Contract Number: GS-10F-0071R

U.S. General Services Administration

PAE

Federal Supply Service
Authorized Federal Supply Schedule Catalog/Price List

Other than Small Business

Effective through Modification PA-0040 effective June 1, 2016

FEDERAL SUPPLY SCHEDULE 00CORP

PROFESSIONAL SERVICES SCHEDULE (PSS)

Special Item No: 874-1 Integrated Consulting Services
874-1RC Disaster and Recovery

(Prices Shown Herein are Net [Discount Deducted])

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!, a menu-driven database system. The INTERNET address for GSA Advantage! is: http://GSAAdvantage.gov.

PAE Professional Services Inc.
7799 Leesburg Pike, Suite 300 North
Falls Church, Virginia 22043-2413

Contract Administrator: Rebecca A Selker
Telephone: 724-264-4473 • Fax: 703-637-1742
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For more information on ordering from Federal Supply Schedules click on the FSS Schedule button at http://www.fss.gsa.gov

Period Covered by Contract: April 30, 2015 to October 31, 2019

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Corporate Profile

From our founding in 1955, PAE has offered enduring support for the essential missions of a wide range of customers, including the U.S. government, its allied partners and international organizations. PAE's current portfolio includes capabilities in critical facility infrastructure, aviation, logistics, training, range operations and national security solutions, to support complex missions for customers around the world.

PAE has recently increased the breadth of services we offer our customers by integrating companies with proven capabilities and a customer-focused workforce culture. On December 24, 2014, US Investigation Services, LLC ("USIS") entered into an agreement with PAE Shield Acquisition company, Inc. ("PAE Shield"), pursuant to which PAE Shield agreed to acquire all of the outstanding stock of USIS PSD and Labat-Anderson Incorporated ("Labat"), as well as certain other assets owned by USIS and its subsidiaries (the "PAE Acquisition"). The transaction was finalized on January 15, 2015. Subsequent to the change in ownership, USIS PSD submitted a filing with the Commonwealth of Virginia to change the name of US Investigation Services, Professional Services Division, Inc. to PAE Professional Services, Inc. ("PAE PSI"), and this change was finalized on January 20, 2015.

Today, the approximately 15,000 members of our global workforce perform with excellence and dedication in roughly 60 countries, on all seven continents, in some of the world's most challenging regions. We attribute our success to the quality of our work and the integrity and high ethical standards that define our business operations.

As we grow, the values that have set us apart over the past five decades continue to guide our company in leading with integrity and excellence. We are strongly committed to diversity, recognizing that our success depends on bringing together a wide range of perspectives, skills and experiences to find the most innovative, cost-effective solutions for our customers. Above all, PAE dedicates itself to the missions of our customers. The entire workforce maintains a focus and commitment on delivering the highest quality of support to the critical work of the U.S. government, its allied partners and international organizations.

Information for Ordering Offices

1. SERVICES AVAILABLE ON THIS PRICELIST

This Pricelist offers Mission Oriented Business Integrated Services at hourly labor rates. See pages 10 and 23 for the available labor categories and labor rates.

2. MAXIMUM ORDER

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

SIN 874-1 / 874-1RC	Integrated Consulting Services	$1,000,000.00

Notwithstanding the above, the Contractor shall honor any order exceeding the maximum order in 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 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 United States, 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.)

(1) The Contractor is obligated to accept orders received from activities within the Executive Branch of the Federal Government.

(2) The Contractor is not obligated to accept orders received from activities outside the Executive Branch of the Federal Government; however, the Contractor is encouraged to accept orders from such Federal activities.

5. POINT OF PRODUCTION

All services provided under this contract will be originated at the PAE PSI headquarters facility in Falls Church, 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

Purchase card orders below the micro-purchase threshold (currently $3,000) will be accepted provided they exceed the minimum order limitation in paragraph 3 above.

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

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the supply or service offered under Schedule contracts by using the "GSA Advantage!" on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency's needs.

10. FOREIGN ITEMS

None

11a. TIME OF DELIVERY

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

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
874-1 / 874-1RC	60

11b. EXPEDITED DELIVERY

Items available for expedited delivery are noted in this pricelist.

11c. OVERNIGHT AND 2-DAY DELIVERY

Not applicable

11d. 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. ORDERING ADDRESS

Orders should be directed to:

PAE Professional Services Inc.
7799 Leesburg Pike, Suite 300 North
Falls Church, VA 22043-2413
Telephone: 724-264-4473
Fax: 703-637-1742
E-mail: rebecca.selker@pae.com

14. PAYMENT ADDRESS

Payment may be made by check, wire transfer, or Government purchase card. Until the transition between PAE and USIS is completed, the information below remains accurate:

Remittance Name: PAE
Attn: Tara Rush

Remittance Address: 901 Lincoln Drive West, Suite 200
Marlton, NJ 08053

For payment by Government Purchase Card:
At this time, PAE PSI does not accept credit cards.

15. WARRANTY PROVISION

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

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

16. EXPORT PACKING CHARGES

Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders**.** This is not intended to limit the acceptance of the Government purchase card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the Contractor and the

customer; therefore, contractors are encouraged to accept payment by the Government purchase card for all orders. If the Contractor is unwilling to accept payment by the Government purchase card for a delivery order, the Contractor must so advise the ordering agency within 24 hours of receipt of order.

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

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

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES

Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS

Not applicable

22. LIST OF PARTICIPATING DEALERS

Not applicable.

23. PREVENTATIVE MAINTENANCE

Not applicable.

24. ENVIRONMENTAL ATTRIBUTES

Not applicable.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

15-983-6121

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT

DOD will require Contractors to register as trading partners to do business with the Government. This policy can be reviewed via the INTERNET at **http://acq.osd.mil/ec/nwsltr.html**.

To do EDI with the Government, Contractors must register as a trading partner. Contractors will provide regular business information, banking information, and EDI capabilities to all agencies in this single registration. A central repository of all trading partners, **called the System for Award Management (SAM)**, has been developed. All Government procuring

offices and other interested parties will have access to this central repository. The database is structured to identify the types of data elements that are public information and those that are confidential and not releasable.

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 are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

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

PROCEDURES FOR ORDERING SERVICES

When ordering services, ordering offices shall—

I. Prepare a Request for Quotes:

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

B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and materials quote may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour and time-and-materials orders.

C. The request for quotes may request 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.

D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

II. Transmit the Request for Quotes to Contractors:

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

B. The request for quotes 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. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

III. Evaluate quotes and select the contractor to receive the order:

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

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts.

When establishing BPAs ordering offices shall—

Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

(i) Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

IV. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.

V. When the ordering office's requirement involves both products as well as professional services; the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

VI. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' 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 IT Services performed under the task order and that all contract personnel utilized in the performance of IT/EC 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 IT 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

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering agency in accordance with the guidelines set forth in the FAR.

DESCRIPTION OF MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS) INTEGRATED CONSULTING SERVICES AND PRICING

a. Job Titles / Labor Categories

1. Junior Analyst

Functional Responsibilities:

Provides basic level advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff. May work independently or under the supervision of Principal Analyst, Senior Analyst or Analyst.

Minimum Education & Experience:

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of four years of experience, two of which should be relevant to the nature of the contract work. Relevant experience may include, 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 complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires good writing and communication skills.

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2. Analyst

Functional Responsibilities:

Provides high level advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff. May work independently or under the supervision of Principal Analyst or Senior Analyst.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of five years of experience, three of which should be relevant to the nature of the contract work. Relevant experience may include, 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 complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires excellent writing and communication skills.

3. Senior Analyst

Functional Responsibilities:

Provides very high level advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff. May work independently or under the supervision of Principal Analyst.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of two year of experience, one of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of seven years of experience, five of which should be relevant to the nature of the contract work. Relevant experience may include, 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 complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires exceptional writing and communication skills.

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4. Principal Analyst

Functional Responsibilities:

Provides highest level expert advice, assistance, guidance, management, supervision, research and technical support in support of agencies' management, organizational and business improvement efforts in areas such as: training, logistics, acquisition management, budget and finance, security, configuration management, data management, program control, and/or manpower planning. Duties may include: analysis of complex problems; definition of functional and cross-functional requirements; resource allocation; operations research modeling, and process analysis and design; developing and monitoring project tasks and schedules; and managing the work of task or project teams and providing daily supervision and direction to support staff.

Minimum Education & Experience:

With a Master's Degree, this position requires a minimum of five year of experience, three of which should be experience relevant to the nature of the contract work. With a Bachelor's Degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of eight years of experience, six of which should be experience relevant to the nature of the contract work. With no degree, this position required a minimum of ten years of experience, eight of which should be relevant to the nature of the contract work. Relevant experience may include, 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 complex projects to completion and knowledge of subject matter concepts, practices and procedures. Requires outstanding writing and communication skills.

5. Junior Program Manager

Functional Responsibilities:
Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level 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 and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Bachelor's Degree, this position requires a minimum of one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. Relevant experience may include but is not limited to: 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 complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires good writing and communications skills.

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6. Program Manager

Functional Responsibilities:

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level 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 and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Master's Degree this position requires a minimum of one year of experience. With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: 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 complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires excellent writing and communications skills.

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7. Senior Program Manger

Functional Responsibilities:

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level 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 and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Master's Degree this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract. With a Bachelor's Degree, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: 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 complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires exceptional writing and communications skills.

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8. Principal Program Manager

Functional Responsibilities:

Serves as the Contractor's single contract manager, and shall be the Contractor's authorized interface with the Government Contracting Officer (CO), the contract level 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 and communicating policies, purposes and goals of the organization to subordinates. Shall be responsible for the overall contract performance and quality assurance.

Minimum Education & Experience

With a Master's Degree this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract. With a Bachelor's Degree, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract. With an Associate's Degree, this position requires a minimum of eight years of experience, six of which should be experience relevant to the nature of the contract work. With no degree, this position requires a minimum of ten years of experience, eight of which should be experience relevant to the nature of the contract work. Relevant experience may include, but is not limited to: 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 complexities. Experience should demonstrate increasing responsibilities within the discipline and/or management. Requires outstanding writing and communications skills.

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9. Junior Administrative Specialist

Functional Responsibilities:

Functions as administrative assistant for an office or program. Provides administrative support functions such as: preparing final correspondence, reports and other published material; preparing briefing material; maintaining program files; supporting budget and finance functions; and executing administrative operating processes and procedures. May work under the supervision of Principal Administrative Specialist, Senior Administrative Specialist, Administrative Specialist or may work independently.

Minimum Education & Experience

With a High School Diploma, this position requires one year of experience. With no diploma, this position requires a minimum of three years of experience, one of which should be experience relevant to the nature of the contract work. Must be organized and have good writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

10. Administrative Specialist

Functional Responsibilities:

Functions as administrative support specialist for an office or program. Performs all administrative support functions such as: preparing final correspondence, reports and other published material; preparing briefing material; establishing and maintaining program files; performing budget and finance functions; and developing, analyzing and maintaining administrative operating processes and procedures. May work under the supervision of Principal Administrative Specialist, Senior Administrative Specialist or may work independently.

Minimum Education & Experience

With an Associate's Degree, this position requires one year of experience. With a High School Diploma, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With no degree/diploma, this position requires a minimum of four years of experience, two of which should be experience relevant to the nature of the contract work. Must be organized and have excellent writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

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11. Senior Administrative Specialist

Functional Responsibilities:

Functions as administrative support specialist for an office or program. Performs all administrative support functions such as: preparing final correspondence, reports and other published material; preparing briefing material; establishing and maintaining program files; performing budget and finance functions; and developing, analyzing and maintaining administrative operating processes and procedures. May work under the supervision of Principal Administrative Specialist or may work independently.

Minimum Education & Experience

With a Bachelor's Degree, this position requires one year of experience. With an Associate's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With a High School Diploma, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With no degree/diploma, this position requires a minimum of five years of experience, three of which should be experience relevant to the nature of the contract work. Experience should demonstrate supervisory or executive-level office management/administrative support functions. Must be organized and have exceptional writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

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12. Principal Administrative Specialist

Functional Responsibilities:

Functions as executive administrator for an office or program. Manages activity, schedules and work flow of administrative support staff as well as performing administrative support functions such as: preparing and/or reviewing/editing final correspondence, reports and other published material; preparing briefing material; establishing and maintaining program files; performing budget and finance functions; and developing, analyzing and maintaining administrative operating processes and procedures.

Minimum Education & Experience
With a Bachelor's Degree, this position requires a minimum of two years of experience, one of which should be experience relevant to the nature of the contract work. With an Associate's Degree, this position requires a minimum of three years of experience, two of which should be experience relevant to the nature of the contract work. With a High School Diploma, this position requires a minimum of five years of experience, three of which should be experience

relevant to the nature of the contract work. With no degree/diploma, this position requires a minimum of seven years of experience, five of which should be experience relevant to the nature of the contract work. Experience should demonstrate supervisory or executive-level office management/administrative support functions. Must be organized and have outstanding writing and communication skills. Experience using word processing and desktop publishing application software and hardware are preferred.

b. Hourly Labor Rates:

SIN	Labor Category	Contractor or Customer Site	GSA Net Price (2015 Year 11)	GSA Net Price (2016 Year 12)	GSA Net Price (2017 Year 13)	GSA Net Price (2018 Year 14)	GSA Net Price (2019 Year 15)
874-1 874-1RC	Administrative Specialist	Contractor	*$45.39*	$46.30	$47.22	$48.17	$49.13
874-1 874-1RC	Administrative Specialist	Customer	*$44.09*	$44.97	$45.87	$46.79	$47.72
874-1 874-1RC	Analyst	Contractor	*$56.06*	$57.18	$58.32	$59.49	$60.68
874-1 874-1RC	Analyst	Customer	*$54.46*	$55.55	$56.66	$57.79	$58.95
874-1 874-1RC	Junior Administrative Specialist	Contractor	*$42.66*	$43.51	$44.38	$45.27	$46.18
874-1 874-1RC	Junior Administrative Specialist	Customer	*$41.44*	$42.27	$43.11	$43.98	$44.86
874-1 874-1RC	Junior Analyst	Contractor	*$46.54*	$47.47	$48.42	$49.39	$50.38
874-1 874-1RC	Junior Analyst	Customer	*$45.21*	$46.11	$47.04	$47.98	$48.94
874-1 874-1RC	Junior Program Manager	Contractor	*$83.05*	$84.71	$86.41	$88.13	$89.90
874-1 874-1RC	Junior Program Manager	Customer	*$80.68*	$82.29	$83.94	$85.62	$87.33
874-1 874-1RC	Principal Administrative Specialist	Contractor	*$62.91*	$64.17	$65.45	$66.76	$68.10
874-1 874-1RC	Principal Administrative Specialist	Customer	*$61.11*	$62.33	$63.58	$64.85	$66.15
874-1 874-1RC	Principal Analyst	Contractor	*$80.66*	$82.27	$83.92	$85.60	$87.31
874-1 874-1RC	Principal Analyst	Customer	*$78.36*	$79.93	$81.53	$83.16	$84.82
874-1 874-1RC	Principal Program Manager	Contractor	*$138.08*	$140.84	$143.66	$146.53	$149.46
874-1 874-1RC	Principal Program Manager	Customer	*$134.14*	$136.82	$139.56	$142.35	$145.20
874-1 874-1RC	Program Manager	Contractor	*$101.61*	$103.64	$105.72	$107.83	$109.99
874-1 874-1RC	Program Manager	Customer	*$98.71*	$100.68	$102.70	$104.75	$106.85
874-1 874-1RC	Senior Administrative Specialist	Contractor	*$50.48*	$51.49	$52.52	$53.57	$54.64
874-1 874-1RC	Senior Administrative Specialist	Customer	*$49.02*	$50.00	$51.00	$52.02	$53.06
874-1 874-1RC	Senior Analyst	Contractor	*$77.72*	$79.27	$80.86	$82.48	$84.13
874-1 874-1RC	Senior Analyst	Customer	*$75.50*	$77.01	$78.55	$80.12	$81.72
874-1 874-1RC	Senior Program Manager	Contractor	*$116.96*	$119.30	$121.69	$124.12	$126.60
874-1 874-1RC	Senior Program Manager	Customer	*$113.63*	$115.90	$118.22	$120.59	$123.00

Note: All Rates include IFF and are effective for one calendar year.

c. Industrial Funding Fee:

These hourly rates include the .75% Industrial Funding Fee (IFF).

d. Off-Site Pricing Adjustment:

These hourly rates apply when the Ordering Agent requires services to be provided “Off-Site” (Contractor Site).

e. SCA Matrix:

The labor categories that fall under the requirements of the Service Contract Act (SCA) (i.e. non-exempt labor categories) are identified in the matrix below. All prices for these labor categories meet or exceed the requirements in the SCA Wage Determination identified below.

SCA Eligible Contract Labor Category	SCA Equivalent Code-Title	WD Number
Junior Administrative Specialist	01111 General Clerk I	05-2103
Administrative Specialist	01111 General Clerk I	05-2103
Senior Administrative Specialist	01112 General Clerk II	05-2103
Principal Administrative Specialist	01113 General Clerk III	05-2103

The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable 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 matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

(GSA/FSS-Suggested BPA Format)

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

In the spirit of the Federal Acquisition Streamlining Act, (Agency) _____ and **PAE PSI** enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the **Government that works better and costs less**.

Signatures

_____		_____	
AGENCY	DATE	CONTRACTOR	DATE

BPA NUMBER_____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	***SPECIAL BPA DISCOUNT/PRICE**
_____	_____
_____	_____

(2) Delivery:

DESTINATION	**DELIVERY SCHEDULE/DATES**
_____	_____
_____	_____

(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:

OFFICE	**POINT OF CONTACT**
_____	_____
_____	_____

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

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.