfer specific to one or more of the following: energy technologies and systems, power generation/transmission/distribution, environmental technologies, climate change and greenhouse gases, conventional and alternative fuels, technology development and integration, information technology, critical infrastructure, and facility planning, design, and modernization.

ASSOCIATE I (CONTINUED)

Functional Responsibilities:

Supports all levels of management in technical, administrative and contractual activities in relevant project areas. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of business processes identified in the SOW. Subjects shall include but not be limited to analysis of mission, program goals and objectives; requirements analysis; organizational performance assessment; special studies and analysis; requirements analysis; cost and cost-performance trade-off analysis; feasibility analysis; regulatory compliance support; technology design and evaluation; training and facilitation. Interfaces with government personnel. Assists staff at Program Director and Senior Technical Staff levels with expertise in programmatic specialty areas to supplement written and oral reports to company management and government representatives, including the government COR.

Minimum Education:

Bachelor's degree. Relevant work experience in lieu of a Bachelor's degree may be allowed as follows: eight (8) years of specialized work experience. Advanced degree is equivalent to two (2) years of experience.

ASSOCIATE II

General Experience:

Minimum six (6) years progressive analytical and programmatic experience in areas included within the proposed SINs. Demonstrated skills in, and understanding of technical business factors.

Specialized Experience:

Minimum three (3) years of general experience shall include specialized analytical and programmatic experience in business, management, stakeholder communications, and other areas related to the SOW. Progressive knowledge of technology development and application, project execution/evaluation/planning, and/or technology transfer specific to one or more of the following: energy technologies and systems, power generation/transmission/distribution, environmental technologies, climate change and greenhouse gases, conventional and alternative fuels, technology development and integration, information technology, critical infrastructure, and facility planning, design, and modernization.

Functional Responsibilities:

Supports staff at all levels in technical, administrative and contractual activities in relevant project areas. Produces/reviews substantive and/or complex technical documentation reflecting detailed knowledge of business processes identified in the SOW. Subjects shall include but not be limited to analysis of mission, program goals and objectives; requirements analysis; organizational performance assessment; special studies and analysis; requirements analysis; cost and cost-performance trade-off analysis; feasibility analysis; regulatory compliance support; technology design and evaluation; training and facilitation. Interfaces with government personnel. Assists staff at all levels with expertise in programmatic specialty

ASSOCIATE II (CONTINUED)

areas to supplement written and oral reports to company management and government representatives, including the government COR.

Minimum Education:

Bachelor's degree. Advanced degree is equivalent to two (2) years of experience. Relevant work experience in lieu of a Bachelor's degree may be allowed as follows: eight (8) years of specialized work experience; Associate's degree and ten (10) years of experience or no degree and 14 years of experience.

ANALYST I

General Experience:

Minimum four (4) years progressive analytical and programmatic experience in areas included within the proposed SINs. Experienced in techniques for conducting research, review, and analysis of technical, financial, and management-related documents and data.

Specialized Experience:

Minimum two (2) years of general experience shall include specialized analytical and programmatic experience in business, management, stakeholder communications, and other areas related to the SOW. Experienced in working with computer-generated reports and extracting data from databases to develop and generate information and summary data to support such activities as technical evaluations; management and financial record keeping, tracking, and reporting; and validation of information on source documentation. Able to develop clear communications products for a variety of stakeholders.

Functional Responsibilities:

Applies general business experience in reviewing and evaluating data and information from databases and computer-generated documents/reports. Uses analytic methodologies, principles, and techniques for conducting research, review, and analysis of technical, financial, and management-related documents and data. Performs general analyst functions including data collection and modeling, assessments of computer-generated reports, data extraction, and report generation. Provides analytical support for engineering and technical evaluations; management and financial record keeping, tracking, and reporting; and validation of information on source documentation. Develops communications products summarizing findings. May be required to oversee the work of lower level support staff.

Minimum Education:

Bachelor's degree. Relevant work experience in lieu of a Bachelor's degree may be allowed as follows: Associate's degree and four (4) years of specialized work experience. Advanced degree is equivalent to two (2) years of experience.

ANALYST II

General Experience:

Minimum two (2) years progressive analytical and programmatic experience in areas included within the proposed SINs. Experienced in techniques for conducting research, review, and analysis of technical, financial, and management-related documents and data.

Specialized Experience:

Minimum one (1) year of the general experience shall include specialized analytical and programmatic experience in business, management, stakeholder communications, and other areas related to the SOW. Experienced in working with computer-generated reports and extracting data from databases to develop and generate information and summary data to support such activities as technical evaluations; management and financial record keeping, tracking, and reporting; and validation of information on source documentation. Able to develop clear communications products for a variety of stakeholders.

Functional Responsibilities:

Applies general business experience in reviewing and evaluating data and information from databases and computer-generated documents/reports. Uses analytic methodologies, principles, and techniques for conducting research, review, and analysis of technical, financial, and management-related documents and data. Performs general analyst functions including data collection and modeling, assessments of computer-generated reports, data extraction, and report generation. Provides analytical support for engineering and technical evaluations; management and financial record keeping, tracking, and reporting; and validation of information on source documentation. Develops communications products summarizing findings. May be required to oversee the work of lower level support staff.

Minimum Education:

Associate's degree. Relevant work experience in lieu of an Associate's degree may be allowed as follows: four (4) years of specialized work experience. Advanced degree is equivalent to two (2) years of experience.

TECHNICAL SUPPORT

General Experience:

Minimum four (4) years document and data management experience in areas included within the proposed SINs. Experienced in fulfilling the business and management needs of documentation and data support requirements.

Specialized Experience:

Minimum one (1) year of the general experience shall include specialized general office and text editing skills and other duties related to the SOW. Experienced in working with data entry, writing or editing text, reproduction, assembling facilitation and/or stakeholder materials, verifying prices and/or ordering those materials, and/or other support services.

TECHNICAL SUPPORT (CONTINUED)**Functional Responsibilities:**

Provides general technical support including document development and data processing support in areas related to the SOW. Provides document assembly and data entry support to all levels of staff as required.

Minimum Education:

High School Diploma and/or technical school for functional area of support and relevant experience. Staff in this category may also include college-level students/interns working on short-term temporary assignments.

2. **Maximum Order:** GSA has stated \$1,000,000 as the maximum order amount; however, the contractor is willing to accept orders which exceed this amount and is allowed to do so according to the terms of its contract.
3. **Minimum Order:** \$100
4. **General & Administrative:** In accordance with Energetics' DCAA-approved accounting practices, G&A will be applied to all travel and other direct costs required in the performance of orders. In selected instances, G&A may be applied to subcontracted effort.
5. **Geographic Coverage (delivery area):** Domestic Only; however, upon request, Energetics will provide customer or government site rates and/or rates for work outside of domestic locations.
6. **Service Locations:**

Energetics Incorporated (HQ Office)
7067 Columbia Gateway Drive, Suite 200
Columbia, MD 21046

Energetics Incorporated
901 D Street, S.W., Suite 100
Washington, DC 20024

Energetics Incorporated
4601 North Fairfax Drive, Suite 110
Arlington, VA 22203

Energetics Incorporated
125 Wolf Road, Suite 503-13
Albany, NY 12205

Energetics Incorporated
214 Oriskany Blvd., Suite 11
Whitesboro, NY 13492

7. **Discount from List Price:** Discounts may be offered on an order-by-order basis. See Attachment 1 for a list of billing rates, and Attachment 2 for a list of Service Contract Act (SCA) categories.

- 8. Quantity Discounts:** Not Applicable
- 9. Prompt Payment terms:** Net 30 days.
- 10. Payment by Government Credit Card:** Accepted for orders up to \$50,000.
- 11. Foreign Items:** Not Applicable
- 12a. Time of Delivery:** To be negotiated with ordering agency on each task order.
- 12b. Expedited Delivery:** To be negotiated with ordering agency on each task order.
- 12c. Overnight and 2-day delivery:** To be negotiated with ordering agency on each task order.
- 12d. Urgent Requirements:** To be negotiated with ordering agency on each task order.
- 13. F.O.B. Point(s):** Destination.
- 14a. Ordering Address:**

For Orders sent by e-mail, fax, regular mail or overnight delivery:

Energetics Incorporated
Attention: Karen L. Kirkpatrick, Sr. Contracts Administrator
7067 Columbia Gateway Drive, Suite 200
Columbia, MD 21046
Phone: 410-953-6274
Fax: 410-423-2194
E-mail: kkirkpatrick@energetics.com

For Orders sent computer-to-computer Electronic Data Interchange (EDI):

Energetics Incorporated
Attention: Elliot Goodman, IT Manager
7067 Columbia Gateway Drive, Suite 200
Columbia, MD 21046
Phone: 410-953-6203
Fax: 410-423-2194
E-mail: egoodman@energetics.com

14b. Ordering Procedures:

For the offered services, the ordering procedures, information on Blanket Purchase Agreements (BPA), and a sample Blanket Purchase Agreement can be found at the

GSA/FSS Schedule homepage (<http://www.gsa.gov/portal/content/199353>) or see Attachment 3 of this catalog.

15. Payment Address:

Energetics Incorporated
Attn: Accounting Department
7067 Columbia Gateway Drive, Suite 200
Columbia, MD 21046

Payment may also be made by wire transfer or electronic funds transfer (EFT). Please contact Karen Kirkpatrick, Sr. Contracts Administrator, for details (see 14a above for contact information).

- 16. Warranty Provisions:** Energetics' standard commercial warranty.
- 17. Export Packing Charges:** Not Applicable
- 18. Terms and Conditions of Government Credit Card Acceptance:** Accepted for Orders up to \$50,000.00
- 19. Terms and Conditions of Rental, Maintenance, and Repair:** Not Applicable
- 20. Terms and Conditions of Installation:** Not Applicable
- 21. Terms and Conditions of Repair Parts:** Not Applicable
- 21a. Terms and Conditions of any other services:** Not Applicable
- 22. List of Service and Distribution Points:** See #6 above
- 23. List of Participating Dealers:** Not Applicable
- 24. Preventative Maintenance:** Not Applicable
- 25a. Environmental Attributes:** Not Applicable
- 25b. Section 508 Compliance:** Not Applicable
- 26. Data Universal Numbering System (DUNS) Number:** 09-940-0129
- 27. Notification Regarding Registration in System for Award Management (SAM) database:** Energetics Incorporated maintains current registration in the SAM.

ATTACHMENT 1

**Energetics' Labor Categories and Rates
for GSA Schedule No. GS-10F-0009Y**

BASE PERIOD (5 Years)

SINs 874-1 and 874-7

Energetics Labor Categories	Base Period Fully-Burdened Billing Rates				
	Year 1 10/4/11 – 10/3/12	Year 2 10/4/12 – 10/3/13	Year 3 10/4/13 – 10/3/14	Year 4 10/4/14 – 10/3/15	Year 5 10/4/15 – 10/3/16
Program Director I	\$230.68	\$236.45	\$243.54	\$250.85	\$258.37
Program Director II	\$192.71	\$197.53	\$203.45	\$209.56	\$215.84
Sr. Technical Staff I	\$155.79	\$159.68	\$164.48	\$169.41	\$174.49
Sr. Technical Staff II	\$130.37	\$133.63	\$137.64	\$141.77	\$146.02
Sr. Technical Staff III	\$106.30	\$108.96	\$112.23	\$115.59	\$119.06
Associate I	\$84.41	\$86.52	\$89.12	\$91.79	\$94.54
Associate II	\$67.87	\$69.57	\$71.65	\$73.80	\$76.02
Analyst I	\$58.34	\$59.80	\$61.59	\$63.44	\$65.34
Analyst II	\$49.33	\$50.56	\$52.08	\$53.64	\$55.25
Technical Support	\$44.72	\$45.84	\$47.21	\$48.63	\$50.09

NOTES:

- (1) The above contractor site rates include the .75% GSA Industrial Funding Fee.
- (2) Upon request, Energetics will provide customer or government site rates.
- (3) It is Energetics' standard accounting practice, approved by DCAA, to apply G&A to travel, other direct costs and, in some instances, lower-tier consultant and subcontractor charges.

ATTACHMENT 2

Service Contract Act Labor Categories

Energetics confirms that the Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed. Should Energetics perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly. Please note that only selected employees in the categories listed below are covered by the SCA.

SCA Eligible Contract Labor Category	SCA Equivalent Code	SCA Title	WD Number
Associate II	#01070	Doc. Prep Clerk	05-2247, 05-2103
Analyst I	#01070	Doc. Prep Clerk	05-2247, 05-2103
Analyst II	#01052	Data Entry Operator	05-2247, 05-2103
Technical Support	#01191	Order Clerk I	05-2247, 05-2103

ATTACHMENT 3

GSA Ordering Procedures Blanket Purchase Agreement

This information will help ordering offices understand how to use Blanket Purchase Agreements (BPAs) under GSA Federal Supply Schedule contracts.

Blanket Purchase Agreements (BPAs) are a simplified method of filling anticipated repetitive needs for services and products. BPAs are "charge accounts" that ordering offices establish with GSA Schedule contractors to provide themselves with an easy ordering tool. In accordance with Federal Acquisition Regulation (FAR) 8.404, ordering offices may establish BPAs under any GSA Schedule contract.

Benefits and Advantages of Using BPAs

Contractual terms and conditions are contained in GSA Schedule contracts and are not to be re-negotiated for GSA Federal Supply Schedule BPAs. Therefore, as a purchasing option, BPAs eliminate such contracting and open market costs as the search for sources, the need to prepare solicitations, and the requirement to synopsise the acquisition. BPAs also—

- Satisfy recurring requirements;
- Reduce acquisition costs through quantity discounts;
- Save time by eliminating repetitive, individual purchases and payments;
- Reduce administrative efforts and paperwork;
- Obtain better value by leveraging an ordering office's buying power through volume purchasing;
- Enable an ordering office to use streamlined ordering procedures with no dollar limitations on individual task/delivery orders;
- Permit an ordering office to incorporate Contractor Team Arrangements;
- Allow for quicker turnarounds on orders; and
- Permit an ordering office to incorporate terms and conditions not in conflict with the underlying contract.

A BPA can be set up for field offices across the nation to use, thus allowing them to participate in an ordering office's BPA and place orders directly with GSA Federal Supply Schedule contractors. In doing so, the entire agency reaps the benefits of additional discounts negotiated into the BPA. In addition, the ordering office reduces the administrative burden of writing numerous task/delivery orders, while still being able to order as much as it wants and as often as it wants. The flexibility and advantages are endless when setting up a BPA.

Setting Up a BPA

BPAs are established directly with GSA Schedule contractors. In accordance with FAR 8.404, an ordering office may request a price reduction based on the total estimated volume of the BPA, regardless of the size of individual orders. The Request For Quotation (RFQ) should specify the ordering office's requirements, including estimated quantities and work to be performed, and should advise GSA Schedule contractors whether the ordering office intends to establish a single BPA or multiple BPAs.

Generally, a single BPA should be established when the ordering office can easily define its services and/or products requirements and a firm-fixed price or ceiling price can be established. Since a best value selection is made when the single BPA is established, the ordering office does not need to make a separate best value selection for each order under the BPA.

Multiple BPAs should be established when the ordering office cannot easily define its services and/or products requirements, or it determines that more than one BPA is needed to meet its needs. First determine which GSA Schedule contractors are technically qualified and then establish BPAs with them. When multiple BPAs are established, each order must be competed among all BPA holders and a best value selection must be made each time an order is placed.

All BPAs must contain certain information, such as:

- The name of the GSA Schedule contractor;
- The GSA Schedule contract number;
- The BPA number assigned by the ordering office;
- description of the requirement, to include estimated quantities and work to be performed;
- The prices and/or discounts;
- The extent of the obligation;
- Any additional price reductions negotiated by the ordering office, based on the proposed dollar value of the BPA;
- A listing of individuals authorized to purchase under the BPA;
- The delivery or performance time frames;
- The location of deliveries;
- The frequency of ordering and invoicing;
- The date of BPA expiration; and
- A statement that all other terms and conditions are contained in the GSA Federal Supply Schedule contract.

Note: Prices under GSA Federal Supply Schedule contracts have already been determined to be fair and reasonable.



TYPICAL BPA

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

In the spirit of the Federal Acquisition Streamlining Act _____ (Agency) and _____ (Contractor) enter into a cooperative blanket purchase 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: the search for sources; the development of technical documents and solicitations; and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Subpart 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 services/products 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:

<u>ITEM (Model/Part Number or Type of Service)</u>	<u>SPECIAL BPA DISCOUNT/PRICE</u>
_____	_____
_____	_____

(2) Delivery:

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

(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:

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

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

(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) Task/Delivery 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 as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the task/delivery 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.

***IMPORTANT -- A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.**