

GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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 www.gsaadvantage.gov.

Schedule for Logistics Worldwide (Logworld)

Federal Supply Group: 874V Class: R706

Supplemental No. 01 Effective Date: September 10, 2014

Contract No. GS-10F-0083Y

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

Period Covered by Contract: November 30, 2011 through November 29, 2016



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Customer Information

1a. Table 1. Awarded Special Item Numbers (SINs) with appropriate cross-reference to page numbers is shown below:

Special Item Number (SIN)	Description	Page Reference
874-501 (RC)	Supply and Value Chain Management	3
874-503 (RC)	Distribution and Transportation Logistics Services	4
874-504 (RC)	Deployment Logistics Services	5

1b. Lowest Price for each SIN: This information can be found in Table 2, page 20.

1c. Job Titles, Experience, and Education: This information can be found on pages 20–22.

2. Maximum Order: The maximum dollar amount that may be issued is \$1,000,000.

3. Minimum Order: The minimum dollar amount that may be issued is \$100.00.

4. Geographic Coverage: Delivery Orders issued under this GSA contract apply to domestic and overseas locations.

5. Point of Production: Same as company address.

6. Discount From List Prices or Statement of Net Price: Government net prices (discounts already deducted). TEAM's billable labor hour rates shown on page 21 can be ordered on a Labor Hour or Firm Fixed Price (lump sum) basis. Refer to the Federal Acquisition Regulation (FAR) Subparts 16.202 and 16.602 for a description of Labor Hour and Firm Fixed Price contract types. The FAR can be accessed at www.acquisition.gov.

7. Quantity Discounts: None Offered.

8. Prompt Payment Terms: Net 30 days.

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: Yes.

9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold of \$2,500: Contract Contractor.

10. Foreign Items: None.

11a. Time of delivery of ordered SIN Services: Specified on the Task Order.

11b. Expedited Delivery: Items available for expedited delivery are noted in the price list. As agreed upon in each individual Delivery Order between the ordering activity and TEAM.

11c. Overnight and 2-Day Delivery: As agreed upon in each individual Delivery Order between the ordering activity and TEAM.

11d. Urgent Requirements: Are subject to the "Urgent Requirements" clause of the GSA MOBIS basic contract. Ordering agencies are requested to contact TEAM at its earliest opportunity to allow TEAM to meet urgent requirement demands.

12. Freight On Board: Destination.

13a. Ordering Address:

TEAM Integrated Engineering, Inc.
100 NE Loop 410, Suite 100
San Antonio, Texas 78216
ATTN: Ms. Maria Jaramillo, Director Business Support Services
E-Mail: mjaramillo@team-ie.com
Phone (210) 341-4316 or Facsimile (210) 341-1049

13b. Ordering Procedures: For supplies and services, the ordering procedures are detailed on pages 6–11 and for Blanket Purchase Agreement (BPA) information and a sample BPA visit the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address: 100 NE Loop 410, Suite 100
San Antonio, Texas 78216
ATTN: Accounting Department

15. Warranty Provision: Standard Commercial Warranty.

16. Export Packing Charges: Not applicable.

17. Terms and Conditions of Government Purchase Card Acceptance: Contact TEAM Integrated Engineering, Inc.

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 Indicating Date of Parts Price Lists and any Discounts from List Prices: 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.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): Not applicable.

24b. Section 508 compliance information. The EIT standards can be found at www.Section508.gov/: Not applicable.

25. Data Universal Numbering System (DUNS) Number: 11-8859235

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: Registration Active.

Purpose

The purpose of this Logistics Worldwide (Logworld) schedule is to provide a full range of professional initial outfitting and transition (IO&T) services, comprehensive medical and dental equipment planning and maintenance support, Logistics Management support, Supply Chain Management, Purchasing Management, and related support services that require “highly specialized” consultants. This is in support of facilitating site and equipment surveys, training, acquisition management support, transition management, Program and Project management support, and other related “one stop shop” logistical support services. This schedule is designed to allow federal agencies to meet their mission requiring integrated logistical outfitting and transition (IO&T) services and solutions. Executive Order 12637, Productivity Improvement for the Federal Government, called for the establishment of a government-wide program to improve the quality, timeliness and efficiency of services provided by the Federal Government.

Scope of Services

TEAM Integrated Engineering, Inc. (TEAM) shall provide Logistics Worldwide services to agencies as specified in task orders under this Federal Supply Schedule. Whether services and products are commercial off-the-shelf, customized off-the-shelf, or designed to suit, they must support business and mission related activities. These services will facilitate agencies’ response to dynamic, evolutionary influences and mandates, and enable them to meet and improve mission performance requirements.

SPECIAL ITEM NUMBER DESCRIPTIONS:

874-501/RC Supply and Value Chain Management:

TEAM provides expert advice, assistance, guidance or counseling in supporting an agency's mission-oriented business functions. Services that include all aspects and phases of planning, acquisition and management of medical logistics systems. These services include but are not limited to planning, acquisition, design, development, testing, production, fielding, management operation, medical maintenance, sustainment, improvement, modification, and disposal. Examples of the types of services that may be performed under this SIN include: Medical Logistics consulting for the planning acquisition and life cycle phases of supply and value chain systems including the following: defining and establishing program objectives, strategies, plans and schedules; develop milestone documentation; market research and acquisition planning; material requirements identification, planning, acquisition and management; develop specifications or performance based work statements and task estimates; develop, document and medical equipment support maintenance procedures, user training and technical manuals; configuration data management and related documentation of corrective actions and systems modernization: needs assessment/system assessment; inventory/asset/vendor management; inventory management and operation (inclusive of salvage, recycle and /or disposal management); operation of warehouses, stockrooms, storage facilities, or depots; fulfillment systems and operations; platform management; information logistics processing systems analysis design, and implementation; staging, shipping, receiving, packing, crating, moving, and storage (excluding household goods); packing, labeling, bar coding and system consultation, design, implementation, operation and maintenance; design and installation of material handling systems; hazardous material storage and handling (**Non radioactive/ Non Biological/Chemical only!**) warehouse and location management systems; recycling program management of warehouse materials; ship repair and maintenance of medical equipment; property disposal management; logistics strategic planning services; logistics Program and Project management services and support; acquisition and life cycle management; supply chain integration planning; global integrated supply chain solutions, planning and implementation.

A synopsis of what is covered by this SIN is:

- Establish and implement program objectives, strategies, plans and schedules.
- Provide market research and acquisitions planning.
- Provide user group meetings to identify all the material requirements.
- Develop equipment specifications and worked closely with the medical equipment vendor community; insuring purchasing the right piece of equipment at a competitive price.
- Meet the schedules of the end user.
- Utilize a secure “cloud based” technologies based portal system utilized to maintain all aspects of the acquisitions and property management processes that is accessible by the government.
- Warehousing services provided that includes climate controlled storage, transportation of the equipment to the site, and trash removal.
- Provide logistics and program management services and support by former military trained medical logisticians and DoD trained biomedical equipment repair technicians (BMETS).
- Provide a broad based management team comprised of highly skilled and PMP certified Program and Project Managers with over 32 years of military / civilian medical logistics management experience.
- Manage costs by ensuring assigned tasks are understood, monitored, and proactively managed throughout the project lifecycle.

874-503/RC Distribution and Transportation Logistics Services

TEAM provides facilitation and related decision support services for agencies engaged in collaboration efforts, working groups, or teams. Services that include distribution and transportation services such as planning and designing, implementing or operating facilities for the movement of equipment and supplies (excluding people) by road, air, water or rail. Examples of the types of services that may be performed under this SIN include but are not limited to: movement and short-term storage (excluding household goods); transportation system development and management; distribution and transportation logistics consulting; carrier management and routing; freight forwarding, consolidation management; third party logistics (3PL); facilitating customs processing; electronic Freight Manifest (EFM) systems; tracking system analysis, design, operations, and management; shuttle services; Program and Project management.

A synopsis of what is covered by this SIN is:

- Establish and implement program objectives, strategies, plans and schedules.
- Warehousing services provided that includes climate controlled storage, transportation of the equipment to the site, and trash removal.
- Provide market research and acquisitions planning.
- Provide user group meetings to identify all the material requirements.
- Develop equipment specifications and worked closely with the medical equipment vendor community; insuring purchasing the right piece of equipment at a competitive price.
- Utilize a secure “cloud based” technologies based portal system utilized to maintain all aspects of the acquisitions and property management processes that is accessible by the government.
- Provide logistics and program management services and support by former military trained medical logisticians and DoD trained biomedical equipment repair technicians (BMETS).
- Provide a broad based management team comprised of highly skilled and PMP certified Program and Project Managers with over 32 years of military / civilian medical logistics management experience.
- Develop and maintain the master equipment schedule, sustain the purchasing flow; maintained proper off site secured storage and warehousing and equipment installation performed on time to meet the user’s requirement.
- Provide ad hoc reports and information to the user and contract administrator.

874-504/RC Deployment Logistics Services:

TEAM provides professional support services to agencies in conducting federal acquisition management activities. Services include, but are not limited to providing expert advice, assistance, guidance, management, or operational support services that permit the deployment of medical supplies, medical equipment and materials (not including personnel). Examples of the type of services that may be performed under the SIN include deployment logistics consulting; contingency planning; inventory and property requirements planning, movement, storage and accountability systems; asset management (including prepositioned assets); space planning and project integration/implementation; public and private sector support and/or resources; facility processing/accountability; communications and logistics system design, plan, deployment and operations; medical and emergency unit storage and restocking management; Program and project Management.

A synopsis of what is covered by this SIN is:

- Provide contingency services that allow for any variance to construction and move in schedule to include construction delays, infrastructure adjustments (power, water, drainage) and long lead times on equipment purchasing.
- Provide comprehensive inventory and property planning process and management.
- Provide timely movement and storage of all new equipment and reuse equipment.
- Warehousing services provided that includes climate controlled storage, transportation of the equipment to the site, and trash removal.
- Establish and implement program objectives, strategies, plans and schedules.
- Provide market research and acquisitions planning.
- Provide user group meetings to identify all the material requirements.
- Develop equipment specifications and worked closely with the medical equipment vendor community; insuring purchasing the right piece of equipment at a competitive price,
- Utilize a secure “cloud based” technologies based portal system utilized to maintain all aspects of the acquisitions and property management processes that is accessible by the government.
- Provide logistics and program management services and support by former military trained medical logisticians and DoD trained biomedical equipment repair technicians (BMETS).
- Provide a broad based management team comprised of highly skilled and PMP certified Program and Project Managers with over 32 years of military / civilian medical logistics management experience.

Disaster Recovery Purchasing

In accordance with Section 833 of the 2007 National Defense Authorization Act (Public Law 109-364) amended 40 U.S.C. 502, State and local governments can now use GSA Schedule contracts for products and services needed to help prevent, prepare for, and respond to a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack. State and local government entities includes any states of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments. It does not include contractors of State or local governments. State and local government entities are responsible for ensuring that the products or services purchased are used to prevent, prepare for, respond or facilitate recovery from a major disaster declared by the President.

How to Prepare Acquisition Packages

The following Federal Acquisition Regulation (FAR) Sub Part excerpts 8.401 – 8.405-2 and 37.6 – 37.604 are intended to provide interested Federal Agencies with the instructions on how to prepare an acquisition package for placing delivery or task orders. The FAR can be accessed at <http://farsite.hill.af.mil/vffara.htm>.

8.401 – Definitions.

As used in this subpart—

“Ordering activity” means an activity that is authorized to place orders, or establish blanket purchase agreements (BPA), against the General Services Administration’s (GSA) Multiple Award Schedule contracts. A list of eligible ordering activities is available at <http://www.gsa.gov/schedules> (click “For Customers Ordering from Schedules” and then “Eligibility to Use GSA Sources”).

“Multiple Award Schedule (MAS)” means contracts awarded by GSA or the Department of Veterans Affairs (VA) for similar or comparable supplies, or services, established with more than one supplier, at varying prices. The primary statutory authority for the MAS program are Title III of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 251, et seq.) and Title 40 U.S.C. 501, Services for Executive Agencies.

“Requiring agency” means the agency needing the supplies or services.

“Schedules e-Library” means the on-line source for GSA and VA Federal Supply Schedule contract award information. Schedules e-Library may be accessed at <http://www.gsa.gov/elibrary>.

“Special Item Number (SIN)” means a group of generically similar (but not identical) supplies or services that are intended to serve the same general purpose or function.

8.402 – General.

(a) The Federal Supply Schedule program is also known as the GSA Schedules Program or the Multiple Award Schedule Program. The Federal Supply Schedule program is directed and managed by GSA and provides Federal agencies (see 8.002) with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. Indefinite delivery contracts are awarded to provide supplies and services at stated prices for given periods of time. GSA may delegate certain responsibilities to other agencies (e.g., GSA has delegated authority to the VA to procure medical supplies under the VA Federal Supply Schedules program). Orders issued under the VA Federal Supply Schedule program are covered by this subpart. Additionally, the Department of Defense (DoD) manages similar systems of schedule-type contracting for military items; however, DoD systems are not covered by this subpart.

(b) GSA schedule contracts require all schedule contractors to publish an “Authorized Federal Supply Schedule Pricelist (pricelist). The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and the terms and conditions pertaining to each Special Item Number that is on schedule. The schedule contractor is required to provide one copy of its pricelist to any ordering activity upon request. Also, a copy of the pricelist may be obtained from the Federal Supply Services by submitting a written e-mail request to schedules.infocenter@gsa.gov or by telephone at 1-800-488-3111. This subpart, together with the pricelists, contain necessary information for placing delivery or task orders with schedule contractors. In addition, the GSA schedule contracting office issues Federal Supply Schedules publications that contain a general overview of the

Federal Supply Schedule (FSS) program and address pertinent topics. Ordering activities may request copies of schedules publications by contacting the Centralized Mailing List Service through the Internet at <http://www.gsa.gov/cmls>, submitting written e-mail requests to CMLS@gsa.gov, or by completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to the GSA Centralized Mailing List Service (7SM), P.O. Box 6477, Fort Worth, TX 76115. Copies of GSA Form 457 may also be obtained from the above-referenced points contact.

(c)

(1) GSA offers an on-line shopping service called "GSA Advantage!" through which ordering activities may place orders against Schedules. (Ordering activities may also use GSA Advantage! to place orders through GSA's Global Supply System, a GSA wholesale supply source, formerly known as "GSA Stock" or the "Customer Supply Center." FAR Subpart 8.4 is not applicable to orders placed through the GSA Global Supply System.) Ordering activities may access GSA Advantage! through the GSA Federal Supply Service Home Page (<http://www.gsa.gov/fss>) or the GSA Federal Supply Schedule Home Page at <http://www.gsa.gov/schedules>.

(2) GSA Advantage! enables ordering activities to search specific information (i.e., national stock number, part number, common name), review delivery options, place orders directly with Schedule contractors (except see 8.405-6) and pay for orders using the Governmentwide commercial purchase card.

(d)

(1) "e-Buy," GSA's electronic Request for Quotation (RFQ) system, is a part of a suite of on-line tools which complement GSA Advantage!. E-Buy allows ordering activities to post requirements, obtain quotes, and issue orders electronically. Posting an RFQ on e-Buy—

(i) Is one medium for providing fair notice to all schedule contractors offering such supplies and services as required by 8.405-1, 8.405-2, and 8.405-3; and

(ii) Is required when an order contains brand-name specifications (see 8.405-6).

(2) Ordering activities may access e-Buy at <http://www.ebuy.gsa.gov>. For more information or assistance on either GSA Advantage! or e-Buy, contact GSA at Internet e-mail address gsa.advantage@gsa.gov.

(e) For more information or assistance regarding the Federal Supply Schedule Program, review the following Web site: <http://www.gsa.gov/schedules>. Additionally, for on-line training courses regarding the Schedules Program, review the following web site: <http://fsstraining.gsa.gov>.

(f) For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Schedule (also referred to as open market items) to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order only if—

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

(2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

(g) When using the Governmentwide commercial purchase card as a method of payment, orders at or below the micro-purchase threshold are exempt from verification in the Central Contractor Registration (CCR) database as to whether the contractor has a delinquent debt subject to collection under the Treasury Offset Program (TOP).

8.403 – Applicability.

(a) Procedures in this subpart apply to—

- (1) Individual orders placed for supplies or services placed against Federal Supply Schedules contracts; and

- (2) BPAs established against Federal Supply Schedule contracts.

(b) GSA may establish special ordering procedures for a particular schedule. In this case, that schedule will specify those special ordering procedures. Unless otherwise noted, special ordering procedures established for a Federal Supply Schedule take precedence over the procedures in 8.405.

(c) In accordance with section 1427(b) of Public Law 108-136, for requirements that substantially or to a dominant extent specify performance of architect-engineer services (as defined in 2.101), agencies—

- (1) Shall use the procedures at Subpart 36.6; and

- (2) Shall not place orders for such requirements under a Federal Supply Schedule.

8.404 – Use of Federal Supply Schedules.

(a) General. Parts 13 (except 13.303-2(c)(3)), 14, 15, and 19 (except for the requirement at 19.202-1(e)(1)(iii)) do not apply to BPAs or orders placed against Federal Supply Schedules contracts (but see 8.405-5). BPAs and orders placed against a MAS, using the procedures in this subpart, are considered to be issued using full and open competition (see 6.102(d)(3)). Therefore, when establishing a BPA (as authorized by 13.303-2(c)(3)), or placing orders under Federal Supply Schedule contracts using the procedures of 8.405, ordering activities shall not seek competition outside of the Federal Supply Schedules or synopsise the requirement; but see paragraph (g) of this section.

(b)

- (1) The contracting officer, when placing an order or establishing a BPA, is responsible for applying the regulatory and statutory requirements applicable to the agency for which the order is placed or the BPA is established. The requiring agency shall provide the information on the applicable regulatory and statutory requirements to the contracting officer responsible for placing the order.

- (2) For orders over \$500,000, see subpart 17.5 for additional requirements for interagency acquisitions. For example, the requiring agency shall make a determination that use of the Federal Supply Schedule is the best procurement approach, in accordance with 17.502-1(a).

(c) Acquisition planning. Orders placed under a Federal Supply Schedule contract—

- (1) Are not exempt from the development of acquisition plans (see Subpart 7.1), and an information technology acquisition strategy (see Part 39);
- (2) Must comply with all FAR requirements for a bundled contract when the order meets the definition of “bundled contract” (see 2.101(b)); and
- (3) Must, whether placed by the requiring agency, or on behalf of the requiring agency, be consistent with the requiring agency's statutory and regulatory requirements applicable to the acquisition of the supply or service.
- (d) Pricing. Supplies offered on the schedule are listed at fixed prices. Services offered on the schedule are priced either at hourly rates, or at a fixed price for performance of a specific task (e.g., installation, maintenance, and repair). GSA has already determined the prices of supplies and fixed-price services, and rates for services offered at hourly rates, under schedule contracts to be fair and reasonable. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for a price evaluation as required by 8.405-2(d). By placing an order against a schedule contract using the procedures in 8.405, the ordering activity has concluded that the order represents the best value (as defined in FAR 2.101) and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs. Although GSA has already negotiated fair and reasonable pricing, ordering activities may seek additional discounts before placing an order (see 8.405-4).
- (e) The procedures under subpart 33.1 are applicable to the issuance of an order or the establishment of BPA against a schedule contract.
- (f) If the ordering activity issues an RFQ, the ordering activity shall provide the RFQ to any schedule contractor that requests a copy of it.
- (g)
 - (1) Ordering activities shall publicize contract actions funded in whole or in part by the American Recovery and Reinvestment Act of 2009 (Pub. L. 111-5):
 - (i) Notices of proposed MAS orders (including orders issued under BPAs) that are for “informational purposes only” exceeding \$25,000 shall follow the procedures in 5.704 for posting orders.
 - (ii) Award notices for MAS orders (including orders issued under BPAs) shall follow the procedures in 5.705.
 - (2) When an order is awarded or a Blanket Purchase Agreement is established with an estimated value greater than the simplified acquisition threshold and supported by a limited-source justification at 8.405-6(a), the ordering activity contracting officer must—
 - (i) Publicize the action (see 5.301); and
 - (ii) Post the justification in accordance with 8.405-6(a)(2).

8.405 – Ordering Procedures for Federal Supply Schedules.

Ordering activities shall use the ordering procedures of this section when placing an order or establishing a BPA for supplies or services. The procedures in this section apply to all schedules. For establishing BPAs and for orders under BPAs see 8.405-3.

8.405-2 – Ordering Procedures for Services Requiring a Statement of Work.

(a) General. Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists. For establishing BPAs and for orders under BPAs see 8.405-3.

(b) Statements of Work (SOWs). All Statements of Work shall include a description of work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (e.g., security clearances, travel, and special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see subpart 37.6).

(c) Request for Quotation procedures. The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (e.g., experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see 8.402(d)).

(1) Orders at, or below, the micro-purchase threshold. Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.

(2) For orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold.

(i) The ordering activity shall develop a statement of work, in accordance with 8.405-2(b).

(ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs or document the circumstances for restricting consideration to fewer than three schedule contractors based on one of the reasons at 8.405-6(a).

(iii) The ordering activity shall specify the type of order (i.e., firm-fixed-price, labor-hour) for the services identified in the statement of work. The contracting officer should establish firm-fixed-prices, as appropriate.

(3) For proposed orders exceeding the simplified acquisition threshold. In addition to meeting the requirements of 8.405-2(c)(2)(i) and (iii), the following procedures apply:

(i) Each order shall be placed on a competitive basis in accordance with (c)(3)(ii) and (iii) of this section, unless this requirement is waived on the basis of a justification that is prepared and approved in accordance with 8.405-6.

(ii) The ordering activity contracting officer shall provide an RFQ that includes a statement of work and the evaluation criteria.

(iii) The ordering activity contracting officer shall—

(A) Post the RFQ on e-Buy to afford all schedule contractors offering the required services under the appropriate multiple-award schedule(s) an opportunity to submit a quote; or

(B) Provide the RFQ to as many schedule contractors as practicable, consistent with market research appropriate to the circumstances, to reasonably ensure that quotes will be received from at least three contractors that can fulfill the requirements. When fewer than three quotes are received from schedule contractors that can fulfill the requirements, the contracting officer shall prepare a written determination to explain that no additional contractors capable of fulfilling the requirements could be identified despite reasonable efforts to do so. The determination must clearly explain efforts made to obtain quotes from at least three schedule contractors.

(C) Ensure all quotes received are fairly considered and award is made in accordance with the evaluation criteria in the RFQ.

(d) Evaluation. The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order with the schedule contractor that represents the best value (see 8.404(d) and 8.405-4). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.

(e) Minimum documentation. The ordering activity shall document—

(1) The schedule contracts considered, noting the contractor from which the service was purchased;

(2) A description of the service purchased;

(3) The amount paid;

(4) The evaluation methodology used in selecting the contractor to receive the order;

(5) The rationale for any tradeoffs in making the selection;

(6) The price reasonableness determination required by paragraph (d) of this subsection;

(7) The rationale for using other than—

(i) A firm-fixed price order; or

(ii) A performance-based order; and

(8) When an order exceeds the simplified acquisition threshold, evidence of compliance with the ordering procedures at 8.405-2(c).

8.405-6 – Limited Sources.

Orders placed or BPAs established under Federal Supply Schedules are exempt from the requirements in Part 6. However, an ordering activity must justify its action when restricting consideration in accordance with paragraphs (a) or (b) of this section—

(a) Orders or BPAs exceeding the micro-purchase threshold based on a limited sources justification.

(1) Circumstances justifying limiting the source.

(i) For a proposed order or BPA with an estimated value exceeding the micro-purchase threshold not placed or established in accordance with the procedures in 8.405-1, 8.405-2, or 8.405-3, the only circumstances that may justify the action are—

(A) An urgent and compelling need exists, and following the procedures would result in unacceptable delays;

(B) Only one source is capable of providing the supplies or services required at the level of quality required because the supplies or services are unique or highly specialized; or

(C) In the interest of economy and efficiency, the new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order or BPA must not have been previously issued under sole-source or limited-sources procedures.

(ii) See 8.405-6(c) for the content of the justification for an order or BPA exceeding the simplified acquisition threshold.

(2) Posting.

(i) Within 14 days after placing an order or establishing a BPA exceeding the simplified acquisition threshold that is supported by a limited-sources justification permitted under any of the circumstances under paragraph (a)(1) of this section, the ordering activity shall—

(A) Publish a notice in accordance with 5.301; and

(B) Post the justification—

(1) At the GPE <http://www.fedbizopps.gov>;

(2) On the Web site of the ordering activity agency, which may provide access to the justification by linking to the GPE; and

(3) For a minimum of 30 days.

(ii) In the case of an order or BPA permitted under paragraph (a)(1)(i)(A) of this section, the justification shall be posted within 30 days after award.

(iii) Contracting officers shall carefully screen all justifications for contractor proprietary data and remove all such data, and such references and citations as are necessary to protect the proprietary data, before making the justifications available for public inspection. Contracting officers shall also be guided by the exemptions to disclosure of information contained in the Freedom of Information Act (5 U.S.C. 552) and the prohibitions against disclosure in 24.202 in determining whether other data should be removed. Although the submitter notice process set out in Executive Order 12600 "Predisclosure Notification Procedures for Confidential Commercial Information" does not apply, if the justification appears to contain proprietary data, the contracting officer should provide the contractor that submitted the information an opportunity to review the justification for proprietary data before making the justification available for public inspection, redacted as necessary. This process must not prevent or delay the posting of the justification in accordance with the timeframes required in paragraphs (a)(2)(i) and (ii) of this section.

(iv) This posting requirement does not apply when disclosure would compromise the national security (e.g., would result in disclosure of classified information) or create other security risks.

(b) Items peculiar to one manufacturer. An item peculiar to one manufacturer can be a particular brand name, product, or a feature of a product, peculiar to one manufacturer. A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer.

(1) Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's needs.

(2) Documentation.

(i) For proposed orders or BPAs with an estimated value exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold, the ordering activity contracting officer shall document the basis for restricting consideration to an item peculiar to one manufacturer.

(ii) For proposed orders or BPAs with an estimated value exceeding the simplified acquisition threshold see paragraph (c) of this section.

(3) Posting.

(i) The ordering activity shall post the following information along with the Request for Quotation (RFQ) to e-Buy (<http://www.ebuy.gsa.gov>):

(A) For proposed orders or BPAs with an estimated value exceeding \$25,000, but not exceeding the simplified acquisition threshold, the documentation required by paragraph (b)(2)(i) of this section.

(B) For proposed orders or BPAs with an estimated value exceeding the simplified acquisition threshold, the justification required by paragraph (c) of this section.

(ii) The posting requirement of paragraph (b)(3)(i) of this section does not apply when—

(A) Disclosure would compromise the national security (e.g., would result in disclosure of classified information) or create other security risks. The fact that access to classified matter may be necessary to submit a proposal or perform the contract does not, in itself, justify use of this exception;

(B) The nature of the file (e.g., size, format) does not make it cost-effective or practicable for contracting officers to provide access through e-Buy; or

(C) The agency's senior procurement executive makes a written determination that access through e-Buy is not in the Government's interest.

(c) An order or BPA with an estimated value exceeding the simplified acquisition threshold.

(1) For a proposed order or BPA exceeding the simplified acquisition threshold, the requiring activity shall assist the ordering activity contracting officer in the preparation of the justification. The justification shall cite that the acquisition is conducted under the authority of the Multiple Award Schedule Program (see 8.401).

(2) As a minimum, each justification shall include the following information:

(i) Identification of the agency and the contracting activity, and specific identification of the document as a "Limited Source Justification."

(ii) Nature and/or description of the action being approved.

(iii) A description of the supplies or services required to meet the agency's needs (including the estimated value).

(iv) The authority and supporting rationale (see 8.405-6(a)(1)(i) and (b)(1)) and, if applicable, a demonstration of the proposed contractor's unique qualifications to provide the required supply or service.

(v) A determination by the ordering activity contracting officer that the order represents the best value consistent with 8.404(d).

(vi) A description of the market research conducted among schedule holders and the results or a statement of the reason market research was not conducted.

(vii) Any other facts supporting the justification.

(viii) A statement of the actions, if any, the agency may take to remove or overcome any barriers that led to the restricted consideration before any subsequent acquisition for the supplies or services is made.

(ix) The ordering activity contracting officer's certification that the justification is accurate and complete to the best of the contracting officer's knowledge and belief.

(x) Evidence that any supporting data that is the responsibility of technical or requirements personnel (e.g., verifying the Government's minimum needs or requirements or other rationale for limited sources) and which form a basis for the

justification have been certified as complete and accurate by the technical or requirements personnel.

(xi) For justifications under 8.405-6(a)(1), a written determination by the approving official identifying the circumstance that applies.

(d) Justification approvals.

(1) For a proposed order or BPA with an estimated value exceeding the simplified acquisition threshold, but not exceeding \$650,000, the ordering activity contracting officer's certification that the justification is accurate and complete to the best of the ordering activity contracting officer's knowledge and belief will serve as approval, unless a higher approval level is established in accordance with agency procedures.

(2) For a proposed order or BPA with an estimated value exceeding \$650,000, but not exceeding \$12.5 million, the justification must be approved by the competition advocate of the activity placing the order, or by an official named in paragraph (d)(3) or (d)(4) of this section. This authority is not delegable.

(3) For a proposed order or BPA with an estimated value exceeding \$12.5 million, but not exceeding \$62.5 million (or, for DoD, NASA, and the Coast Guard, not exceeding \$85.5 million), the justification must be approved by—

(i) The head of the procuring activity placing the order;

(ii) A designee who—

(A) If a member of the armed forces, is a general or flag officer;

(B) If a civilian, is serving in a position in a grade above GS-15 under the General Schedule (or in a comparable or higher position under another schedule); or

(iii) An official named in paragraph (d)(4) of this subsection.

(4) For a proposed order or BPA with an estimated value exceeding \$62.5 million (or, for DoD, NASA, and the Coast Guard, over \$85.5 million), the justification must be approved by the senior procurement executive of the agency placing the order. This authority is not delegable, except in the case of the Under Secretary of Defense for Acquisition, Technology, and Logistics, acting as the senior procurement executive for the Department of Defense

37.600 – Scope of Subpart.

This subpart prescribes policies and procedures for acquiring services using performance-based acquisition methods.

37.601 – General.

(a) Solicitations may use either a performance work statement or a statement of objectives (see 37.602).

(b) Performance-based contracts for services shall include—

- (1) A performance work statement (PWS);
- (2) Measurable performance standards (i.e., in terms of quality, timeliness, quantity, etc.) and the method of assessing contractor performance against performance standards; and
- (3) Performance incentives where appropriate. When used, the performance incentives shall correspond to the performance standards set forth in the contract (see 16.402-2).

(c) See 12.102(g) for the use of Part 12 procedures for performance-based acquisitions.

37.602 – Performance Work Statement.

(a) A Performance Work Statement (PWS) may be prepared by the Government or result from a Statement of Objectives (SOO) prepared by the Government where the offeror proposes the PWS.

(b) Agencies shall, to the maximum extent practicable—

- (1) Describe the work in terms of the required results rather than either “how” the work is to be accomplished or the number of hours to be provided (see 11.002(a)(2) and 11.101);
- (2) Enable assessment of work performance against measurable performance standards;
- (3) Rely on the use of measurable performance standards and financial incentives in a competitive environment to encourage competitors to develop and institute innovative and cost-effective methods of performing the work.

(c) Offerors use the SOO to develop the PWS; however, the SOO does not become part of the contract. The SOO shall, at a minimum, include—

- (1) Purpose;
- (2) Scope or mission;
- (3) Period and place of performance;
- (4) Background;
- (5) Performance objectives, i.e., required results; and
- (6) Any operating constraints.

37.603 – Performance Standards.

(a) Performance standards establish the performance level required by the Government to meet the contract requirements. The standards shall be measurable and structured to permit an assessment of the contractor’s performance.

(b) When offerors propose performance standards in response to a SOO, agencies shall evaluate the proposed standards to determine if they meet agency needs.

37.604 – Quality Assurance Surveillance Plans.

Requirements for quality assurance and quality assurance surveillance plans are in Subpart 46.4. The Government may either prepare the quality assurance surveillance plan or require the offerors to submit a proposed quality assurance surveillance plan for the Government’s consideration in development of the Government’s plan.

The following Defense Federal Acquisition Regulations apply to Department of Defense Agencies issuing GSA Orders:

208.405-70 Additional ordering procedures.

(a) This subsection–

(1) Implements Section 803 of the National Defense Authorization Act for Fiscal Year 2002 (Pub. L. 107-107) for the acquisition of services, and establishes similar policy for the acquisition of supplies;

(2) Applies to orders for supplies or services under Federal Supply Schedules, including orders under blanket purchase agreements established under Federal Supply Schedules; and

(3) Also applies to orders placed by non-DoD agencies on behalf of DoD.

(b) Each order exceeding \$150,000 shall be placed on a competitive basis in accordance with paragraph (c) of this subsection, unless this requirement is waived on the basis of a justification that is prepared and approved in accordance with FAR 8.405-6 and includes a written determination that–

(1) A statute expressly authorizes or requires that the purchase be made from a specified source; or

(2) One of the circumstances described at FAR 16.505(b)(2)(i) through (iii) applies to the order. Follow the procedures at PGI 216.505-70 if FAR 16.505(b)(2)(ii) or (iii) is deemed to apply.

(c) An order exceeding \$150,000 is placed on a competitive basis only if the

contracting officer provides a fair notice of the intent to make the purchase, including a description of the supplies to be delivered or the services to be performed and the basis upon which the contracting officer will make the selection, to–

(1) As many schedule contractors as practicable, consistent with market research appropriate to the circumstances, to reasonably ensure that offers will be received from at least three contractors that can fulfill the requirements, and the contracting officer–

(i)(A) Receives offers from at least three contractors that can fulfill the requirements; or

(B) Determines in writing that no additional contractors that can fulfill the requirements could be identified despite reasonable efforts to do so (documentation should clearly explain efforts made to obtain offers from at least three contractors); and

(ii) Ensures all offers received are fairly considered; or

(2) All contractors offering the required supplies or services under the applicable multiple award schedule, and affords all contractors responding to the notice a fair opportunity to submit an offer and have that offer fairly considered.

(d) See PGI 208.405-70* for additional information regarding fair notice to contractors and requirements relating to the establishment of blanket purchase agreements under Federal Supply Schedules.

*PGI 208.4—FEDERAL SUPPLY SCHEDULES

PGI 208.405-70 Additional ordering procedures.

(1) Posting of a request for quotations on the General Services Administration's electronic quote system, "e-Buy" (www.gsaAdvantage.gov), is one medium for providing fair notice to all contractors as required by DFARS 208.405-70(c)(2).

(2) Single and multiple blanket purchase agreements (BPAs) may be established under Federal Supply Schedules (see FAR 8.405-3) if the contracting officer—

(i) Follows the procedures in DFARS 208.405-70(b) and (c); and

(ii)(A) For a single BPA, defines the individual tasks to be performed; or

(B) For multiple BPAs, forwards the statement of work and the selection criteria to all multiple BPA holders before placing orders.

PGI 208.406 Ordering activity responsibilities.

PGI 208.406-1** Order placement.

(1) When ordering from schedules, ordering offices—

(i) May use DD Form 1155, Order for Supplies or Services, to place orders for—

(A) Commercial items at or below the simplified acquisition threshold; and

(B) Other than commercial items at any dollar value (see PGI 213.307);

(ii) Shall use SF 1449, Solicitation/Contract/Order for Commercial Items, to place orders for commercial items exceeding the simplified acquisition threshold (see FAR 12.204); and

(iii) May use SF 1449 to place orders for other than commercial items at any dollar value.

(2) Schedule orders may be placed orally if—

(i) The contractor agrees to furnish a delivery ticket for each shipment under the order (in the number of copies required by the ordering office). The ticket must include the—

(A) Contract number;

- (B) Order number under the contract;
- (C) Date of order;
- (D) Name and title of person placing the order;
- (E) Itemized listing of supplies or services furnished; and
- (F) Date of delivery or shipment; and

(ii) Invoicing procedures are agreed upon. Optional methods of submitting invoices for payment are permitted, such as—

- (A) An individual invoice with a receipted copy of the delivery ticket;
- (B) A summarized monthly invoice covering all oral orders made during the month, with receipted copies of the delivery tickets (this option is preferred if there are many oral orders); or
- (C) A contracting officer statement that the Government has received the supplies.

(3) For purchases where cash payment is an advantage, the use of imprest funds in accordance with DFARS 213.305 is authorized when—

- (i) The order does not exceed the threshold at FAR 13.305-3(a); and
- (ii) The contractor agrees to the procedure.

(4) If permitted under the schedule contract, use of the Government-wide commercial purchase card—

- (i) Is mandatory for placement of orders valued at or below the micro-purchase threshold; and
- (ii) Is optional for placement of orders valued above the micro-purchase threshold.

208.406 Ordering activity responsibilities.

Follow the procedures at PGI 208.406-1**, shown above, when ordering from schedules.

Table 2. TEAM Labor Categories and Billable Labor Rates (with .75% IFF)

Labor Category	Logistics Worldwide Services									
	Year 1		Year 2		Year 3		Year 4		Year 5	
	TEAM Site	Govt Site	TEAM Site	Govt Site	TEAM Site	Govt Site	TEAM Site	Govt Site	TEAM Site	Govt Site
Program Manager	\$ 123.92	\$ 109.16	\$ 126.40	\$ 111.34	\$ 128.93	\$ 113.57	\$ 131.50	\$ 115.84	\$ 134.13	\$ 118.16
Project Manager	\$ 95.25	\$ 83.90	\$ 97.16	\$ 85.58	\$ 99.10	\$ 87.29	\$ 101.08	\$ 89.04	\$ 103.10	\$ 90.82
Sr Logistics Consultant	\$ 105.84	\$ 93.25	\$ 107.96	\$ 95.12	\$ 110.12	\$ 97.02	\$ 112.32	\$ 98.96	\$ 114.56	\$ 100.94
Logistics Consultant	\$ 74.77	\$ 65.87	\$ 76.27	\$ 67.19	\$ 77.79	\$ 68.53	\$ 79.35	\$ 69.90	\$ 80.93	\$ 71.30
Logistics Specialist (BMET)	\$ 59.45	\$ 52.37	\$ 60.64	\$ 53.42	\$ 61.85	\$ 54.49	\$ 63.09	\$ 55.58	\$ 64.35	\$ 56.69
Logistics Specialist (Non-BMET)	\$ 56.15	\$ 49.47	\$ 57.27	\$ 50.46	\$ 58.42	\$ 51.47	\$ 59.59	\$ 52.50	\$ 60.78	\$ 53.55
Logistics Support Specialist	\$ 36.87	\$ 32.48	\$ 37.61	\$ 33.13	\$ 38.36	\$ 33.79	\$ 39.13	\$ 34.47	\$ 39.91	\$ 35.16
Logistics Technician	\$ 55.07	\$ 48.50	\$ 56.17	\$ 49.47	\$ 57.29	\$ 50.46	\$ 58.44	\$ 51.47	\$ 59.61	\$ 52.50
Project Coordinator	\$ 40.06	\$ 35.28	\$ 40.86	\$ 35.99	\$ 41.68	\$ 36.71	\$ 42.51	\$ 37.44	\$ 43.36	\$ 38.19

Year 1: November 30, 2011 through November 29, 2012
 Year 2: November 30, 2012 through November 29, 2013
 Year 3: November 30, 2013 through November 29, 2014
 Year 4: November 30, 2014 through November 29, 2015
 Year 5: November 30, 2015 through November 29, 2016

Table 3. Service Contract Act (SCA) Matrix

SCA Matrix		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Logistics Specialist (BMET)	23460 – Instrument Mechanic	052521

TEAM Position Descriptions, Education & Experience Requirement

Program Manager: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or branch chief.

Education / Experience: Bachelors Degree; Masters preferred, >12 yrs experience, and relevant certifications.

Project Manager: Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or branch chief.

Education / Experience: Bachelors Degree; Masters preferred, >6 yrs experience, and relevant certifications.

Sr. Logistics Consultant: Supports program management through familiarity with client issues. Defines business and technical needs. Leads assigned tasks to completion within scope and budget. Assists with design issues, analyzes project data, and develops appropriate deliverables. Creates status reports, verifies work plan completeness, and communicates with client and project team members. Proficient in the use of tools to support overall project objectives and goals.

Education / Experience: Bachelors Degree; Masters preferred, >15 yrs experience, and relevant certifications.

Logistics Consultant: Provides direction, planning and leadership utilizing superior knowledge/skills in the area of logistics management. Possesses specific knowledge/skills in two or more of the following areas: Material Management, Facility/Asset Management, Inventory Control, Acquisitions, Logistics Operations Equipment Maintenance and Logistics Planning/Analysis. Responsible for the coordination and completion of projects. Plans, coordinates, documents and executes logistics operations. May lead and supervise the work of others. Performs a variety of tasks. Reports to the Logistics Branch Chief.

Education / Experience: Bachelors Degree; Masters preferred, >10 yrs experience

Logistics Specialist (BMET): Performs specialized duties utilizing general knowledge/skills in the area of logistic management. Possesses specialized knowledge/skills in one or more of the following areas: Material Management, Facility/Asset Management, Inventory Control, Acquisitions, Logistics Operations, Equipment Maintenance and Planning and Logistics Analysis. Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Coordinates and evaluates the installation of medical equipment that requires interface with other devices or with the medical facility. Resolves installation and associated maintenance support problems. Performs formal acceptance testing of complex medical equipment and systems installations. Develops and directs methods and procedures to be used in maintenance activities. Understands, monitors, and provides corrective actions for compliance with a variety of codes standards and regulations including Life Safety, NFPA and the Joint Commission. Performs maintenance management and administrative functions. Determines the type, extent, and feasibility of repairs; and implement repair or condemnation procedures. Leads specialized technical maintenance teams, establishes priorities, production goals, duty schedules, and reports using Defense Medical Logistics Standard Support (DMLSS) System ensuring compliance with DoD, and Joint Commission Standards. Utilizes a variety of common and specialized software systems such as the Space and Equipment Planning System (SEPS II). Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. TEAM supervisor is the Logistics Branch Chief.

Education / Experience: Associates Degree: Bachelors Degree preferred, >10 yrs experience, and relevant certifications.

Logistics Specialist (Non-BMET): Performs specialized duties utilizing general knowledge/skills in the area of logistic management. Possesses specialized knowledge/skills in one or more of the following areas: Material Management, Facility/Asset Management, Inventory Control, Acquisitions, Logistics Operations, Equipment Maintenance and Planning and Logistics Analysis. Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. TEAM supervisor is the Logistics Branch Chief.

Education / Experience: Bachelors Degree, >10 yrs experience

Logistics Support Specialist: Performs a variety of logistics support functions to include; maintains schedules, provides project status information to clients, maintains equipment inventory files, and otherwise provides general logistics, administrative and business detail support. Composes memos, transcribes notes, researches and prepares presentations. Updates contractual portal data on a daily basis or as required. Generates reports, supports multiple projects, prepares and monitors invoices and expense reports. Familiar with a variety of logistical concepts, practices, terminology and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks with little or no supervision. Reports to a Branch Chief and/or project manager.

Education / Experience: High School Graduate, >5 yrs experience

Logistics Technician: Performs duties utilizing basic knowledge/skills in the area of logistic management. Possesses basic knowledge/skills in one or more of the following areas: Material Management, Facility/Asset Management, Inventory Control, Acquisitions, Logistics Operations, Equipment Maintenance and Planning and Logistics Analysis. Responsible for the coordination and completion of projects. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Prepares reports for upper management regarding status of project. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Education / Experience: High School Graduate, Associates Degree preferred, >5 yrs experience and relevant certifications.

Project Coordinator: Maintain project administrative procedures, documentation and communication. Set-up and closeout project files using Microsoft Word, Excel, PowerPoint and Access. Assist Project Officers, Managers, Planners, Equipment Planners and Consultants with specific tasks related to the project. Maintain interoffice documentation attained during design review conference and building changes. Develop reports for review of user comments, project submittals and project status for Project Officers and Customer. Maintain office schedule. Assist with design specification, floor plan and interior design reviews.

Education / Experience: Bachelors Degree, >1 yr experience