



Analysis, Integration & Design, Inc.

A Software and Technology Integration Company



FEDERAL SUPPLY GROUP 871

2905 Bush Drive | Melbourne, FL 32935 | tel 321-253-9919 | fax 321-253-9915 |

www.aidinc-usa.com

For Professional Engineering Services
PRIMARY ENGINEERING DISCIPLINES:
Electrical

Contract Administrator : Hugh Pritchett
Email: hpritchett@aidinc-usa.com
Analysis Integration & Design, Inc.
Small Business

SIN 871-2 – Concept Development & Requirements Analysis
SIN 871-3 – System Design, Engineering, & Integration



Business Size: Small Business
Contract Number: GS-10F-0117T
MOD PS-0004
12/27/11

Period Covered by Contract: February 1, 2012 to January 31, 2017

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov .

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

The INTERNET address for GSA Advantage! is: www.GSAAdvantage.gov .



Analysis, Integration & Design, Inc.

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AIDI

....Integrity, character and determined execution are the foundations of our enterprise.

Our vision is to be the developer integrator of choice for Government and commercial customers. We accomplish this by delivering timely, cost-effective and cutting edge solutions.



The AIDI™ Professional Engineering Services Schedule Price List is authorized by the Federal Supply Service.

- FSS SIN(s): 871-2, 871-2RC, 871-3, and 871-3RC
- Contract Number: GS-10F-0117T
- Contract Period: February 1, 2012 to January 31, 2017
- Contractor's Name: Analysis Integration & Design, Inc.
- Contractor's Address: 2905 Bush Drive, Melbourne, Florida 32935
- Business Size: Small Business
- Data Universal Numbering System (DUNS): 14-875-5049
- Contractor's Taxpayer Identification Number (TIN): 20-1200550
- CAGE Code: 3W4A3
- Registered in the System for Award Management (SAM) database
- Primary Engineering Disciplines: PES 871-2, 871-3
- Labor hour rates: Are provided for work performed at either AIDI's or the customer's site



AIDI SPECIAL ITEM NUMBER DESCRIPTIONS

871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulator compliance support, technology conceptual designs, training, privatization and outsourcing.

871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.



Firm Fixed Price/Labor Hour Task Orders

Analysis Integration & Design Incorporated possesses an adequate and auditable labor hour recording and invoicing system capable of fully supporting labor hour invoices, therefore, the firm is approved to accept both Labor Hour task orders and Firm Fixed Price task orders from customer agencies under this contract.

- **Special Item Numbers** 871-2 Concept Development & Requirements Analysis, PEDs: Electrical, 871-3 System Design, Engineering & Integration, PEDs: Electrical
- **Minimum order:** \$100.00
- **Maximum order limitation:** \$1,000,000.00
- **Quantity discounts:** 6% for orders exceeding \$1,000,000
- **Prompt payment discount:** ½% 10 Days Net 30 days
- **MFC:** The Governments overall prices, terms and conditions are better than the Most Favored Customer
- **License fees:** To be negotiated between the contractor and the individual customer agencies
- **Payment:** Government commercial credit cards are accepted below and above the micro-purchase threshold
- **Payment address:**
Analysis Integration & Design, Inc.
Attn: Accounts Receivable
2905 Bush Drive
Melbourne, Florida 32935
- **Geographic coverage (delivery area):** Domestic Delivery Only
- **Delivery time (days ARO)** To be specified on individual Delivery/Task Orders
- **Warranties:** For the purpose of this contract, warranties will be negotiated per delivery order if appropriate.



Analysis, Integration & Design, Inc.

A Software and Technology Integration Company

AIDI is an agile, multi-talented and experienced team that provides hardware and software engineering including system design, integration and test.

AIDI provides complete system development, produces software applications, facilitates integration, and provides deployment support. We integrate with customer needs and requirements to provide entire solutions or work within existing processes to reinforce teams and efforts already underway.

We listen and deliver.



We Specialize In:

- Automatic Test Systems (ATS)
- Simulation Systems
- Data Acquisition & Control Systems
- Communications Systems
- Interface Connection Assembly (ICA) Layout
- Systems Self-Test Procedure & Calibration Procedure Production
- Design
- Documentation
- Software Development
- Software/Hardware Integration
- Interface Test Adapter (ITA) Design
- Complete Integration and Verification
- Quality/Acceptance Test Procedure (Q/ATP) Development



General Systems Engineering Support

- Systems Development/Program Management Support
- Customer Requirements Analysis
- Instrumentation Selection
- Systems Mechanical Layout and Design
- Cabling Design
- Interface Connection Assembly (ICA) Layout
- Systems Self-Test Procedure & Calibration Procedure Production
- Design
- Documentation
- Software Development
- Software/Hardware Integration
- Interface Test Adapter (ITA) Design
- Complete Integration and Verification
- Quality/Acceptance Test Procedure (Q/ATP) Development



ATE Systems Supported

- C-17 CATE Systems
- A-10 Station (Hill AFB)
- FLIR & ALQ-182 System (Robins AFB)
- PCAT&SPCAT Systems (Tinker AFB)
- GSM-315 Systems for Minuteman Missile Program (Hill AFB)
- RADTS System
- Royal Air Force Systems
- ATS-182 System (Boeing)
- F-15K Systems I&D level
- B-1B ADTS Replacement
- IFTE
- AMRDEC

Test Applications Development Experience

- Legacy to Spectrum 9100 Test Program Translation/Rehost Tools
- Windows-based Tools
- Provide Test Program Enhancement/Rehost
- Cost Effective Point Solutions & Generic Solutions
- Teradyne Turnkey Solutions & AIDI Direct Customers

Experience with Rehost

- HP-82000 to Spectrum/M9
- Hits Simulations to Spectrum/M9
- LASAR Version 5 to Spectrum/M9
- NAVY HTS System to CASS
- CA8200 to Teradyne 1800
- Genrad 1796 to Genrad 2750
- Various Versions of ATLAS to Other Versions



Software Capabilities Programming

- .NET
- C++, C#
- XML
- COM
- ATL
- MFC
- NI CVI
- N1 Lab Windows
- Visual Basic
- ATLAS
- MS Visual Studio
- SQL
- PAWS
- Install Shield

Other Language Proficiency

- LISP
- Forth
- Fortran
- Cobol
- Pascal
- C
- BASIC
- Assembly
- Python



Operating Systems

- **Unix**
- **NT**
- **Linux**
- **Solaris**
- **DOS**
- **CPM**

Databases

- **MS SQL**
- **Access**
- **Oracle**
- **Foxpro**
- **DBIV**

Simulation

- **ORCAD PSPICE**
- **VHDL**
- **LASAR**
- **HILO**
- **HITS**

Test Program Development

- **Teradyne Spectrum (various)**
- **IFTE**
- **Genrad 275X, 2225, 2235, 179x**
- **Teradyne L-Series**
- **DATSA**
- **CASS**
- **VAST**

ATS Run Time Systems

- **Test Studio**
- **Test Stand**
- **Genesis**



GSA Approved Price List

Labor Category	02/01/14 – 01/31/15	02/01/15 – 01/31/16	02/01/16 – 01/31/17
Principal Engineer	\$131.13	\$135.06	\$139.11
Program Manager II	\$117.97	\$121.51	\$125.16
Senior Engineer I	\$ 80.91	\$ 83.33	\$ 85.83
Journeyman Engineer III	\$ 78.11	\$ 80.45	\$ 82.86
Journeyman Engineer II	\$ 75.02	\$ 77.27	\$ 79.58
ATS Software Engineer II	\$ 75.09	\$ 77.34	\$ 79.67
Engineer III	\$ 74.90	\$ 77.14	\$ 79.46



GSA Approved Price List

Labor Category	02/01/14 – 01/31/15	02/01/15 – 01/31/16	02/01/16 – 01/31/17
Engineer II	\$ 69.55	\$ 71.64	\$ 73.79
Engineer I	\$ 57.83	\$ 59.56	\$ 61.35
Administrative Specialist**	\$ 41.28	\$ 42.52	\$ 43.80
Project Mgr Technical Writer	\$ 77.07	\$ 79.38	\$ 81.76
Senior Technical Writer III	\$ 66.80	\$ 68.80	\$ 70.87
Journeyman Technical Writer II**	\$ 58.09	\$ 59.83	\$ 61.63
Journeyman Technical Writer I	\$ 56.53	\$ 58.22	\$ 59.97

****Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.**



SCA MATRIX

SIN 871-2 Concept Development and Requirements Analysis SIN 871-3 System Design, Engineering and Integration

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	WD Number
Journeyman Technical Writer I	30461-Technical Writer I	05-2117, Rev. 15, 07/25/2014
Journeyman Technical Writer II	30462-Technical Writer II	05-2117, Rev. 15, 07/25/2014
Administrative Specialist	01113-General Clerk III	05-2117, Rev. 15, 07/25/2014

“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.”



LABOR CATEGORIES

Position Title: Principle Engineer

Responsibilities:

- Applies extensive and highly specialized knowledge of engineering principles and practices in broad areas of assignment in order to accomplish assigned projects.
- Determines theoretical principles involved and approach to be taken using judgment in the independent evaluation, selection, and adaptations of standard techniques, procedures, and criteria in order to accomplish assigned projects. Advises on, Conducts, and Monitors Technical Managerial Functions.
- Responsible to ensure that planning, staffing, technical supervision, cost schedule and quality control functions are provided on projects.
- Develops, analyzes, and evaluates long-range plans for AIDI programs. Develops and implements policies. Oversees the development of trend analysis, process analyses, control policies, and requirements for programs.
- Directs surveillance and audit activities. Consults on the development of technical resources and business management systems.
- Monitors the design and development of advanced technology. Initiates and facilitates technology transfer activities. Incumbent has a far-reaching effect on the management of work and programs for extensive AIDI engineering activities.
- Performs work which includes complex features such as resolution of conflicting design requirements, unsuitability of standard materials, and difficult coordination requirements.
- Directs and/or manages engineering and integration efforts for projects and/or programs including design and operational requirements definition, hardware and/or software development, testing, verification, safety, integration, certification and operations.
- Manages cost, schedule, and technical aspects including risk management of the project/program. Manages multi-disciplinary teams in the design, development, integration, test, evaluation, operation, and long-term maintenance of flight vehicle and/or payload hardware, software, and associated systems.
- Conducts on-site technical visits as required.
- Responsible for ensuring contractual requirements for all projects will be satisfied within defined contract scope and budget through periodic project reviews with Principle Engineers.
- Oversees resolution of issues stemming from changes in customer budget, schedule and technical requirements with mutually agreeable solutions. Responsible for ensuring project staff members are receiving adequate technical training, leadership development, and management development training.
- Specialized Experience: Directly applicable technical engineering experience, including extensive successful project team leadership, organizational development, and management responsibilities.

Requirements:

- PHD or equivalent experience and 6 years general experience or
- MSEE, MSME or similar with 10 years general experience or
- BSEE, BSME or similar with 15 years general experience.



Position Title: Program Manager II

Responsibilities:

- The Incumbent manages the overall development efforts for significant and complex programs or sets of complex projects with multiple interfaces and extensive scope and variety. Develops long-range project planning and the formulation, modification, and determination of overall objectives. Serves as an authoritative source of information for decisions and guidance concerning changes in program objectives relating to the management of the total project effort. Sets the organizational climate for the overall effort, establishing strategic direction and political approaches. Evaluates and develops policy. Plans, develops, and negotiates budget and resource allocations.
- Represents AIDI at meetings, and as required chairs and participates in boards, panels, and committees. Charters working groups and committees to coordinate resources management.
- Advises on, Conducts, and Monitors Technical Managerial Functions. Provides authoritative technical decisions, advice, and consultation on variables and unknowns affecting planning, integration, coordination, and critical management problems with respect to safety, costs, and economics. Analyzes, coordinates, and integrates a number of complex program elements into programs that represent AIDI program position. Serves as expert technical management consultant and advisor to customer and subordinate activities in areas such as technology development and commercialization activities. Initiates investigations and risk-management studies to find solutions to critical problems in areas such as resources analysis, technical management systems, technical engineering operations management, or configurations management.
- Develops, analyzes, and evaluates long-range plans for AIDI programs. Develops and implements policies. Oversees the development of trend analysis, process analyses, control policies, and requirements for programs. Directs surveillance and audit activities. Consults on the development of technical resources and business management systems. Monitors the design and development of advanced technology. Initiates and facilitates technology transfer activities. Incumbent has a far-reaching effect on the management of work and programs for extensive AIDI engineering activities. Serves as a recognized engineering expert, technical authority, and technical advisor/consultant to customer management, other government agencies.
- Directs and/or manages engineering and integration efforts for projects and/or programs including design and operational requirements definition, hardware and/or software development, testing, verification, safety, integration, certification and operations. Manages cost, schedule, and technical aspects including risk management of the project/program. Manages multi-disciplinary teams in the design, development, integration, test, evaluation, operation, and long-term maintenance of flight vehicle and/or payload hardware, software, and associated systems.
- Develops or directs the development of innovative and/or novel concepts, processes, and techniques. Monitors program, project, or study progress
- Integrates and coordinates the efforts of AIDI personnel with those of contractors in research, development, and engineering. Incumbent has a far-reaching effect on the work and programs of extensive engineering activities. Provides authoritative technical decisions, advice, and consultation to customers and contractors on variables and unknowns affecting planning, coordination, and critical problems with respect to safety, costs, and economics. Serves as an expert consultant and advisor to subordinate activities in areas such as electronic systems or measurement and instrumentation systems. Audits contractor an/or AIDI performance and communicates functional direction, policy information, and quality and safety controls. Initiates investigations and studies to prove or disprove design criteria and to find solutions to critical problems in design, construction, production, or operation. Establishes validity criteria of studies to guide contract personnel specializing in various facets of the problems.
- Contributes to the accomplishment of AIDI program objectives, such as planning and implementing precedent-setting national standards for project/program management systems, operations, and controls

Requirements:

- MSEE, MSME or similar with 6 years PM experience or
- BSEE, BSME or similar with 10 years PM experience.



Position Title: Senior Engineer I

Responsibilities:

- Responsible for Implementing processes, utilizing state-of-the-art tool suites and analytical techniques in developing and supporting programs involving electronic systems. The candidate participates in requirements gathering, system design and technical specification of such systems. The candidate is also the lead in integrating systems using these tools. Knowledge of Common Criteria, DoD software development methodology and other DoD regulations. The position also requires project reporting skills, briefing, presentation skills and the ability to work in a team environment, leading both internal resources and subcontractors in a coordinated integration efforts.
- Provides project team leadership for project personnel providing a wide range of engineering functions such as component and system design, analyses in support of design, computer modeling and simulation of physical phenomena, component and system level test planning, testing and test data analysis. Develops, supervises and trains others in: - Developing computer programs in Fortran, Basic, C++, or electronic spreadsheets. - Using computer aided design software, structural finite element software, and fluid and structural dynamics software to analyze fluids and dynamics problems, electrical and control systems, and or mechanical systems. Senior Engineers may lead small to medium size project teams consisting of two to ten other engineers, technicians or subcontractors, and provide project reporting progress to senior project management. They lead their teams in preparation of technical reports for projects under their leadership and must be capable of performing significant communication and coordination activities directly with customers, other project organization teammates, and subcontractors.
- Specialized Experience: Directly applicable technical engineering experience, including extensive and successful project team leadership responsibilities with BS degree.

Requirements:

- MSEE, MSME or similar and 5 years general experience or
- BSEE, BSME or similar and 7 years general experience.



Position Title: Journeyman Engineer III

Responsibilities:

- Candidate must have experience in electronic design, integration, and testing of electronics subsystems of military systems such as fixed/rotary wing aircraft ATE systems or similar. Additionally, experience in one or more of the following disciplines is required: Electronic Warfare; Navigation; Command, Control, and Communications; Avionics; Data and Information Processing, or Design Engineering. Experience must include technical involvement as applicable in one (1) or more of the following areas: exploratory research, design, development, production, testing, engineering studies, analysis of system design, performance enhancement of applicable systems/subsystems. Incumbent develops concepts, techniques, and applications that advance the state-of-the-art and contribute to the development of effective system/subsystem designs. Incumbent also develops technical requirements, based on operational scenarios, across all phases of system development (including concept exploration, design, integration, test, and fielding) for highly complex systems/subsystems.
- Specialized Experience: Directly applicable technical experience including extensive and successful project team leadership responsibilities with BS degree.

Requirements:

- MSEE, MSME or similar and 5 years general experience or
- BSEE, BSME or similar and 6 years general experience.



Position Title: Journeyman Engineer II

Responsibilities:

- Candidate must have experience in electronic design, integration, and testing of electronics subsystems of military systems such as fixed/rotary wing aircraft ATE systems or similar. Additionally, experience in one or more of the following disciplines is required: Electronic Warfare; Navigation; Command, Control, and Communications; Avionics; Data and Information Processing, or Design Engineering. Experience must include technical involvement as applicable in one (1) or more of the following areas: exploratory research, design, development, production, testing, engineering studies, analysis of system design, performance enhancement of applicable systems/subsystems. Incumbent develops concepts, techniques, and applications that advance the state-of-the-art and contribute to the development of effective system/subsystem designs. Incumbent also develops technical requirements, based on operational scenarios, across all phases of system development (including concept exploration, design, integration, test, and fielding) for highly complex systems/subsystems.
- Specialized Experience: Directly applicable technical experience including extensive and successful project team leadership responsibilities with BS degree.

Requirements:

- MSEE, MSME or similar and 4 years general experience or
- BSEE, BSME or similar and 5 years general experience.



Position Title: ATS Software Engineer II

Responsibilities:

- Provides a thorough and professional knowledge of engineering scientific concepts, principles, techniques, and practices of automated test systems with a further knowledge of electronics, electrical circuitry, mathematics, statistics, and computer science. Experience with the design of automated test systems and subsystems is desired.
- Specialized Experience in the design, maintenance or analysis of ATE system software, Automated Test Generators (ATG) or other system engineering software tools. Must also have specialized experience coding software applications such as Visual Basic and C++.

Requirements:

- MSEE, MSME or similar and 3 years ATE system software experience or
- BSEE, BSME or similar and 5 years ATE system software experience.



Position Title: Engineer III

Responsibilities:

- Must have desire to develop experience in complex military electronics microprocessor-based systems, real-time networks, computer graphics, and analog and digital electronics; experience shall include design, development, and integration of complex military electronics; plus experience in supervising design and development of hardware projects. Must have experience and skills necessary to perform the following tasks: 1) provide highly technical expertise and guidance in solving complex engineering problems; 2) perform in all phases of hardware development, integration/implementation, and analysis; 3) participate in hardware evaluations; 4) develop standards and guidelines for tasks being performed; and, 5) interface with government personnel.
- Specialized Experience: Directly applicable technical experience including extensive and successful project team leadership responsibilities with BS degree.

Requirements:

- MSEE, MSME or similar and 2 years general experience or
- BSEE, BSME or similar and 3 years general experience.



Position Title: Engineer II

Responsibilities:

- Must have desire to develop experience in complex military electronics microprocessor-based systems, real-time networks, computer graphics, and analog and digital electronics; experience shall include design, development, and integration of complex military electronics; plus experience in supervision design and development of hardware projects. Must have experience and skills necessary to perform the following tasks: 1) provide highly technical expertise and guidance in solving complex engineering problems; 2) perform in all phases of hardware development, integration/implementation, and analysis; 3) participate in hardware evaluations; 4) develop standards and guidelines for tasks being performed; and, 5) interface with government personnel.
- Specialized Experience: Directly applicable technical experience including extensive and successful project team leadership responsibilities with BS degree.

Requirements:

- MSEE, MSME or similar and 1 year general experience or
- BSEE, BSME or similar and 2 years general experience.



Position Title: Engineer I

Responsibilities:

- Must have desire to develop experience in complex military electronics microprocessor-based systems, real-time networks, computer graphics, and analog and digital electronics; experience shall include design, development, and integration of complex military electronics; plus experience in supervising design and development of hardware projects. Must have experience and skills necessary to perform the following tasks: 1) provide highly technical expertise and guidance in solving complex engineering problems; 2) perform in all phases of hardware development, integration/implementation, and analysis; 3) participate in hardware evaluations; 4) develop standards and guidelines for tasks being performed; and, 5) interface with government personnel.
- Specialized Experience: Directly applicable technical experience including extensive and successful project team leadership responsibilities with BS degree.

Requirements:

- BSEE, BSME or similar degree, entry level (no experience)



Position Title: Administrative Specialist

Responsibilities:

- Prepares contract deliverables and reports. Organizes information required for the preparation of user's manuals, training materials, installation guides, proposals, and reports. Edits user's manuals and help files, special reports, and any other deliverable documentation. Responsible for generating and integrating graphic illustrations, general administration support, maintaining of personnel and delivery order files, preparation of correspondence, schedules and coordination of travel.
- Specialized Experience: Utilization of commercial word processors and graphics presentation packages, (WordPerfect, Word, Power Point, Paint Brush, etc.); experienced in supporting office administration, as well as technical document editing and review. Directly applicable experience generating contract deliverables and reports and graphics presentation packages.

Requirements:

- BA and 1 year experience or
- AA and 2 years experience or
- 5 years general experience



Position Title: Project Manager Technical Writer

Responsibilities:

- Working supervisor that guides the daily activity of technical writers who produce technical manuals, operating manuals, installation guides, field guides, system and site requirements and training documents. Ensures standard documentation guidelines and methods are followed by staff. Provides guidance on documenting complex information. Must be familiar with all applicable technical writing concepts, practices and procedures. Must rely on extensive experience and judgment to plan and accomplish goals. Performs a wide variety of tasks. A wide degree of creativity and latitude is expected.
- Specialized Experience: Directly applicable technical writing experience and specialized technical writing management/supervisory experience.

Requirements:

- BS and 5 years experience or
- AS and 7 years experience.



Position Title: Senior Technical Writer III

Responsibilities:

- Must have progressive working experience as technical writer with demonstrated experience in writing documents in compliance with current industry and Government practices. Collects and organizes information required for user manuals, guides, reports and sundry other documents required by the customer. Writes a variety of technical manuals, operating manuals, installation guides, field guides, system and site requirements and training documents. May be responsible for coordinating the display of graphics and production of the final document. Must have knowledge of all applicable technical writing concepts, practices and procedures. Relies on wide experience and judgment to plan and accomplish goals. Performs a variety of complex tasks and a wide degree of creativity is expected. May lead and direct the work of others.
- Specialized Experience: Directly applicable technical writing experience and limited technical writing supervisory experience.

Requirements:

- BS and 4 years experience or
- AS and 6 years experience.



Position Title: Journeyman Technical Writer II

Responsibilities:

- Must have progressive working experience as technical writer with demonstrated experience in writing documents in compliance with current industry and Government practices. Assists in collecting and organizing information required for user manuals, guides, reports and sundry other documents required by the customer. Writes a variety of technical manuals, operating manuals, installation guides, field guides, system and site requirements and training documents. May be responsible for coordinating the display of graphics and production of the final document. Must be familiar with all applicable technical writing concepts, practices and procedures. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks and a certain degree of creativity is expected.
- Specialized Experience: Directly applicable technical writing experience.

Requirements:

- BS and 3 years experience or
- AS and 5 years experience.



Position Title: Journeyman Technical Writer I

Responsibilities:

- Must have progressive working experience as technical writer with demonstrated experience in writing documents in compliance with current industry and Government practices. Assists in collecting and organizing information required for user manuals, guides, reports and sundry other documents required by the customer. Writes a variety of technical manuals, operating manuals, installation guides, field guides, system and site requirements and training documents. Also creates/updates schematics, graphs, charts and technical drawings and illustrations. May be responsible for coordinating the display of graphics and production of the final document. Must be familiar with a commonly used technical writing and graphic concepts, practices and procedures. Relies on instructions and pre-established guidelines to perform functions of the job.
- Specialized Experience: Directly applicable technical writing experience.

Requirements:

- BS and 2 years experience or
- AS and 4 years experience.



BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors. Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.
- Customers make a best value selection.

Analysis, Integration & Design Inc.



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

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

Signatures

AGENCY DATE CONTRACTOR DATE



BPA NUMBER _____
(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

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

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

MODEL NUMBER/PART NUMBER _____

*SPECIAL BPA DISCOUNT/PRICE _____

(2) Delivery:

DESTINATION DELIVERY SCHEDULES / DATES _____

(3) The Government estimates, but does not guarantee that the volume of purchases through this agreement will be

(4) This BPA does not obligate any funds.

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

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

OFFICE _____

POINT OF CONTACT _____

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

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

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

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

(e) Purchase Order Number;

(f) Date of Purchase;

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

(h) Date of Shipment.

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

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



USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

- Analysis Integration & Design, Inc. provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

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