



# FEDERAL TECHNICAL SERVICES, INC.

## MISSION ORIENTED BUSINESS INTEGRATED SERVICES (MOBIS)

### GSA SCHEDULE

FSC GROUP 874	
Special Item No. 874-1 Special Item No. 874-4	Integrated Consulting Services Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration Learning Management, Internships
Special Item No. 874-7 Special Item No. 874-9	Integrated Business Program Support Services Off-the-Shelf Training Devices and Training Materials: Print, Electronic, Audio-Visual, Multi-Media, and Simulation Training Devices

Federal Supply Service  
Authorized Federal Supply Schedule Pricelist

Contract Number:  
GS-10F-0202K

Total Contract Period: April 21, 2000 – April 20, 2015  
Current Contract Period: April 21, 2010 – April 20, 2015  
Updated through Modification A373, dated June 11, 2014

URS Federal Technical Services, Inc.  
20501 Seneca Meadows Parkway, Suite 300  
Germantown, MD 20876  
Phone: (301) 944-3100  
Fax: (301) 944-3062

Web site: <http://www.urscorp.com/Markets/contractVehicles.php>

Business Size: Large

*For more information on ordering from Federal Supply Schedules click on FSS Schedules button at [fss.gsa.gov](http://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 <http://www.gsaadvantage.gov>.*

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**INTRODUCTION**

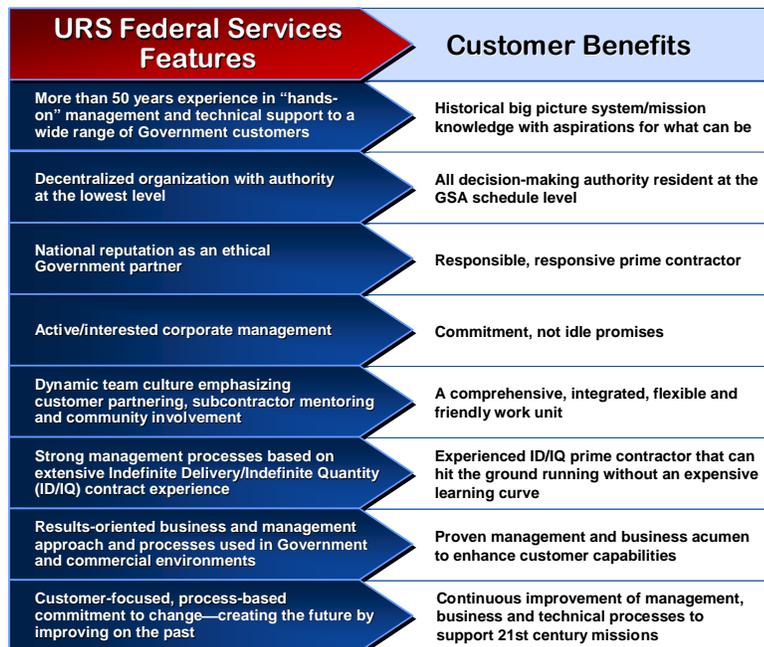
URS Corporation is a fully integrated engineering, construction and technical services organization with the capabilities to support every stage of the project life cycle—from inception through start-up and operation to decommissioning and closure. We offer program management; planning, design and engineering; systems engineering and technical assistance; construction and construction management; operations and maintenance; and decommissioning and closure services.

Through our network of offices across the United States and in more than 40 countries, we provide services to a broad range of clients around the world, including U.S. federal government agencies, national governments of other countries, state and local government agencies in the United States and internationally, and private sector clients worldwide representing a wide variety of industries. Our work is focused in four key market sectors: federal, infrastructure, power, and industrial and commercial. Within each of these markets, our comprehensive skills and expertise are a valued resource to clients around the world.

URS Facts:

- \$9.18B in revenue (2010)
- 48,000 employees
- #267 on FORTUNE Magazine’s List of America’s 500 Largest Companies
- Ranked #6 Largest Federal Civilian Contractor by *Government Executive*
- Ranked #22 in the Top 100 Defense Contractors Worldwide by *Defense News*

The legal entity for this contract and under URS Corporation is URS Federal Technical Services, Inc.



**URS CORPORATION'  
COMMITMENT TO  
PROMOTE SMALL  
BUSINESS  
PARTICIPATION  
PROCUREMENT  
PROGRAMS**

URS Corporation strongly supports the participation of small business concerns in the Federal Supply Schedules Program. 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. We will

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

## GSA AUTHORIZED FEDERAL SUPPLY SERVICE SCHEDULE PRICE LIST AND CATALOG

**Schedule Title:** Mission Oriented Business Integrated Services (MOBIS)  
**SINs:** 874-1, 874-4, 874-7, 874-9  
**Contract Number:** GS-10F-0202K  
**Contract Period:** April 21, 2010 thru April 20, 2015

**Point of Contact:** Mr. Kyle Renehan  
Director, Contracts  
Phone: (301) 944-3224  
Facsimile: (301) 944-3062  
Email: kyle.renehan@urs.com

**Business Size:** LARGE – NAICS 541611

### **Tax ID Numbers (TIN)**

URS Federal Technical Services, Inc: 51-0391628  
Common Parent: URS Corporation: 94-1381538

### **Central Contractor Registration (CCR)/DUNS No.**

083070925  
CAGE Code: 34157

### **Contractor's Ordering Address**

URS Federal Technical Services, Inc.  
20501 Seneca Meadows Parkway, Suite 300  
Germantown, MD 20876

### **Remittance Address (Regular Mail)**

URS Federal Technical Services, Inc.  
P.O. Box 116323  
Atlanta, GA 30368-6323

### **EFT: Remittance Address (Electronic Payments)**

Wells Fargo Bank.  
Account Name: URS Federal Technical Services, Inc.  
ABA Routing #: 121000248  
Account #: 4121379242

## INFORMATION FOR ORDERING ACTIVITIES

1. See Table of Contents of this Price List
2. Maximum Order Limitation. \$1,000,000.00 (Orders may exceed this amount; however, this is the threshold where ordering activities may seek a price reduction.)
3. Minimum Order. \$100.00
4. Geographic Coverage (delivery area). All geographic areas
5. Point(s) of Production. As negotiated in order. URS Federal Technical Services' facilities are listed below.
6. Discount from List Prices or Statement of Net Price. A "Spot Reduction Discount" may be negotiated for orders over the maximum order value.
7. Other Discounts. None
8. Government Commercial Credit Card. Accepted
9. Terms and Conditions of Government Commercial Credit Card Acceptance. Applicable and determined on a case-by-case basis
10. Government Commercial Credit Card will be accepted over the micro-purchase threshold.
11. Export Packing Charges. Not Applicable
12. Prompt Payment Terms. Net 30
13. Foreign Items (list items by country of origin). None
14. Time of Delivery. 30 days after order or as negotiated in order
15. Expedited Delivery. Items available for expedited delivery are noted in this price list by an "\*".
16. Liability for Injury or Damage: URS Federal Technical Services shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by URS Federal Technical Services unless such injury or damage is due to the fault or negligence of URS Federal Technical Services.
17. FOB Destination: All completed performance will be made FOB destination within Continental United States (CONUS). An additional charge (applicable labor and Joint Travel Regulations (JTR) travel and per diem) will be included in the negotiations of each order, as requested by the government for URS Federal Technical Services representation for on-site inspection, acceptance testing and/or installations CONUS and Outside Continental United States (OCONUS) shipments made FOB Destination to U.S. Government designated shipping points. FOB (Services) will be negotiated between ordering agency and URS Federal Technical Services.
18. Trade Agreements Act of 1979 As Amended: All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.
19. Overnight and 2-day Delivery. Overnight and 2-Day delivery is available if negotiated in order.
20. Urgent Requirements. Please contact our representative to affect a faster delivery.
21. List of service and distribution points (if applicable). The URS Federal Technical Services facilities participating under this schedule are shown on the following page.
22. Disaster Recovery Purchasing. URS Federal Technical Services has voluntarily accepted the terms of the Disaster Recovery Purchasing modification which authorizes the Administrator of General Services to provide for the use of federal supply schedules by state and local governments for the purchase of products and services to be used to facilitate recovery from major disasters, terrorism, or nuclear, biological, chemical, or radiological attacks under SINs 874-1(RC), 874-4(RC), 874-7(RC) and 874-9(RC).
23. American Recovery and Reinvestment Act: URS Federal Technical Services has accepted the terms and conditions of mass modification (FX75) and can accept orders under the American Recovery and Reinvestment Act (Recovery Act) of 2009, from Federal, state or local ordering activities via our GSA Schedule contract.



## URS FEDERAL TECHNICAL SERVICES PARTICIPATING FACILITIES

P.O. Box 5396  
Ft. McClelland, AL 38205

150 West Park Loop  
Suite 202  
Huntsville, AL 35806

P.O. Box 5307  
Vandenberg AFB, CA 93437

349B Mitchell Street  
Groton, CT 06340

1173 NW 159<sup>th</sup> Drive  
Sunshine State Int'l Park  
Miami, FL 33169

400 West Central Boulevard  
Cape Canaveral, FL 32920

1140 Commerce Road  
c/o Advanced Dist.  
Morrow, GA 30260

P.O. Box 3321  
Idaho Falls, ID 83403-3321

Route 6, Box 18  
Bloomfield, IN 47424

300 M Street SE  
Suite 400  
Washington, DC 20003

20501 Seneca Meadows  
Parkway  
Suite 300  
Germantown, MD 20876

9639 Doctor Perry Road  
Suite 214S  
Ijamsville, MD 21754-8758

4401 Indian Head Highway  
Suite 2  
Indian Head, MD 20640

22289 Exploration Drive  
Suite 304  
Lexington Park, MD 20653

1325 East West Highway  
Station 17205  
Silver Spring, MD 20910

55 Broadway, DTS 927  
Cambridge, MA 02142

601 East 12 Street  
Kansas City, MO 64106

P.O. Box 9100  
Albuquerque, NM 87119

P.O. Box 93747  
Las Vegas, NV 89193-3747

Calle Recinto Sur 301, Suite 703  
Corudoming Bollordo  
San Juan, PR 00901

Two Corporate Park, 3<sup>rd</sup> Floor  
Newport Corporate Park  
Middletown, RI 02842-6294

280 Dover Street, Building  
1537, Door 23A  
San Antonio, TX 78246

143 Billy Mitchell Boulevard  
Building 43, Suite 6  
Kelly AFB, TX 78241-6016

2450 Crystal Drive  
Suite 500  
Arlington, VA 22202-3828

16156 Dahlgren Road  
P.O. Box 552  
Dahlgren, VA 22448-0552

P.O. Box 65612  
Hampton, VA 23665

10687 Gaskins Way  
Suite 101  
Manassas, VA 20109

4565 Progress Road  
Suite 1C  
Norfolk, VA 23502

595 Shrewsbury Avenue  
Shrewsbury, NJ 07702

Wallops Flight Facility  
Building N-149, E. Rm 203  
Wallops Island, VA 23337-1114

3600 Pointe Center Ct.  
Suite 150  
Dumfries, VA 22026

1115 Garrisonville Road  
Stafford, VA 22556

16 Center Street  
Suite 203  
Stafford, VA 22556

3604 Collins Ferry Road  
Morgantown, WV 26505-2353

11600 Stark Road  
Tooele, UT 84074

100 Middlesex Avenue  
Carteret, NJ 07008

1981 E. 213<sup>th</sup> Street  
Carson, CA 90749

*This list is not inclusive of all participating facilities*

## TERMS AND CONDITIONS

### 1.0 SCOPE

Services provided under Special Item Nos. 874-1, 874-4, 874-7 and 874-9 Mission Oriented Business Integrated Services (MOBIS) apply to all Federal agencies, both civilian and Defense.

The prices, terms and conditions stated under Special Item Nos. 874-1, 874-4, 874-7 and 874-9 apply exclusively to MOBIS within the scope of this Schedule.

URS Federal Technical Services shall provide services at URS Federal Technical Services' facility and/or at the Government location, as agreed to by URS Federal Technical Services and the ordering office. "On-site" pricing schedules reflect work to be performed at URS Federal Technical Services' facilities; "off-site" pricing reflects work performed at customer locations. An adjusted rate is required for services to be performed in the geographic areas of Hawaii, Alaska and the Commonwealth of Puerto Rico.

For work that is done outside of the continental United States (OCONUS) under this schedule, URS will utilize the appropriate US State Department post differential and hazard pay premiums which will be added to the applicable GSA rate(s).

### 2.0 ORDERING PROCEDURES

#### 2.1 Procedures for MOBIS Priced on GSA Schedule at Hourly Rates

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

**2.1.2** When ordering MOBIS, ordering offices shall prepare a Request for Proposal (RFP). The ordering office shall:

- Prepare a performance-based Statement of Work (SOW) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (security clearances, travel, special knowledge, etc.).
- Prepare an RFP that includes the performance-based SOW and requests URS Federal Technical Services to submit either a firm fixed price or a ceiling price to provide the services outlined in the SOW. A firm fixed-price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the

order to estimate accurately the extent or duration of the work or to anticipate costs with any reasonable degree of confidence. When such a determination is made, a labor-hour or time and materials proposal may be requested. The firm fixed price shall be based on the hourly rates in the Schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the SOW. The firm fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel Regulations or JTR. A ceiling price must be established for labor-hour and time-and-materials orders.

- The RFP may request that URS Federal Technical Services submit, if necessary or appropriate, a project plan for performing the task and information on URS Federal Technical Services' experience and/or past performance performing similar tasks.
- The RFP shall notify URS Federal Technical Services of the basis to be used for selecting the Schedule Contractor to receive the order. The notice shall include the basis for determining whether URS Federal Technical Services is technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to Schedule contractors who are small business concerns, the RFP shall notify URS Federal Technical Services that this will be the case.

Also when ordering MOBIS, ordering offices shall transmit the RFP to Contractors as follows:

- Based on an initial evaluation of catalogs and pricelists, the ordering office should notify URS Federal Technical Services that it appears to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractor locations, as appropriate).
- The RFP should be sent to three contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the RFP should be provided to additional contractors who offer services that will meet the agency's needs. Ordering offices should strive to minimize URS Federal Technical Services' costs associated with responding to RFPs for specific orders. Requests

should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

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

Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements (BPAs), individual purchase orders, or task orders for ordering services under this contract.

All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**2.1.3** Establishment of Federal Supply Schedule BPAs for recurring services is permitted (FAR 8.404) 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 RFP (based on the agency's requirement) whether a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the Schedule Contractor 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. The Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
- **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 procedure in 2.1.2 above, and then place the order with the Schedule Contractor who

represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

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

BPAs shall not extend beyond the end of the contract period; all services and deliveries shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include Federal Acquisition Regulation (FAR) 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

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

**2.1.5** When the ordering office's requirement involves both products as well as MOBIS, the ordering office should total the prices for the products and the firm fixed price for the services, and select the Schedule Contractor that represents the greatest value in terms of meeting the agency's total needs.

**2.1.6** The ordering office should, at a minimum, document orders by identifying URS Federal Technical Services as the source from which the services were purchased, and listing the services purchased and the amount paid. If other than a firm fixed-price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule Contractors' proposals that formed the basis for selecting the Schedule Contractor that received the order and the rationale for any trade-offs made in making the selection.

## **2.2 Ordering Procedures for Other Services Available on Schedule at Fixed Prices for Specifically Defined Services or Tasks**

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or

consider small business set-asides in accordance with Subpart 19.5. GSA has already determined the prices of items under Schedule contracts to be fair and reasonable. By placing an order against a Schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

**2.2.1 Orders placed at or below the micro-purchase threshold.** Ordering offices can place orders at or below the micro-purchase threshold with any Federal Supply Schedule Contractor.

**2.2.2 Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.** Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" online shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the Schedule that meet the agency's needs. In selecting the service representing the best value, the ordering office may consider (i) special features of the service that are required in effective program performance and that are not provided by a comparable service, and (ii) past performance.

**2.2.3 Orders exceeding the maximum order threshold.** Each Schedule contract has an established maximum order threshold. This threshold represents the point where it is advantageous for the ordering office to seek a price reduction. In addition to following the procedures in paragraph 2.2 above, and before placing an order that exceeds the maximum order threshold, ordering offices shall—

- Review additional Schedule Contractors' catalogs/price lists or use the "GSA Advantage!" online shopping service.
- Based upon the initial evaluation, generally seek price reductions from the Schedule Contractor(s) appearing to provide the best value (considering price and other factors).
- After price reductions have been sought, place the order with the Schedule Contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

NOTE: For orders exceeding the maximum order threshold, URS Federal Technical Services may (1) offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations); (2) offer the lowest price available under the contract; or (3) decline the order (orders must be returned in accordance with FAR 52.216-19).

**2.2.4 Price reductions.** In addition to the circumstances outlined in paragraph 2.2.3, 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 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, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all Schedule users a price reduction extended only to an individual agency for a specific order.

**2.2.5 Small business.** For orders exceeding the micro-purchase threshold, ordering offices should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

**2.2.6 Documentation.** Orders should be documented, at a minimum, by identifying URS Federal Technical Services as the source from which the item was purchased, and listing the item purchased and the amount paid. If an agency requirement in excess of the micro-purchase threshold is defined so as to require a particular brand name, product, or feature of a product peculiar to one manufacturer, thereby precluding consideration of a product manufactured by another company, the ordering office shall include an explanation in the file as to why the particular brand name, product, or feature is essential to satisfy the agency's needs.

### 2.3 Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or an individual order, provided the items are clearly labeled as such on the order, all applicable regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market (non contract) items.

## 3.0 SECURITY REQUIREMENTS

In the event security requirements are necessary, the ordering activities may incorporate, in their Delivery

Orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency.

If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed \$100,000 or 10 percent of the total dollar value of the order, whichever is less.

#### 4.0 PERFORMANCE OF SERVICES

URS Federal Technical Services shall commence performance of services on the date agreed to by URS Federal Technical Services and the ordering office.

URS Federal Technical Services agrees to render services only during normal working hours, unless otherwise agreed to by URS Federal Technical Services and the ordering office.

URS Federal Technical Services guarantees the satisfactory completion of the MOBIS performed under the Task Order and that all contract personnel used in the performance of MOBIS under the Task Order shall have the education, experience, and expertise as stated in the task order.

Any contractor travel required in the performance of MOBIS must comply with the Federal Travel Regulations or JTRs, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all contractor travel. Contractors cannot use GSA city pair contracts.

#### 5.0 INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm fixed-price orders placed under this contract. The Inspection Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

#### 6.0 RESPONSIBILITIES OF URS FEDERAL TECHNICAL SERVICES

URS Federal Technical Services shall comply with all laws, ordinances, and regulations (Federal, State, city, or otherwise) covering work of this character.

#### 7.0 RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit contractor access to all facilities necessary to perform the requisite MOBIS.

#### 8.0 INDEPENDENT CONTRACTOR

All MOBIS performed by URS Federal Technical Services under the terms of this contract shall be as an

independent contractor, and not as an agent or employee of the Government.

### 9.0 ORGANIZATIONAL CONFLICTS OF INTEREST

#### Definitions.

- “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
- “Contractor and its affiliates” and “Contractor or its affiliates” refers to URS Federal Technical Services, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, consultants and any joint venture involving URS Federal Technical Services, any entity into or with which URS Federal Technical Services subsequently merges or affiliates, or any other successor or assignee of URS Federal Technical Services.
- An “organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by URS Federal Technical Services and its affiliates, may either (i) result in an unfair competitive advantage to URS Federal Technical Services or its affiliates, or (ii) impair the objectivity of URS Federal Technical Services or its affiliates in performing contract work.

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on URS Federal Technical Services, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against Schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the Schedule contract. Examples of situations that may require restrictions are provided at FAR 9.508.

### 10.0 URS FEDERAL TECHNICAL SERVICES’ COMMITMENTS, WARRANTIES AND REPRESENTATIONS

For the purpose of this contract, commitments, warranties and representations include the following, in addition to those agreed to for the entire Schedule contract:

- Time of delivery/installation quotations for individual orders
- Technical representations and/or warranties of products concerning performance, total system

performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements that result in orders under this Schedule contract

- Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by URS Federal Technical Services

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

### 11.0 OVERSEAS ACTIVITIES

Prices offered include delivery to destinations located within the 48 contiguous States and the District of Columbia. The prices offered do not include delivery FOB destinations in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified.

When deliveries are made to destinations outside the 48 contiguous States; i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, the following conditions will apply:

- Delivery will be FOB inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office. The contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service, and must be supported by paid freight or express receipt or by a statement of parcel post charges, including weight of shipment.
- The right is reserved to ordering agencies to furnish Government bills of lading.
- Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.
- Upon request of the contractor, the Government may provide the contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the contractor's technical personnel whose services are exclusively required

for the fulfillment of the terms and conditions of this contract.

- For work that is done outside of the continental United States (OCONUS) under this schedule, URS will utilize the appropriate US State Department post differential and hazard pay premiums which will be added to the applicable GSA rate(s).

### 12.0 INVOICES

URS Federal Technical Services, upon completion of the work ordered, shall submit invoices for MOBIS. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

### 13.0 PAYMENTS

For firm fixed-price orders, the Government shall pay URS Federal Technical Services, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments Under Time-and-Materials and Labor-Hour Contracts (Alternate I (APR 1984)) at FAR 52.232-7 applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment Under Time-and-Materials and Labor-Hour Contracts (FEB 1997) (Alternate II (JAN 1986)) at FAR 52.232-7 applies to labor-hour orders placed under this contract.

### 14.0 RESUMES

Resumes shall be provided to the GSA Contracting Officer (CO) or the user agency upon request.

### 15.0 INCIDENTAL SUPPORT COSTS

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

### 16.0 APPROVAL OF SUBCONTRACTS

The ordering activity may require that URS Federal Technical Services receive written consent from the ordering activity's CO before placing any subcontract for furnishing any of the work called for in a Task Order.

### 17.0 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. The policy and procedures

outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

**18.0 SECTION 508 COMPLIANCE**

Section 508 requirements will be addressed on a case-by-case basis for individual Delivery Orders and/or BPAs. In the event Section 508 applies to individual Delivery Orders or BPAs, and no exception is present in the Delivery Order or BPA solicitation, the Delivery Order or BPA shall specify the ordering agency’s compliance strategy (selection of technical performance standards/requirements and/or technologies to be used, based upon the agency’s market research), as provided for under the Rehabilitation Act and FAR Final Rule, in order for URS Federal Technical Services to appropriately develop and cost a technical approach that is responsive to Section 508 requirements of the individual Delivery Order or BPA.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes  No .

Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): [www.urscorp.com](http://www.urscorp.com).

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**19.0 MAKING A MEASURABLE DIFFERENCE**

Government and industry are under enormous pressure to improve their products and services as cost and efficiency become the major drivers in an increasingly competitive world. Decision-makers need useful information to make informed decisions. Armed with over half a century of management and business experience, we provide people and solutions equipped with experience and proven success to help you have the best business information and tools to complete your mission.

**20.0 OUR COMMITMENT**

We earn trust by operating with integrity and by demonstrating our long-term commitment to our customers. We always operate with the customer’s success as our objective to guide the execution of every project. Our suppliers and subcontractors will be treated as business partners, not as expendable resources. Our suppliers and subcontractors are also

held to our ethical standards as if they were URS employees.

**21.0 CORE COMPETENCIES**

- Acquisition Management Assistance
- Acquisition of Products, Services and Systems
- Acquisition Planning
- Asset Management Services
- Building Management
- Condition Assessment Surveying
- Conference Management
- Conference Services/Public Relations
- Cost and Budget Analysis
- Data Acquisition Systems
- Desktop Publishing
- Document Management/Imaging Systems
- Engineering/Project Management
- Environmental/Safety/Health Management Services
- Foreign Technology Assessment
- Industrial Safety
- Information System Life-Cycle Management
- Information Technology
- Integrated Logistics Support
- Library Management
- Life-Cycle Engineering
- Management Information Services
- Management Services
- Material Management/Inventory Control
- Multi-Media Courseware/Presentation Design and Development
- Physical Property Management
- Procurement Services
- Production Readiness Assessments
- Program Impact Assessments
- Program Management
- Programmatic Studies
- Real Property Management
- Records Management
- Risk Management
- Site Services Support
- Technology Assessment
- Test and Evaluation
- Warehouse Management

**22.0 TECHNOLOGY-RELATED MOBIS TASKS**

**22.1 Management and Acquisition**

*Our management and acquisition experience, built upon our support to a variety of federal programs, provides a unique blend of capabilities in the areas of acquisition management, acquisition reform, risk management, environmental planning and independent variable analysis.*

Ever more complicated systems drive an ever increasingly complicated acquisition process. URS has provided acquisition and management support for some of the nation’s most complicated – and successful – acquisitions for the last 40 years. . Our long-term involvement in contemporary submarine acquisition programs has afforded URS to develop people and processes already tested in some of the most stressful and complex acquisition environments in government today. .

We apply acquisition management best practices to ensure that acquisition reform objectives are being addressed in all of the new procurement efforts we support. We blend proactive business and program management, acquisition planning, procurement implementation and contract administration into a cohesive effort, oriented towards timely, cost-effective milestone accomplishment. Employing multidiscipline teams with a clear understanding of individual program goals and requirements, our personnel have excelled in program planning, monitoring and control for a variety of projects:

- Our acquisition and management professionals have supported the acquisition for every submarine program for the last 40 years – ACAT I level programs and some of the most complex weapons systems ever used by the U.S. Department of Defense. The VIRGINIA-class submarine program – the current attack submarine program – has received three of the prestigious David Packard awards (1996, 1998 and 2008) for acquisition excellence.
- We provide program management and business operations support for the Joint Program Office for the Mine Resistant Ambush Protected (MRAP) program office as we have since nearly the start of the MRAP program. It is worth noting that in 2008 this program received the prestigious David Packard Excellence in Acquisition award
- We support the design, development, acquisition, modernization and life-cycle management of submarine combat systems programs and shipboard surveillance radar systems programs.

- We provide effective program management/acquisition support spanning all DoD 5000 decision points and phases for Acquisition Categories (ACATs) I through IV.
- Our environmental management support includes life-cycle environmental planning and documentation, pollution prevention planning and training, hazardous material control and management planning and environmental risk analysis.

**22.2 Procurement and Logistics**

*Our electronic and analytical engineering skills are tailor-made to support high-tech, complex acquisition management and logistics for Government agencies and private industry. URS offers planning and implementation support, including supply support; technical data; manpower and personnel; packaging, handling, storage and transportation; training and training support; support and test equipment; computer resource support; maintenance planning; and design interface.*

Applying decades of experience in procurement and logistics management, we serve the Government as an “honest broker” in life-cycle planning, procurement, field testing, installation, reengineering and retirement of integrated hardware and software. Examples of what we have provided to past customers include:

- Condensing 140 volume technical manuals into two-ounce CD-ROMs to serve a new, paperless automated client base.
- Sending personnel to factory floors across the country to test components ensuring they work before they’re installed.
- Backing up U.S. Government planners, assisting their development of proposal requests, the first step in the cost management process.
- Extracting data from films and tape, digitizing it, then importing it into software simulating actual environments for engineering design and training purposes.
- Introducing user-friendly interactive simulation “courseware” that effectively trains personnel on operating communications, sonar and weapons gear.
- Adapting a high-speed special Interleaf software program that integrates words, blueprints and pictures electronically for rapid revision of technical manuals.

### 23.0 OUR TEAM MEMBERS/SUBCONTRACTORS

URS recognizes its responsibility to foster and team with small businesses to provide added value for our customers. URS is pleased to team with Corporate Development Services, a woman-owned small business to provide specialized survey capabilities for our government customers. We are also teamed with ISSI Consulting Group, a small disadvantaged business, to augment our capabilities in organizational modeling, process mapping, benchmarking and risk analysis. Rounding out our team is Team Technologies, Inc., a small business, who specializes in organizational and strategic business planning.

### 24.0 INTEGRATED CONSULTING SERVICES (SIN 874-1)

URS offers a wide variety of consulting services to design, analyze, document and improve management, business and technical processes and systems to meet mission specific requirements and expectations. These services may also include facilitation services and survey services.

#### Approach:

- Tailor optimal management and business solutions to support mission-critical programs
- Create alignment across business, technical and human organizational elements
- Integrate internal and external customers, products and services, technologies, structures, processes and systems into a total systems approach

#### Benefits:

- Tailored solutions
- Total systems approach
- Proactive, customer-service oriented consultants
- Best value support

### 25.0 TRAINING SERVICES: INSTRUCTOR LED TRAINING, WEB BASED TRAINING AND EDUCATION COURSES, COURSE DEVELOPMENT AND TEST ADMINISTRATION LEARNING MANAGEMENT, INTERNSHIPS (SIN 874-4)

URS provides training both in person and online to help young and experienced professionals alike to learn new skills and enhance existing skills. Our legacy of training U.S. Government customers such as the U.S. Army and U.S. Navy spans decades and a wide variety of environments. Our experience ranges from curriculum development, multimedia tools, simulations and a combination thereof. Whether it is developing

training for undergraduate flight students or providing computer-based training for U.S. Navy submariners to learn how to trouble shoot a pump, URS delivers.

#### Approach:

- Create adaptive training solutions - There's no such thing as "cookie cutter" in the world of training. Each need is different, every situation is different, every student is different. Beyond effective curriculum, a training solution must adapt to both the student and different situations. By delivering effective analyses and live training, we identify what your needs are and then address them.
- Combine simulated and virtual situations with real world experience. Gadgets don't solve problems. Experienced and skilled people solve problems. We're not pushing products, nor do we focus on technology as our entire solution. Instead, a combined force of educators, program managers and technical experts use their experience to deal with the challenges of today and emerging situations of tomorrow.
- Rapid development of training solutions. Today's problems cannot wait until tomorrow. You need to field training tools and programs as needs arise – not after they're old news. Our expert program and acquisition management push the envelope of performance to get you the solutions you need right away.

#### Benefits:

- Training solutions adapted to your specific needs
- Leverage hands on personal training and online/simulated training as a combination to best fit your budget and requirements
- Rapid development and deployment to minimize the amount of time you wait from initial requirements development to having a finished solution

### 26.0 INTEGRATED BUSINESS PROGRAM SUPPORT SERVICES (SIN 874-7)

URS provides management and integration of programs and projects including program management, program oversight, project management and program integration.

#### Approach:

- Conduct detailed assessments/analyses
- Align and integrate organizational elements
- Develop cost effective, tailored solutions

**Benefits:**

- Recommendations based on fact
- Total program project approach
- Customer satisfaction

**27.0 OFF-THE-SHELF TRAINING DEVICES AND TRAINING MATERIALS: PRINT, ELECTRONIC, AUDIO-VISUAL, MULTI-MEDIA, AND SIMULATION TRAINING DEVICES (SIN 874-9)**

URS provides many videos and computer based training tools to the U.S. Government today. We have decades of experience supporting large customers such as the U.S. Navy submarine force and more recently a new training range program for the U.S. Army. Working in the fast paced world of Unmanned Systems, we work with technology and simulation companies to develop high fidelity and flexible simulators to keep ahead of rapidly developing training needs for some of the most dynamic pieces of technology in the world.

**Approach:**

**Note that our approach to this type of work is integrated with previously mentioned training work. The approach highlights below are the same.**

- Create adaptive training solutions - There's no such thing as "cookie cutter" in the world of training. Each need is different, every situation is different, every student is different. Beyond effective curriculum, a training solution must adapt to both the student and different situations. By delivering effective analyses and live training, we identify what your needs are and then address them.
- Combine simulated and virtual situations with real world experience. Gadgets don't solve problems.

Experienced and skilled people solve problems. We're not pushing products, nor do we focus on technology as our entire solution. Instead, a combined force of educators, program managers and technical experts use their experience to deal with the challenges of today and emerging situations of tomorrow.

- Rapid development of training solutions. Today's problems cannot wait until tomorrow. You need to field training tools and programs as needs arise – not after they're old news. Our expert program and acquisition management push the envelope of performance to get you the solutions you need right away.

**Benefits:**

**Also the same as our benefits from training. Additionally, URS has integrated teams of trainers, software developers and multimedia developers who are experienced in working together as a team – leveraging their respective strengths – to develop the best possible training devices on the market today**

- Training solutions adapted to your specific needs
- Leverage hands on personal training and online/simulated training as a combination to best fit your budget and requirements
- Rapid development and deployment to minimize the amount of time you wait from initial requirements development to having a finished solution

## URS FEDERAL TECHNICAL SERVICES COMMERCIAL LABOR CATEGORIES AND GUARANTEES

URS Federal Technical Services offers only the personnel who meet or exceed the minimum qualification requirements stated in the Commercial Labor Category Descriptions provided herein. URS Federal Technical Services allows experience to substitute for minimum education requirements and education to substitute for minimum years of experience. URS Federal Technical Services' criteria for substitution is as follows.

**Undergraduate:** An associate degree will equal 2 years of experience. A relevant bachelor's degree will equal 4 years of experience. A relevant Masters Degree will equal 6 years of experience. A Doctorate will equal 8 years of experience.

**Experience:** For every year of full time specific field experience, the person shall be credited with one-half year of "degree" qualifications toward the values stated in the labor category descriptions.

GSA and/or the ordering activities may have access to any URS Federal Technical Services employee resume (by request) before, during, or after assignment of any GSA order. If for some extenuating reason a person assigned to an order must be replaced or substituted, the ordering activity will be notified in advance, in writing, and the substituted personnel will meet or exceed the required qualifications for the departing employee's labor category.

Because it contracts directly with Federal agencies, URS Federal Technical Services is required to maintain strict security measures in all its operations. URS Federal Technical Services facilities have been inspected and approved by the Department of Defense Industrial Security Clearance Office (DISCO) for the handling and storage of classified material. URS Federal Technical Services employees are screened, investigated, and cleared for access to sensitive and classified Government documents, files, and property. Clearances are granted by the cognizant Government agency, depending on the specific contract.

## URS FEDERAL TECHNICAL SERVICES COMMERCIAL JOB TITLE DESCRIPTIONS

### Administrative Specialist Trainee

**Job Specification:** Vocational/technical training beyond high school and 0 years of job-related experience. Requires capability to operate application software including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

### Principal Duties and Responsibilities:

1. Prepares and maintains word processing, spreadsheets, databases and/or other software files and information.
2. Prepares technical reports, including gathering, analyzing, organizing, and presenting information and data in a logical, persuasive manner.
3. Reads, understands, and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data, for the decision making process.
5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
6. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings to record and/or report on proceedings.

### Administrative Specialist 1

**Job Specification:** Associates degree or 2 years vocational/technical training beyond high school and 1 year of job-related experience. Requires advanced capability to operate application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Prepares and maintains word processing, spreadsheets, databases and/or other software files and information.
2. Prepares technical reports, including the gathering, analyzing, organizing, and presenting information and data in a logical, persuasive manner.
3. Reads, understands, and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data, for the decision-making process.
5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
6. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings to record and/or report on proceedings.

**Administrative Specialist 2**

**Job Specification:** Bachelor's degree and at least 2 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Participates in the development and maintenance of technical manuals. Assists with the validation/verification, discrepancies/deficiencies resolution and accuracy/adequacy assessment of technical manual requirements.

3. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.
4. Interfaces with engineers and technical professionals in writing, editing and publishing various types of customer documents such as training manuals, concepts of operations and contract deliverables.
5. Utilizes appropriate computer software application for document text production.
6. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

**Administrative Specialist 3**

**Job Specification:** Bachelor's degree (or equivalent) and at least 3 years of experience. Good oral and written communication skills; working knowledge of word processing and integrated software applications; organization skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Coordinates documentation received, including the publication of the bibliography of technical reports, staff studies and working papers.
3. Provides reference, document delivery, online search and referral services.
4. Directs information services.
5. Interfaces with engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports).
6. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
7. Provides final quality assurance check for all document deliverables.
8. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.

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### Administrative Specialist 4

**Job Specification:** Bachelor's degree and at least 5 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Advises, manages and mentors personnel assigned to technical documentation function.
2. Interfaces with engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports).
3. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
4. Provides final quality assurance check for all document deliverables.
5. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
6. Provides senior-level technical writing/editing support.
7. Directs the classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media, including electronic.

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### Administrative Specialist Lead

**Job Specification:** Bachelor's degree and at least 7 years of job-related experience or equivalent. Excellent written communication skills; working knowledge of word processing and integrated software applications; strong organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Advises, manages and mentors personnel assigned to technical documentation function.
2. Interfaces with engineers and technical professionals in the writing, editing and publication of various types of documents (e.g., test plans, test reports, survey reports).

3. Oversees in-house production flow of technical publications. Tracks and monitors flow of all documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
4. Provides final quality assurance check for all document deliverables.
5. Utilizes appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
6. Provides senior-level technical writing/editing support.
7. Directs the classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media including electronic.

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### Clerical Specialist Trainee

**Job Specification:** Vocational/technical training beyond high school and at least 0 year of job-related experience or equivalent. Requires some knowledge of operating software programs. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Prepares and submits reports, invoices, vouchers and other documents.
2. Schedules daily work flow and ensures coordination of completed projects.
3. Performs and coordinates duties in one or more of the following areas: accounting, purchasing, marketing, office services and security.
4. Processes, inputs and retrieves data and manages databases, as required.
5. Gathers data for various reports required by accounting and management or for engineering/scientific applications.
6. Assists in the maintenance and inventory control of office equipment.

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### Clerical Specialist 1

**Job Specification:** Vocational/technical training beyond high school and at least 1 year of job-related experience or equivalent. Requires basic skills in operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Word processes correspondence and reports; proofs material.
2. Maintains engineering files and recurring reports.
3. Coordinates meetings, schedules and travel arrangements.
4. Distributes, tabulates and enters time sheets and staff expenses.
5. Prepares technical reports, charts, tables, databases and a wide variety of material in specific formats.
6. Provides administrative support as needed.

**Clerical Specialist 2**

**Job Specification:** Vocational/technical training beyond high school and 3 years of job-related experience. Excellent communication and analytical skills; demonstrated working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Supervises and trains personnel in the areas of clerical and program support.
2. Manages budgets.
3. Generates reports.
4. Manages and maintains document information databases.
5. Ensures proper operation and maintenance of computer equipment.
6. Develops, implements and maintains procedures for document tracking and handling.

**Clerical Specialist 3**

**Job Specification:** Vocational/technical training beyond high school and 5 years of job-related experience. Excellent communication and analytical skills; demonstrated working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Supervises and trains personnel in the areas of clerical and program support.
2. Manages budgets.

3. Generates reports.
4. Manages and maintains document/information databases.
5. Ensures proper operation and maintenance of computer equipment.
6. Develops, implements and maintains procedures for document tracking and handling.

**Clerical Specialist 4**

**Job Specification:** Vocational/technical training beyond high school and 7 years of job-related experience. Excellent communication and analytical skills; demonstrated working knowledge of computer systems and ability to operate application software, including database, word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Supervises and trains personnel in the areas of clerical and program support.
2. Manages budgets.
3. Generates reports.
4. Manages and maintains document/information databases.
5. Ensures proper operation and maintenance of computer equipment.
6. Develops, implements and maintains procedures for document tracking and handling.

**Executive 1**

**Job Specification:** Bachelor's degree and a minimum of 10 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.
2. Plans and procures necessary staffing to achieve work completion milestones and deliverables.
3. Monitors fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers.
4. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts.

5. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.
6. Performs multi-disciplinary analysis of system designs to determine compliance with specifications and standards.
7. Directs the investigation and resolution of management problems in conjunction with other personnel.

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**Executive 2**

**Job Specification:** Bachelor's degree and a minimum of 12 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require some travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.
2. Is responsible for individual business elements conducted in compliance with applicable Federal, State, and local laws and regulations.
3. Represents the company as appropriate with its relations with customers, employees, suppliers, Government industry groups, community organizations and professional associations.
4. Is responsible to implement a sound plan for organizational management and controls.
5. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts.
6. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

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**Executive 3**

**Job Specification:** Bachelor's degree and a minimum of 14 years experience. Excellent communication, interpersonal, organizational and analytical skills are required. Working knowledge of word processing and integrated software applications is required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.

2. Is responsible for individual business elements conducted in compliance with applicable Federal, State, and local laws and regulations.
3. Represents the company as appropriate with its relations with customers, employees, suppliers, Government industry groups, community organizations and professional associations.
4. Is responsible to implement a sound plan for organizational management and controls.
5. Supervises, coordinates, provides leadership to and reviews the work of assigned staff and/or contracts.
6. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

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**Executive 4**

**Job Specification:** Bachelor's degree and a minimum of 16 years experience. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Provides management, organizational, business and technical leadership and services.
2. Is responsible for individual business elements are conducted in compliance with applicable Federal, State, and local laws and regulations.
3. Represents the company as appropriate with its relations with customers, employees, suppliers, Government industry groups, community organizations and professional associations.
4. Is responsible to implement a sound plan for organizational management and controls.
5. Supervises, coordinates, provides leadership to direct the development of internal and external programs for communications, human resources and outreach.
6. Interfaces with customers on a regular basis. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.

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**Executive Management Consultant, Senior**

**Job Specification:** Government Agencies are under pressure to reduce costs, cut bureaucracy, improve the performance, quality, timeliness and efficiency of programs, and the services they provide to the citizens

of the United States. Agencies are re-evaluating their missions, visions, strategies, programs and processes. Changing culture and direction requires strong leadership. This position will act as a cognizant authority over one or more of the top-level leadership issues including leadership assessment, organizational assessment and design, strategic planning, policy planning and development, business and process improvement. Will interface and provide direction, guidance and consulting to the highest levels within an agency up to and including the Secretary. Excellent management, communications, interpersonal, organizational and analytical skills are required. Position may require travel. Position may also require the ability to pass and maintain a security clearance.

#### **Principal Duties and Responsibilities:**

1. Provide leadership, assistance and direction across a number of key organizational areas, including:
2. Formulation and implementation of strategic plans.
3. Policy planning and analysis
4. Business and financial process and reengineering to meet strategic objectives.
5. Developing process modeling and simulation
6. Executive level facilitation and support
7. High level, agency cross-functional facilitation and support
8. Interagency committee facilitation and support
9. Program integration support
10. Interfacing with executive level customers on a regular basis. Monitor customer feedback and provide advice on a broad range of issues related to programs/services being delivered.
11. Leadership at the highest programmatic and/or technical levels in order to accomplish customer driven projects. Manages all phases of a program from inception to completion.
12. Serving as a technical expert in areas relevant to a major program, exercise, or initiative.

**Experience and Education:** Master's degree in a relevant or related field. Shall possess at least 15 years of professional experience, including at least 5 years of specialized experience. Recognized authority across multiple areas of expertise.

#### **Instructor Pilot**

**Job Specification:** Bachelor's Degree and at least 5 years of job-related experience or equivalent. Must

have an FAA commercial pilot certificate and FAA flight instructor certificate with rotorcraft category and helicopter class ratings on both certificates, or be a graduate of a DoD rotary wing instructor pilot course. Must have a valid Army or FAA Second Class Medical Certificate. Must have at least 500 hours of experience in the appropriate category of aircraft and an FAA instrument rating or a military instrument pilot rating in the rotorcraft category of aircraft. Good communication skills. Position may require travel. Position may require the ability to pass and maintain a security clearance.

#### **Principal Duties and Responsibilities:**

1. Instructs and plans the instructional efforts for all assigned flight related subjects for the applicable aircraft in accordance with the Commander's Aircrew Training Program.
2. Training, evaluating and progressing pilots and air crews in Readiness Level progressions, Pilot in Command training, crew training, gunnery training, and instrument flight training during day, night, night vision systems (NVS), night vision goggle (NVG) and instrument flight rules (IFR) conditions in classroom, simulator and flight environments.
3. Provides information and data for reports as requested by the supervisor or Commander.
4. Prepares, updates, and presents all instructional materials, to include computer presentations, used in assigned subject areas in accordance with Government requirements.
5. Assures that all flight planning materials, training aids, and equipment are maintained, backed-up as appropriate, current and in sufficient quantities for the most efficient use.
6. Provides information and data for reports as requested by the Commander.

#### **Maintenance Test Pilot**

**Job Specification:** Bachelor's Degree and at least 5 years of job-related experience or equivalent. Graduate of Army Aircraft Maintenance Officers Phase II course (AMOC Phase II) required. 1000 hours first pilot time with 300 hours in specific aircraft required. FAA Commercial Pilot or Airline Transport Pilot rating is required. Must possess and instrument rating on their FAA Commercial certificate. Must have a valid Army or FAA Second Class Medical Certificate. Must be able to pass hands-on flight evaluation for currency.

Position may require travel. Position may require the ability to pass and maintain a security clearance.

**Principal Duties and Responsibilities:**

1. Plan mission and obtains briefing information on purpose of flight test, weather, operation procedures, intelligence and special instructions. Prepare flight plans considering such factors as altitude, terrain, weather, aircraft, crew capabilities, threats, operational and training requirements and flight procedures.
2. Prepare and file flight clearance. Ensure the aircraft is preflight inspected, loaded, equipped and manned for mission. Inspect engines, fuselage and control surfaces for mechanical and structural soundness. Inspect and test mission equipment for proper operations. Ensures that weight and balance are correct, fuel supply is adequate and survival and rescue equipment is properly stowed.
3. Brief crewmembers and non-crewmembers on safety and emergency procedures and scope of mission. Pilot aircraft and command crew to accomplish assigned mission. Pilot operates controls and equipment to take off and land under varying flying conditions. Perform prescribed test maneuvers, instrument readings and records results and test specifications as prescribed by the contract or customer requirements.
4. Test both normal and emergency functions of systems. Coordinate and direct flight phases of test or support with other aircraft. Maintain flight records and reports observations made during mission. Conduct and supervise training of crewmembers. Instruct Co-pilots in operation and techniques of maintenance test flying. Orient and brief crewmembers and non-crewmembers on duties and responsibilities, flight operation and mission profile.
5. Maintain proficiency and currency requirements and perform check rides and support flight for proficiency effectiveness. Provide detailed and effective communications with ground maintenance personnel on results of test or acceptance flights. Determine need to re-fly or fix-and-sell on deficiencies noted in-flights. During non-flight periods is capable of and performs duties of Technical Inspector, inspecting maintenance and modification actions on assigned aircraft, as well as simulator training instruction.

**MOBIS Analyst Trainee**

**Job Specification:** Associate's degree and no job-related experience. Requires operating application software including word processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Prepares contract expenditure versus estimated budget report and other business reports for manager(s) on a regularly scheduled basis for use in monitoring contract costs.
2. Prepares and tracks contract spreadsheets.
3. Prepares reports for contract deliverable submissions.
4. Prepares procurement requests, processes sub-contractor invoices and monitors subcontractor cost reports for accuracy and completeness.
5. Researches and analyzes problems and determines element(s) requirements with minimum supervision.
6. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s).
7. Reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
8. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

**MOBIS Analyst 1**

**Job Specification:** Associate's degree and 2 years of job-related experience. Requires operating application software, including word-processing and spreadsheet programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Prepares contract expenditure versus estimated budget report for manager(s) on a regularly scheduled basis for use in monitoring contract costs.
2. Prepares and tracks contract spreadsheets.
3. Prepares reports for contract deliverable submissions.

4. Prepares procurement requests, processes subcontractor invoices and monitors subcontractor cost reports for accuracy and completeness.
5. Researches and analyzes problems and determines element(s) requirements with minimum supervision.
6. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s).
7. Reviews program reports, technical papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
8. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

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### MOBIS Analyst 2

**Job Specification:** Bachelor's degree and at least 2 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Generates management tools to effectively control programs.
3. Generates reports documenting findings.
4. Conducts research into management, organizational and business practices to assess/implement improvements to, or ensure compliance with acquisition procedures.
5. Prepares computerized programs utilizing commercial software to manage tasks.
6. Maintains database to produce monthly financial reports. Tracks, processes and distributes deliverables and monitors comment status.

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### MOBIS Analyst 3

**Job Specification:** Bachelor's degree and at least 4 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability

to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Tracks, processes, produce and distribute deliverables and monitors comment status.
3. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/business status and risk. Evaluates trends and projects cost completion estimates.
4. Participates in program management reviews and business meetings.
5. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal and external) on concepts, techniques and reporting.
6. Conducts evaluation of cost proposals, including fact finding, cost/technical trade-off analyses and evaluation report writing. Prepares independent cost estimates to support evaluation of alternatives, including development of cost and operational effectiveness analyses and Bottom-Up/Top-Down cost estimates.
7. Conducts special studies and evaluations.
8. Researches, analyzes problems and determines element(s) requirements with minimum supervision.
9. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
10. Reviews program reports, papers, drawings, specifications, procedures, etc., and performs tests/evaluations and validations/verifications; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
11. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

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### MOBIS Analyst 4

**Job Specification:** Bachelor's degree and at least 6 years of job-related experience or equivalent. Good

written communication skills; working knowledge of word processing and integrated software applications; excellent management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Principal Duties and Responsibilities:**

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Tracks, processes, produce and distribute deliverables and monitors comment status.
3. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/business status and risk. Evaluates trends and projects cost completion estimates.
4. Participates in program management reviews and business meetings.
5. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal and external) on concepts, techniques and reporting.
6. Conducts technical evaluation of cost proposals including fact finding, cost/technical trade-off analyses and evaluation report writing. Prepares independent cost estimates to support evaluation of alternatives, including development of cost and operational effectiveness analyses and Bottom-Up/Top-Down cost estimates.
7. Conducts special studies and evaluations.
8. Researches, analyzes problems and determines element(s) requirements with minimum supervision.
9. Collaborates with customer(s) to define, coordinates and tracks the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
10. Reviews program reports, technical papers, drawings, specifications, procedures, etc., and performs tests/evaluations and validations/verifications; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
11. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.

#### **MOBIS Analyst, Lead**

**Job Specification:** Bachelor's degree and at least 8 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications. Exceptional management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Principal Duties and Responsibilities:**

1. Conducts research and prepares management, organizational and business analyses and forecasts.
2. Tracks, processes, produce and distribute deliverables and monitors comment status.
3. Collects and analyzes performance data. Assesses and quantifies cost/schedule/management/business status and risk. Evaluates trends and projects cost completion estimates.
4. Participates in program management reviews and business meetings.
5. Prepares and coordinates inputs for acquisition documentation, status reports, briefings and information inquiries. Trains new staff (internal and external) on concepts, techniques and reporting.
6. Conducts technical evaluation of cost proposals, including fact finding, cost/technical trade-off analyses and evaluation report writing. Prepares independent cost estimates to support evaluation of alternatives, including development of cost and operational effectiveness analyses and Bottom-Up/Top-Down cost estimates.
7. Conducts special studies and evaluations.
8. Researches, analyzes problems and determines element(s) requirements with minimum supervision.
9. Collaborates with customer(s) to define, coordinates and tracks the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.

#### **MOBIS Manager 1**

**Job Specification:** Bachelor's degree and at least 1 year of job-related experience or equivalent. Good oral and written communication skills; familiarity with word processing, database, spreadsheet and integrated software applications are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
2. Interacts with and advises customers by applying specific program knowledge and/or subject matter expertise in the execution of routine and nonroutine tasks.
3. Interacts and provides management or business assessments to customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks.
4. Interfaces with other professionals to generate program documentation such as plans, schedules, briefings, reports, correspondence, contracts/contract modifications, technical instructions/procedures and/or related material.
5. Analyzes and tracks project budgets, schedules and deliverables, conduct research into specific areas, prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, provide comments and provides assessments of technical and non-technical program reports; researches specific areas of interest and prepares findings.
8. Interfaces with internal and external principal program participants for planning, prioritization and resolution of overall activities to support customer goals.

**MOBIS Manager 2**

**Job Specification:** Bachelor's degree and 3 years of job related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and

issue resolution of overall activities in the support and achievement of customer goals.

3. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks.
4. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material.
5. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, provides comments and provides assessment of technical and non-technical program reports; researches specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

**MOBIS Manager 3**

**Job Specification:** Bachelor's degree and at least 4 years of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support of and achievement of customer goals.
3. Interacts and supports customers, through the application of specific program knowledge, in the execution of program management tasks.
4. Coordinates and maintains program documentation with internal and external teams, including plans, schedules, briefings, reports correspondence, contracts/contract modifications, technical instructions/procedures and/or related material.

5. Prepares routine and nonroutine program correspondence, documentation and reports.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, evaluates and provides assessments of technical and non-technical program reports; research specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

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#### **MOBIS Manager 4**

**Job Specification:** Bachelor's degree and at least 5 years of job-related experience or equivalent. Excellent management, communication, interpersonal, organizational and analytical skills are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Principal Duties and Responsibilities:**

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
3. Interacts with and advises customers, through the application of specific program knowledge and subject matter expertise, in the execution of program management tasks.
4. Analyzes requirements; reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material.
5. Analyzes and tracks project budgets, schedules and deliverables, conducts research into specific areas, prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, provides comments and provides assessment of technical and non-technical program reports; researches specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

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#### **MOBIS Specialist Trainee**

**Job Specification:** Bachelor's degree and no job related experience. Good communication skills; working knowledge of word processing and integrated software applications; management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### **Principal Duties and Responsibilities:**

1. Researches and analyzes business element problems to determine solution alternatives.
2. Reviews reports, papers, drawings, specifications, procedures, etc.; consolidates comments from various organizations; and drafts reports.
3. Assists in preparing routine correspondence (i.e., letters, memos and route sheets), spreadsheets, Gantt charts, presentations and meeting minutes.
4. Assists with maintenance of program management data, planning schedules and documents.
5. Analyzes and researches material to gain a thorough understanding of the management, organizational and business elements supporting a task assignment.
6. Assists in the preparation of oral presentations and written reports.

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#### **MOBIS Specialist 1**

**Job Specification:** Associates degree or 2 years vocational/technical training beyond high school and 1 year of job-related experience. Requires advanced capability to operate application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a Security Clearance.

#### **Principal Duties and Responsibilities:**

1. Prepares and maintains word processing, spreadsheets, data bases and/or other software files and information.
2. Prepares technical reports, including the gathering, analyzing, organizing and presenting information and data in a logical, persuasive manner.
3. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data, for the decision making process.

5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
6. Screens, directs and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings and prepares required materials. May attend meetings to record and/or report on proceedings.

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### MOBIS Specialist 2

**Job Specification:** Bachelor's degree and at least 1 year of job-related experience or equivalent. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Researches and analyzes business element problems, to determine element(s) requirements with minimum supervision.
2. May supervise and train entry-level personnel in the management, business and organizational aspects of assigned work.
3. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
4. Reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
5. Prepares program management correspondence (i.e., letters, memos and route sheets), designs charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.
6. Advises customer as a subject matter expert on program development, planning and implementation of business element(s).

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### MOBIS Specialist 3

**Job Specification:** Bachelor's degree and at least 3 years of job related experience or equivalent. Excellent communication skills; management and interpersonal; organizational and analytical skills; working knowledge of word processing and integrated software applications are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Researches and analyzes business and management problems, including areas such as acquisition, cost, data and logistics; determines alternatives; and recommends solutions.
2. May supervise and train entry-level personnel in the management, business and organizational aspects of assigned work.
3. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
4. Reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
5. Prepares program management correspondence (i.e., letters, memos and route sheets), design charts, spreadsheets, Gantt charts and presentations and prepares analytical reports and meeting minutes.
6. Advises the customer as a subject matter expert on program development, planning and implementation of business element(s).
7. Interfaces daily with various management and business team leaders to exchange information and coordinate related task performance.
8. May supervise teams in accomplishing tasks.

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### MOBIS Specialist 4

**Job Specification:** Bachelor's degree and at least 5 years of job related experience or equivalent. Good communication skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.
4. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation.
5. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance.
6. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

5. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance.
6. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

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**MOBIS Specialist Lead**

**Job Specification:** Bachelor's degree and at least 7 years of job-related experience or equivalent. Good communication skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.
4. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation.

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**Standardization Instructor Pilot**

**Job Specification:** Bachelor's Degree and at least 10 years of job-related experience or equivalent. Must have an FAA commercial pilot certificate and FAA flight instructor certificate with rotorcraft category and helicopter class ratings on both certificates, or be a graduate of a DoD rotary wing instructor pilot course. Must have a valid Army or FAA Second Class Medical Certificate. Must have at least 1500 hours of experience in helicopters with 500 hours experience as a flight instructor in the appropriate aircraft. Must have experience in conducting a comprehensive flight training quality control program. Excellent communication skills. Position may require travel. Position may require the ability to pass and maintain a security clearance.

**Principal Duties and Responsibilities:**

1. Instructs and plans the instructional efforts for all assigned flight related subjects for the applicable aircraft in accordance with the Commander's Aircrew Training Program.
2. Ensures the Commander's Standardization Program aligns with the established branch standards and that unit IP's comply with and enforce these standards.
3. Advises the Commander on the standardization and aviation safety programs.
4. Training, evaluating and progressing pilots and air crews in Readiness Level progressions, Pilot in Command training, crew training, gunnery training, and instrument flight training during day, night, night vision systems (NVS), night vision goggle (NVG) and instrument flight rules (IFR) conditions in classroom, simulator and flight environments.
5. Prepares, updates, and presents all instructional materials, to include computer presentations, used in assigned subject areas in accordance with Government requirements.
6. Assures that all flight planning materials, training aids, and equipment are maintained, backed-up as

appropriate, current and in sufficient quantities for the most efficient use.

7. Provides information and data for reports as requested by the Commander.

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### Subject Matter Expert 1

**Job specification:** Vocational/Technical school or Associate’s degree and at least 2 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. To support management, organizational and business tasks, provides subject area knowledge to solve problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.
2. Provides technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.

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### Subject Matter Expert 2

**Job Specification:** Bachelor’s degree and at least 2 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.

2. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.
6. May lead/mentor junior personnel.

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### Subject Matter Expert 3

**Job Specification:** Bachelor’s degree and at least 4 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to technical problems. Position may require travel. Positions may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.
2. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.
6. Leads/mentors junior personnel.

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### Subject Matter Expert 4

**Job Specification:** Bachelor’s degree and at least 6 years of job related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may

require travel. Positions may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. To support management, organizational and business tasks, consults as a subject area expert to solve complex problems in technical areas, including but not limited to engineering, science, logistics, asset management, operations, research, program management, risk, information technology, finance, acquisition, etc.
2. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
3. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
4. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
5. Conducts site visits, investigations and studies to gather information.
6. Prepares reports, presentations and papers to document findings, opinions and recommendations.
7. Supervises teams in accomplishing tasks and train junior-level personnel in the technical aspects of assigned work.

**Technical Analyst Trainee**

**Job Specification:** Vocational/technical training beyond high school or Associates’ degree and at least 0 years of job-related experience or equivalent. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Gathers and compiles data for reports and revises, edits and maintains databases.
3. Supports analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Supports conceptual, developmental and planning functions for major programs.
5. Reviews specifications or plans for operational implementation.

6. Drafts investigative reports, papers and memoranda.

**Technical Analyst 1**

**Job Specification:** Bachelor’s degree and no job-related experience. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Gathers and compiles data and maintains databases.
3. Supports analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Supports conceptual, developmental and planning functions for major programs.
5. Drafts specifications or plans for operational implementation.
6. Drafts/reviews investigative reports, papers and memoranda.
7. Attends/supports customer meetings.

**Technical Analyst 2**

**Job Specification:** Bachelor’s degree and at least 2 years of job-related experience or equivalent. Excellent communications and analytical skills; demonstrated working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
3. Performs conceptual, developmental and planning functions for major programs.
4. Generates specifications or plans for operational implementation.
5. Writes investigative reports, papers and memoranda.

6. Performs customer liaison and attends/supports customer meetings.
7. Acts as a recognized operational expert in a specific discipline or capability.
8. Mentors junior-level personnel.

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### Technical Analyst 3

**Job Specification:** Bachelor's degree and at least 4 years of job-related experience or equivalent. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Performs customer requirements analyses.
2. As part of a technical team, solves complex technical problems.
3. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Performs conceptual, developmental and planning functions for major programs.
5. Generates specifications or plans for operational implementation.
6. Prepares detailed technical documentation to support technical findings, opinions or recommendations.
7. Performs customer liaison, makes presentations and attends customer meetings.
8. Tests technical applications to ensure correct management decisions.
9. Acts as a recognized expert in a specific discipline/capability.

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### Technical Analyst 4

**Job Specification:** Bachelor's degree and at least 6 years of job-related experience or equivalent. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Assists subject matter experts in solving complex technical problems.
2. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
3. Performs conceptual, developmental and planning functions for major programs.
4. Generates specifications or plans for operational implementation.
5. Prepares detailed technical documentation to support technical findings, opinions or recommendations.
6. Performs customer liaison, makes presentations and attends customer meetings.
7. Tests technical applications to ensure correct management decisions.
8. Acts as a recognized expert in a specific discipline/capability.
9. May mentor junior-level personnel.

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### Technical Analyst, Lead

**Job Specification:** Bachelor's degree and at least 8 years of job-related experience or equivalent. May supervise support personnel as required. Good written communication skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Performs customer requirements analyses.
2. As a team member or lead, solves complex technical problems.
3. Conducts analytic and/or scientific studies in a specific technical area to support management, organizational or business decisions.
4. Performs conceptual, developmental and planning functions for major programs.
5. Generates specifications or plan for operational implementation.
6. Prepares and reviews detailed technical documentation that supports technical findings, opinions or recommendations.
7. Performs customer liaison, makes presentations and attends customer meetings.

8. Evaluates technical applications used to make management/programmatic decisions.
9. Acts as a recognized operational expert in a specific discipline capability.
10. Trains/mentors junior-level personnel.

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### Technical Specialist Trainee

**Job Specification:** Associates degree and no job-related experience. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Performs design development and analysis and reviews tasks under supervision.
2. Generates sections of design specifications of more complex projects or completes specifications of less complex projects.
3. Drafts technical presentations.
4. Establishes and maintains filing systems and databases for tracking project status.
5. Develops technical documentation.
6. Interfaces with customers.
7. Verifies and complies with engineering documentation standards and test procedures.

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### Technical Specialist 1

**Job Specification:** Bachelor's degree and 0 years of job-related experience. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Performs design development, analysis and review tasks under some supervision.
2. Generates sections of design specifications of more complex projects or completes specifications of less complex projects.
3. Prepares technical presentations.
4. Establishes and maintains filing systems and databases for tracking project status.
5. Develops/reviews technical documentation.
6. Interfaces with customers at various levels.

7. Conducts site visits and investigates technical problems, proposes solutions and alternatives and provides recommendations.
8. Verifies and complies with engineering documentation standards and test procedures.

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### Technical Specialist 2

**Job Specification:** Bachelor's degree and at least 2 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Performs a range of design development, analysis or review tasks under minimal supervision.
2. Acts as a lead on less complex tasks and supports portions of a design or sections of an analysis or design review.
3. Generates and reviews complete design specifications of more complex projects.
4. Coordinates and works closely with other engineering, logistics, financial and/or program management disciplines to define project specifications and requirements.
5. Develops, maintains and produces technical documentation and project specifications.
6. Interfaces with customers at all levels.
7. Conducts site visits, experimental investigations and analyzes engineering problems, propose solutions and alternatives and provides recommendations.

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### Technical Specialist 3

**Job Specification:** Bachelor's degree and at least 4 years of job-related experience or equivalent. Good communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

**Principal Duties and Responsibilities:**

1. Performs a wide range of design development, analysis or review tasks under minimal supervision.

2. Acts as a lead on less complex tasks and is responsible for a portion of a design or section of an analysis or design review.
3. Generates and reviews complete design specifications of more complex projects.
4. Coordinates and works closely with other engineering, logistics, financial and program management disciplines to define project specifications and requirements.
5. Develops, maintains and produces technical documentation and project specifications.
6. Interfaces with customers at all levels.
7. Conducts site visits, experimental investigations and analyzes engineering problems, propose solutions and alternatives and provides recommendations.
8. May mentor junior-level personnel.

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#### Technical Specialist 4

**Job Specification:** Bachelor's degree and at least 5 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Independently performs a wide range of design development, analysis or review tasks.
2. Responsible for complete designs, analyses or reviews.
3. Generates and reviews complete design specifications for the most complex projects.
4. May train other technical personnel on technical issues related to the research, design, development, testing and analysis of technical assignments.
5. Interfaces with customers at all levels.
6. Conducts site visits and experimental investigations and analyzes of engineering problems, propose solutions and alternatives and provides recommendations.
7. Prepares, delivers and submits technical papers and performs technical studies.
8. May organize and supervise a group of employees for a given project, contract or job with overall responsibility for cost, schedule, technical and employee performance.

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#### Technical Specialist Lead

**Job Specification:** Bachelor's degree and at least 7 years of job-related experience or equivalent. Excellent communications and analytical skills; working knowledge of computer systems and integrated software application programs. Position may require travel. Position may require the ability to pass and maintain a Security Clearance.

#### Principal Duties and Responsibilities:

1. Responsible for a wide range of design, development, analysis or review tasks, while providing supervision of contributing technical personnel.
2. As the team leader, responsible for complete designs, analyses or design reviews.
3. Acts as and is recognized as a Company/industry expert resource on complex technical problems.
4. May lead technical teams and act as a mentor to technical team members.
5. May provide technical management and leadership to a group of employees for a given project, contract or job with overall responsibility for cost, schedule technical and employee performance.
6. Selects, trains, advises, evaluates, schedules, supervises and directs personnel, either directly or through a subordinate supervisor.
7. Develops, interprets and implements technical and administrative operating policies and procedures.
8. Maintains technical project responsibility for assigned tasks and advises management of progress in support of the technical and administrative direction of project operations.

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#### Training Instructor

**Job Specification:** Bachelor's Degree and at least 10 years of job-related experience or equivalent. Must have graduated from a Government Instructor School, have 2 years supervisory experience, 3 years of instructor duty, and 8 years in a technical specialty related to the subject being taught. Must have experience in instructional presentation techniques. Good communication skills. Position may require travel. Position may require the ability to pass and maintain a security clearance.

#### Principal Duties and Responsibilities:

1. Thoroughly competent in the specific subject for which instructional materials are being developed as defined in a SOW or SOO.

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|---|---|
| <ol style="list-style-type: none"><li>2. Suggest content topics, recommend the sequence for presenting topics, and recommend activities based on course objectives.</li><li>3. Verify and ensure the technical accuracy of the subject content and the treatment of content in instructional materials chosen or produced for the project.</li><li>4. Consider the relationship of the subject undergoing development to other subjects in the curriculum or instructional program, making recommendations to enhance the training situation.</li></ol> | <ol style="list-style-type: none"><li>5. Point out elements in the content that may be difficult, confusing or that may be a likely area of trouble for students.</li><li>6. Advise how long it takes to learn particular segments, what the better information sources are, and which instructional techniques in resource books are good.</li><li>7. Maintain a fresh, broad, and imaginative view of the subject and its applications.</li></ol> |
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SIN PRICES

SIN PRICES		SIN 874-1: Integrated Consulting Service SIN 874-4: Training Services:Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internship SIN 874-7: Integrated Business Program Support Services									
Labor Category	Contractor Site Hourly Rate					Government Site Hourly Rate					
	Option 2					Option 2					
	4/21/2010 to 4/20/2011	4/21/2011 to 4/20/2012	4/21/2012 to 4/20/2013	4/21/2013 to 4/20/2014	4/21/2014 to 4/20/2015	4/21/2010 to 4/20/2011	4/21/2011 to 4/20/2012	4/21/2012 to 4/20/2013	4/21/2013 to 4/20/2014	4/21/2014 to 4/20/2015	
Administrative Specialist Trainee	\$29.90	\$30.83	\$31.78	\$32.77	\$33.78	\$26.38	\$27.20	\$28.04	\$28.91	\$29.81	
Administrative Specialist 1	\$32.74	\$33.76	\$34.81	\$35.89	\$37.00	\$28.89	\$29.78	\$30.71	\$31.66	\$32.64	
Administrative Specialist 2	\$39.62	\$40.85	\$42.12	\$43.42	\$44.77	\$34.48	\$35.55	\$36.65	\$37.78	\$38.95	
Administrative Specialist 3	\$45.48	\$46.89	\$48.34	\$49.84	\$51.38	\$40.14	\$41.38	\$42.66	\$43.99	\$45.35	
Administrative Specialist 4	\$54.02	\$55.70	\$57.43	\$59.21	\$61.04	\$47.68	\$49.16	\$50.69	\$52.26	\$53.88	
Administrative Specialist Lead	\$59.47	\$61.31	\$63.21	\$65.17	\$67.19	\$52.48	\$54.10	\$55.78	\$57.51	\$59.29	
Clerical Specialist Trainee	\$29.61	\$30.53	\$31.47	\$32.45	\$33.46	\$26.12	\$26.92	\$27.76	\$28.62	\$29.51	
Clerical Specialist 1	\$31.12	\$32.08	\$33.07	\$34.10	\$35.16	\$27.46	\$28.31	\$29.18	\$30.09	\$31.02	
Clerical Specialist 2	\$38.50	\$39.69	\$40.92	\$42.19	\$43.50	\$33.98	\$35.04	\$36.12	\$37.24	\$38.40	
Clerical Specialist 3	\$48.58	\$50.09	\$51.64	\$53.24	\$54.89	\$42.88	\$44.21	\$45.58	\$46.99	\$48.45	
Clerical Specialist 4	\$50.62	\$52.19	\$53.81	\$55.48	\$57.20	\$44.66	\$46.05	\$47.47	\$48.95	\$50.46	
Executive 1	\$150.03	\$154.68	\$159.48	\$164.42	\$169.52	\$132.41	\$136.52	\$140.75	\$145.11	\$149.61	
Executive 2	\$171.70	\$177.03	\$182.51	\$188.17	\$194.00	\$151.53	\$156.22	\$161.07	\$166.06	\$171.21	
Executive 3	\$198.97	\$205.14	\$211.50	\$218.06	\$224.82	\$175.80	\$181.04	\$186.66	\$192.44	\$198.41	
Executive 4	\$291.35	\$300.38	\$309.69	\$319.29	\$329.19	\$257.12	\$265.09	\$273.31	\$281.78	\$290.52	
Executive Management Consultant, Senior	\$470.72	\$485.32	\$500.36	\$515.87	\$531.86	\$415.42	\$428.30	\$441.58	\$455.27	\$469.38	
MOBIS Analyst, Trainee	\$33.71	\$34.76	\$35.84	\$36.95	\$38.09	\$29.74	\$30.67	\$31.62	\$32.60	\$33.61	
MOBIS Analyst 1	\$53.09	\$54.73	\$56.43	\$58.18	\$59.98	\$46.85	\$48.30	\$49.80	\$51.34	\$52.93	
MOBIS Analyst 2	\$58.54	\$60.35	\$62.23	\$64.15	\$66.14	\$51.66	\$53.26	\$54.92	\$56.62	\$58.37	
MOBIS Analyst 3	\$84.89	\$87.52	\$90.24	\$93.03	\$95.92	\$74.91	\$77.23	\$79.63	\$82.10	\$84.64	
MOBIS Analyst 4	\$99.41	\$102.49	\$105.67	\$108.94	\$112.32	\$87.74	\$90.46	\$93.26	\$96.15	\$99.13	
MOBIS Analyst, Lead	\$131.56	\$135.63	\$139.84	\$144.17	\$148.64	\$116.10	\$119.70	\$123.41	\$127.24	\$131.18	
MOBIS Manager 1	\$78.16	\$80.58	\$83.08	\$85.66	\$88.31	\$68.97	\$71.11	\$73.32	\$75.59	\$77.93	
MOBIS Manager 2	\$100.44	\$103.55	\$106.76	\$110.07	\$113.49	\$88.64	\$91.38	\$94.22	\$97.14	\$100.15	
MOBIS Manager 3	\$131.50	\$135.58	\$139.78	\$144.12	\$148.58	\$116.05	\$119.65	\$123.36	\$127.18	\$131.12	
MOBIS Manager 4	\$190.30	\$196.20	\$202.28	\$208.55	\$215.02	\$167.95	\$173.16	\$178.52	\$184.06	\$189.76	
MOBIS Specialist Trainee	\$36.03	\$37.15	\$38.30	\$39.49	\$40.71	\$31.80	\$32.78	\$33.80	\$34.85	\$35.93	
MOBIS Specialist 1	\$57.17	\$58.94	\$60.77	\$62.65	\$64.59	\$50.46	\$52.02	\$53.63	\$55.30	\$57.01	
MOBIS Specialist 2	\$60.62	\$62.50	\$64.44	\$66.44	\$68.50	\$53.50	\$55.16	\$56.87	\$58.63	\$60.45	
MOBIS Specialist 3	\$69.72	\$71.88	\$74.11	\$76.40	\$78.77	\$61.53	\$63.44	\$65.40	\$67.43	\$69.52	
MOBIS Specialist 4	\$93.58	\$96.48	\$99.48	\$102.56	\$105.74	\$82.59	\$85.15	\$87.79	\$90.52	\$93.32	
MOBIS Specialist Lead	\$131.12	\$135.19	\$139.38	\$143.70	\$148.15	\$115.72	\$119.31	\$123.01	\$126.82	\$130.75	
Subject Matter Expert 1	\$67.36	\$69.44	\$71.60	\$73.82	\$76.10	\$59.45	\$61.29	\$63.19	\$65.15	\$67.17	
Subject Matter Expert 2	\$69.05	\$71.19	\$73.39	\$75.67	\$78.01	\$60.93	\$62.82	\$64.77	\$66.78	\$68.85	
Subject Matter Expert 3	\$100.22	\$103.33	\$106.53	\$109.84	\$113.24	\$88.44	\$91.18	\$94.01	\$96.92	\$99.93	
Subject Matter Expert 4	\$149.96	\$154.61	\$159.40	\$164.34	\$169.44	\$132.34	\$136.44	\$140.67	\$145.03	\$149.53	
Technical Analyst Trainee	\$43.99	\$45.36	\$46.76	\$48.21	\$49.71	\$38.83	\$40.03	\$41.27	\$42.55	\$43.87	
Technical Analyst 1	\$50.20	\$51.76	\$53.36	\$55.01	\$56.72	\$44.30	\$45.68	\$47.09	\$48.55	\$50.06	
Technical Analyst 2	\$63.22	\$65.18	\$67.20	\$69.28	\$71.43	\$55.79	\$57.52	\$59.30	\$61.14	\$63.03	
Technical Analyst 3	\$79.43	\$81.89	\$84.43	\$87.05	\$89.74	\$70.10	\$72.27	\$74.51	\$76.82	\$79.20	
Technical Analyst 4	\$107.71	\$111.05	\$114.49	\$118.04	\$121.70	\$95.06	\$98.01	\$101.04	\$104.18	\$107.40	
Technical Analyst Lead	\$133.22	\$137.35	\$141.60	\$145.99	\$150.52	\$117.55	\$121.20	\$124.96	\$128.83	\$132.82	
Technical Specialist Trainee	\$23.65	\$24.38	\$25.14	\$25.92	\$26.72	\$20.87	\$21.51	\$22.18	\$22.87	\$23.58	
Technical Specialist 1	\$36.02	\$37.14	\$38.29	\$39.48	\$40.70	\$31.79	\$32.77	\$33.79	\$34.83	\$35.91	
Technical Specialist 2	\$40.72	\$41.99	\$43.29	\$44.63	\$46.01	\$35.93	\$37.04	\$38.19	\$39.38	\$40.60	
Technical Specialist 3	\$48.83	\$50.34	\$51.90	\$53.51	\$55.17	\$43.10	\$44.43	\$45.81	\$47.23	\$48.69	
Technical Specialist 4	\$53.95	\$55.62	\$57.35	\$59.13	\$60.96	\$47.61	\$49.09	\$50.61	\$52.18	\$53.80	
Technical Specialist Lead	\$68.00	\$70.11	\$72.29	\$74.53	\$76.84	\$60.01	\$61.87	\$63.79	\$65.77	\$67.81	

SIN PRICES		SIN 874-4: Training Services:Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration, Learning Management, Internship									
Labor Category	Contractor Site Hourly Rate					Government Site Hourly Rate					
	Option 2					Option 2					
	4/21/2010 to 4/20/2011	4/21/2011 to 4/20/2012	4/21/2012 to 4/20/2013	4/21/2013 to 4/20/2014	4/21/2014 to 4/20/2015	4/21/2010 to 4/20/2011	4/21/2011 to 4/20/2012	4/21/2012 to 4/20/2013	4/21/2013 to 4/20/2014	4/21/2014 to 4/20/2015	
Instructor Pilot	--	\$123.07	\$126.89	\$130.82	\$134.88	--	\$109.54	\$112.94	\$116.44	\$120.05	
Maintenance Test Pilot	--	\$75.18	\$77.51	\$79.91	\$82.39	--	\$66.92	\$68.99	\$71.13	\$73.34	
Standardization Instructor Pilot	--	\$140.22	\$144.57	\$149.05	\$153.67	--	\$124.81	\$128.68	\$132.67	\$136.78	
Training Instructor	--	\$68.45	\$70.57	\$72.76	\$75.02	--	\$60.93	\$62.82	\$64.77	\$66.78	

<b>SIN PRICE</b>	<b>SIN 874-9: Off-the-Shelf Training Devices and Training Materials: Print, Electronic, Audio-Visual, Multi-Media, and Simulation Training Devices</b>
Unmanned Aerial System (UAS) complete high fidelity Ground Control Station (GCS) for simulating Air Vehicle Operator (AO) and Payload Operator (PO) (described below)	\$517,567
<p>One (1) complete high fidelity GCS system consisting of the following:</p> <ul style="list-style-type: none"> <li>• Two (2) GCS workstations for simulating Air Vehicle Operator (AO) and Payload Operator (PO), PSO stations. This system comprises of the following main components: <ul style="list-style-type: none"> <li>X-SIM™ / X-TUAS™ with integrated image generation - licenses include USB hardware dongles</li> <li>DI-Guy for character animation – license includes USB hardware dongle</li> <li>Windows 7 computer system</li> <li>High fidelity UAS console unit consisting of: <ul style="list-style-type: none"> <li>⇒ Replicated flight stick</li> <li>⇒ Replicated throttle quadrant</li> <li>⇒ Two HDD displays 10.4" COTS LCD monitors</li> <li>⇒ Rugged keyboard</li> </ul> </li> <li>Simulated rudder pedals</li> <li>Intercom system</li> <li>Center rack with "stenciled" placard panels</li> <li>COTS 30" LCD monitor (displaying tracker map and PSO video Nose-Cam/EO/IR)</li> <li>Frame support structure, including seat</li> </ul> </li> <li>• One (1) instructor operator station to include instructor operator display, stealth view display, and tracker display. The system comprises of the following components: <ul style="list-style-type: none"> <li>X-IOS™ with embedded image generation - license include USB hardware dongle</li> <li>DI-Guy for character animation – license includes USB hardware dongle</li> <li>Windows 7 computer system</li> <li>Two (2) LCD monitors</li> <li>Display monitor stand</li> <li>Computer desk+A40</li> </ul> </li> </ul> <p>One (1) TBD high resolution databases with CATI moving models and special effect library set included.  One (1) CATI's Environmental Modeling Editor (EME) work station with CATI's cultural model library.  One (1) week on-site integration/training.  Shipping in the lower 48 US states.</p>	

## SCA APPLICABILITY STATEMENT

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire MOBIS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the contractor adds SCA labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable wage determination number. Failure to do so may result in cancellation of the contract.

## GENERAL AND ADMINISTRATIVE

URS Federal Technical Services costs for G&A are divided into several pools. The different URS Federal Technical Services business segments may have differing methods of G&A allocation. Some allocate G&A based on Total Cost Input while others use a VA/Material Handling scheme. Where VA/Material Handling is used, the rates are applied as follows:

- **VA G&A.** The VA G&A rate is applied to the total cost input excluding direct materials, subcontractor costs, consultant costs, and temporary services. VA G&A is applied to direct labor, OH (fringe/occupancy + OH components), overtime premium, travel, system pools, and reproduction.
- **Material Handling G&A.** The Material Handling G&A rate is applied to all direct material costs, subcontractor costs, consultant costs, and temporary services costs.



## BEST-VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

*(Insert Customer Name)*

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and URS Federal Technical Services, Inc., 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, 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

<b>Agency</b>	<b>Date</b>	<b>URS Federal Technical Services, Inc.</b>	<b>Date</b>



BPA NUMBER \_\_\_\_\_

**(Customer Name) Blanket Purchase Agreement**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements (BPAs), URS Federal Technical Services, Inc., agrees to the following terms of a 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:

Special Item Number	*Special BPA Discount/Price
_____	_____

(2) Delivery:

Destination	Delivery Schedule/Dates
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

(6) The following office(s) is (are) 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: URS Federal Technical Services
- (b) Contract Number:
- (c) BPA Number:
- (d) Special Item Number:
- (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 URS Federal Technical Services' invoice, the provisions of this BPA will take precedence.

## 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 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 or 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:

- Customers identify their requirements.
- Federal Supply Schedule Contractors may individually meet a customer’s needs,  
Or
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet a customer’s requirement.
- Customers make a best-value selection.