



**Gryphon Technologies, LC**  
**80 M Street, SE**  
**Suite 600**  
**Washington, DC 20003**  
**(202) 621-1100**  
<http://www.gryphonlc.com>

**PROFESSIONAL**  
**ENGINEERING SERVICES (PES)**  
**Authorized Federal Supply Schedule Price List**

General Services Administration  
Federal Supply Service  
FSC Class: 871  
**Contract No. GS-10F-0284Y**  
Period Covered by Contract: 5/03/12 – 5/02/17

Products and ordering information in this Authorized Professional Engineering Services Schedule Price List are also available on the GSA Advantage!<sup>™</sup> System. Agencies can browse GSA Advantage!<sup>™</sup> by accessing GSA's Home Page via Internet at <https://www.gsaadvantage.gov/>

To Order Call: 1-800-296-6994 or 757-955-2526 (FAX: 757-955-2530)

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## **A. CUSTOMER INFORMATION**

### **1. Table of Awarded Special Item Numbers (SINs) and Primary Engineering Disciplines (PEDs) as follows:**

<b>Special Item Number</b>	<b>Primary Engineering Discipline</b>	<b>Page</b>
871-1 Strategic Planning for Technology Programs/ Activities	Electrical/Mechanical	5
871-2 Concept Development and Requirements Analysis	Electrical/Mechanical	6
871-3 System Design, Engineering and Integration	Electrical/Mechanical	6
871-4 Test and Evaluation	Electrical/Mechanical	6
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871-6 Acquisition and Life Cycle Management	Electrical/Mechanical	7

Gryphon Technologies, LC is offering 12 labor categories (Gryphon Site) and 12 labor categories (Government site). These labor categories and rates are the same for all SINs. Labor categories and hourly rates are included in this price list. In accordance with Economic Price Adjustment Clause I-FSS-969, a 3% annual escalation applies to this contract.

### **2. Maximum Order:** \$1,000,000. Orders may exceed this amount, however, Gryphon is not obligated to honor any order for a combination of items in excess of \$1,000,000.

Notwithstanding the paragraph above, Gryphon will honor any order exceeding the maximum order unless that order (or orders) is returned to the ordering office within 7 workdays after receipt, with written notice stating Gryphon's intent not to supply the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

- (a) In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:
  - (1) Review the pricelists of additional schedule contractors (the GSA Advantage! On-line shopping service can be used to facilitate this review);

- (2) Based upon the initial evaluation, seek price reductions from the schedule contractor(s) considered to offer the best value (see 8.404 (d)); and
  - (3) After seeking price reductions (see 8.405-4), place the order with the schedule contractor that provides the best value. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.
- (b) Contractor may:
- (1) Offer a new lower price for this requirement (the Price Reduction 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) Offer a no-cost concession; or
  - (4) Decline the order (orders must be returned in accordance with FAR 52.216-19).
- (c) A delivery order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.
- (d) Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.
- 3. Minimum Order:** The minimum dollar value of orders to be issued is \$100.00.
- 4. Geographic Coverage (delivery Area):** Domestic only
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Section E.
- 7. Quantity Discounts:** None
- 8. Prompt Payment Terms:** Net 30 days. Gryphon Technologies, LC does not offer prompt payment discounts.

**9. Government Purchase Cards:**

- a. Government Purchase cards Below the Micro-purchase Threshold.

Gryphon Technologies, LC will accept Government purchase cards below the micro-purchase threshold. No discount is offered for the use of the purchase card.

- b. Government Purchase cards Above the Micro-purchase Threshold.

Gryphon Technologies, LC will accept Government purchase cards above the micro-purchase threshold up to \$25,000.00.

**10. Foreign items (list items by country of origin):** None**11 a. Time of Delivery:** Specified on the Task Order

- b. Expedited Delivery.** Specified on the Task Order

- c. Overnight and 2-day Delivery.** Specified on the Task Order

- d. Urgent Requirements.** Specified on the Task Order

**12. FOB Point(s):** Destination**13. Ordering Address(es):** Specified on the Task Order.**14. Payment Address:** Gryphon Technologies, LC, Box 791175, Baltimore, MD 21279-1175.**15. Warranty provision:** Specified on the Task Order**16. Export Packing Charges (if applicable):** N/A**17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** See Item 9 above.**18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A**19. Terms and conditions of installation (if applicable):** N/A**20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A**20. a. Terms and conditions for any other services (if applicable):** N/A

- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A **Warranty provision**
- 24. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 25. Data Universal Numbering System (DUNS) number:** 94-2207838
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:**  
Gryphon is registered in the CCR database; registration number is the DUNS number 94-2207838
- 27. ODCs:** Gryphon Technologies, LC has included general ODCs in the buildup of our Gryphon site rates. General ODCs include ODCs needed to support management and administration of the contract. They do not include such items as travel, significant reproduction, shipping, etc.
- 28. Industrial Funding Fee:** Gryphon Technologies, LC has included the Industrial Funding Fee of 0.75% in the labor rates contained in this price list.
- 29. Security Clearances:** Gryphon Technologies, LC has employees available holding security clearances through the SECRET level.
- 30. Technical Point of Contact:** Andy Ishee; Phone, (240) 393-2047, Fax (202) 617-2099
- 31. Contractual point of Contact:** Max Justice; Phone, (757) 955-2526, Fax (757) 955-2530

## **B. PROFESSIONAL ENGINEERING SERVICES CONTRACT**

### **1. Contract Overview**

Gryphon Technologies, LC has been awarded a GSA Federal Supply Schedule contract for Professional Engineering Services (PES), Contract No. GS-10F-0284Y. The contract period is from 03 May 2012 – 02 May 2017. GSA may exercise an additional five-year option period at the end of this base period; however, the option clause may not be exercised more than three times. The contract provides for task orders to be placed on a Firm Fixed Price or Time & Materials basis using the labor categories and ceiling rates defined for the contract.

### **2. Contract Use**

This contract is available for use by all federal government agencies as a source for Professional Engineering Services for domestic use.

### **3. Contract Scope**

Gryphon Technologies, LC will provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional engineering services as specified in each task order. Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The Government will determine the Contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services, labor hours, or time-and-material.

### **4. Gryphon Technologies, LC's Special Item Numbers Approved by GSA**

Gryphon Technologies, LC may perform Electrical and Mechanical Engineering under each of the awarded SINs. A full description of each awarded SIN and examples of the types of work covered by the SIN are provided in the following paragraphs.

#### **871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES**

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

Example: The evaluation and preliminary definition of new and/or improved performance goals for navigation satellites – such as launch procedures and costs, multi-user capability, useful service life, accuracy and resistance to natural and man-made electronic interference.

Inappropriate use of this SIN is providing professional engineering services not specifically related to strategic planning for technology programs/activities and its associated disciplines.

## **871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

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

Example: The development and analysis of the total mission profile and life cycle of the improved satellite including examination of performance and cost tradeoffs.

Inappropriate use of this SIN is providing professional engineering services not specifically related to concept development and requirements analysis and its associated disciplines.

## **871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION**

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

Example: The navigation satellite concept produced in the preceding stage will be converted to a detailed engineering design package, performance will be computer simulated and a working model will be built for testing and design verification.

Inappropriate use of this SIN is providing professional engineering services not specifically related to system design, engineering, and integration and their associated disciplines.

## **871-4 TEST AND EVALUATION**

Services required under this SIN involve the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

Example: The navigation satellite working model will be subjected to a series of tests which may simulate and ultimately duplicate its operational environment.

Inappropriate use of this SIN is providing professional engineering services not specifically related to testing and evaluating and its associated disciplines.

### **871-5 INTEGRATED LOGISTICS SUPPORT**

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

Example: The full range of life cycle logistics support for the navigation satellite will be identified and designed in this stage including training, operation and maintenance requirements, and replacement procedures.

Inappropriate use of this SIN is providing professional engineering services not specifically related to integrated logistics support and its associated disciplines.

### **871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT**

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

Example: During this stage the actual manufacturing, launch, and performance monitoring of the navigation satellite will be assisted through project management, configuration management, reliability analysis, engineering retrofit improvements and similar functions.

Inappropriate use of this SIN is professional engineering services not specifically related to acquisition and life cycle management and associated disciplines.

## **5. Primary Engineering Disciplines**

### **Electrical Engineering**

Planning, design, development, evaluation and operation of electrical principles, models and processes. It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance

systems, space vehicles, fiber optics, robotics, etc.). Within the electrical engineering PED, there are several specialties within the scope of this work; a partial listing follows.

<ul style="list-style-type: none"> <li>• Aerospace and Electronic Systems</li> <li>• Antennas and Propagation</li> <li>• Broadcast Technology</li> <li>• Circuits and Systems</li> <li>• Communications</li> <li>• Components Packaging, and Manufacturing Technology</li> <li>• Computer</li> <li>• Consumer Electronics</li> <li>• Components Packaging, and Manufacturing Technology</li> <li>• Control Systems</li> <li>• Dielectrics and Electrical Insulation</li> <li>• Education</li> <li>• Engineering Management</li> <li>• Electromagnetic Compatibility</li> <li>• Industry Applications</li> <li>• Industrial Electronics</li> <li>• Information Theory</li> <li>• Instrumentation and Measurement</li> </ul>	<ul style="list-style-type: none"> <li>• Intelligent Transportation Systems</li> <li>• Lasers &amp; Electro-Optics</li> <li>• Nuclear and Plasma Sciences</li> <li>• Magnetics</li> <li>• Microwave Theory and Techniques</li> <li>• Neural Networks Council</li> <li>• Oceanic Engineering</li> <li>• Power Electronics</li> <li>• Professional Communication</li> <li>• Reliability</li> <li>• Remote Sensing</li> <li>• Robotics &amp; Automation</li> <li>• Solid-State Circuits</li> <li>• Systems, Man, and Cybernetics</li> <li>• Signal Processing on Social Implications of Technology</li> <li>• Ultrasonic, Ferroelectrics, and Frequency Control</li> <li>• Vehicular Technology</li> </ul>
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### Mechanical Engineering

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another.

It includes, but is not limited to, planning and evaluation of power plants, analysis of economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g. thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamic fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.). Within the mechanical PED, there are several specialties within the scope of this work. A partial listing follows:

<ul style="list-style-type: none"> <li>• ASME Heat Transfer/K16</li> <li>• Advanced Energy Systems</li> <li>• Aerospace Engineering</li> <li>• Applied Mechanics</li> <li>• Bioengineering</li> <li>• Design/Specification-associated personal property</li> </ul>	<ul style="list-style-type: none"> <li>• Microchannel Flow and Heat Transfer</li> <li>• Noise Control and Acoustics</li> <li>• Non-Destructive Evaluation Engineering</li> <li>• Nuclear Engineering</li> <li>• Ocean Engineering</li> <li>• Offshore Mechanics and Arctic Engineering</li> <li>• Power</li> </ul>
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<ul style="list-style-type: none"> <li>• Dynamic Systems and Control</li> <li>• Electrical and Electronic Packaging</li> <li>• Fluids Engineering</li> <li>• Fluids Power Systems and Technology Systems</li> <li>• Fuels and Combustion Technologies</li> <li>• Heat Transfer</li> <li>• Internal Combustion Engine</li> <li>• International Gas Turbine</li> <li>• Management</li> <li>• Manufacturing Engineering*</li> <li>• Materials</li> <li>• Materials Handling Engineering*</li> </ul>	<ul style="list-style-type: none"> <li>• Pressure Vessels and Piping</li> <li>• Process Industries</li> <li>• Rail Transportation</li> <li>• Safety Engineering and Risk Analysis</li> <li>• Solar Energy</li> <li>• Technology and Society</li> <li>• Textile Engineering</li> <li>• Tribology</li> <li>• Other Mechanical Engineering Specialties not listed in the Paragraph 6 “*Services not Included”</li> </ul>
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The following non-inclusive list represents a sampling of the types of engineering tasks contemplated.

<ul style="list-style-type: none"> <li>• Acquisition and life cycle management</li> <li>• Analysis of program goals, mission, objectives, performance</li> <li>• Assessment Support</li> <li>• Computer Aided Design (CAD)</li> <li>• Computer Aided Engineering (CAE)</li> <li>• Computer Aided Management (CAM)</li> <li>• Concept development</li> <li>• D&amp;D (decontamination and decommissioning)</li> <li>• Demonstration and Validation</li> <li>• Design/Specifications of engineering nature not associated with real property</li> <li>• Documentation and Information Dissemination</li> <li>• Economic/Business case analysis</li> <li>• Economic impact evaluations</li> <li>• Education/training</li> <li>• Environmental control for electrical units (e.g., cooling units)</li> <li>• Forensic engineering</li> <li>• Independent Verification and Validation (IV&amp;V)</li> <li>• Information services (studies, impact statements, program development, project</li> </ul>	<ul style="list-style-type: none"> <li>• National Academy of Sciences studies</li> <li>• Operations Research (Non R&amp;D)</li> <li>• Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems</li> <li>• Privatization</li> <li>• Program and Project Management</li> <li>• Prototype development and first article(s) production</li> <li>• Radar/Sonar</li> <li>• Regulatory compliance support</li> <li>• Reliability and Maintainability Analysis</li> <li>• Reverse engineering</li> <li>• Signal processing</li> <li>• Simulation and modeling</li> <li>• Site development</li> <li>• Source data development (forward engineering hardware and software systems)</li> <li>• Source data validation (existing hardware and software systems)</li> <li>• Special projects and studies</li> <li>• Statistical analysis</li> <li>• Support services</li> <li>• Systems engineering data base development, maintenance, and analysis</li> </ul>
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<p>documentation, data collection, data analysis/evaluation, etc.)</p> <ul style="list-style-type: none"> <li>• Instrumentation</li> <li>• Integration</li> <li>• Investigative Engineering Service</li> <li>• Life Cycle Costing</li> <li>• Logistics</li> <li>• Long-term Reliability and Maintainability</li> <li>• Migration Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Technical analysis</li> <li>• Technical and management support</li> <li>• Technical writing/editorial support</li> <li>• T&amp;E (test and evaluation) of products and systems</li> </ul>
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Personnel categories for professional engineering services anticipated include, but are not limited to the following.

<ul style="list-style-type: none"> <li>• Administrative</li> <li>• Biologists</li> <li>• Chemists</li> <li>• Consultants</li> <li>• Documentation specialists</li> <li>• Economists</li> <li>• Engineering and technical analysts</li> <li>• Engineering software developers and analysts</li> <li>• Engineers</li> <li>• Information specialists</li> <li>• Logistics engineers and technical specialists</li> </ul>	<ul style="list-style-type: none"> <li>• Material management engineers and technical specialists</li> <li>• Naval architects</li> <li>• Operations research specialists</li> <li>• Physicists</li> <li>• Project/program analysts/leaders/managers</li> <li>• Scientists</li> <li>• Statisticians/mathematicians</li> <li>• Support</li> <li>• Technicians</li> <li>• Trainers</li> <li>• Writers</li> </ul>
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**6. \*Services Not Included**

The following services are not being solicited under this schedule solicitation

- a. **Production and Manufacturing:** Mass production or manufacturing of standardized products on production or assembly lines is not being solicited. The manufacture, fabrication, installation or production for the purpose of developing working models or prototypes that may be used for further testing, analysis and evaluation before full scale production begins IS allowed under the PES schedule. The number of prototypes or working models to be produced is dependent upon the ordering activities requirement for testing and analysis. However, the predominate amount of the work on PES task orders should be performed by professional labor categories. A number of services are not currently. GSA reserves the sole right to include these services under PES at a future time during the period of performance. If GSA exercises this right, it will refresh the solicitation and consider offers from all eligible sources.

- b. **Architect-Engineering (A/E) Services** as set forth in FAR Part 36.601-4 are excluded from the schedule.
- c. **Computer Engineering and Information Technology.** Offerors interested in providing computer/software engineering and information technology services are directed to contact GSA's Group 70 Schedule for Information Technology for additional information at (703) 605-2700.
- d. **Environmental Advisory Services** as listed below are not included:

Environmental Planning Services & Documentation (i.e., environmental impact statements; endangered species, wetlands, watersheds and other natural resource management plans, studies and consultations; archeological, historic and other cultural resources management plans, studies, and consultations; economic, technical, and risk analyses in support of environmental needs)

Environmental compliance services (i.e., environmental compliance audits; compliance management planning; pollution prevention surveys;

Environmental/occupational training services specific to environmental planning and environmental compliance as discussed above (i.e., conventional course development and presentation; customized courses to meet specific needs; computer-based interactive course development)

Waste management services (i.e., data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments, and risk analyses. Examples include, but are not limited to development of waste characterization studies and recommendations for management strategy including identification of recycling options. Assessments might include studies relating to collection and transfer of waste, source reduction, and evaluation of energy/fuel options. Services could include data collection, data development, analyses of comments, regulatory and economic analyses, feasibility analyses, hazard assessments, exposure assessments and risk analyses.

Hazardous materials management advisory services (i.e., furnishing of Material Safety Data Sheets (MSDS) by compact disc, on-line via Internet, mail or facsimile (FAX); reporting and compliance software, hazardous materials tracking software and other related software/services. Telephone advisory services (i.e., telephone assistance with hazardous material spills, poisons, MSDS, and other related services).

- e. **Foundations and Landscaping Engineering.**
- f. **Heating, Ventilation and Air-Conditioning (HVAC)** related to buildings, structures, or other real property set forth for Construction and Architect-Engineering services governed by FAR Part 36. Please note that HVAC services related to the manufacture, production,

furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property IS included within the scope of PES.

- g. **Research and Development** as set forth in FAR Part 35, which governs open-ended research with no specific deliverables, is not allowed under this schedule. However, research, analysis, and developmental work related to providing a solution to an engineering requirement is allowed under the PES schedule.
- h. **Products/materials already solicited under other Federal Supply Service (FSS) Schedule** contracts (e.g., information technology, paper, chemicals, pharmaceuticals, laboratory instruments, etc.). However, PES contractors may team across FSS Schedules to provide a total solution to agency requirements.

#### **7. Criteria for Use of Government Site Rates**

Gryphon Technologies, LC has provided discounted rates, as listed in the previous section, for tasks performed at government sites. Such work must be performed on a sufficiently continuous basis such that the government will provide office space, supplies, reproduction, telephone service, laboratory, and/or ADPE facilities for the performance of the contract.

## **C. ORDERING PROCEDURES FOR SERVICES**

### **Procedures for services priced on GSA schedules at hourly rates.**

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SIN) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule 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 specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

#### **1. Prepare a Request for Quotes:**

- a. A performance-based statement of work 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 (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- b. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. 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 cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and materials quote 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 statement of work. 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 or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- c. The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- d. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of

any experience and/or past performance information in determining technical acceptability of responses.

## 2. Transmit the Request for Quotes to Contractors:

a. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).

b. The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

## 3. Evaluate quotes and select the contractor to receive the order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that 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.

## 4. Blanket Purchase Agreements

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

**SINGLE BPA:** Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that 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 procedures in II.B above, and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

**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.

## 5. Small Business

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

## 6. Task Records and Documentation

The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, 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' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

## 7. Special Provisions for Task Orders

Agencies may incorporate provisions in their task order that are essential to their requirements (e.g., security clearances, hazardous substances, special handling, key personnel, etc.). These provisions, when required, will be included in individual task orders. Any cost necessary for the contractor to comply with the provision(s) will be included in the task order proposal, unless otherwise prohibited by law. Contractors are strongly encouraged to price all items in the contract to the maximum extent practicable.

## **D. LABOR CATEGORY QUALIFICATIONS**

GSA has approved the following Gryphon Technologies, LC labor categories and associated qualifications for engineering services for all SINs under this contract. Each defined labor category describes the minimum qualifications for the proposed Professional Engineering Services contract. Category specific years of experience may be substituted for an educational degree. Security clearances may be required for certain positions as dictated by classification of the effort.

	<b>Labor Category</b>	<b>Description</b>
1	<b>Manager Level 5</b>	Individual has oversight of all major functions, disciplines, or segments of a program/project relating to the PES chemical, electrical, or mechanical engineering disciplines. Responsibilities may include long range planning, and full responsibility for all aspects of program/project performance. Education and Experience: 18 years with Bachelors.
2	<b>Manager Level 3</b>	Manages a program relating to the PES chemical, electrical, or mechanical engineering disciplines by providing guidance based on goals, objectives, and customer requirements. Responsibilities may include planning, risk management, and project performance addressing cost, schedule, and technical quality for related Work Breakdown Structure (WBS) elements on a large system development-type task or full responsibility for all aspects of program/project performance on a large technical services-type task. Education and Experience: 12 years with Bachelors.
3	<b>Engineering Level 6</b>	<b>Engineering Degree Required</b> - Responsible for planning, organizing, and directing engineering programs relating to the PES chemical, electrical, or mechanical engineering disciplines. Defines and interprets strategic requirements and analyzes and provides guidance on strategic issues and complex problems. Develops and leads large projects including defining scope, objectives, and methods. Applies and/or develops highly advanced technologies, scientific principles, theories, and concepts. Resolve issues associated with the development and implementation of operational programs. Individual recognized as an expert in field, providing a major impact on program success and productivity. Education and Experience: 16 years with Bachelors in Engineering.
4	<b>Engineering Level 3</b>	<b>Engineering Degree Required</b> - Responsibilities require applications of diversified knowledge of engineering principles and practices, while developing new or improved techniques and procedures. Provide technical solutions to a wide range of requirements relating to the PES chemical, electrical, or mechanical engineering disciplines.

		Individual contributes to the completion of specific programs and projects with frequent customer contact. Education and Experience: 5 years with Bachelors in Engineering.
5	<b>Engineering Level 2</b>	<b>Engineering Degree Required</b> - Responsibilities require comprehensive knowledge of engineering principles to support complex research and engineering assignments relating to the PES chemical, electrical, or mechanical engineering disciplines. Follows established procedures and contributes to the completion of milestones associated with specific projects. Education and Experience: 2 years with Bachelors in Engineering.
6	<b>Analyst Level 4</b>	Responsibilities may include solving engineering requirements relating to the PES chemical, electrical, or mechanical engineering disciplines. Determines program objectives and requirements and develops standards and guides. Guides the successful completion of major programs and may function in a project leadership role. Education and Experience: 10 years with a Bachelors.
7	<b>Analyst Level 1</b>	May develop and recommend solutions to technical requirements as assigned relating to the PES chemical, electrical, or mechanical engineering disciplines. Work follows technical and process guidance and instructions, contributing to the completion of assigned technical tasks. Education and Experience: 6 years with HS.
8	<b>Support Level 2</b>	Duties may include activities related to program administration, scheduling, contracts and pricing. Job requires frequent use and general knowledge of industry practices, techniques, standards and a general application of concepts and principles to support the PES chemical, electrical, or mechanical engineering requirements. Demonstrates the skill and ability to perform moderately complex professional tasks, and develop solutions to a variety of problems of moderate scope and complexity. Education and Experience: 8 years with HS.
9	<b>Technical Level 3</b>	Mid-level position may provide technical support of laboratory design, development, and test activities relating to the PES chemical, electrical, or mechanical engineering requirements. Individual should have an understanding of the job. Individual may assist in orienting, training, and checking others' work. Duties and tasks are varied and moderately complex. Education and Experience: High School and 6 years.
10	<b>Technical Level 2</b>	Junior-level position may provide technical support of laboratory design, development, and test activities relating to the PES chemical, electrical, or mechanical engineering requirements. Education and Experience: High School and 3 years.
11	<b>Technical Level 1</b>	Entry-level position may provide technical support of laboratory design, development, and test activities relating to the PES chemical, electrical, or mechanical engineering requirements. Education and Experience: High School diploma or equivalent and 0 years

		experience.
12	<b>Clerical Level 1</b>	Entry level position providing clerical and administrative tasks supporting the PES chemical, electrical, or mechanical engineering requirements of a program. Job requires moderate understanding of general job aspects and some understanding of the detailed aspects. Education and Experience: High School diploma or equivalent and 0 years experience.

**Note: Engineering labor categories are required to have at a minimum a Bachelors degree.**

Degree	Related Work Experience Substitution	Related Degree and Experience Substitution
Associate	3 years additional work experience may be substituted for an Associate's Degree	An Associate's Degree may be substituted for 3 years work experience.
Bachelor's	6 years additional work experience may be substituted for a Bachelor's Degree	A Bachelor's Degree may be substituted for 6 years work experience.
Master's	8 years additional work experience may be substituted for a Master's Degree	A Master's Degree may be substituted for 8 years work experience.
Doctorate	12 years additional work experience may be substituted for a Doctorate Degree	A Doctorate Degree may be substituted for 12 years work experience.

**E. GRYPHON PRICE LIST**

**Gryphon Technologies, LC**  
**Awarded GSA Pricing**  
**Professional Engineering Services**  
**GS-10F-0284Y**  
**SINs 871-1 through 871-6**  
**PEDs: Electrical and Mechanical**

**Contractor Site Hourly rates**

	Year 1	Year 2	Year 3	Year 4	Year 5
Manager 3	\$175.53	\$180.80	\$186.22	\$191.81	\$197.56
Manager 5	\$221.70	\$228.35	\$235.20	\$242.26	\$249.53
Engineer 2	\$106.36	\$109.55	\$112.84	\$116.22	\$119.71
Engineer 3	\$132.51	\$136.49	\$140.58	\$144.80	\$149.14
Engineer 6	\$207.35	\$213.57	\$219.98	\$226.58	\$233.37
Analyst 1	\$80.62	\$83.04	\$85.53	\$88.10	\$90.74
Analyst 4	\$139.88	\$144.08	\$148.40	\$152.85	\$157.44
Support 2	\$73.66	\$75.87	\$78.15	\$80.49	\$82.90
Technical 1	\$35.29	\$36.35	\$37.44	\$38.56	\$39.72
Technical 2	\$48.90	\$50.37	\$51.88	\$53.43	\$55.04
Technical 3	\$61.33	\$63.17	\$65.06	\$67.02	\$69.03
Clerical 1	\$32.23	\$33.20	\$34.19	\$35.22	\$36.28

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

**Service Contract Act (SCA) Matrix:**

<b>SCA Matrix</b>		
<b>SCA Eligible Contract, Labor Category</b>	<b>SCA Equivalent Code &amp; Title</b>	<b>WD Number</b>
Clerical Level 1	01051 -Data Entry Operator I	2005-2104
Technical Level 1	01192 - Order Clerk II	2005-2244
Technical Level 2	30081 - Engineering Technician 1	2005-2302
Technical Level 3	30082 - Engineering Technician 2	2005-2244
Support Level 2	30064 - Drafter/CAD Operator IV	2005-2244
Analyst Level 1	30463 - Technical Writer III	2005-2104

GRYPHON TECHNOLOGIES L C understands and accepts that the Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Engineering Services Schedule and all services provided. The preceding table identifies the labor category positions potentially falling under the SCA if applicable and the possible labor category titles for those positions.

The final awarded prices include the required .75% Industrial Funding Fee (IFF).

Discounts: GRYPHON TECHNOLOGIES L C submitted pricing based on its commercial market prices effective 3-14-2012. The Government prices, excluding the required .75% IFF, terms and conditions are better than those sold to its Most Favored Customer(s), All Commercial Customers. The MFC(s) do not receive any discounts off GRYPHON TECHNOLOGIES L C commercial market prices. GRYPHON TECHNOLOGIES L C is offering GSA prices (excluding the required .75% IFF) that are discounted at least 1.0 percent off GRYPHON TECHNOLOGIES L C commercial market prices.

The awarded prices have been based on the preponderance of work being performed at a Gryphon facility in a major metropolitan area e.g. Washington, DC, should the contractor perform in an area with lower overhead rates etc, resulting in lower costs being incurred, the task order prices will be discounted accordingly. Should the work be performed on a government facility, a reduction of approximately 15.8% will be applied to our GSA pricing (including IFF). It should be noted that for the Government to receive this 15.8% price reduction, the individual must be located on the Government facility for a minimum of six months and all office equipment and supplies must be provided by the Government.

The prices do not include transportation, lodging, or per diem nor do they include any Other Direct Costs that might be needed in support of a specific task order. These additional charges will be negotiated and awarded at the Task Order level. Any travel required in the performance of services will comply with the provisions contained in Federal Acquisition Regulation 31.205-46 Travel Costs. Gryphon will not add the Industrial Funding Fee onto the transportation, lodging, and per diem costs.