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Authorized Federal Supply Schedule Price List

U.S. General Services Administration (GSA)
Federal Acquisition Service

Mission Oriented Business Integrated Services (MOBIS)

Contract Number: GS-10F-0102N

Contract Period: November 25, 2002 – November 24, 2017



Contract Holder

FSC Group: 874
FSC Class: R425
Business Size: Small Business

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

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

Contents

| | |
|--|----|
| <i>Mission Oriented Business Integrated Services (MOBIS)</i> | 1 |
| <i>General Contract Information</i> | 3 |
| <i>BCS, Incorporated Overview</i> | 4 |
| <i>Contract Overview</i> | 4 |
| <i>Contract Use</i> | 5 |
| <i>Contract Scope</i> | 5 |
| <i>Labor Category Rates</i> | 6 |
| <i>Labor Category Descriptions</i> | 10 |
| <i>Blanket Purchase Agreement</i> | 26 |

General Contract Information

1a. Table of Awarded Special Item Numbers (SINs): 874-1 and 874-7

1b. Price List: See page 6

1c. Labor Category Descriptions: See page 9-24

2. Maximum Order: \$1,000,000

3. Minimum Order: \$100

4. Geographic Coverage: Domestic and overseas

5. Point(s) of Production: Same as company address

6. Discount from List Price: Government net prices (discounts already deducted); see attachment.

7. Quantity Discounts: None offered

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted up to the micro-purchase threshold

9b. Government Purchase Card *is* accepted above the micro-purchase threshold; will accept over \$3,000

10. Foreign Items: None

11a. Time of Delivery: Specified in task order

11b. Expedited Delivery: Contact contractor

11c. Overnight and 2-Day Delivery: Contact contractor

11d. Urgent Requirements: Contact contractor

12. F.O.B Points(s): Destination

13a. Ordering Address: Same as contractor address

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and

a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules)

14. Payment Address: Same as contractor address

15. Warranty Provision: Contractor's standard commercial warranty

16. Export Packing Charges (if applicable): Not applicable

17. Terms and Conditions of Government Purchase Card Acceptance: Contact contractor

18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): Not applicable

19. Terms and Conditions of Installation (if applicable): Not applicable

20. Terms and Conditions of Repair Parts Indicating Date of Parts, Price Lists, and Any Discounts from List Prices (if applicable): Not applicable

20a. Terms and Conditions for Any Other Services (if applicable): Not applicable

21. List of Service and Distribution Points (if applicable): Not applicable

22. List of Participating Dealers (if applicable): Not applicable

23. Preventive Maintenance (if applicable): Not applicable

24a. Environmental Attributes such as Recycled Content, Energy Efficiency, and/or Reduced Pollutants: Not applicable

24b. Section 508: The EIT standards can be found at: www.Section508.gov/

25. Data Universal Numbering System (DUNS) Number: 78-5621988

26. System for Award Management (SAM): BCS, Incorporated is registered in the SAM database

BCS, Incorporated Overview

BCS, Incorporated (BCS) is a management consulting firm that specializes in energy and environment, national security, public health, and international development. BCS offers its clients a full range of services, including Technology and Analysis, Communications and Outreach, Information Technologies and Business Management, and Security and Integration. Our staff bring decades of experience providing quality support to clients from federal and state government, national laboratories, universities, nonprofits, and the private sector.

Contract Overview

BCS was awarded a GSA Federal Supply Schedule for Mission Oriented Business Integrated Services (MOBIS). BCS' MOBIS Schedule—Contract No. GS-10F-0102N—was awarded on November 25, 2002, and is in its second option period, which lasts until November 24, 2017. The contract allows BCS to enter into Firm-Fixed Price or Time and Materials task orders using the labor categories and rates included in the contract.

CONTRACT ADMINISTRATOR

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Contract Use

BCS' MOBIS Schedule provides federal government clients with a fast and efficient procurement vehicle to obtain BCS services. Our MOBIS Schedule is available to all federal government agencies and covers the following Special Item Numbers (SINs): **SIN 874-1** (Integrated Consulting Services) and **SIN 874-7** (Integrated Business Program Support Services). The Federal Supply Service Home Page (www.fss.gsa.gov) contains information regarding MOBIS and the GSA Advantage™ program.

Contract Scope

SIN 874-1: INTEGRATED CONSULTING SERVICES

BCS offers an integrated approach to consulting that combines extensive staff expertise with a broad range of service offerings, ranging from strategic planning to individual and organizational assessments and evaluations. BCS consultation services contribute to visionary leadership within organizations and establish cultures where employees focus on results and create value. The Government Performance and Results Act (GPRA) requires a strategic planning process for federal agencies that includes developing goals and measurable objectives, describing how those goals and objectives will be achieved, and using evaluation data to track progress toward meeting those goals and objectives. BCS has a 20+-year history of providing consulting services that enable management teams operating in dynamic environments to respond to GPRA requirements, congressional requests, and other internal/external drivers. BCS also helps clients achieve the quality and customer service improvements sought by the President's National Partnership for Reinventing Government Hammer Award.

BCS facilitates collaborative strategic planning, vision, roadmapping, and team building events with government agencies and industry to enable organizations to focus on key business activities, identify mutually beneficial goals, and map strategies to meet those goals.

BCS has extensive experience in developing, implementing, and analyzing surveys and questionnaires for private, state, and federal clients. Results of BCS surveys have supported organizational assessments, market analyses, and program evaluations.

SIN 874-7: INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES

Today's federal entities are continuously engaged in activities to accomplish a wide variety of objectives with limited budgets. This includes implementing and integrating new programs, delivering high-quality products and services, and developing new stakeholder support systems. The BCS method of program integration and management services is simple and effective. We take an integrated systems approach to program/project management that focuses on results and stakeholder satisfaction. That means establishing an organizational framework that examines the lifecycle of a client's product—from acquisition through design and development, production, delivery, and support.

Labor Category Rates

| Labor Category | Min. Education | Min. Exp. | Year 11 11/25/12- 11/24/13 | Year 12 11/25/13- 11/24/14 | Year 13 11/25/14- 11/24/15 | Year 14 11/25/15- 11/24/16 | Year 15 11/25/16- 11/24/17 |
|---------------------------|------------------|-----------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Project Manager I | Bachelors Degree | 4 | 83.15 | 85.23 | 87.36 | 89.54 | 91.78 |
| Project Manager II | Bachelors Degree | 6 | 96.64 | 99.05 | 101.53 | 104.07 | 106.67 |
| Project Manager III | Bachelors Degree | 8 | 123.47 | 126.56 | 129.72 | 132.97 | 136.29 |
| Project Manager IV | Bachelors Degree | 10 | 146.96 | 150.64 | 154.40 | 158.26 | 162.22 |
| Project Manager V | Bachelors Degree | 12 | 164.00 | 168.10 | 172.30 | 176.61 | 181.03 |
| Project Director | Bachelors Degree | 14 | 253.76 | 260.10 | 266.61 | 273.27 | 280.10 |
| Economist I | Bachelors Degree | 2 | 53.78 | 55.13 | 56.50 | 57.92 | 59.36 |
| Economist II | Bachelors Degree | 5 | 77.33 | 79.26 | 81.24 | 83.27 | 85.35 |
| Economist III | Bachelors Degree | 8 | 97.38 | 99.81 | 102.30 | 104.86 | 107.48 |
| Subject Matter Expert I | Bachelors Degree | 6 | 151.85 | 155.65 | 159.54 | 163.53 | 167.62 |
| Subject Matter Expert II | Bachelors Degree | 10 | 183.50 | 188.09 | 192.79 | 197.61 | 202.55 |
| Subject Matter Expert III | Bachelors Degree | 12 | 205.99 | 211.14 | 216.42 | 221.83 | 227.37 |
| Subject Matter Expert IV | Bachelors Degree | 16 | 263.05 | 269.62 | 276.36 | 283.27 | 290.35 |
| Technical Associate | Bachelors Degree | 0 | 49.93 | 51.18 | 52.46 | 53.77 | 55.11 |
| Technical Analyst | Bachelors Degree | 3 | 65.60 | 67.24 | 68.92 | 70.64 | 72.41 |
| Senior Technical Analyst | Bachelors Degree | 6 | 105.14 | 107.77 | 110.47 | 113.23 | 116.06 |
| Lead Technical Analyst | Bachelors Degree | 10 | 124.11 | 127.21 | 130.39 | 133.65 | 136.99 |

| Labor Category | Min. Education | Min. Exp. | Year 11 11/25/12- 11/24/13 | Year 12 11/25/13- 11/24/14 | Year 13 11/25/14- 11/24/15 | Year 14 11/25/15- 11/24/16 | Year 15 11/25/16- 11/24/17 |
|--|---------------------|-----------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Administrative Support I** | High School | 0 | 40.49 | 41.50 | 42.54 | 43.60 | 44.69 |
| Administrative Support II** | High School | 3 | 46.22 | 47.37 | 48.56 | 49.77 | 51.02 |
| Administrative Analyst | Bachelors Degree | 4 | 69.14 | 70.86 | 72.64 | 74.45 | 76.31 |
| Analyst | Bachelors Degree | 4 | 61.23 | 62.76 | 64.33 | 65.94 | 67.59 |
| Project Support Specialist | Bachelors Degree | 2 | 50.58 | 51.85 | 53.14 | 54.47 | 55.83 |
| Communications Specialist | Bachelors Degree | 4 | 59.97 | 61.47 | 63.01 | 64.58 | 66.20 |
| Communications Manager | Bachelors Degree | 6 | 81.19 | 83.22 | 85.30 | 87.43 | 89.62 |
| Computer Services – Professional Staff I | Bachelors Degree | 0 | 51.73 | 53.03 | 54.35 | 55.71 | 57.10 |
| Computer Services – Professional Staff II | Bachelors Degree | 1 | 54.40 | 55.76 | 57.15 | 58.58 | 60.04 |
| Computer Services – Professional Staff III | Bachelors Degree | 3 | 63.98 | 65.58 | 67.22 | 68.90 | 70.62 |
| Computer Services – Professional Staff IV | Bachelors Degree | 5 | 73.96 | 75.81 | 77.71 | 79.65 | 81.64 |
| Database Design Analyst II | Bachelors Degree | 5 | 77.60 | 79.54 | 81.53 | 83.57 | 85.66 |
| Database Design Analyst III | Bachelors Degree | 7 | 94.25 | 96.60 | 99.02 | 101.50 | 104.03 |
| Database Administrator | Bachelors Degree | 8 | 108.35 | 111.06 | 113.84 | 116.68 | 119.60 |
| Senior Database Administrator | Bachelors Degree | 12 | 124.10 | 127.20 | 130.38 | 133.64 | 136.98 |
| Multimedia Specialist | High School Diploma | 4 | 64.00 | 65.60 | 67.24 | 68.92 | 70.65 |
| Graphic Artist | Bachelors Degree | 4 | 54.11 | 55.46 | 56.85 | 58.27 | 59.73 |
| Graphic Artist, Mid | Bachelors Degree | 6 | 64.30 | 65.91 | 67.55 | 69.24 | 70.97 |

| Labor Category | Min. Education | Min. Exp. | Year 11 11/25/12- 11/24/13 | Year 12 11/25/13- 11/24/14 | Year 13 11/25/14- 11/24/15 | Year 14 11/25/15- 11/24/16 | Year 15 11/25/16- 11/24/17 |
|--------------------------------------|------------------|-----------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Graphic Artist, Senior | Bachelors Degree | 7 | 68.07 | 69.77 | 71.52 | 73.30 | 75.14 |
| Graphic Artist, Lead | Bachelors Degree | 9 | 81.52 | 83.56 | 85.65 | 87.79 | 89.98 |
| Professional Business Specialist I | Bachelors Degree | 0 | 46.13 | 47.28 | 48.46 | 49.67 | 50.91 |
| Professional Business Specialist II | Bachelors Degree | 2 | 57.59 | 59.03 | 60.51 | 62.02 | 63.57 |
| Professional Business Specialist III | Bachelors Degree | 5 | 76.97 | 78.89 | 80.86 | 82.89 | 84.96 |
| Professional Business Specialist IV | Bachelors Degree | 7 | 121.79 | 124.84 | 127.96 | 131.16 | 134.43 |
| Professional Business Specialist VI | Bachelors Degree | 11 | 148.81 | 152.53 | 156.34 | 160.25 | 164.26 |
| Professional Business Specialist VII | Bachelors Degree | 15 | 170.39 | 174.65 | 179.01 | 183.49 | 188.07 |
| Programming Analyst III | Bachelors Degree | 5 | 83.06 | 85.13 | 87.26 | 89.44 | 91.68 |
| Senior Programming Analyst | Bachelors Degree | 8 | 101.68 | 104.22 | 106.83 | 109.50 | 112.24 |
| Lead Programming Analyst | Bachelors Degree | 10 | 125.45 | 128.59 | 131.80 | 135.10 | 138.47 |
| Quality Analyst I | Bachelors Degree | 2 | 53.62 | 54.96 | 56.33 | 57.74 | 59.18 |
| Quality Analyst II | Bachelors Degree | 4 | 69.64 | 71.38 | 73.16 | 74.99 | 76.87 |
| Quality Analyst III | Bachelors Degree | 6 | 84.83 | 86.95 | 89.12 | 91.35 | 93.64 |
| Event Planner | Bachelors Degree | 2 | 68.30 | 70.00 | 71.75 | 73.55 | 75.39 |
| Research Associate | Bachelors Degree | 0 | 49.93 | 51.18 | 52.46 | 53.77 | 55.11 |
| Research Analyst | Bachelors Degree | 3 | 58.06 | 59.51 | 61.00 | 62.52 | 64.08 |
| Senior Research Analyst | Bachelors Degree | 5 | 77.33 | 79.26 | 81.24 | 83.27 | 85.35 |

| Labor Category | Min. Education | Min. Exp. | Year 11 11/25/12- 11/24/13 | Year 12 11/25/13- 11/24/14 | Year 13 11/25/14- 11/24/15 | Year 14 11/25/15- 11/24/16 | Year 15 11/25/16- 11/24/17 |
|-------------------------|------------------|-----------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| Lead Research Analyst | Bachelors Degree | 7 | 92.06 | 94.36 | 96.72 | 99.13 | 101.61 |
| Training Specialist I | Bachelors Degree | 0 | 54.45 | 55.81 | 57.20 | 58.63 | 60.10 |
| Training Specialist II | Bachelors Degree | 2 | 73.96 | 75.81 | 77.71 | 79.65 | 81.64 |
| Training Specialist III | Bachelors Degree | 5 | 119.50 | 122.49 | 125.55 | 128.68 | 131.91 |

*The Service Contract Act (SCA) is applicable to this contract and it 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 the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.*

| SCA Matrix | | |
|--------------------------------------|--------------------------------|-----------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code - Title | WD Number |
| Administrative Support I | 01020 Administrative Assistant | 05-2247 |
| Administrative Support II | 01020 Administrative Assistant | 05-2247 |

Labor Category Descriptions

| Education/Experience Equivalency Chart* | |
|--|---------------------------------------|
| Degree | Equivalent Years of Experience |
| Associate's Degree | 2 years of experience |
| Bachelor's Degree | 4 years of experience |
| Master's Degree | 6 years of experience |
| Doctorate | 8 years of experience |
| Certificate | 1 year of experience |

**Note: The following clarification applies to all labor categories. In some cases, the following will be considered in place of minimum education and experience: unique education; specialized experience, skills, knowledge, training, or certification; military training and/or experience; quality of experience; national recognition; or exceptional educational background. Related experience may be substituted for education. Education and experience requirements will be determined jointly by BCS and the client based on task requirements.*

Project Manager

Description

Responsible for planning, directing, and coordinating activities of the designated project to ensure that goals and/or objectives of the project are accomplished within the prescribed time frame and funding parameters. Reviews the project proposal or plan to determine time frame, funding limitations, procedures for accomplishing the project, staffing requirements, and allotment of available resources to various phases of the project. Establishes a work plan and staffing for each phase of project; arranges for recruitment or assignment of project personnel. Confers with project staff to outline a work plan and assign duties, responsibilities, and scope of authority. Directs and coordinates activities of project personnel to ensure that the project progresses on schedule and within the prescribed budget. Reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management, the client, and/or others. Confers with project personnel to provide technical advice and resolve problems. Coordinates project activities with the activities of government regulatory or other governmental agencies.

Candidate must have a strong background in project management. Must have a demonstrated ability to provide guidance and direction to staff and possess expertise in the management and control of funds and resources, establishing requirements and procedures for responding to statements of work for task/delivery orders, and preparing deliverables. Must lead and integrate elements of complex projects to achieve desired results by setting strategically aligned goals. Other areas of expertise may include business process and re-engineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, performance measurement, organizational development, change management, and the development of leadership/management skills. Must also possess strong facilitation and cross-functional team facilitation skills.

Levels/Qualifications

Project Manager I — Bachelor's degree plus 4 years experience

Project Manager II — Bachelor's degree plus 6 years experience

Project Manager III — Bachelor's degree plus 8 years experience

Project Manager IV — Bachelor's degree plus 10 years experience

Project Manager V — Bachelor's degree plus 12 years experience

Project Director — Bachelor's degree plus 14 years experience

Economist

Description

Serves as the lead or team member on projects that involve analyzing economic data associated with investment and conducting cost-benefit analyses. Analyzes factors that influence financing and project implementation costs to determine the resulting financial, economic, and environmental impacts. Develops analytically sound metrics to evaluate the success and progress of projects, or a portfolio of projects.

Levels/Qualifications

Economist I — Bachelor's degree plus 2 years experience

Economist II — Bachelor's degree plus 5 years experience

Economist III — Bachelor's degree plus 8 years experience

Subject Matter Expert

Description

Serves as the business, process, or technology expert in specific functional area(s). Responsible for providing expert knowledge within a specific field; developing concepts; conveying information to the team; and monitoring development. Responsible for meeting with clients to assess functional areas, identify risks, and develop documentation. Responsible for interfacing with project teams to convey client specifications, monitoring the direction of development, and establishing the criteria for test plans.

Levels/Qualifications

Subject Matter Expert I — Bachelor's degree plus 6 years experience

Subject Matter Expert II — Bachelor's degree plus 10 years experience

Subject Matter Expert III — Bachelor's degree plus 12 years experience

Subject Matter Expert IV — Bachelor's degree plus 16 years experience

Technical Analyst

Description

Responsible for planning, organizing, and conducting research in scientific, technical, and/or business fields to support federal activities; improve the functioning of federal research and development programs; or improve internal government operations. Participate in decision-making regarding research priorities, providing information on the feasibility of prospective projects. Develop research plans, design experiments, outline research procedures, and identify and/or provide training to federal employees or others to improve current processes. Plan research schedules according to an organization's timetable and establish the daily or weekly routines necessary to meet the project schedule. Secure extramural funding as necessary through governmental grants, foundations, institutes, and/or corporate sponsors. Conduct research using laboratory equipment, computer resources, and/or institutional libraries. Perform and report interim analysis of accumulated data. Prepare reports and papers of completed projects for publication in technical journals, for presentation to regulatory agencies or at conferences, or for use in further research activities. Manage analysts and technical staff for the successful completion of the research activity.

Candidate must have a high-level functional knowledge to provide analysis, designs, integration, documentation, and implementation advice on complex issues, which may require creative problem solving. Participate in all phases of study development with emphasis on the planning, analysis, documentation, presentation, and training aspects of projects undertaken. A higher level of mathematical principles and methodologies to assess technical problems in engineering other physical sciences and business is required. Must lead and integrate elements of complex projects to achieve desired results by using scientific or known approaches and methodologies. Other areas of expertise may include business process and re-engineering, statistical process control, individual and organizational assessment and evaluation, process modeling and simulation, strategic and business planning, performance measurement, organizational development, change management, and the development of leadership/management skills. Should have knowledge of word processing software, spreadsheet software, Internet software, database software, and contact management systems.

Levels/Qualifications

Technical Associate — Bachelor's degree

Technical Analyst — Bachelor's degree plus 3 years experience

Senior Technical Analyst — Bachelor's degree plus 6 years experience

Lead Technical Analyst — Bachelor's degree plus 10 years experience

Administrative Support

Description

Responsible for providing administrative support to technical and management-level personnel, including—but not limited to—phone answering, documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, record keeping, and data input. Compose routine correspondence, documents, reports, orders, forms, etc., in support of project personnel as required. Locate and summarize information and data from files and documents. Responsible for maintaining duty status of project personnel, suspense dates for matters requiring compliance, and similar information/data concerning the project.

Candidate must have technical computer skills and the ability to use word processing, spreadsheet, and presentation development software. Maintain files, documents, and records of completed work and works in cooperation with others in large, complex publication efforts. Assist in preparation of user manuals, training materials, installation guides, proposals, reports, and other customer deliverables and documents. May include the supervision and/or direction/scheduling of lower-level employees.

Levels/Qualifications

Administrative Support I — High school diploma

Administrative Support II — High school diploma plus 3 years experience

Administrative Analyst

Description

Responsible for studies management methods in order to improve the effectiveness and efficiency of workflow and reporting procedures. Review and analyze budget reports and prepare and develop budget modifications and recommendations. Identify administrative needs and develop appropriate solutions or recommendations. Conduct research and analytical studies; prepare reports that include cost analyses, comparative financial data, and informational data to support findings. Conduct cost-benefit analyses and evaluations of programs, staffing, and equipment utilization. Analyze procedures and workflows of a division or program and recommend improvements. Study methods of improving work measurements or performance standards. Coordinate collection and preparation of operating reports. Issue and interpret operating policies. Review and respond to correspondence. Design, implement, and monitor data management storage and retrieval systems.

Candidate must be able to synthesize complex or diverse information, collect and research data, use intuition and experience to complement data, and design workflows and procedures. Generate creative solutions, translate concepts and information into images, incorporate feedback to modify designs, apply design principles, and demonstrate attention to detail. Identify and resolve problems in a timely manner, gather and analyze information skillfully, develop alternative solutions, develop project plans, coordinate projects, communicate changes and progress, complete projects on time and within budget, and manage project team activities. Write clearly and informatively, edit work for spelling and grammar, vary writing style to meet needs, present numerical data effectively, and read and interpret written information. Look for ways to improve and promote quality while demonstrating accuracy and thoroughness. Develop strategies to achieve organizational goals, understand organizational strengths and weaknesses, identify external threats and opportunities, and adapt strategies to changing conditions. Prioritize and plan work activities and develop realistic action plans. Should have knowledge of word processing software, spreadsheet software, project management software, and database software.

Levels/Qualifications

Administrative Analyst — Bachelor's degree plus 4 years experience

Analyst**Description**

Responsible for applying business improvement and re-engineering principles to organizational development and process modernization projects. Responsible for helping to transition existing project teams and facilitating project teams in the accomplishment of project activities and objectives. Understand the fundamental drivers of business performance. Interpret data to discern problems, identify opportunities, understand issues, and predict trends. Translate data into powerful displays that facilitate others understanding. Provide group facilitation, interviewing, training, surveys, and additional forms of knowledge transfer.

Candidate must possess an ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must have the ability to write reports, business correspondence, and procedure manuals. Analyze current research and statistical techniques and evaluate the latest research developments to create new market research methods. Establish research methods—such as surveys, opinion polls, or questionnaires—and design means for collecting data for projects. Develop and assist in conducting surveys and focus groups to analyze customer purchasing patterns, preferences, organizational image, and communication effectiveness. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must have facilitation, management consulting, training, scientific/technical/business training, or improvement skills and techniques. Skilled in areas such as, but not limited to, methodology development, change management, economics, scientific terms and meanings, activity and data modeling, performance measurement, bench marking, and best practice identification. Must be able to assist or lead in the facilitation of discussions and meetings with customer staff. Should have knowledge of word processing software, spreadsheet software, and database software.

Levels/Qualifications

Analyst — Bachelor's degree plus 4 years experience

Project Support Specialist

Description

Responsible for collecting data, writing correspondence, copying information, proofreading, providing measurements, organizing and collating files and records, conducting mail outs, scheduling, preparing for meetings, preparing draft and final forms of technical documents, interacting with government staff, taking messages, and preparing tables and graphics as needed.

Candidate must have experience with computers and word processing software, spreadsheet software, and scheduling and contact software. Needs to be able to support research activities both on the Internet and library searchers. Attention to detail, dependability, and writing and editing skill are essential. Must be able to handle data, perform calculations, and suggest results from the data. Must work as a team player and respond to assignments in a timely manner.

Levels/Qualifications

Project Support Specialist — Bachelor's degree plus 2 years experience

Communications Specialist

Description

Responsible for reviewing and revising research and analysis materials and studies to ensure correct usage of style, grammar, and punctuation, as well as to improve overall readability. Assist with the development of facilitation event materials, such as handouts, agendas, and meeting notes. Assist with the production of research and analysis CD ROMs, fact sheets, newsletters, and publications. Assist with the development of surveys to gather information pertinent to the viability of proposed research projects. Participate in mailing list development and implementation for dissemination of research materials. Provide communications support for events, media development, and focus groups to evaluate effectiveness of deliverables. Assist with the development of user manuals and education and training materials for facilitated sessions. Support development of quality presentations, slides, or electronic media presentations to display research results.

Candidate must be an accomplished writer and editor that can review and edit copy and pay attention to the details of publications and reports. Should have knowledge of word processing software, spreadsheet software, project management software, and database software.

Levels/Qualifications

Communications Specialist — Bachelor's degree plus 4 years of experience

Communications Manager

Description

Responsible for coordinating the review and production of research and development materials—including fact sheets, website applications, newsletters, reports, and CD ROMs—by managing Communications Specialists. Assist in the preparation and development of task plans, long- and short-term strategy documents, pricing policies, and budgets. Plan communications support for projects. Correlate compatibility of communication programs with research and analysis activities. Analyze, interpret, and comply with government rules and regulations. Understand business implications of decisions and align work with strategic goals. Work within approved budget, develop and implement cost-saving measures, and conserve organizational resources. Understand organizational strengths and weaknesses, identify external threats and opportunities, and adapt strategies to changing conditions. Meet challenges with resourcefulness, generate suggestions for improving work, develop innovative approaches and ideas, and present ideas and information in a manner that gets others attention. Demonstrate accuracy and thoroughness, look for ways to improve and promote quality, apply feedback to improve performance, and monitor work to ensure quality.

Candidate must be able develop project plans, coordinate projects, communicate changes and progress, complete projects on time and within budget, and manage project team activities. Should have knowledge of word processing software, spreadsheet software, project management software, and database software.

Levels/Qualifications

Communications Manager — Bachelor's degree plus 6 years of experience

Computer Services

Description

Perform operation and maintenance of computer equipment and peripherals for business environments in support of project and business needs, including assistance for set up of new users, applications, security, and hosted services in support of large data collection efforts. Examples of such projects may include survey projects and project collaboration among geographically dispersed groups. Schedule and coordinate computer operations to ensure productivity in business operations. Train operators in operation procedures and resolve operational problems. Must be adept at problem identification and resolution. Must have experience in installation and testing of various business software applications. Should have working knowledge of operating system administration, including security, system and disk management, hardware maintenance and activity, and performance monitoring. May select, train, and evaluate lower-level computer operations personnel.

Levels/Qualifications

Computer Service — Professional Staff I — Bachelor's degree

Computer Service — Professional Staff II — Bachelor's degree plus 1 year experience

Computer Service — Professional Staff III — Bachelor's degree plus 3 years experience

Computer Service — Professional Staff IV — Bachelor's degree plus 5 years experience

Database Design

Description

Develop database solutions to address business problems. Plan and coordinate the administration of information systems and databases to ensure accurate, appropriate, and effective use of business data, including data definition, structure, documentation, long-range requirements, and operational guidelines. Review database design and integration of systems and make recommendations regarding enhancements/improvements for information gathering and exchange in support of business needs. Apply knowledge of database information technology concepts and techniques in the design, development, installation, and maintenance of databases in support of business objectives. Must have experience with data modeling techniques, standardization, design, and implementation. Coordinate with task personnel and clients to determine requirements needed to support specific functions. Provide interface, as appropriate, to existing legacy systems to collect needed information and data. Provide training on enhancements, maintenance, and operation of systems.

Levels/Qualifications

Database Design Analyst II — Bachelor's degree plus 5 years experience

Database Design Analyst III — Bachelor's degree plus 7 years experience

Database Administrator

Description

Responsible for ensuring optimal storage, security, and accessibility of information for business needs, including information collected in surveys, tracking of project data for project management needs, and other business operations support. Responsible for coordinating physical changes to computer databases and implementing physical databases. Design logical and physical databases. Review description of changes to database design to understand how changes will affect physical database (how data is stored in terms of physical characteristics, such as location, amount of space, and access method). Establish physical database parameters. Code database descriptions and specify identifiers of database to database management system. Direct others in coding database descriptions. Calculate optimum values for database parameters, such as the amount of computer memory to be used by the database. Specify which users can access databases and what data can be accessed by users. Direct programmers and analysts to make changes to database management systems.

Candidate must have education and/or experience in managing large data sets and a thorough understanding of database structures. Experience with performance tuning and data back-up and recovery is required. Professional certifications or training in relevant database platforms is desired.

Levels/Qualifications

Database Administrator — Bachelor's degree plus 8 years experience

Senior Database Administrator — Bachelor's degree plus 12 years experience

Multimedia Specialist

Description

Responsible for designing and developing multimedia instructional materials for computer-based training, CD-ROMs, software, websites and other online systems, interactive TV, and other delivery platforms. Identify and plan appropriate instructional design strategies and objectives based on analysis of tasks, learners, and subject matter. Determine content sequence and create content outlines and treatment approaches for written, visual, and audio content. Conduct task analyses and determine performance criteria. Develop evaluation strategies and instruments. Coordinate with instructional writers during preliminary project discussions to ensure appropriate content development. Advise and assist video and art production staff, project editors, vendors, authors, and subject matter experts, ensuring team conformance with instructional objectives and design. Design and develop related materials, such as workbooks, manuals, and instructor guides.

Candidate must be able to synthesize complex or diverse information, work with a variety of media and supporting technology, use intuition and experience to complement the knowledge of various media and supporting technology, and design workflows and procedures. Generate creative solutions, translate concepts and information into images, incorporate feedback to modify designs, apply design principles, and demonstrate attention to detail. Write clearly and informatively, edit work from multimedia formats, vary presentation style to meet needs, and present concepts and themes effectively. Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to interpret a variety of instructions furnished in a variety of formats. Should have knowledge of word processing software, spreadsheet software, development software, design software, Internet software, graphics and design software, database software, and contact management systems.

Levels/Qualifications

Multimedia Specialist — Bachelor's degree plus 4 years experience

Graphic Artist

Description

Responsible for providing support for research and analysis materials development; drawing or paints illustrations to explain or adorn printed or spoken word, such as cover design; presentation of graphs, charts, and tables; incorporation of agency-specified templates; and presentation of information in a variety of mixed-media formats. Study layout, sketch proposed illustrations, and review related materials to become familiar with assignment. Determine style, technique, and medium best suited to produce desired effects and conform to reproduction requirements (or receive specific instructions regarding these variables). Discuss illustration at various stages of completion and make changes as directed by research and analysis staff. Select type, draw lettering, lay out material, or perform related duties. Draw or paint graphic material and lettering for use in visual layouts. Generate creative solutions, translate concepts and information into images, incorporate feedback to modify designs, apply design principles, and demonstrate attention to detail. Demonstrate accuracy and thoroughness, look for ways to improve and promote quality, apply feedback to improve performance, and monitor own work to ensure quality.

Will manage Graphic Artists and review their work to ensure that the materials developed conform to government standards. Should have knowledge of word processing software, image development and manipulation software, Internet graphic and image manipulation software, publication quality software, and spreadsheet software.

Levels/Qualifications

Graphic Artist — Bachelor's degree plus 4 years experience

Graphic Artist, Mid — Bachelor's degree plus 6 years experience

Graphic Artist, Senior — Bachelor's degree plus 7 years experience

Graphic Artist, Lead — Bachelor's degree plus 9 years experience

Professional Business Specialist

Description

Serve as the business process expert in organizations and project teams. Perform a variety of business management, contract, and finance tasks. Responsible for detailed financial and administrative activities, such as budgeting, reporting, estimating, analysis, etc. Perform cost/schedule variance analysis and provide resulting recommendations. Analyze estimates of service, material, equipment, and production costs. Review performance requirements, ensuring contracts are in accordance with legal requirements and customer specifications. May assist in developing and monitoring funding plans. May also perform market research, identify business opportunities, create long-range business plans, assist with acquisition planning, and conduct cost/benefit tradeoff activities. May act as liaison with customer agencies and offices. May supervise a team of professional business specialists.

Levels/Qualifications

Professional Business Specialist I — Bachelor's degree

Professional Business Specialist II — Bachelor's degree plus 2 years experience

Professional Business Specialist III — Bachelor's degree plus 5 years experience

Professional Business Specialist IV — Bachelor's degree plus 7 years experience

Professional Business Specialist VI — Bachelor's degree plus 11 years experience

Professional Business Specialist VII — Bachelor's degree plus 15 years experience

Programming Analyst

Description

Work with clients and business analysts to conceptualize, design, and deliver software applications for business management needs. Such business management needs may include project management support, surveys, collaboration, and decision support. Analyze, evaluate, and translate business requirements into detailed system/program requirements. Provide alternatives, recommendations, and assistance to managers involved in the development and integration of business information. Participate in system requirement and design walkthrough sessions with customers.

Candidate must understand computer programming, analysis, and design at various degrees. Must also know how to design software and implement databases. Write specifications, work statements, and proposals. Design and develop documentation of data requirements. Provide methodologies for evaluating moderately complex tasks. Write program documentation and user operation guidelines. Assist users to resolve operations problems; may provide technical assistance to users. Provide technical assistance to lower-level programmers.

Levels/Qualifications

Programming Analyst III — Bachelor's degree plus 5 years experience

Senior Programming Analyst — Bachelor's degree plus 8 years experience

Lead Programming Analyst — Bachelor's degree plus 10 years experience

Quality Analyst

Description

Serve as quality control and compliance expert on project teams. Perform quality assurance efforts: maintain quality records, perform quality audits, and maintain quality assurance standards to meet evolving business and client quality requirements. Report independently of line management for functions being audited or where inspections are performed. Develop designs and adapt and/or implement quality assurance programs for projects/programs, which may include, but is not limited to, assessments, inspections, evaluations, and certifications. Define and develop quality standards for receiving in-process and final inspection and review and evaluate any rejections, implementing corrective action as needed. Interface with customers, vendors, and various company departments to resolve quality problems. Conduct and assist with benchmarking and surveys. Provide management with feedback on inspection and test trends, returns, and vendor performance. May conduct quality assurance training. May supervise assistants when required.

Levels/Qualifications

Quality Analyst I — Bachelor's degree plus 2 years experience

Quality Analyst II — Bachelor's degree plus 4 years experience

Quality Analyst III — Bachelor's degree plus 6 years experience

Event Planner

Description

Responsible for assisting with the development of research and analysis facilitation through the planning and management of various events. Candidate must develop, prioritize, and implement tactical project plans related to facilitation activities. Negotiate contracts and maintain relationships with preferred vendors. Compile estimated cost models, submit final budgets, track budget statistics, and prepare management reports. Make space reservations for events and coordinate shipping of event materials, set-up, and staffing. Negotiate group air and hotel contracts for event staffers and attendees, meeting approved budgets. Manage event schedules, organize materials, review itineraries, and book venues and services. Assist in the creation of internal and external informational materials. Coordinate registration and payment procedures, promotional mailings, and sponsorship activities. Organize required catering services and room and communication equipment set-up. Manage onsite staffing and registration. Determine appropriate responses to problems and emergencies. Provide project status updates. Should have knowledge of word processing software, spreadsheet software, project management software, Internet, and database software.

Levels/Qualifications

Event Planner — Bachelor's degree plus 2 years experience

Research Analyst

Description

Conduct market research and assist in writing reports, white papers, business correspondence, and procedure manuals in support of business planning and objectives. Help plan and deliver strategic reviews and business evaluations. Conduct surveys and focus groups to analyze customer patterns, preferences, and related data. Identify data sources, gather data, and provide results that can be used as inputs to the production of analyses, reports, newsletters, or other publications. Effectively present information and respond to inquiries from managers, customers, and the general public. Must communicate effectively. Must possess the ability to read, analyze, and interpret general business periodicals, professional journals and reports, technical procedures, and/or governmental regulations.

Levels/Qualifications

Research Associate — Bachelor's degree

Research Analyst — Bachelor's degree plus 3 years experience

Senior Research Analyst — Bachelor's degree plus 5 years experience

Lead Research Analyst — Bachelor's degree plus 7 years experience

Training Specialist

Description

Develop and deliver training in business environments, including—but not limited to—business process training, business systems training, and organizational best practices and orientation trainings. Responsible for developing, implementing, and conducting courses relating to various business functional areas as required. Analyze training requirements and objectives and identify appropriate and specific training equipment, material, methods, and media. Coordinate the maintenance and development of training material as necessary. May conduct complex courses from start to finish or assist other instructors and lower-level trainers in the classroom. May assist in the development and establishment of the course content and objectives and conduct training sessions, presenting information, directing structured learning experiences, and managing group discussions. Focus is on specific areas of functional knowledge, or on-the-job capabilities needed for particular positions.

Levels/Qualifications

Training Specialist I — Bachelor's degree

Training Specialist II — Bachelor's degree plus 2 years experience

Training Specialist III — Bachelor's degree plus 5 years experience

Blanket Purchase Agreement

In accordance with [Federal Acquisition Regulation \(FAR\) 8.405-3](#), ordering activities may establish Blanket Purchase Agreements (BPAs) under any GSA Schedule contract. [GSA](#)

[Schedules](#) simplify the filling of recurring needs for supplies and services, while leveraging ordering activities' buying power by taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

To [establish BPAs](#), ordering activities evaluate different contractors on Schedule for a particular category of supply or service, then establish an ongoing agreement for repetitive [orders](#) from the selected contractor. The agreement between ordering activity and Schedule contractor will generally look like this [sample BPA format](#) [Word, 27K].

Benefits and Advantages of BPAs

BPAs offer an excellent option for federal agencies and Schedule contractors alike, providing convenience, efficiency, and reduced costs. Contractual terms and conditions are contained in GSA Schedule contracts and are not to be re-negotiated for GSA Schedule BPAs. Therefore, as a purchasing option, BPAs eliminate such contracting and open market costs as the search for sources, the need to prepare solicitations, and the requirement to synopsise the acquisition.

BPAs also:

- Provide opportunities to negotiate improved discounts;
- Satisfy recurring requirements;
- Reduce administrative costs by eliminating repetitive acquisition efforts;
- Permit ordering activities to leverage buying power through volume purchasing;
- Enable ordering activities streamlined ordering procedures;
- Permit ordering activities to incorporate [Contractor Team Arrangements \(CTAs\)](#)
- Reduce procurement lead time; and
- Permit ordering activities the ability to incorporate terms and conditions not in conflict with the underlying contract.

A BPA can be set up for field offices across the nation, thus allowing them to participate in a customer's BPA and place orders directly with GSA Schedule contractors. In doing so, the entire agency reaps the benefits of additional discounts negotiated into the BPA.

A multi-agency BPA is also permitted if the BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

For More Information

The [BPA Frequently Asked Questions Web page](#) provides a variety of information regarding the use of BPAs under GSA Schedule contracts. Further related pages on the GSA site include:

- [Establishment of BPAs](#);
- [Ordering from BPAs](#); and
- [Documentation](#).

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 _____ (Contractor) _____ 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 Blanket Purchase Agreements (BPAs) eliminate contracting and open market costs, such as: the search for sources; the development of technical documents and solicitations; and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Subpart 9.6.

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

Signatures:

AGENCY DATE

CONTRACTOR DATE

BPA Number _____

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

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

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

| ITEM (Model/Part Number or Type of Service) | 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, paper, or oral communications.

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

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;

- (d) Model Number or National Stock Number (NSN);
- (e) Task/Delivery Order Number;
- (f) Date of Purchase;
- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show the information); and
- (h) Date of Shipment.

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

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

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