

**General Services Administration (GSA)
Federal Acquisition Service Authorized Federal
Supply Schedule, Price List and Catalog**

**MANAGEMENT, ORGANIZATIONAL and BUSINESS
IMPROVEMENT SERVICES (MOBIS)
FSC Group 874**

Contract Number: GS-10F-0103J



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<p style="text-align: center;"> Contract Period: Basic: May 15, 1999 through May 14, 2004; Option 1: May 15, 2004 through May 14, 2009; Option 2: May 15, 2009 through May 14, 2014; Option 3: May 15, 2015 through May 14, 2019 Price list as of May 15, 2014</p>	
<p>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 <i>GSA Advantage!</i>TM, a menu-driven database system. The Internet address for <i>GSA Advantage!</i>TM is http://www.fss.gsa.gov.</p>	



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Introduction

The services to be provided under this Management, Organizational, and Business Improvement Services (MOBIS) schedule include a broad range of consulting, facilitation, project management, survey, and training support to improve plans, policies, practices, processes, and procedures. The emphasis of the services to be provided under MOBIS is oriented towards promoting efficiencies and productivity enhancements through reinvention, re-engineering, planning and analysis, improved skill-set development, facilitation of change, and implementation of practical quality and business applications.

VSE Corporation offers an extensive team of professional consultants who are accessible through its MOBIS schedule. These consultants are expert in meeting the challenges of today’s business environment and offering innovative and creative solutions for tomorrow through exceptional leadership and authoritative expertise. VSE Corporation and its subsidiaries possess diverse capabilities. We also offer supplemental and confluent business assessment, management planning and reinvention expertise through our teaming partner, Liberty Systems. We offer time-tested off-the-shelf training courses as well as custom-designed training programs which use formal classroom or less-formal workshop settings. This training provides a catalyst for understanding, accepting, and promoting change by individual employees and within the overall business environment.

VSE Corporation had many of its operating and administrative divisions ISO 9001:1994 registered in January 1999. While all VSE operating divisions are not currently registered, all divisions are working towards their registration and all follow the same procedures that supported the registration. We are listed in the ISO 9001 - Lloyd’s Register Quality Assurance which is accredited by the National Accreditation of Certification Bodies.

1a. Table of Awarded Special Item Numbers. The following table identifies the schedule of items, by Special Item Number (SIN), that are available through this MOBIS schedule. Each SIN has been cross-referenced to the page where pricing information and catalog descriptions are located in this schedule.

SIN	Description	Schedule of Items Page No.	Price List Information Page No.
874-1	Integrated Consulting Service	5	30
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internship	5	32
874-5	Ancillary Supplies and/or Services	6	34
874-6	Acquisition Management Support	6	30
874-7	Integrated Business Program Support Services	6	30

1b. Identification of Lowest Unit Price. Prices shown in our price lists herein are the lowest unit price offered. There is no differentiation in pricing between geographic locations.



2. **Maximum Order.** Orders that exceed \$1,000,000 may be accepted or returned within 5 days from receipt with a written notice stating reason for non-acceptance. An ordering activity may seek a price reduction for an order that exceeds the maximum order amount of \$1,000,000.
3. **Minimum Order.** The minimum dollar value of orders to be issued is \$100.
4. **Geographic Coverage.** The geographic coverage of this contract encompasses the 48 contiguous states, the District of Columbia, Alaska, Hawaii, and Puerto Rico. In addition, coverage may also include any country in which trade is not prohibited by the United States Government, subject to negotiation on an individual task order basis.
5. **Discount From Price List.** Prices shown on the Price List provided herein are net prices. Basic discounts have been deducted. Orders for services provided on-site using 100% Government furnished facilities are eligible to receive a 20% discount off the published prices.
6. **Quantity Discounts.** None offered.
7. **Prompt Payment Terms.** Prompt payment terms are 0%, net 30 days from date of invoice.
8. **Government Credit Cards.** All Government purchase/credit cards are accepted.
9. **Foreign Items.** None offered.
10. **Time of Delivery.** Specific delivery time(s) will be established for individual task orders and approximated at 30 days from receipt of an order.
11. **Expedited Delivery.** Expedited delivery is negotiated on a case-by-case basis.
12. **Overnight and 2-Day Delivery.** Overnight and two-day deliveries for all items contained in all SINs (874-1 through 874-5) will be arranged as negotiated on a case-by-case basis.
13. **Urgent Requirements.** Every effort will be made to respond within specified times to fulfill urgent requirements. Specific response times will be negotiated on a case-by-case basis.
14. **F.O.B. Points.** All deliveries are made F.O.B. destination unless otherwise negotiated and indicated in Blanket Purchase Agreements (BPAs) or individual task orders.
15. **Ordering Address:**

VSE Corporation
6348 Walker Lane
Alexandria, VA 22310
Toll Free Ordering Desk: (877) 456-7479
16. **Payment Addresses:**

(EFT Address)
Citizen Bank of Pennsylvania
Routing Transfer Number: 036076150
VSE Depositor Account No.:6202211036

(Postal Address)



W8355 VSE Corporation
P.O. Box 7777
Philadelphia PA 19175-8355

17. **Warranty Provision.** No commercial warranty is offered.
18. **Terms and Conditions of Government Purchase Card Acceptance.** Purchase/credit cards are accepted at all authorized monetary levels by authorized Government Representatives.
19. **Terms and Conditions for Other Services.** Training courses offered under SIN 874-4 are provided by qualified instructors at the location of record where the instructor is assigned. Training at other locations is available, but is subject to applicable time and long distance travel expenses. Other direct charge (ODC) items necessary to perform the services required under MOBIS are authorized and reimbursed at cost (no fee).
20. **List of Service Distribution Points.** See Appendix A for specific office locations.
21. **Year 2000 (Y2K) Compliance:** All products and services offered under this schedule are Y2K compliant.
22. **Environmental Attributes.** Wherever possible, electronic media or recycled paper products will be used in the preparation of deliverable products.
23. **Blanket Purchase Agreement (BPA).** The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. The MOBIS Schedule contract contains all necessary BPA provisions. Government ordering offices may use BPAs to establish accounts with VSE to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times. Additional information and a sample BPA are provided as Appendix B.
24. **Price Reductions.** There may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule supply or service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements may offer the ordering office the opportunity to secure greater discounts. While not all requirements are subject to further price reductions, there are special circumstances where schedule users or individual agencies may be offered additional price reductions.
25. **Contractor Team Arrangements.** "Contractor Team Arrangements" (see FAR 9.6) can be used to provide complete and comprehensive solutions when responding to customer agency requirements. This offers maximum flexibility and allows innovative acquisition methods when using Federal Supply Schedules. VSE Corporation utilizes "Contractor Team Arrangements" as value-added and complementary capabilities to provide customer agencies with the best possible support. For additional information on the use of "Contractor Team Arrangements," please contact VSE GSA toll free at (877) 456-7479.
26. **Ordering Information.** To place an order, contact the VSE GSA toll free order desk at (877) 456-7479. We will be glad to walk you through the simplified acquisition process made easy by



GSA. Please also use this number for discussions on MOBIS contract scope, task characteristics, capabilities, team arrangements, BPAs, schedule and/or delivery.

- 27. Other Direct Costs (ODCs).** In accordance with the applicable Disclosure Statement, any Other Direct Costs incurred would be billed to include applicable indirect costs such as General & Administrative (G&A) and/or Material/Handling (M&H) costs.
- 28. SCA Matrix.** The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA 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 Eligible Category	SCA Equivalent Code-Title	SCA Wage Determination Number
Admin Assistant	01020-Administrative Assistant	2005-2103 Rev. #13
Technical Writer	30461 – Technical Writer	2005-2103 Rev. #13
Research Analyst I- II	01270 – Production Control Clerk	2005-2103 Rev. #13
Data Entry Operator I-II	0151-52, Data Entry I-II	2005-2103 Rev. #13
Data Technician I-II	01112-01113, General Clerk II-III	2005-2103 Rev. #13
Technical Intern	01111- General Clerk I	2005-2103 Rev. #13
Technical Support I- II	01410 – Supply Technician	2005-2103 Rev. #13



Attachment 1
**SCHEDULE OF ITEMS
BY SPECIAL ITEM NUMBER (SIN)**

SIN 874-1: Integrated Consulting Service

Labor Category Title

- Program Director I
- Program Director II
- Program Manager
- Sr. Organizational Transformation Consultant
- Sr. Curriculum Development/Presentation Consultant
- Sr. Technical Staff I
- Sr. Technical Staff II
- Sr. Technical Staff III
- Sr. Consultant
- Consultant
- Associate I
- Associate II
- Sr. Administrator
- Administrator
- Program Analyst
- Systems Engineer
- Systems Analyst
- Business Applications Specialist
- Sr. Logistics Management Specialist
- Logistics Management Specialist I
- Logistics Management Specialist II
- Educational/Training Specialist
- Analyst I
- Analyst II
- Administrative Assistant
- Technical Writer
- Research Analyst I
- Research Analyst II
- Data Technician I
- Data Technician II
- Technical Support I
- Technical Support II
- Technical Intern

SIN 874-4: Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internship

Training Course Title

- Mission and Vision Training Workshop
- Management Transformation Program Training
- Strategic Planning Training Workshop
- Team Building Training Workshop
- Understanding the Human Factors of Change Management Training
- Awareness and Certification Process of ISO 9000 (Workshop)
- Six Sigma Green Belt Workshop
- Six Sigma Black Belt Workshop
 - Six Sigma Black Belt Workshop - Phase I
 - Six Sigma Black Belt Workshop - Phase II
- Six Sigma Lean Enterprise Executive Champion Workshop
- Six Sigma Lean Enterprise Green Belt Workshop (Green Belt Plus Parts 1 & 2)
- Six Sigma Lean Enterprise Black Belt Workshop
 - Six Sigma Lean Enterprise Black Belt Workshop – Part 1
 - Six Sigma Lean Enterprise Black Belt Workshop – Part 2
- Introduction to Project Management
- Introduction to Probability & Statistics Workshop
- Probability and Statistics for Engineers and Scientists Workshop
- Introduction to Reliability Engineering



SIN 874-5: Ancillary Supplies and/or Services

Other Related Support Items

- Video Tape
- Training Manual
- Transparencies

SIN 874-6 : Acquisition Management Support

Labor Category Title

- Program Director I
- Program Director II
- Program Manager
- Sr. Organizational Transformation Consultant
- Sr. Curriculum Development/Presentation Consultant
- Sr. Technical Staff I
- Sr. Technical Staff II
- Sr. Technical Staff III
- Sr. Consultant
- Associate I
- Associate II
- Facilitator
- Organizational Performance Analyst
- Sr. Administrator
- Administrator
- Program Analyst
- Systems Engineer
- Consultant
- Systems Analyst
- Business Applications Specialist
- Sr. Logistics Management Specialist
- Logistics Management Specialist I
- Logistics Management Specialist II
- Educational/Training Specialist
- Analyst I
- Analyst II
- Administrative Assistant
- Technical Writer
- Research Analyst I
- Research Analyst II
- Data Technician I
- Data Technician II
- Technical Support I
- Technical Support II
- Technical Intern

SIN 874-7: Integrated Business Program Support Services

Labor Category Title

- Program Director I
- Program Director II
- Program Manager
- Sr. Organizational Transformation Consultant
- Sr. Curriculum Development/Presentation Consultant
- Sr. Technical Staff I
- Sr. Technical Staff II
- Sr. Technical Staff III
- Sr. Consultant
- Consultant
- Associate I
- Associate II
- Facilitator
- Organizational Performance Analyst
- Sr. Administrator
- Administrator
- Program Analyst
- Systems Engineer
- Systems Analyst
- Business Applications Specialist
- Sr. Logistics Management Specialist
- Logistics Management Specialist I
- Logistics Management Specialist II
- Educational/Training Specialist
- Analyst I
- Analyst II
- Administrative Assistant
- Technical Writer
- Research Analyst I
- Research Analyst II
- Data Technician I
- Data Technician II
- Technical Support I
- Technical Support II
- Technical Intern

MOBIS LABOR CATEGORY DESCRIPTIONS



Title: Program Director

Functional Responsibility: Strategically plans and organizes resources to accomplish management, organizational, and business improvement services (MOBIS). Provides senior-level management in coordination of MOBIS efforts with agency executive and senior level managers. Provides senior-level consultant services to address complex management, organizational, and business issues to develop reinvention strategies, organizational realignments, and productivity enhancements. Provides expert policy guidance, advice, and planning. Assesses and proposes policy changes. Provides leadership in government and industry meetings,

briefings, and forums to facilitate exchange of ideas and concepts. Addresses issues of concern such as downsizing, restructuring, outsourcing, and privatization. Provides facilitation services to promote total quality management and leadership.

Minimum Education – Minimum/General Experience: A graduate degree in administration, management, science, or engineering and ten years' experience in senior executive level management positions in government or industry; or a Bachelor's degree in administration, business, science, or engineering, and fifteen years' experience in senior executive level management positions in government or industry. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level	Minimum Education	Minimum Experience
Program Director I	Master's degree	10 years
Program Director II	Bachelor's degree	15 years

Title: Program Manager

Functional Responsibility: Performs organizational assessments and develops plans for focusing and implementing reinvention strategies. Has experience in developing downsizing approaches and procedures. Assists in identifying candidates for outsourcing and privatization while refocusing on core mission objectives. Prepares mission and vision statements, plans, and related doctrine to guide efforts toward implementation. Coordinates efforts and provides leadership in government and industry meetings. Provides internal planning, guidance, and management structure for tracking accomplishment of work assigned.

Minimum Education – Minimum/General Experience: A graduate degree in administration, business, engineering, or science and six years of relevant experience.



Title: Sr. Organizational Transformation Consultant

Functional Responsibility: Designs and implements complex organizational change which addresses strategic, structural, process and behavioral factors. Develops strategic plans, business plans, organizational assessments, cultural change programs and business process improvements. Assists governmental agencies in implementing the Government Performance and Results Act in strategic planning and the executive order directed toward labor management partnerships.



Minimum Education – Minimum/General Experience: A graduate degree in business administration and ten years of relevant experience.

Title: Sr. Curriculum Development and Presentation Consultant

Functional Responsibility: Designs and presents complex training programs which addresses strategic, structural, process, and behavioral factors. Develops customized training courses for strategic plans, business plans, organizational assessments, cultural change programs, and business process improvements. Develops and presents executive leadership training programs based on advanced business management precepts.

Minimum Education – Minimum/General Experience: A graduate degree in business administration and five years of relevant experience.

Title: Senior Technical Staff

Functional Responsibility: Demonstrates familiarity with program product, and project financial and management principles. Knowledgeable in technology development and application, project execution, evaluation and planning, process engineering and technology transfer. Must be recognized in industry as having expertise in the business or engineering area of endeavor. Shall possess general experience with one or more of the following: contract and personnel management, client interaction, product development/management, budget and resource management, performance-based contracting, workforce skills assessment, or metrics/performance accountability.

Minimum Education – Minimum/ General Experience: An undergraduate degree in engineering, science, management, economics, or communications and general business or engineering experience. A graduate degree may be substituted for two years of experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level	Minimum Education	Minimum Experience
Senior Technical Staff I	Bachelor's degree	14 years
Senior Technical Staff II	Bachelor's degree	12 years
Senior Technical Staff III	Bachelor's degree	10 years

Title: Sr. Consultant

Functional Responsibility: Designs, facilitates, and implements complex organizational change that addresses strategic, structural, process, and behavioral factors. Develops strategic plans, business plans, organizational assessments, cultural change programs, and business process improvements. Assists governmental agencies in implementing the Government Performance and Results Act in strategic planning and the executive order directed towards labor-management partnership. Provides leadership in government and industry meetings, briefings, and forums to facilitate the exchange of ideas and concepts. Develops benchmarks, baselines, and metrics.

Minimum Education – Minimum/General Experience: A graduate degree in organizational development, administration, business, engineering, or science and six years of relevant experience



Title: Consultant

Functional Responsibility: Performs studies and reviews of management and organizational structures to evaluate performance relative to business objectives. Advises and provides facilitation services relative to business strategies and realignment issues to focus on most beneficial objectives. Provides strategic advice and plans for systematic downsizing, outsourcing, and privatization. Addresses issues affecting management and workforce to improve productivity while reengineering the organization. Provides assistance in the evaluation, auditor service, and implementation support of quality standards to achieve certification. Provides

leadership in government and industry meetings, briefings, and forums to facilitate in the exchange of ideas and concepts.

Minimum Education – Minimum/General Experience: A graduate degree in administration, business, engineering, or science and four years of relevant experience; or an undergraduate degree in same and ten years of relevant experience.

Title: Associate

Functional Responsibility: Facilitates management, functional, business process, and procedural assessments to identify candidate areas for reengineering, realignment, or improvement considering quality, efficiency, and effectiveness. This may involve management, technical, engineering, communications, manufacturing, and/or production and include administrative, financial, and/or operational aspects of a government or industry enterprise. Performs engineering, technical and/or process analyses, documenting current state and designing future state performance criteria. Demonstrates strong knowledge of technology development and application, project execution, evaluation and planning, process reengineering, and/or technology transfer specific to one or more of the following: energy efficient technologies, alternate and advanced power, electronic or mechanical technology development, facility planning and design, environmental technologies; advanced fossil fuels recovery, development, and use; environmental restoration; waste management technologies; nuclear strategic processes; and other general technology-driven areas.

Minimum Education – Minimum/General Experience: An undergraduate degree in engineering, science, business, economics, computer science, communications, or in the arts. A graduate-level degree may be substituted for two years of experience. The degree of competency and depth of capability increases according to the minimum education and experience required for each level offered.

Title/Level	Minimum Education	Minimum Experience
Associate I	Bachelor's degree	8 years
Associate II	Bachelor's degree	6 years

Title: Facilitator

Functional Responsibility: Plans, evaluates, and conducts facilitated meetings between executive-level industrial decision makers, and government leaders and program managers. Specifies consensus decision techniques, determines agenda and goals in coordination with sponsor. In addition, identifies appropriate number and technical/management level attendees; selects and, if necessary, trains other facilitator staff; directs preparation of materials and meeting objectives; communicates issues and problems; and works to identify consensus solutions between government and industry representatives. Documents results and provides direction and advice to all levels of personnel involved in the process.

Minimum Education – Minimum/General Experience: A graduate degree and formal training in facilitating techniques and six years of relevant experience.

Title: Organizational Performance Analyst

Functional Responsibility: Reviews, analyzes and develops data and information for application to organizations, management teams, and leaders. The information is used to provide organizational assessments; prepare data and materials to construct customized workshop and training exercises; develop individual and team work-style preferences and reports; and develop customized organizational development, planning and team-building tools. Support includes management and assistance in the development and preparation of information for final reports, briefings and presentations.

Minimum Education – Minimum/General Experience: An undergraduate degree in business administration and five years of relevant experience.

Title: Sr. Administrator

Functional Responsibility: Reviews and develops recommendations to public policies and procedures for application of government reinvention initiatives to improve customer service, develop measurable benchmarks, and streamline administrative processes and procedures. Support will include expert public administration advice, guidance, and consultation. Will provide leadership at open government and industry forums and briefings to facilitate the exchange of ideas and concepts, as well as program status.

Minimum Education – Minimum/General Experience: A graduate degree in administration, management, or science and six years of relevant experience.

Title: Administrator

Functional Responsibility: Reviews and develops recommendations to public policies and procedures for application of government reinvention initiatives to improve customer service, develop measurable benchmarks, and streamline administrative processes and procedures. Support includes expert public administration advice, guidance, and consultation. Provides participation in open government and industry forums and briefings to facilitate the exchange of ideas and concepts, as well as program status.

Minimum Education – Minimum/General Experience: An undergraduate degree in administration, management, or science and four years of relevant experience.

Title: Program Analyst

Functional Responsibility: Develops program performance metrics and techniques for documenting and projecting future performance of individual program elements and broader agency sub-components. Implements measurement techniques based on engineering benefit/cost fundamentals including financial analysis of decisions, effects of policy and program alternatives on financial attractiveness of options, and behavioral science. Develops systems for management of quality metric data acquisition, and analyzes performance (both retrospectively and prospectively) against specific measures related to program goals and objectives.

Minimum Education – Minimum/General Experience: A graduate degree in science or art, and a minimum of four years of relevant experience.



Title: Systems Engineer

Functional Responsibility: Performs engineering evaluations from a systems perspective. Provides an engineering specialty service such as aerospace, chemical, electronic, electrical, environmental, industrial, mechanical, or nuclear to assess methods and techniques employed to identify hardware/software process and/or procedural problems unique to a particular engineering discipline or across a combination of engineering disciplines.



Performs quality program assessments to develop recommendations for eliminating systemic problems that affect productivity, reliability, quality of product or service, and overall customer satisfaction.

Minimum Education – Minimum/General Experience: An undergraduate degree in engineering, science, or business, and six years of relevant experience.

Title: Systems Analyst

Functional Responsibility: Provides analytical support in the assessment of employed or proposed systems. Develops benchmarks for measuring system and sub-component performance. Performs “what if” and cause-and-effects analyses. Performs research to identify dysfunctional systems and offers innovative solutions for practical applications of commercial-off-the-shelf (COTS) or customized products to promote productivity enhancements. Creates databases from retrospective and prospective data and information to assist in system analysis efforts.

Minimum Education – Minimum/General Experience: An undergraduate degree in business, science, or engineering and four years of relevant experience.

Title: Business Applications Specialist

Functional Responsibility: Performs studies and analyses to develop improvements to management, organization, and business applications for the advancement of quality and efficiency enhancements through reengineering techniques. Evaluates and assesses business applications for practicality and efficiency, and provides recommendations on areas where productivity improvements can be achieved. Participates in government and industry forums and briefings to facilitate discussions on topics such as common use of business applications between among various agencies.

Minimum Education – Minimum/General Experience: An undergraduate degree in business, administration, science, or engineering and four years of relevant experience.

Title: Logistics Management Specialist

Functional Responsibility: Performs comprehensive studies and analyses of logistics systems and planning. Performs process and procedural reviews; provides support in the definition of logistics systems; models, simulates and evaluates logistics pipelines; and provides in-depth reports on achievable quality and productivity enhancements. Studies management and organizational relationships and provides advice on implementation strategies for outsourcing, privatization, and optimization. Participates in logistics forums and provides facilitation services between government departments, agencies, and industry.

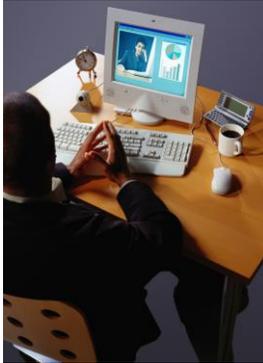
Minimum Education – Minimum/General Experience: An undergraduate degree in business or science and relevant experience.

Title/Level	Minimum Education	Minimum Experience
Sr. Logistics Management Specialist	Bachelor's degree	10 years
Logistics Management Specialist I	Bachelor's degree	6 years
Logistics Management Specialist II	Bachelor's degree	4 years

Title: Educational/Training Specialist

Functional Responsibility: Prepares educational and instructional course materials such as outlines, instructor’s guides, student workbooks, instructional presentation media, test booklets, and survey forms. Develops interactive courseware content and coordinates courseware automation. Provides instruction to individuals, teams, and groups on selected subject matter.

Minimum Education – Minimum/General Experience: A graduate degree in art, science, business administration, education, or counseling and four years of relevant experience.



Title: Analyst

Functional Responsibility: Reviews and evaluates data and information from databases and computer-generated documents/reports. Knowledgeable of techniques for conducting research, review, and process analysis associated with technical, financial, and management-related functions. Skilled at working with computer-generated reports and extracting data from databases to develop and generate information and summary data; capable of generating process flow charts to support such activities as management, engineering and technical evaluations; able to perform management and financial record keeping, tracking, and reporting and validation of information in source documentation.

Minimum Education – Minimum/General Experience: A two-year degree is required. The degree of competency and depth of capability increases according to the minimum education and experience required for each position offered.

Title/Level	Minimum Education	Minimum Experience
Analyst I	Associate’s degree	4 years
Analyst II	Associate’s degree	2 years

Title: Administrative Assistant

Functional Responsibility: Supports managers, engineers, or technicians in the administrative duties associated with accomplishing work assigned in civil, chemical, electronics, and/or mechanical disciplines. Must have an equivalent of at least two years of secretarial training or technical school and the ability to perform rudimentary spreadsheet and database entry and report generation. This labor category is only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead.

Minimum Education – Minimum/General Experience: High school diploma and technical training, preferably with a technical school, is required.

Title: Technical Writer

Functional Responsibility: Collects technical data and information and prepares customized reports, technical documentation, training materials, presentation materials, process flow charts, procedural data, and meeting/briefing agendas, minutes, and action items. Provides editorial and quality assurance support for documents, data, training materials, and reports generated to support MOBIS.

Minimum Education – Minimum/General Experience: An undergraduate degree in art or science and two years of relevant experience.

Title: Statistician

Functional Responsibility: Performs empirical quantitative analysis to study business, management, organizational, and workforce behavior. Develops empirical tests such as goodness of fit, inferences of central tendency or dispersion, general distribution, association analysis, and randomness or trend. Data samples will be subjected to hypothesis testing to determine behavioral patterns and evaluate management and organizational tendencies. Data collection will result from identification of investigation to be conducted and theoretical approach to be used to describe empirical phenomena. Designs tests; performs hypothesis testing; and provides statistical inferences to support evaluation of business, management, and organizational attributes. Performs workforce skills assessment based on practiced and hypothetical scenarios. Establishes baselines and benchmarks for evaluation purposes. Performs quality related statistical process control through collection and testing of quality related data to determine the degree of success of the quality program. Identifies areas of concern and makes recommendations on opportunities for productivity improvements. Also performs cost/benefits analysis, life cycle cost analysis, and other related analyses.

Minimum Education – Minimum/General Experience: An undergraduate degree in business, engineering, math, or science and four years of relevant experience.

Title: Research Analyst

Functional Responsibility: Performs basic research and analysis to support management, organizational, and business improvement efforts. Prepares survey forms and conducts survey interviews. Compiles data, develops trend information, and prepares data and documentation to support report and presentation preparation.

Minimum Education – Minimum/General Experience: Two-year degree required for Research Analyst I. Two-year degree preferred but not required for Research Analyst II and relevant experience.

Title/Level	Minimum Education	Minimum Experience
Research Analyst I	Associate's degree	1 year
Research Analyst II	High school diploma	2 years

Title: Data Technician

Functional Responsibility: Performs basic and complex data research and analysis to support management, engineering, and technical projects. Prepares data formats, collects and enters data into spreadsheets, and compiles data to develop and produce reports, information, data and documentation.

Minimum Education – Minimum/General Experience: Two-year college degree.

Title/Level	Minimum Education	Minimum Experience
Data Technician I	Associate's degree	3 years
Data Technician II	Associate's degree	2 years



Title: Technical Support

Functional Responsibility: Provides word processing, data entry, drafting, reproduction, and clerk support services to fulfill the technical preparation and delivery of documentation and data needed to support MOBIS professional and technical support personnel in the accomplishment of tasks assigned.

Minimum Education – Minimum/General Experience: High school diploma and technical school for functional area of support and relevant experience.

Title/Level	Minimum Education	Minimum Experience
Technical Support I	High school diploma	4 years
Technical Support II	High school diploma	2 years

Title: Technical Intern

Functional Responsibility: Provides basic research, data entry, reproduction, and/or clerk support services to assist in preparation and delivery of technical materials and documentation to support MOBIS professional and technical support personnel in the accomplishment of tasks assigned. This labor category is only used for task order services that go beyond typical overhead services that are done in the normal course of business. Federal agencies will not be charged for services that are considered to be company overhead.

Minimum Education – Minimum/General Experience: High school diploma and general business experience.

Title/Level	Minimum Education	Minimum Experience
Director of Enterprise Excellence	Bachelor's degree	20 years
Program Manager Enterprise Excellence	Bachelor's degree	10 years
Sr. Lean Six Sigma Master Black Belt	Bachelor's degree	10 years
Lean Six Sigma Master Black Belt	Bachelor's degree	6 years

Title: Director Enterprise Excellence

Functional Responsibility: Directors are integral members of the VSE corporate staff with significant industry; program management and leadership experience who provide top level management, consultation and facilitation services. They manage teams of Lean Six Sigma Master Black Belts, Quality Management professionals, engineers and organization development experts providing consulting services for the integrated deployment of Quality Management Systems, Design for Lean Six Sigma and Lean Six Sigma (Enterprise Excellence) across complex and diverse enterprises.

Directors Enterprise Excellence are Senior Lean Six Sigma Master Black Belts with practical applications experience in Quality Management Systems, Design for Lean Six Sigma, systems engineering and the application of the Lean Six Sigma methodologies and tools. Additionally, directors have the teaming and facilitation skills to lead high level meetings at the executive level. Directors design, develop, implement and manage the deployment of Quality Management Systems,

Design for Lean Six Sigma and Lean Six Sigma at the enterprise level. Primarily responsible for guiding major organizations through the change management, leadership and program implementation necessary for the successful implementation of Enterprise Excellence and Lean Six Sigma.

Minimum Education – Minimum/ General Experience: Bachelor's degree in Engineering, Science or related technical field. Masters of Science or Masters of Business Administration preferred, Minimum of twenty years of experience in multiple business environments with expertise in Lean Six Sigma program design, development and deployment, Certified Lean Six Sigma Master Black Belt with experience managing teams of Lean Six Sigma Master Black Belts. Requires extensive experience counseling and mentoring commercial and government executives to include CEO's, Presidents, Senior Vice Presidents, Senior Executive Service (SES), and Flag level military personnel.

Title: Program Manager Enterprise Excellence

Functional Responsibility: Enterprise Excellence Program Managers are Lean Six Sigma Master Black Belts who lead the design and integrated deployment of Quality Management Systems, Design for Lean Six Sigma and Lean Six Sigma (Enterprise Excellence). Responsibilities include being the primary workshop leader, facilitator and Continuous Process Improvement (CPI) mentor for an organization. They supervise Lean Six Sigma Master Black Belts providing consulting and facilitation services. Enterprise Excellence Program Managers have a demonstrated capability to lead and facilitate teams in Lean Six Sigma programs and projects to successful completion. Enterprise Excellence Program Managers design, develop, implement and manage the implementation of Lean Six Sigma with a specific organization, site or activity, Responsible for the primary training, facilitating, and Continuous Process Improvement (CPI) mentoring responsibilities at the organizational level.

Minimum Education- Minimum/ General Experience: Bachelor's degree in Engineering, Science or related technical field required, Masters of Science or Masters of Business Administration preferred. Enterprise Excellence Program Managers have a minimum of ten years of practical experience in multiple business environments. They are experienced in designing developing and implementing Enterprise Excellence and Lean Six Sigma Programs., and are Certified Lean Six Sigma Master Black Belt with experience supervising teams of Lean Six Sigma Master Black Belts. Requires extensive experience counseling and mentoring, commercial and government executives to include CEO's, Presidents, Senior Vice Presidents, Senior Executive Service (SES), and Flag level military personnel.

Title: Senior Lean Six Sigma Master Black Belt

Functional Responsibility: Senior Lean Six Sigma Master Black Belts are Continuous Process Improvement (CPI) experts that are responsible for the enterprise deployment of CPI. A Senior Lean Six Sigma Master Black Belt's main responsibilities include assisting in the development of the enterprise deployment strategy and guiding the implementation of the strategy. A Senior Lean Six Sigma Master Black Belt also provides training and mentoring of Black Belts and Green Belts, helping to prioritize, select and charter high-impact projects; maintaining the integrity of Lean Six Sigma measurements, improvements and tollgates; and developing, maintaining and revising Lean Six Sigma training materials. Senior Lean Six Sigma Master Black Belts provide overriding guidance for CPI deployment, implementation and training. They develop and mentor Lean Six Sigma Master Black Belts. They provide: Lean Six Sigma Black Belt training, Design for Lean Six Sigma Black Belt Training, Green Belt Technical and Transactional Processes, Executive Champion Training, mentoring and coaching to improvement teams (Integrated Product Teams, IPT, and Continuous Process Improvement). They also lead improvement projects and initiatives.



Minimum Education- Minimum/ General Experience: Bachelor's degree in Engineering, Science or related technical field, Master of Business Administration preferred. Master Black Belts have at least ten years of direct practical CPI experience, completed a Master Black Belt development program and completed multiple Black Belt projects in differing business environments.

Title: Lean Six Sigma Master Black Belt

Functional Responsibility Master Black Belts are Continuous Process Improvement (CPI) experts that are responsible for the implementation of CPI within an organization. A Master Black Belt's main responsibilities include training and mentoring of Black Belts and Green Belts; helping to prioritize, select and charter high-impact projects; maintaining the integrity of Lean Six Sigma measurements, improvements and tollgates; and developing, maintaining and revising Lean Six Sigma training materials. Master Black Belt teach and mentor other Lean Six Sigma facilitators and practitioners the methodologies, tools, and applications in all functions and levels of the Enterprise, and are a resource for utilizing CPI techniques. Master Black Belts provide overriding guidance for CPI implementation and training. They will provide: Lean Six Sigma Black Belt training, Design for Lean Six Sigma Black Belt Training, Green Belt Technical and Transactional Processes, Executive Champion Training, mentoring and coaching to improvement teams (Integrated Product Teams, IPT, and Continuous Process Improvement. Master Black Belts lead the implementation of Enterprise Excellence including Lean, Six Sigma, Quality Management Systems and acquisition of the Voice of the Customer. They are experienced as trainers who have provided training in administrative, manufacturing and engineering environments.

Minimum Education- Minimum/ General Experience: Bachelor's degree in Engineering, Science or related technical field, Master of Business Administration preferred. Master Black Belts have at least six years of direct practical CPI experience, completed a Master Black Belt development program and completed multiple Black Belt projects in differing business environments.



Substitution Criteria

Education Level of Employee	Additional Years of Experience Over and Above Minimum Years of Experience Requirement Listed for Labor Category	Equivalent Education Level
Bachelor's Degree	2	Master's Degree
Associate's Degree	4	Master's Degree
High School Diploma	6	Master's Degree
Associate's Degree	2	Bachelor's Degree
High School Diploma	4	Bachelor's Degree
High School Diploma	2	Associate's Degree

Education Level of Employee	Minimum Education Requirement of Labor Category	Equivalent Years of Experience towards the Minimum Years of Experience Requirement for Labor Category
PhD	Master's Degree	2
PhD	Bachelor's Degree	4
PhD	Associate's Degree	6
PhD	High School Diploma	8
Master's Degree	Bachelor's Degree	2
Master's Degree	Associate's Degree	4
Master's Degree	High School Diploma	6
Bachelor's Degree	Associate's Degree	2
Bachelor's Degree	High School Diploma	4
Associate's Degree	High School Diploma	2

Training Course Descriptions

SIN 874-4 - Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internship.

Education of an empowered team is an inherent requirement for reengineering and reinvention of government efforts. VSE provides training and presentation materials needed to impart the knowledge and skills required by agency executives, managers, and performing members to adequately plan and execute an optimum productivity improvement program. It is likely that existing training packages will have to be tailored to address an agency's unique needs. VSE training furnished under MOBIS may range from "one-on-one" instruction to "one-on-many" (or even "several-on-many") presentations, workshops, or seminars depending on organizational relationships, locations, and prevailing competency levels of respective individuals or groups. Our educational resources are designed to impart, cultivate, or perfect those cognitive, physical, and sensory skills essential to successful quality service, organizational redesign and business process reengineering endeavors. Courses available include:

- **Mission and Vision Training Workshop** - This one-day course is designed to assist participants in establishing, developing, and communicating their organizational purpose, goals, and values. Tailored to the client's needs, this workshop may vary in duration depending on the number of attendees and level of effort required to prepare client-specific documentation. From this workshop, clients will develop revised Mission and Vision statements for their organization. The Mission and Vision Statements serve as a foundation upon which a viable Strategic Plan can be focused and created.
- **Management Transformation Program Training** - This three-day workshop integrates mission, vision, and strategic planning to advocate proactive leadership and management of organizational change. Major elements of the program include:
 - Assessment of organizational priorities and processes;
 - Individual and group behavioral attribute assessment;
 - Customized workshop exercises founded on assessments/analyses;
 - Personal interviews to reveal issues that have become "undiscussable", but are crucial to the organization's development;
 - Organizational Analysis Report - a third-party perspective of the organization's vision, image, key issues, priorities, politics, strengths, weaknesses, and goals; and,
 - Professional post-workshop follow-up monitoring of strategic planning implementation to assure successful transformation progress.
- **Strategic Planning Training Workshop** - This two-day workshop guides an organization's management team through a series of questionnaires, interviews, and instruction sessions which fosters development of a Strategic Plan that ties day-to-day activities to the Mission and Vision Statements in specific terms. This integration of strategic planning, quality management, business process re-engineering, and team building provides for accountability, measurement of progress, managing conflict, and empowering of team members.
- **Team Building Training Workshop** - This two-day workshop is held away from the workplace to create a "safe" environment conducive to opening communications essential to initiating the change process. Participants are groomed in the fundamentals of group dynamics, conflict management, decision-making mechanisms, addressing deviant behavior, designing cultural change, identification of barriers, improving listening skills, team types, and effective team leadership. Activities are

focused on developing teams that can easily communicate on a behavioral level, as well as a business and technical level.

- **Understanding the Human Factors of Change Management Training** - This one-day course provides an integrated series of job and person assessment instruments that examine 10 key work- style characteristics: decision making, leadership style, service to others, task involvement, autonomy, performance feedback, control, people involvement, specialist orientation, and security. A Job- Person Match is used to examine the degree of fit and alignment between an individual's referred work style and required behaviors of their job to explore the possibility of achieving greater job satisfaction and enhanced productivity through realignment. Additional analyses address ways on how to capitalize on person-to- person similarities and differences, and how to establish consensus among key parties prior to commencing a placement effort when implementing reengineering, change management, or program restructuring efforts.

- **Awareness and Certification Process of ISO 9000** - This one-day orientation in a workshop environment surveys the requirements of ISO 9000 and increases the awareness of the requirements for certification. It covers topics such as the reason for becoming a world-class supplier, self- assessment, planning, implementation, documentation, and continuous improvement techniques relative to the services industry. It explains the certification process and what is meant by "say what you do and do what you say."

VSE Corporation Six Sigma-Lean Enterprise Workshops

This memo describes VSE's training program for preparing personnel to become professionals in implementation of Six Sigma and Lean Enterprise for achieving enterprise excellence. The flow diagram shown below describes the sequence of courses that provide the structure for the program. Unless otherwise noted, each course must be successfully completed before enrollment will be allowed in the next course in a vertical sequence. Certification for Executive Champions will be awarded by VSE upon successful completion of the Executive Champion Workshop.

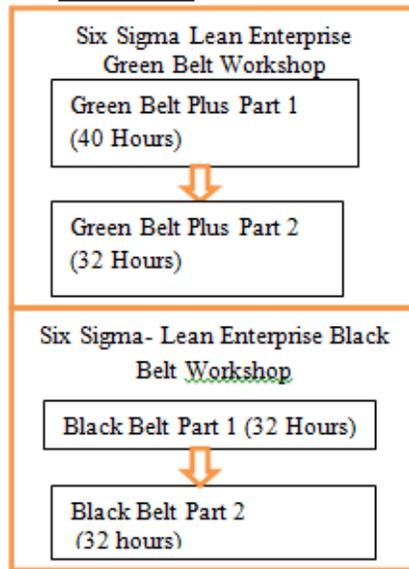
Certifications for Green Belts and Black Belts will be awarded upon completion of the applicable courses and approved work projects. Continuing Education Units (CEUs) are also awarded. This program will allow individuals with little or no knowledge of the Six Sigma or Lean Enterprise tools and methodology to progress through a series of practical hands-on courses that will prepare them to understand Six Sigma-Lean Enterprise concepts and to critically assess and/or implement Six Sigma-Lean Enterprise projects.

The courses, course lengths, and prerequisite sequence (indicated by arrows) for each track are listed below. Supplementary courses are offered to support specialized requirements. Course outlines for each of the courses are attached.

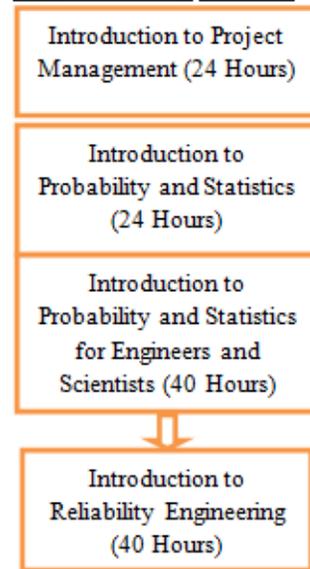
Executive/Management



Practitioner



Supplementary Courses



Six Sigma-Lean Enterprise Green Belt Workshop is performed in two parts separated by approximately 2 weeks. In addition, hands-on consulting assistance is provided to the participants in the development of their projects following completion of Part 2. Similarly, Six Sigma-Lean Enterprise Black Belt Workshop Part 1 and Part 2 are separated by three weeks. Black Belt candidates are provided consulting assistance between Part 1 and Part 2, and after completing Part 2.

Four supplementary courses are offered to support the Six Sigma-Lean Enterprise track. Introduction to Project Management is offered for those engineers, managers, leaders, and other professional personnel that need to develop project management skills. Introduction to Probability and Statistics is designed for non-engineering managers, supervisors, administrators, and other non-technical personnel that need to understand the basic terms, assumptions and applications of statistics and probability for data analysis.

The Probability and Statistics for Engineers and Scientists course is a practical, hands-on workshop for scientists and engineers. This course develops quantitative data analysis skills for engineers, scientists and technical analysts. It is a prerequisite for Reliability Engineering courses. The Introduction to Reliability Engineering course covers basic reliability concepts, reliability prediction tools and risk assessment, designing and executing reliability tests, and analyzing experimental and field data.

Six Sigma-Lean Enterprise Executive Champion Workshop

Course Title: Six Sigma-Lean Enterprise Executive Champion

Class size: The size of this class is limited to twenty (20) participants.

Course Description: This course prepares executives and managers for providing support and leadership in Six Sigma-Lean Enterprise implementation and evaluation. It provides training in Six Sigma and Lean Enterprise fundamentals, change management, and the coordination of Green Belt and Black Belt teams. This workshop will emphasize the philosophy, approach, and overall methodology for achieving enterprise excellence using Six Sigma and Lean Enterprise, while providing participants with an understanding of the Champion's role in project selection and use of the process and product improvement tools. Participants should include those individuals who will be



responsible for implementation of Six Sigma-Lean Enterprise within their organizations: who will be mentoring and championing the Green Belts and Black Belts, as well as reviewing and approving Six Sigma-Lean Enterprise projects.

Topics covered will include:

- Introduction to Enterprise Excellence, Six Sigma Quality and Lean Enterprise
- Identification of Potential Projects
- The Six Sigma-Lean Enterprise Process
- Six Sigma-Lean Enterprise Tools and Techniques
- Critical Success Factors
- Six Sigma-Lean Enterprise Implementation
- Basic Tools of Six Sigma-Lean Enterprise
- Project Selection
- Management of Six Sigma-Lean Enterprise Implementation
- Roadblock Removal

In-Class Assignments and Exercises will include:

- Project Evaluation and Selection
- Developing Six Sigma-Lean Enterprise Implementation Plans for your organization
- Six Sigma-Lean Enterprise Tool Applications
- Problem Identification and Solution
- Case Study Exercises

Upon completion of this course participants will be able to:

- Understand the Language of Six Sigma-Lean Enterprise
- Understand the Value-added Nature of the Six Sigma-Lean Enterprise Approach
- Understand the relationship between Six Sigma-Lean Enterprise, Quality Management Systems, ISO 9000-2000, Lean Manufacturing and Supply Chain Management
- Implement and Manage a Six Sigma-Lean Enterprise Program
- Critically Review Six Sigma-Lean Enterprise Projects
- Provide the Necessary Management Support for Success
- Assist Green Belts and Black Belts in:
 - o Tool selection
 - o Tool application and usage
 - o Project selection and proposals
 - o Review board presentations
 - o Roadblock Solutions

Training Materials: Provided

- *Six Sigma-Lean Enterprise Executive Champion Workbook*
- *Six Sigma-Lean Enterprise Project Reviewer's Handbook*
- *The Leader*, Frigon and Jackson, American Management Association
- *Achieving the Competitive Edge*, Jackson and Frigon, John Wiley & Sons

Six Sigma-Lean Enterprise Green Belt Workshop

Course Title: Green Belt plus Part 1

Class size: The size of this class is limited to twenty (20) participants.

Course Description: The Six Sigma-Lean Enterprise Green Belt Workshop is divided into two parts. This course (Part 1) provides an overview of the Six Sigma-Lean Enterprise concepts and tools.

It is designed to develop an application skill level for the participants so they can lead improvement projects and implement the process improvement tools in their work environment. Participants should include design engineers, manufacturing engineers, process engineers, quality/reliability engineers, management and administrative personnel as well as other professionals who have the opportunity to accomplish substantial improvement results in applying Six Sigma-Lean Enterprise principles in their work activities.

Topics covered include:

- Introduction to Enterprise Excellence, Six Sigma and Lean Enterprise
- Selecting and Leading Six Sigma-Lean Enterprise Improvement Projects
- Process Control Strategies
- Process Improvement Strategies
- Six Sigma-Lean Enterprise Project Reviews

In-Class Assignments and Exercises:

- Project Evaluation and Selection
- Six Sigma Tool Application Exercises
- Six Sigma-Lean Enterprise Project Development and Planning
- Case Study Exercises

Upon completion of this course participants will be able to:

- Prioritize and Select Relevant Six Sigma-Lean Enterprise Projects
- Develop a Six Sigma-Lean Enterprise Project Implementation Plan
- Develop a Process/Product Map
- Perform a Failure Modes and Effects Analysis (FMEA), Design of Experiment, and Analysis of Variance
- Apply Appropriate Statistical Methods for Collecting and Analyzing Data
- Develop an Improvement Plan
- Implement Appropriate Improvement Strategies

Training Materials: Provided

- *Six Sigma-Lean Enterprise Green Belt Workbook*
- *Six Sigma Project Reviewer's Handbook*
- *Six Sigma Team Member's Handbook*
- *Fulfilling Customer Needs*, Jackson and Frigon, John Wiley & Sons
- *Achieving the Competitive Edge*, Jackson and Frigon, John Wiley & Sons

Course Title: Green Belt plus Part 2

Class size: The size of this class is limited to twenty (20) participants.

Course Description: This course is a continuation of the Green Belt Workshop Part 1. It builds on the foundation established by Part 1, and concentrates on developing skills in the concepts, principles, and tools of Lean Manufacturing and Supply Chain Management needed to reduce costs and improve efficiencies throughout an organization. It is intended to develop an application skill level for participants, and expands the roles of Green Belt to assist in the lean transition.

Topics to be covered:

- Failure Reporting, Analysis and Corrective Action Systems
- Design for Six Sigma-Lean Enterprise

- Improvement Project Reviews
- Introduction to Lean Processes
- Analysis of Supply Chain Performance and Waste Identification
- The Lean Organization
- The Lean Process Flow
- Lean Process Control
- Lean Metrics
- Lean Logistics
- Lean Improvement Projects
- Enterprise Excellence through Six Sigma and Lean Enterprise

In-Class Assignments and Exercises:

- Lean Enterprise Tool Application Exercises
- Case Study Exercises

Upon completion of this course participants will be able to:

- Integrate the concepts of Lean, Supply Chain Management and Six Sigma for achieving enterprise excellence
- Lead a Lean Enterprise Process Team
- Perform a Lean Process Assessment
- Develop a Plan for Lean Process Implementation
- Implement Lean Process Improvement Initiatives
- Participate in Supply Chain Lean Projects
- Evaluate Supply Chain Lean Enterprise Initiatives

Training Materials:

Provided in Part 1.

Six Sigma-Lean Enterprise Black Belt Workshop

Course Title: Six Sigma-Lean Enterprise Black Belt Part 1

Class size: The size of this class is limited to ten (10) participants.

Course Description: This course is a two-part workshop that builds on the foundation established by the Green Belt Workshop and develops advanced levels of understanding and capability in the Six Sigma-Lean Enterprise technical skill set as well as managing and implementing improvement projects. Part 1 concentrates on developing skills in Six Sigma-Lean Enterprise training/facilitation, project assessment, and in preparing and evaluating reports and presentations. Black Belt participants are selected based on their ability to lead complex projects that are broad in scope, serve as mentors to Green Belts, and serve as internal Six Sigma-Lean Enterprise consultants.

Topics covered include:

- Advanced Six Sigma-Lean Enterprise Concepts
- Implementing Six Sigma-Lean Enterprise
- Black Belt Project Selection
- Leading Six Sigma-Lean Enterprise Projects
- Managing Six Sigma-Lean Enterprise Projects
- Training Team Leaders
- Training Team Members
- Improvement Project Reviews

In-Class Assignments and Exercises:



- Tool Application Exercises
- Case Study Exercises

Upon completion of this course participants will be able to:

- Select Qualified Black Belt Projects
- Select and Train Team Leaders and Team Members
- Critically Review and Assess Green and Black Belt Projects
- Prepare and Provide Guidance for Reporting Results
- Prepare and Provide Guidance for Management Presentations

Training Materials: Provided

- *Six Sigma-Lean Enterprise Black Belt Workbook*
- *The Leader*, Frigon and Jackson, John Wiley & Sons
- *Practical Guide to Experimental Design*, Frigon and Mathews, John Wiley & Sons
- *SPC Applications* Laminated Cards
- Minitab™ Software

Six Sigma-Lean Enterprise Black Belt Workshop

Course Title: Six Sigma-Lean Enterprise Black Belt Part 2

Class size: The size of this class is limited to ten (10) participants.

Course Description: This course is a continuation of the Six Sigma-Lean Enterprise Black Belt Workshop. It builds on the foundation established by Part 1, and focuses on expanding the breadth and depth of the technical skills in Six Sigma-Lean Enterprise implementation.

Topics covered include:

- Process Mapping and Simulation
- Introduction to Minitab™ and Graphical Analysis
- Design of Experiments
- Implementation of Advanced Process Control Strategies
- Advanced Process Improvement Strategies
- Review of Black Belt Qualification Projects

In-Class Assignments and Exercises:

- Six Sigma Tool Application Exercises
- Case Study Exercises

Upon completion of this course participants will be able to:

- Provide Advice and Guidance on Green Belt Projects
- Perform Advanced Statistical and Data Analyses
- Plan and Manage Six Sigma-Lean Enterprise Projects
- Implement Process Control/Improvement Procedures

Training Materials:

Materials were provided in the Black Belt Workshop, Part 1.

Course Title: Introduction to Project Management

Class size: The size of this class is limited to twenty (20) participants.

Course Description: This course presents and explains the concepts, principles, and tools of Project Management. It is a hands-on approach, intended to develop the application skill level of the

participants. Participants should include engineers, managers, leaders, and other professional personnel that need to develop project management skills for the successful completion of their assigned work tasks. The topics that will be covered in this course will include but not be limited to:

Topics covered:

- Introduction to Enterprise Excellence and Project Management
- Project Integration
- Project Scope Management
- Time Management
- Cost Management
- Quality Management
- Effective Project Leadership Skills
- Risk Management

In-Class Assignments and Exercises:

- Case Study Exercises
- Project Management Tool Application Exercises

Upon completion of this course participants will be able to:

- Understand Project Management Processes
- Identify the Professional Roles Needed of a "Good Project Manager"
- Apply Project Management Tools

Training Materials Provided:

Project Management Workbook

Project Management Professional Study Guide by Kim Heldman

Introduction to Probability and Statistics Workshop

Course Title: Introduction to Probability and Statistics

Class size: The size of this class is limited to twenty (20) participants.

Course Description: This three day course presents and explains the basic concepts, principles, and tools of statistical data analyses. It is a practical, introductory course, intended to develop the understanding of basic terms, assumptions and applications of statistics. Participants should include non-engineering managers, supervisors, administrators, and other non-technical personnel that need to understand the basics of quantitative analysis to aid in the completion of their assigned work tasks. The topics that will be covered in this course will include, but not be limited to:

Topics covered:

- Data Types and Sources
- Levels of Measurements
- The Analytical Decision Making Model
- Descriptive Statistics (statistical measures)
- Introduction to Probability
- Introduction to Data Distributions
- Making Valid Inferences from Data
- Introduction to Hypothesis Testing
- Simple Linear Regression and Correlation

Exercises: Case studies and problems from the text along with real world examples provided by the instructor will be used as in-class assignments and homework. Additionally, workshop attendees may provide actual data to be evaluated during the class.

Upon completion of this course participants will be able to:

- Understand the Data Analysis Process
- Understand the Various Types and Sources of Data
- Understand the Difference Between Data and Information
- Understand How to Use Data Effectively for Problem Solving/Decision Making
- Understand the Meaning and Applications of Various Statistical Tests
- Understand Simple Mathematical Modeling and Its Importance in Making Predictions

Training Materials: Provided

Text: *Elementary Statistics*, Mario F. Triola, bound copy of presentation

Course Title: Probability and Statistics for Engineers and Scientists

Class size: The size of this class is limited to twenty (20) participants.

Course Description: This five day course is a prerequisite for both the Reliability Management and Introduction to Reliability Engineering courses. This course presents, and explains, the concepts, principles, and tools of probability and statistical data analyses. It is a practical, hands-on approach, intended to develop the application skill level of the participants. Some theory is covered for learning and understanding purposes. Participants should include engineers, scientists, technicians, analysts, and other technical personnel that need to develop quantitative data analysis skills for the successful completion of their assigned work tasks. The topics that will be covered in this course will include, but not be limited to:

Topics covered:

- Data Types and Sources
- Levels of Measurements
- The Analytical Decision Making Model
- Descriptive Statistics
- Probability
- Distributions
- Inferential Statistics
- Significance Tests
- Experimental Design and Analysis
- Regression and Correlation (with confidence and prediction bands)

Exercises: Case studies and problems from the text, as well as practical exercises provided by the instructor, will be used as in class assignments and homework to reinforce the subject material. Additionally, workshop attendees can provide actual data to be evaluated as part of the class.

Upon completion of this course participants will be able to:

- Apply Statistical Analysis Techniques in Problem Solving and Decision Making
- Understand and Apply Statistical Measures Effectively
- Use Probability and Distribution Models
- Perform Statistical Tests and Reach Valid Conclusions from the Results
- Perform Non-parametric Analyses



- Use Data Analysis to Characterize and Predict Process Parameters

Training Materials: Provided

Text: *Probability and Statistics for Engineers and Scientists*, Anthony J. Hayter

Bound copy of presentation

Course Titles: Introduction to Reliability Engineering

Class size: The size of each class is limited to twenty (20) participants.

Course Description: This five day course covers basic reliability concepts, reliability prediction tools and risk assessment, designing and executing reliability tests, and analyzing experimental and field data. Participants should include managers, engineers and other technical personnel who will be involved in the day-to-day activities of reliability engineering. The topics that will be covered in this course will include but not be limited to:

Topics to be covered:

- Basic Reliability Engineering concepts
- Risk Assessment Tools
- Life Testing
- Reliability Predictive Modeling
- Reliability Testing
- Systems Reliability
- Reliability and Maintainability (RAM) Metrics and Assessment

In-Class Assignments and Exercises: A series of practical exercises will be provided to reinforce the topics covered. Additionally, workshop attendees can bring in actual reliability engineering problems to be evaluated as part of the class.

Upon completion of this course participants will be able to:

- Perform reliability prediction analysis
- Calculate survival estimations
- Determine Reliability Test Requirements
- Design Reliability Tests
- Analyze Reliability Data
- Determine Mission Success

Training Materials: (Provided by Contractor)

Reliability Engineer's Handbook, vols. 1 &2, Dimitri Kececioglu

Reliability Engineering Laminated Cards

Bound copy of presentation

Our commercial off-the-shelf and customized off-the-shelf courses can be presented in our facility or any other convenient location. Courses presented outside the designated location on our price list will require separate funding for travel related expenses. A VSE Corporation productivity improvement-training objective is to design and develop instructional packages for future use as commercial off-the-shelf and customized off-the-shelf courses. We understand that training course design and development efforts are not part of SIN 874-4, and that any custom course development required under the MOBIS GSA schedule will be performed under SIN 874- 1, consultation services. It is our intention to design and develop training courses (either commercial off-the-shelf or customized off-the-shelf) in the following areas. Those courses that become commercial off-the-shelf will be offered



to GSA as an option to be added to SIN 874-4. Our customized off-the-shelf training for initial indoctrination and continuing education of participating agency personnel in management, organizational, and business improvement subject matter relate to:

- Quality management concepts, practices, and implementation;
- Strategic planning and communicating process improvement strategies;
- Effecting organizational transformations to sustain customer satisfaction;
- Statistical process control over raw materials, operator efficiency, and reject rates;
- Creating a customer-centered culture within the organization;
- Preparatory and advanced principles of team building and empowerment strategies;
- Awareness and practical applications of ISO 14000 (Environmental Management Systems);
- Human performance technologies integration and implementation;
- Internal audits and benchmarking for gauging, tracking, and improving performance;
- Malcolm Baldrige National Quality Award criteria as a basis for self-assessment to identify strengths and improvement opportunities; and,
- Managing change to meet future customer requirements.



SUPPORT PRODUCT DESCRIPTIONS

SIN 874-5 - Ancillary Supplies and/or Services. VSE recognizes that support products of a tangible nature such as workbooks, training manuals, slides, videotapes, overhead transparencies, software programs, etc. will be offered only for work performed in conjunction with SINs 874-1 through 874-4. We envision the requirements for these support products will include:

- training manuals, • overhead transparencies, • videotapes

Incidental administrative supplies such as binders, index cards, pencils, paper, pens, etc. will be provided in conjunction with the labor costs associated with the other group 874 SINs and not as specifically identified Support Products.



PRICE LIST (SINs 874-1, 874-6, and 874-7)

LABOR CATEGORY TITLE	PERFORMANCE PERIOD				
	Year 16: 15 May 2014 - 14 May 2015	Year 17: 15 May 2015 - 14 May 2016	Year 18: 15 May 2016 - 14 May 2017	Year 19: 15 May 2017 - 14 May 2018	Year 20: 15 May 2018 - 14 May 2019
Program Director I	\$ 264.64	\$ 269.93	\$ 275.33	\$ 280.84	\$ 286.45
Program Director II	\$ 228.30	\$ 232.86	\$ 237.52	\$ 242.27	\$ 247.11
Program Manager	\$ 155.22	\$ 158.33	\$ 161.49	\$ 164.72	\$ 168.01
Sr. Organizational Transformation/ Consultant	\$ 243.97	\$ 248.85	\$ 253.83	\$ 258.91	\$ 264.09
Sr. Curriculum Development/ Presentation Consultant	\$ 198.24	\$ 202.20	\$ 206.25	\$ 210.37	\$ 214.58
Sr. Technical Staff I	\$ 188.90	\$ 192.68	\$ 196.53	\$ 200.46	\$ 204.47
Sr. Technical Staff II	\$ 152.38	\$ 155.43	\$ 158.54	\$ 161.71	\$ 164.94
Sr. Technical Staff III	\$ 122.55	\$ 125.00	\$ 127.50	\$ 130.05	\$ 132.65
Sr. Consultant	\$ 155.22	\$ 158.33	\$ 161.49	\$ 164.72	\$ 168.02
Consultant	\$ 135.62	\$ 138.33	\$ 141.10	\$ 143.92	\$ 146.80
Associate I	\$ 96.25	\$ 98.18	\$ 100.14	\$ 102.14	\$ 104.18
Associate II	\$ 78.35	\$ 79.92	\$ 81.52	\$ 83.15	\$ 84.81
Facilitator	\$ 97.29	\$ 99.23	\$ 101.22	\$ 103.24	\$ 105.31
Organizational Performance Analyst	\$ 60.99	\$ 62.21	\$ 63.45	\$ 64.72	\$ 66.01
Sr. Administrator	\$ 135.62	\$ 138.33	\$ 141.10	\$ 143.92	\$ 146.80
Administrator	\$ 111.07	\$ 113.29	\$ 115.55	\$ 117.87	\$ 120.22
Program Analyst	\$ 97.29	\$ 99.23	\$ 101.21	\$ 103.24	\$ 105.30
Systems Engineer	\$ 123.33	\$ 125.79	\$ 128.31	\$ 130.88	\$ 133.49
Systems Analyst	\$ 89.91	\$ 91.71	\$ 93.55	\$ 95.42	\$ 97.33
Business Applications Specialist	\$ 80.15	\$ 81.75	\$ 83.39	\$ 85.06	\$ 86.76
Sr. Logistics Management Specialist	\$ 111.07	\$ 113.29	\$ 115.55	\$ 117.86	\$ 120.22
Logistics Management Specialist I	\$ 80.15	\$ 81.75	\$ 83.39	\$ 85.06	\$ 86.76
Logistics Management Specialist II	\$ 68.17	\$ 69.53	\$ 70.92	\$ 72.34	\$ 73.79
Educational/Training Specialist	\$ 72.10	\$ 73.55	\$ 75.02	\$ 76.52	\$ 78.05



LABOR CATEGORY TITLE	PERFORMANCE PERIOD				
	Year 16: 15 May 2014 - 14 May 2015	Year 17: 15 May 2015 - 14 May 2016	Year 18: 15 May 2016 - 14 May 2017	Year 19: 15 May 2017 - 14 May 2018	Year 20: 15 May 2018 - 14 May 2019
Analyst I	\$ 66.81	\$ 68.15	\$ 69.51	\$ 70.90	\$ 72.32
Analyst II	\$ 56.47	\$ 57.60	\$ 58.75	\$ 59.93	\$ 61.12
Administrative Assistant	\$ 53.55	\$ 54.62	\$ 55.71	\$ 56.83	\$ 57.96
Technical Writer	\$ 68.17	\$ 69.53	\$ 70.92	\$ 72.34	\$ 73.79
Statistician	\$ 80.14	\$ 81.74	\$ 83.38	\$ 85.05	\$ 86.75
Research Analyst I	\$ 58.10	\$ 59.26	\$ 60.45	\$ 61.66	\$ 62.89
Research Analyst II	\$ 52.41	\$ 53.46	\$ 54.52	\$ 55.61	\$ 56.72
Data Technician I	\$ 64.93	\$ 66.23	\$ 67.56	\$ 68.91	\$ 70.29
Data Technician II	\$ 50.45	\$ 51.46	\$ 52.49	\$ 53.54	\$ 54.61
Technical Support I	\$ 43.75	\$ 44.62	\$ 45.52	\$ 46.43	\$ 47.35
Technical Support II	\$ 38.64	\$ 39.41	\$ 40.20	\$ 41.00	\$ 41.82
Technical Intern	\$ 38.23	\$ 38.99	\$ 39.77	\$ 40.57	\$ 41.38
Director of Enterprise Excellence	\$ 377.04	\$ 384.58	\$ 392.27	\$ 400.12	\$ 408.12
Program Manager Enterprise Excellence	\$ 302.63	\$ 308.68	\$ 314.86	\$ 321.15	\$ 327.58
Senior Lean Six Sigma Master Black Belt	\$ 321.56	\$ 327.99	\$ 334.55	\$ 341.24	\$ 348.07
Lean Six Sigma Master Black Belt	\$ 293.19	\$ 299.05	\$ 305.03	\$ 311.14	\$ 317.36



**PRICE LIST (SIN 874-4 Training Services: Instructor Led Training, Web Based Training
 and Education Courses, Course Development and Test Administration, Learning
 Management, Internship)**

TRAINING COURSE	PERFORMANCE PERIOD				
	Year 16: 15 May 2014 - 14 May 2015	Year 17: 15 May 2015 - 14 May 2016	Year 18: 15 May 2016 - 14 May 2017	Year 19: 15 May 2017 - 14 May 2018	Year 20: 15 May 2018 - 14 May 2019
Mission and Vision Training Workshop (Min 10 students)	\$ 4,316.55	\$ 4,402.88	\$ 4,490.94	\$ 4,580.76	\$ 4,672.37
<i>Mission and Vision Training Workshop (additional student)</i>	\$ 313.93	\$ 320.21	\$ 326.61	\$ 333.15	\$ 339.81
Management Transformation Program Training (Min 10 students)	\$ 12,950.41	\$ 13,209.42	\$ 13,473.61	\$ 13,743.08	\$ 14,017.94
<i>Management Transformation Program Training (additional student)</i>	\$ 313.93	\$ 320.21	\$ 326.61	\$ 333.15	\$ 339.81
Strategic Planning Training Workshop (Min 10 students)	\$ 8,633.09	\$ 8,805.75	\$ 8,981.87	\$ 9,161.50	\$ 9,344.73
<i>Strategic Planning Training Workshop (additional student)</i>	\$ 313.93	\$ 320.21	\$ 326.61	\$ 333.15	\$ 339.81
Team Building Training Workshop (Min 10 students)	\$ 8,633.09	\$ 8,805.75	\$ 8,981.87	\$ 9,161.50	\$ 9,344.73
<i>Team Building Training Workshop (additional student)</i>	\$ 313.93	\$ 320.21	\$ 326.61	\$ 333.15	\$ 339.81
Understanding the Human Factors of Change Management Training (Min 10 students)	\$ 4,316.55	\$ 4,402.88	\$ 4,490.94	\$ 4,580.76	\$ 4,672.37
<i>Understanding the Human Factors of Change Management Training (additional student)</i>	\$ 313.93	\$ 320.21	\$ 326.61	\$ 333.15	\$ 339.81
Awareness and Certification Process of ISO 9000 (Workshop) (Min 10 students)	\$ 4,316.55	\$ 4,402.88	\$ 4,490.94	\$ 4,580.76	\$ 4,672.37
<i>Awareness and Certification Process of ISO 9000 (Workshop) (additional student)</i>	\$ 313.93	\$ 320.21	\$ 326.61	\$ 333.15	\$ 339.81



TRAINING COURSE	PERFORMANCE PERIOD				
	Year 16: 15 May 2014 - 14 May 2015	Year 17: 15 May 2015 - 14 May 2016	Year 18: 15 May 2016 - 14 May 2017	Year 19: 15 May 2017 - 14 May 2018	Year 20: 15 May 2018 - 14 May 2019
Six Sigma Green Belt Workshop (Min 10 students)	\$ 74,494.43	\$ 75,984.32	\$ 77,504.00	\$ 79,054.09	\$ 80,635.17
<i>Six Sigma Green Belt Workshop (additional student)</i>	\$ 7,380.41	\$ 7,528.02	\$ 7,678.58	\$ 7,832.15	\$ 7,988.79
Six Sigma Black Belt Workshop	\$ 86,159.08	\$ 87,882.26	\$ 89,639.91	\$ 91,432.70	\$ 93,261.36
Six Sigma/Lean Enterprise Executive Champion Training	\$ 27,477.33	\$ 28,026.88	\$ 28,587.41	\$ 29,159.16	\$ 29,742.35
Six Sigma/Lean Enterprise Green Belt Workshop (Green Belt Plus Parts 1 & 2)	\$ 96,658.08	\$ 98,591.24	\$ 100,563.07	\$ 102,574.33	\$ 104,625.81
Six Sigma/Lean Enterprise Black Belt Workshop	\$ 86,160.24	\$ 87,883.44	\$ 89,641.11	\$ 91,433.94	\$ 93,262.61
Introduction to Project Management	\$ 27,477.33	\$ 28,026.88	\$ 28,587.41	\$ 29,159.16	\$ 29,742.35
Introduction to Probability and Statistics Workshop	\$ 14,400.00	\$ 14,688.00	\$ 14,981.76	\$ 15,281.40	\$ 15,587.02
Probability and Statistics for Engineers and Scientists Workshop	\$ 19,000.00	\$ 19,380.00	\$ 19,767.60	\$ 20,162.95	\$ 20,566.21
Introduction to Reliability Engineering	\$ 26,783.47	\$ 27,319.14	\$ 27,865.52	\$ 28,422.83	\$ 28,991.29



PRICE LIST (SIN 874-5 Ancillary Supplies and/or Services)

SUPPORT	PERFORMANCE PERIOD				
	Year 16: 15 May 2014 - 14 May 2015	Year 17: 15 May 2015 - 14 May 2016	Year 18: 15 May 2016 - 14 May 2017	Year 19: 15 May 2017 - 14 May 2018	Year 20: 15 May 2018 - 14 May 2019
Video Tape	\$ 6.04	\$ 6.16	\$ 6.28	\$ 6.41	\$ 6.54
Training Manual	\$ 34.60	\$ 35.29	\$ 36.00	\$ 36.72	\$ 37.45
Transparencies	\$ 4.03	\$ 4.11	\$ 4.19	\$ 4.28	\$ 4.36



Appendix A
List of Service and Distribution Points

VSE CORPORATION
ALEXANDRIA OFFICE
Corporate Headquarters
6348 Walker Lane
Alexandria, VA 22310
(703) 960-4600 VOICE
(703) 329-5454 FAX

AKIMEKA, LLC
Corporate Headquarters
1305 N. Holocono St.,
Suite 3
Kihei, HI 96753
Phone. 808.442.7100
Fax. 808.442.7140

AKIMEKA, LLC
Honolulu Office
1600 Kapiolani Blvd.,
Suite 527
Honolulu, HI 96814
Phone. 808.943.9545
Fax. 808.944-3910

AKIMEKA, LLC
Florida Office
901 N. Lake Destiny Dr.
Suite 151
Maitland, FL 32751
Phone. 407.875.2457
Fax. 407.875.3640

AKIMEKA, LLC
San Antonio Office
8610 Broadway,
Suite 250
San Antonio, TX 78217
Phone. 210.824.8477
Fax. 210.824.8366

AKIMEKA, LLC
Reston Office
1861 Wiehle Avenue, Suite 200

Reston, VA 20190-5254
Phone. 703-883-1140
Fax. 703-883-1143

BAV DIVISION
6348 Walker Lane
Alexandria, VA 22310
(703) 317-5200 VOICE
(703) 960-6599 FAX

BAV DIVISION-CHARLESTON
Northbridge Executive Park
1180 Sam Rittenburg Boulevard,
Suite 330
Charleston, SC 29407
(843) 571-2025 VOICE
(843) 571-7622 FAX

BRIDGEPORT OFFICE
614 Heron Drive, Unit 3, 4, 5
P.O. Box 365
Bridgeport, NJ 08014
(856) 241-1427 VOICE
(856) 241-1833 FAX

CHESAPEAKE OFFICE
500 Woodlake Drive
Suite One
Chesapeake, VA 23320
(757) 523-7200 VOICE
(757) 523-7210 FAX

ENERGETICS, INCORPORATED
7164 Gateway Drive
Columbia, MD 21046
(410) 290-0370 VOICE
(410) 290-0377 FAX

ENERGETICS, INCORPORATED
901 D Street S.W.,
Suite 100
Washington, D.C. 20024
(202) 479-2748 VOICE



ENERGETICS, INCORPORATED

2414 Cranberry Square
Morgantown, WV 26508
(304) 594-1450 VOICE
(304) 594-1485 FAX

FLEET DIVISION-LEXINGTON PARK

46579 Expedition Drive,
Suite 301
Lexington Park, MD 20653
(301) 866-5000 VOICE

FORT MONMOUTH OFFICE

170 Avenue at the Commons,
Unit 8, 10
Shrewsbury, NJ 07702
(732) 389-3324 VOICE

HUMAN RESOURCE SYSTEMS, INC.

6348 Walker Lane
Alexandria, VA 22310
(703) 329-4200 VOICE
(703) 329-4623 FAX

INDIAN HEAD DIVISION

4445 Indian Head Hwy
Indian Head, MD 20640
(301) 753-6729 VOICE

WHEELER BROS.

384 Drum Ave,
Somerset, PA 15501

LADYSMITH OFFICE

P. O. Box 92

Ladysmith, VA 22501-0092
(804) 448-3439 VOICE
(804) 448-3965 FAX

MPF FACILITIES OFFICE

5880 Channel View Boulevard
Suite 143
Jacksonville, FL 32226
(904) 696-5233 VOICE
(904) 696-5364 FAX

MSD DIVISION - SAN DIEGO

11545 West Bernardo Court
San Diego, CA 92127
(858) 385-1902 VOICE

FLEET DIVISION - SAN DIEGO

160 Brandywine Ave.,
Suite D
Chula Vista, CA 91911
(619) 421-4957 VOICE
(619) 397-0235 FAX

STERLING HEIGHTS OFFICE

6790 Sims, Unit A
Sterling Heights, MI 48310
(586) 795-1385 VOICE

WARNER ROBINS OFFICE

2517 Moody Road,
Suite 100-D
Warner Robins AFB, GA 31086
(478) 923-5963 VOICE
(478) 922-3090 FAX

VSE has over 60 locations worldwide. The largest sites are listed above. We reserve the right to use other offices and/or subsidiaries, groups, or divisions in addition to those listed.

Appendix B

Blanket Purchase Agreement

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

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

Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises.

Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the standard procedures in determining best value between at least three schedule holders, and then place the order with the schedule contractor that represents the best value to meet the agency's needs.

Ordering agencies will review BPAs periodically. Such reviews are usually conducted on an annual basis. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

An outline of a typical BPA is provided on the following page.



-TYPICAL BPA-

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number GS-10F-0103J, Blanket Purchase Agreements, VSE Corporation agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency Name):

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

Supply or Service Item	Special BPA Discount/Price

(2) Delivery:

Destination	Delivery Schedule/Dates

(3) The Government estimates that the volume of purchases through this agreement will be _____.

(4) This BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

Office	Point of Contact

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

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

- (a) **Name of Contractor:** VSE Corporation
- (b) **Contract Number:** GS-10F-0103J
- (c) **BPA Number:**
- (d) **Special Item Number(s):**



(e) Purchase Order Number:

(f) Date of Purchase:

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

(h) Date of Shipment:

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

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