



Clause I-FSS-600, Contract Price Lists

(i) GENERAL SERVICES ADMINISTRATION Federal

Supply Service

Authorized Federal Supply Schedule Price List

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 GSA Advantage! is: GSAAdvantage.gov.

Schedule Title: **Professional Services Schedule (PSS)**
Industrial Group: 00CORP

FSC Group, Part, and Section or Standard Industrial Group (as applicable):

Contract number: **GS-10F-0320P**

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

Contract Period: **May 17, 2004 – May 16, 2024**

Contractor's name, address, and phone number (include toll-free WATS number and FAX number, if applicable):

AdvanTech, Inc.

2661 Riva Road, Suite 1050

Annapolis, MD 21401

POC: Malcolm Hooker

TOLL-FREE: 888-266-ATI1 (2841)

FAX: 410-630-5014

Contractor's internet address/web site where schedule information can be found (as applicable).: www.advantech-inc.com

Contract administration source (if different from preceding entry).:

Business size. **Small**

(ii) **CUSTOMER INFORMATION:** The following information should be placed under this heading in consecutively numbered paragraphs in the sequence set forth below. If this information is placed in another part of the Federal Supply Schedule Price List, a table of contents must be shown on the cover page that refers to the exact location of the information.

- 1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).- **874-501, 874-501RC, 874-507, 874-507RC, 100-03, 100-03RC, 00CORP-500, 00CORP-500RC**
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. **Not Applicable**

1c. PRICE LIST FOR LOGISTICS SUPPORT SERVICES

SIN 874-501, SIN 874-501RC, SIN 874-507, SIN 874-507RC, SIN 100-03, SIN 100-03RC, SIN 00CORP-500 & SIN 00CORP-500RC

The following price list is for Supply and Value Chain Management Services, Operations and Maintenance Logistics Management and Support Services provided under the above SINs.

Approved off-site (i.e., contractor site) hourly rates

| LABOR CATEGORY | PRICE | SCA Matrix WD Number |
|---------------------------------------|----------|----------------------|
| Administrative Manager | \$74.47 | |
| Administrative Support ** | \$56.28 | 15-4265 |
| Applications Engineer | \$112.14 | |
| BMET Equipment Technician | \$91.84 | |
| Customer Service Engineer | \$43.73 | |
| Deputy Project Manager | \$144.03 | |
| Equipment Planner/ | \$91.84 | |
| Information Sys DMLSS Specialist | \$91.84 | |
| Inventory/Property Planning and Mgmt. | \$51.79 | |

| | | |
|-------------------------------------|--------------|-----------------------------|
| Jr. Network Administrator | \$76.05 | |
| Logistics Analyst | \$56.97 | |
| Manager App Development | \$112.14 | |
| Programmer/Trainer | \$87.53 | |
| Project Administrator | \$69.29 | |
| Project Administrator Manager | \$81.71 | |
| Project Coordinator | \$91.84 | |
| Senior Analyst/Trainer | \$128.95 | |
| Senior Applications Analyst | \$148.50 | |
| LABOR CATEGORY | PRICE | SCA Matrix WD Number |
| Senior Logistics Analyst | \$99.71 | |
| Senior Management Consultant | \$235.23 | |
| Senior Network Administrator | \$113.65 | |
| Senior Programmer | \$75.03 | |
| Senior Project Manager | \$198.26 | |
| Senior Technical Support Specialist | \$59.86 | |
| Sourcing Specialist | \$80.48 | |
| Subject Matter Expert | \$272.68 | |
| System Administrator | \$119.78 | |
| Systems Design Engineer | \$175.90 | |
| Technical Support Specialist | \$59.43 | |

*Maximum Order \$1,000,000, and the Minimum Order is \$100

| SCA MATRIX | | |
|---|------------------------------------|------------------|
| SCA Eligible Contract Labor Category | SCA Equivalent Code - Title | WD Number |
| Administrative Support | 01020 Administrative Assistant | 15-4265 |

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the 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.

2. MAXIMUM ORDER

The maximum dollar value of orders is \$1,000,000.

3. MINIMUM ORDER

The minimum dollar value of orders is \$100.

4. GEOGRAPHIC SCOPE OF CONTRACT

This contract may be used as sources of supplies or services described herein for domestic and/or overseas delivery.

5. POINT OF PRODUCTION

All services provided under this contract will be originated at the AdvanTech facility in Annapolis, Maryland.

6. DISCOUNT FROM LIST PRICES

Prices shown are NET Prices; Basic Discounts have been deducted.

7. QUANTITY DISCOUNTS

None.

8. PROMPT PAYMENT TERMS

Prompt Payment: Net - 30 days from receipt of invoice or date of acceptance, whichever is later.

9. GOVERNMENT PURCHASE CARDS

- a. Purchase card orders below the micropurchase threshold will be accepted provided they exceed the minimum order limitation in paragraph 3 above.
- b. Purchase card orders exceeding the micropurchase threshold will also be accepted, unless that order (or orders) is returned to the ordering office within 24 hours after receipt, with written notice stating the Contractor's intent not to provide the services called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

10. FOREIGN ITEMS

None.

11a. TIME OF DELIVERY

The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

| <u>SPECIAL ITEM NUMBER</u> | <u>DELIVERY TIME (Days ARO)</u> |
|----------------------------|--|
| All | 60 days or as negotiated between the contractor and ordering agency. |

11b. EXPEDITED DELIVERY

Items available for expedited delivery are noted in this price list with the symbol ~~☐~~.

11c. OVERNIGHT AND 2-DAY DELIVERY

Not Available.

11d. URGENT REQUIREMENTS

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the

Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

12. F.O.B. POINTS

F.O.B. Destination – for normal delivery to destinations within the 48 contiguous States and the District of Columbia.

F.O.B. Origin – to destinations in Alaska, Hawaii, the Commonwealth of Puerto Rico, and all other overseas locations.

13a. ORDERING ADDRESS

Orders should be directed to:

AdvanTech, Inc.
Attn: Malcolm Hooker
2661 Riva Road, Suite 1050
Annapolis, Maryland 21401
Telephone: (410) 266-8000
Fax: (410) 630-5014
E-mail: mphooker@advantech-inc.com

13b. ORDERING PROCEDURES

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. PAYMENT ADDRESS

Payment may be made by check, wire transfer, or Government purchase card.

Address checks to:

AdvanTech, Inc.
Attn: Accounting
2661 Riva Road, Suite 1050
Annapolis, Maryland 21401

Wire Transfer information is available upon request.

For payment by Government purchase card, contact Malcolm Hooker at (410) 266-8000 for assistance.

15. WARRANTY PROVISION

AdvanTech's standard license with limited warranty will apply to all software applications. A copy of the license/warranty is available by e-mail. Contact Malcolm Hooker at (410) 266-8000 for assistance.

16. EXPORT PACKING CHARGES

None.

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. This is not intended to limit the acceptance of the Government purchase card under this contract for dollar amounts that exceed this threshold if otherwise agreeable between the Contractor and the customer; therefore, contractors are encouraged to accept payment by the Government purchase card for all orders. If the Contractor is unwilling to accept payment by the Government purchase card for a delivery order, the Contractor must so advise the ordering agency within 24 hours of receipt of order.

The Contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the Contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

18. TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR – N/A

19. TERMS AND CONDITIONS OF INSTALLATION – N/A

20. TERMS AND CONDITIONS OF REPAIR PARTS

Not applicable.

20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES

None.

21. LIST OF SERVICE AND DISTRIBUTION POINTS

AdvanTech, Inc.
2661 Riva Road, Suite 1030
Annapolis, Maryland 21401

22. LIST OF PARTICIPATING DEALERS

None.

23. PREVENTATIVE MAINTENANCE

Not applicable.

24a. SPECIAL ATTRIBUTES

None.

24b. SECTION 508 COMPLIANCE

All software applications contain Section 508 compliance features.

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

AdvanTech's DUNS number is: 160913687

**26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL
CONTRACTOR REGISTRATION (CCR) DATABASE**

AdvanTech is registered as a trading partner Central Contractor Registration (CCR) database.

OUR BUSINESS

AdvanTech, Inc. is a small business that has provided RFID and Initial Outfitting & Transition (IO&T) support to clients in government and private sectors for over 25 years. Our objective is to assist clients in improving their efficiency, productivity and competitiveness through the innovative use of automation in support of enhanced decision-making. As an information technology and management consulting company, we provide technology solutions and integrated systems to guide management and operating decisions. We accomplish this through the development of strong strategic alliances.

Currently, multiple government Department of Defense agencies and bases utilize our services and support, including: Defense Supply Center Philadelphia, Lackland Air Force Base, Fort Knox, Fort Jackson, Fort Sill, Fort Benning, the Marine Corp Recruit Depots in San Diego and Parris Island, and Kentucky Logistics (KyLOC). AdvanTech specializes in providing innovative and customized approaches to strategic and tactical planning, systems and process design, information systems selection, and systems implementation.

With our in-depth RFID system experience and association with numerous facilities, AdvanTech can confidently facilitate and execute a requirements development meeting with SMEs to gather a better understanding of current and/or desired capabilities for implementing a robust RFID sample tracking system. As experts in this industry, we can ensure the effective evaluation of the latent capabilities of existing systems and/or processes already in place (or that are desired to be put into practice), as well as provide a comprehensive understanding of the specific system requirements for these facilities to guide the development process forward.

AdvanTech presently develops, integrates and manages RFID solutions for government, military and commercial clients. We have successful partnerships with other leading industry providers of RFID and barcoding technologies. As a result, we can fulfill the need to provide maintenance and support to control the entire asset lifecycle, from procurement to retirement.

AdvanTech has successfully performed IO&T projects as both the prime contractor and subcontractor. Our knowledgeable staff has been tasked with executing all aspects of and multiple roles within IO&T projects. We are uniquely positioned to perform Information Technology/Information Management (IT/IM) roles with our internal staff of network engineers and IT specialists. Such roles include IT infrastructure design, inventory and mapping; IT equipment/software integration validation; sourcing of IT hardware/software; installation; and relocation of existing assets.



AdvanTech has a reputation of meeting and exceeding the expectations of our customers. We pride ourselves on fully satisfying our client requirements and building relationships with the people we work with. Our company continues to improve as we lower costs and increase efficiency to enhance our services and products. Please see the following information and tables for the prices of our services and products.

DESCRIPTION OF SINS OFFERED

AdvanTech provides professional services and technology to help clients optimize logistics/supply chain systems. Our services include logistics systems evaluations and design, electronic document management systems, e-procurement, receiving, distribution, inventory management systems, and barcode/RFID capabilities. Our implementation support, management consulting and engineering services are structured to meet client needs.

SINs 874-501 & 874-501RC SUPPLY AND VALUE CHAIN MANAGEMENT SERVICES

Services include all phases of logistics systems planning, evaluation, acquisition, and design. These services include requirements for electronic document management systems, e-procurement, receiving, distribution, inventory management systems, and AutoID/barcode/RFID capabilities. Considerations can also incorporate “Leadership in Energy and Environmental Design” (LEED) system requirements for ‘green’ operation (recycling) of logistics activities and facilities operations. Specific requirements for services in these SINs vary by client and with service capabilities described more fully in the sections below.

SINs 874-507 & 874-507RC OPERATIONS AND MAINTENANCE LOGISTICS MANAGEMENT AND SUPPORT SERVICES

Services offered include planning, design, management, and operations/maintenance of logistics systems including equipment and facilities to optimize operational performance. Implementation support, management consulting and engineering services are structured to meet client needs. Specific requirements for services in these SINs vary by client and with service capabilities described more fully in the sections below.

SIN 100-03 & SIN 100-03RC ANCILLARY SUPPLIES AND/OR SERVICES

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

SINs 00CORP-500 & 00CORP-500RC ORDER LEVEL MATERIALS

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA).

SYSTEMS ASSESSMENT AND DEVELOPMENT SERVICES

AdvanTech provides integrated logistics systems consulting and development services including life cycle requirements analysis, process analysis and design, cost/benefit analysis, product fulfillment systems operations analysis, quality assurance planning, configuration management, implementation, and support. AdvanTech provides development services for enhancements to and implementation of AVA Asset Management Software and other logistics information systems.

SYSTEMS ANALYSIS SERVICES

AdvanTech provides business process reengineering analysis and design of logistics operations and information systems including *as is* and *to be processed* analysis. Project reports document findings, include viable recommendations, and support independent verification and validation for systems. An implementation action plan is typically included for review and approval.

SYSTEMS DESIGN, ACQUISITION AND INTEGRATION SERVICES

AdvanTech's services include logistics systems requirements analysis, planning, design, engineering, installation, performance monitoring, tuning, and acquisition support/source selection. These services are accomplished with decision support tools and support acquisition of systems for applications integrating source data automation (incorporating both barcoding and RFID capabilities) and wireless communications capabilities to meet operational requirements.

SYSTEMS DEVELOPMENT AND PROGRAMMING SERVICES

AdvanTech uses automated development, test, and configuration management tools, as well as programming languages to design and build logistics software applications to client specifications. AdvanTech's applications conform to standard practices, logical and physical database design, with unit/module/system testing to ensure performance prior for steady state operations/production.

DATABASE CLEANSING SERVICES

AdvanTech provides support for database cleansing of logistics systems information to enhance data quality and integrity. We analyze database cleansing requirements, perform cost/benefit analysis, develop comprehensive data cleansing processes, perform data cleansing, and migrate refined data to either new systems or existing software.

PROJECT MANAGEMENT SERVICES

AdvanTech provides clients with project management services to oversee successful coordination and completion of tasks involved with implementing new systems and business methods. Project management activities may include introduction of new business procedures, installation of computing systems, and commercial off-the-shelf (COTS) software.

MAINTENANCE SERVICES

AdvanTech provides maintenance support for logistics operations and for use of its AVA Asset Management System and other software packages that have been integrated into supply chain management systems.

LABOR CATEGORY DESCRIPTIONS

| ADMINISTRATIVE MANAGER |
|---|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Manages customer's schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/ presentations and in-process review preparation. ▪ Prepares management plans and reports. ▪ Reviews, analyzes and manages program administrative and financial operating procedures; manages financial and operations management records for labor and other direct project costs. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Minimum eight (8) years of project administrative experience, of which at least four years must be specialized in duties related to project management. ▪ Work with limited supervision and direction. ▪ Will be required to use judgment and initiative when problem solving. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Associate’s Degree in business or computer science from an accredited college or university, or equivalent in similar work experience. |

| ADMINISTRATIVE SUPPORT |
|---|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Assists customer in the preparation of management plans and reports. ▪ Coordinates schedules to facilitate completion of proposals, contract deliverables, task order review, briefings/presentations and in-process review preparation. ▪ Performs analysis, and reviews of program administrative and financial operating procedures, maintains financial and operations management records for labor and other direct project costs. |
| Minimum Experience |

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- Minimum four (4) years of project administrative experience, of which at least two years must be specialized in duties related to project management.
- Work with limited supervision and direction.
- Will be required to use judgment and initiative when problem solving.

Minimum Education

- Associate’s Degree in business or computer science from an accredited college or university, or equivalent of similar work experience.

| APPLICATIONS ENGINEER |
|--|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Analyzes customer's business systems requirements to determine system needs and functions. ▪ Develops plans for business systems throughout entire software development life cycle. ▪ Develops complete specifications to enable software programmers to prepare and test required programs. ▪ May serve as lead analyst providing supervision and technical guidance to other project members for particular software-related tasks. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Five (5) years of systems analysis/programming experience in all phases of the software development life cycle. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor's Degree in Business, Mathematics, Finance, Computer Science, or Data Processing from an accredited college or university, or equivalent in similar work experience |

| BIOMEDICAL ENGINEER TECHNICIAN (BMET) |
|--|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Provides support to the customer for: installation and maintenance of biomedical equipment; evaluation of existing biomedical equipment for reuse; installation, calibration and initial training of end-users in proper functioning and use of equipment; and evaluation of equipment requirements/specifications planned for new facilities including consideration of different categories of requirements including utilities, space and building infrastructure and support requirements. ▪ Work with other project personnel to resolve / clarify and any potential issues identified and refine and document resulting recommendations, equipment specifications, and installation calibration, testing and training activities. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Four (4) years of experience in biomedical equipment support field, including evaluation of equipment condition against established operating specifications, installation of new equipment and calibration and testing of equipment to ensure performance within defined specifications. ▪ Demonstrated ability to work with other personnel in a multi-disciplinary team assigned to support projects. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Must meet one (1) of the following minimum eligibility requirements: (1) Completion of a U.S. military(DoD) Biomedical Equipment Technology program and two (2) years full-time BMET work experience; |

- 2) Associate’s Degree in biomedical academic program from an accredited college or university and two (2) years' full-time BMET work experience; or
- 3) Associate’s Degree in Electronics Technology from an accredited college or university and three (3) years' full-time BMET work experience.
 - Need certification as a Certified Biomedical Equipment Technician (CBET), Certified Radiology Equipment Specialist (CRES), or Certified Laboratory Equipment Specialist (CLES).

CUSTOMER SERVICE ENGINEER

Functional Responsibilities

- Facilitate the customer's network management, including: user access and authorization; data backup; hardware and software troubleshooting; data entry assistance; hardware operations; and user training.
- Document all issues and their resolutions, as well as communicating system change requests to the main office.
- Respond to and document technical problems and issues raised by customers with maintenance agreements.
- Provide approved configuration and implementation changes to customer installations against project plan(s).
- Keep reporting mechanisms updated in a timely and appropriate manner, and provide feedback on potential product and configuration issues, through reporting mechanisms, where provided.

Minimum Experience

- Two (2) years of progressively more complex computer systems management experience.
- Two (2) years Computer Applications experience using Microsoft development tools.
- Have the ability to work as a team member as well as independently.
- Must have excellent communication and client interaction skills.
- Will need strong training and PC skills, with experience in Microsoft Windows.

Minimum Education

- Associate’s Degree in Computer Science, Information Systems, Engineering, or Business from an accredited college or university (or other related scientific or technical discipline), or equivalent in similar work experience.

Technology Environment Familiarity

- **Operating Systems:** Windows NT, 2000/2003
- **Application Software:** Visual Basic, ASP, SQL
- **Relational Databases:** SQL Server, Access
- **Hardware:** IBM compatible hardware

| DEPUTY PROJECT MANAGER |
|---|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Consults with the Contracting Officer’s Technical Representative, the Contracting Officer, and users to reduce costs and maximize efficiency in achieving the customer's stated requirements. ▪ Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. ▪ Ensures that all activities conform to the terms and conditions of the contract and task-ordering procedures. ▪ Coordinates activities, assists in negotiations and seeks resolution of contractual and technical problems while working with the CO, the COTR and the Government project manager. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Ten (10) years of progressively more complex logistics management, IT software development, and/or IT management experience. ▪ Eight (8) years in supervision and management of substantive logistics operations, business analysis, process reengineering and/or IT projects involving systems reengineering, acquisition, integration, and/or software development. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Master’s Degree in Business Administration and Information Systems Management; Bachelor’s Degree in a related field such as Business Administration, Information Systems Management, Engineering Management; or technical degree such as Computer Science, Engineering, or equivalent from an accredited college or university. |

| EQUIPMENT PLANNER |
|--|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Provide support for evaluation of customer's equipment requirements for renovation projects of new facilities including consideration of different categories of requirements including utilities, space and building infrastructure and support requirements. ▪ Work with other project personnel to resolve/clarify and any potential issues identified and refine and document resulting recommendations and specifications. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Minimum five (5) years of experience in general and equipment planning including support to facilities management and/or customer projects including move/relocation planning and new facilities. ▪ Demonstrated ability to work with other personnel in a multi-disciplinary team assigned to support projects. |
| Minimum Education |

- An Associate’s Degree in Business, Equipment Planning, or completion of advanced technical training in a related discipline from an accredited college or university (or equivalent of similar work experience). Related experience may be substituted for education at the rate of two (2) years of experience for each year of education.

INFORMATION SYSTEMS DMLSS SPECIALIST

Functional Responsibilities

- Provides support to designated customer sites for operation of DMLSS functional capabilities for inventory management, property book management, and/or equipment management functions.
- May be tasked to provide documentation for audit trail requirements and assist in training others in how to perform specific functions in use of DMLSS and related automated information system capabilities.

Minimum Experience

- Two (2) years of experience in use and operation of Defense Medical Logistics Standard Support (DMLSS) system for operational activities.

Minimum Education

- Advanced instructional training completed in use of DMLSS for operational support.
- Knowledge of logistics operations and automated systems for supply and equipment acquisition, inventory management, property book, equipment management and maintenance capabilities required during active military duty.

INVENTORY PLANNING AND PROPERTY MANAGEMENT

Functional Responsibilities

- Plans and/or controls customer's inventory of material and equipment to meet logistics requirements.
- Works with Project Administration as directed to analyze inventory levels, inventory positioning, and planned/forecast demands.
- Develops inputs to logistics information systems and coordinates changes to inventory levels, locations, and composition.
- Provides direction and coordination with traffic, production planning, and warehouse personnel to ensure appropriate routing, scheduling, and storing of goods.

Minimum Experience

- Six (6) years of experience in inventory management and analysis.

Minimum Education

- BA in relevant field of study from an accredited college or university.
- Related experience may be substituted for education at the rate of two (2) years of

experience for each year of education.

| JUNIOR NETWORK ADMINISTRATOR |
|---|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Handles daily activities of configuration and operation of business systems which may include mix of mainframe, mini, or client/server-based. ▪ Assists in optimizing system operation and resource utilization, and assists with system capacity analysis, planning, back-ups, and disaster recovery capabilities maintenance. ▪ Provides assistance to users in accessing and using business systems. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Two (2) years of experience with at least one (1) year of experience in administrating computer systems. ▪ General experience includes operations experience on large-scale computer systems or a multi-server local area or wide area network. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ A Bachelor’s Degree in Computer Science, Information Systems, Engineering, or Business from an accredited college or university (or other related scientific or technical discipline, or equivalent). |

| LOGISTICS ANALYST |
|--|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Provides analysis of customer's’ logistical operations to identify cost, optimization, and process improvement opportunities. ▪ Develops and maintains project scope documents and progress reports for management and client purposes. ▪ Researches and analyzes supply chain cost saving opportunities utilizing data maintained in various databases within project scope, and provides business metrics as well as creates reports that clearly document areas of measurement. ▪ Travels to customer and supplier locations to review business needs and proactively develop further cost saving and service improvement opportunities. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Two (2) to five (5) years of experience in logistics operations, with a mix of operational and analytical assignments. ▪ Some experience working directly with (on-site) or presenting to customers is required. ▪ Knowledge of information systems (IT) and automatic identification technology (AIT) is required. Proficiency in MS Access, MS Excel, and MS Power Point. ▪ Requires team orientation and interface with the customer (multiple functional areas) daily |

| |
|---|
| under supervision of Senior Logistics Analyst or Director, Technical Services. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor’s Degree from an accredited college or university with five (5) years of experience; or ▪ Master’s Degree from an accredited college or university with two (2)years minimum specialized experience in Logistics or Supply Chain Management or in a related field, such as Business Administration, Information Systems Management, Engineering Management, or a technical degree such as Computer Science, Engineering, or equivalent. |

MANAGER OF APPLICATIONS DEVELOPMENT

Functional Responsibilities

- Designs, develops, codes, and maintains both Internet and Client/Server specialty applications based on requirements and customers’ needs.
- Designs internet applications using current ASP technologies that are supported by the most recent versions of Microsoft’s Internet Explorer.
- Develops specialty applications in Microsoft Visual Basic, Visual C++, Cold Fusion or other applications development software based on design requirements.
- Designs databases to function in an integrated architecture using SQL Server, Microsoft Access or Oracle using ODBC standards that promote easy migration between any ODBC compliant relational databases.
- Develops and implements programming and documentation standards for use by the programming staff.

Minimum Experience

- Two (2) years of supervisory experience with eight (8) to ten (10) years of experience as a Senior System Designer/Developer.
- Seven (7) years of general experience developing and implementing computer systems.
- Five (5) years of specialized experience working with relational database management systems with Microsoft SQL and Oracle preferred.
- Mature leader with proven critical thinking and problem solving skills.
- Complete system life cycle experience.
- Prior experience with Palm OS, Windows CE and handheld, AutoID/ barcode terminal devices

Minimum Education

- Bachelor’s Degree in Computer Science from an accredited college or university, related technical discipline, or equivalent of similar work experience.

Technology Environment

- **Operating Systems:** Windows NT, 2000, XP, Linux
- **Application Software:** Visual Basic, C++, ASP, SQL, JAVA, JavaScript
- **Relational Databases:** Oracle, SQL Server, Access

- **Hardware:** IBM compatible hardware

| PROGRAMMER/TRAINER |
|---|
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Assists in developing course materials and conducts courses with prepared or developed instructional materials to educate technical and non-technical personnel. ▪ Coordinates with subject matter experts to ensure that prepared courses meet the customer's stated objectives. (Courses may pertain to any aspect of logistics, business systems or information systems.) ▪ Gathers and assimilates information on subject matter, organizes and condenses material, and prepares course outline, handouts, and visual aid materials. ▪ May be required to instruct or to prepare/arrange for the preparation of automated training materials (such as video recorded training sessions, computer-aided tutorials, etc.). |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Five (5) years of general management supervision or training/teaching experience including three (3) years of specialized experience as a subject matter instructor. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor's Degree from an accredited college or university with five (5) years of experience or equivalent. |

| PROJECT ADMINISTRATOR |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Monitors customer's budget and scheduled performance, implements cost and schedule control procedures, and implements elements of the quality assurance program. ▪ Implements systems to collect, maintain, and analyze data; generates interim progress reports and contract funds status reports; assists as requested in preparation of final reports. ▪ Monitors and evaluates program/project effectiveness and financial performance and develops/implements/effects changes required for improvement. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Four (4) years with at least two (2) years of directly related administrative expertise in project support services and a minimum of two (2) years additional work experience that can be demonstrated to be applicable to the duties listed on this job description. Minimum of one (1) year experience using Microsoft Project or similar project management tools preferred. ▪ Strong analytical and PC skills, with experience in Windows and high level of competence in MS Office (Word, Excel, Power Point) |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Associate's Degree in Business from an accredited college or university, with a minimum of five (5) years of business related experience or equivalent. |

| PROJECT ADMINISTRATIVE MANAGER |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Establishes budget and scheduled performance, and manage cost. ▪ Reviews and finalizes interim progress reports/contract funds status reports, reviews final progress reports, provides updates and reports related to Project Management activities, project(s) or program(s). ▪ Manages program/project effectiveness and financial performance and implements changes required for improvement. ▪ Meets with Project Managers and Management to review and assess project management activities, budget and schedule performance. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Expertise in project support services gained through at least five years of equivalent-level work experience. ▪ Minimum of five (5) years of additional work experience that can be demonstrated to be applicable to the duties listed on this job description. ▪ Minimum of four (4) years of experience using Microsoft Project or similar project management tools preferred. |

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| <ul style="list-style-type: none"> Strong analytical and PC skills, with experience in Windows and high level of competence in MS Office (Word, Excel, Power Point) |
| Minimum Education |
| <ul style="list-style-type: none"> Bachelor’s Degree in Business from an accredited college or university, with a minimum of 10 years of business related experience or equivalent. |

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| PROJECT COORDINATOR |
| Functional Responsibilities |
| <ul style="list-style-type: none"> Serves as the point person for the project. Assumes the role of working with project team members to develop the initial project schedule, making certain that all project schedule conflicts are resolved, and then updating it routinely. Manages all vendor relationships. Relays information between the project manager and customer. Works with the project team, ensuring that each team member understands their responsibilities and accountabilities. |
| Minimum Experience |
| <ul style="list-style-type: none"> Four (4) years of experience in project coordination. |
| Minimum Education |
| <ul style="list-style-type: none"> Bachelor’s Degree in relevant field of study from an accredited college or university. Related experience may be substituted for education at the rate of two (2) years of experience for each year of education. Must have good working knowledge of Excel and MS Project. |

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| SENIOR ANALYST/TRAINER |
| Functional Responsibilities |
| <ul style="list-style-type: none"> Develops and revises customer training materials and teaching aids and conducts training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms), as directed. Trains personnel by conducting formal classroom courses, workshops, seminars, one-on-one and/or computer based/computer aided training. Provides daily supervision and direction to support staff. |
| Minimum Experience |
| <ul style="list-style-type: none"> Seven (7) years of experience with at least five (5) years of specialized experience in logistics systems or related business operational area. (Specialized experience includes |

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| <p>systems analysis and development, developing and providing technical and end-user training on computer hardware and application software.)</p> <ul style="list-style-type: none"> ▪ Must have a demonstrated ability to communicate orally and to work independently or under limited general direction. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor’s Degree in Business, Education, or related field, or equivalent from an accredited college or university. |

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| SENIOR APPLICATIONS ANALYST |
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Provides the customer expert, independent services and leadership in specialized business systems and related technical areas. ▪ Provides expert advice and assistance in state-of-the-art business systems process design and software/ hardware functionality. ▪ Coordinates with contractor management and Government personnel to ensure that the business requirements’ needs assessment have properly been defined and that the planned solution(s) will satisfy the Government’s requirement. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Minimum of 10 years of general experience in logistics management or supply chain management information systems, including seven (7) years of specialized experience providing state-of-the-art solutions in information systems technology. (If the area of expertise is new state-of-the-art technology, the specialized experience may be less than seven (7) years consistent with the age of the technology.) |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Master’s Degree in Computer Science, Engineering, Mathematics, Business, Management, or equivalent from an accredited college or university. |

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| SENIOR LOGISTICS ANALYST |
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Provides detailed analysis of the customer's logistical operations to identify cost, optimization, and process improvement opportunities. ▪ Develops and maintains project scope documents and progress reports for management and client purposes. ▪ Researches root cause of issues, recommends improvements in existing processes, and implements action plans to correct deficiencies. ▪ Utilizes effective project management tools to communicate project deliverables and activities, translates research results into presentations for coordinating and facilitating design discussions between multiple functional groups, and external partners. |

- Develops an understanding of customer processes to enhance cross-functional initiatives and effectively communicate/integrate improvements.
- Demonstrates exceptional organizational skills for effective handling of multiple priorities with short deadlines.
- Develops and maintains a credible, productive, and professional working partnership with assigned customers.

Minimum Experience

- Minimum 10 years of experience in logistics operations, with a mix of operational and analytical assignments.
- Must have some experience working directly with (on-site) or presenting to customers.
- Must have strong knowledge of information systems (IT) and automatic identification technology (AIT) is required, with experience in military logistics operations.
- Must be an advanced user of MS Access, MS Excel, and MS Power Point.
- The position requires interface with the customer (multiple functional areas) daily.
- Highly team-oriented, but must possess the confidence and experience to act on individual initiative.

Minimum Education

- Must have **at least** one (1) of the following:
 - Bachelor’s Degree from an accredited college or university, with 10 years of experience;
 - Master’s Degree from an accredited college or university ,with four (4) years of experience; or
 - PhD from an accredited college or university, with four (4) years minimum specialized experience in Logistics or Supply Chain Management or in a related field such as Business Administration, Information Systems Management, Engineering Management, or technical degree such as Computer Science, Engineering, or equivalent.

SENIOR MANAGEMENT CONSULTANT

Functional Responsibilities

- Provides the customer expert, independent services and leadership in specialized business systems and related technical areas.
- Provides expert advice and assistance in state-of-the-art business systems process design and software/ hardware functionality.
- Coordinates with contractor management and Government personnel to ensure that the business requirements’ needs assessment have properly been defined and that the planned solution(s) will satisfy the Government’s requirement.

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| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Minimum of 15 years of progressive administrative and more complex management experience in logistics/supply chain management, software development and/or information systems. ▪ Minimum of 10 years in supervision and management of substantive supply chain management systems and/or IT projects involving software development and/or systems integration in logistics/supply chain management. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Master’s Degree in Business Administration, Computer Science, Engineering, Mathematics, Finance, Management, or equivalent from an accredited college or university. |

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| SENIOR NETWORK ADMINISTRATOR |
| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Supervises the activities of the System Administration team and directs the activities of the individual administrators. ▪ Provides technical oversight and guidance to ensure systems are operated and managed efficiently. ▪ Responds to and troubleshoots emergencies including server and system outages and other equipment issues. ▪ Develops and implements configurations for new equipment and reconfigures and maintains server and system equipment. ▪ Provides assistance to users in accessing and using business systems. ▪ Demonstrates ability to multi-task on a wide variety of systems and is able to work independently as well as manage the team support of customer sites. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Five (5) years of experience in general systems administration activities, including oversight of server-related projects or implementations. ▪ Demonstrated ability to successfully manage other personnel assigned to support multiple systems and related hardware/software applications. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor’s Degree in Computer Science, Information Systems, Engineering, or Business from an accredited college or university, or other related scientific or technical discipline (or equivalent experience). ▪ Certification in Cisco hardware/software communications and Certification in Microsoft Server operating systems or equivalent experience. |

| SENIOR PROGRAMMER |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Consults with customers to learn and define business requirements and uses technical expertise to provide solutions to needs. ▪ Develops plans for major systems analyses/programming projects. ▪ Prepares program specifications and helps prepare user documentation and may assist with system implementation. ▪ Analyzes designs, develops, implements, and maintains client server applications over distributed networks and related protocols for various systems. ▪ Converts or ports software code over to other platforms using different processor architectures or operating systems. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Seven (7) years of systems analysis/programming experience in all phases of the software development life cycle. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor’s Degree in Computer Science, Business, Mathematics, or equivalent from an accredited college or university. |

| SENIOR PROJECT MANAGER |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Provides management oversight, contractual liaison between the Contracting Officer’s Technical Representative, the Contracting Officer, and corporate management. ▪ Consults with the Contracting Officer’s Technical Representative and users to reduce costs, optimize performance and maximize efficiency in achieving the stated requirements. ▪ Plans, organizes, and controls the overall activities of the project, i.e., project management, technical work, quality of work, schedule, and costs associated with various task orders issued under the contract. ▪ Ensures that all activities conform to the terms and conditions of the contract and task-ordering procedures. ▪ Must be capable of negotiating and may make binding decisions for the company including coordination of activities and resolution of contractual and technical problems. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Minimum 15 years of progressively more complex administrative responsibilities for logistics systems or software development and/or information systems management experience. ▪ Minimum 10 years in supervision and management of substantive supply chain management and/or IT projects involving software development and/or systems integration. |

| Minimum Education |
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| <ul style="list-style-type: none"> ▪ Bachelor’s Degree in Computer Science, Business, Mathematics, or equivalent from an accredited college or university. ▪ Master’s in Business Administration from an accredited college or university, or Bachelor’s Degree in a related field such as Business Administration, Information Systems Management, Engineering Management, or technical degree such as Computer Science, Engineering, or equivalent from an accredited college or university. |

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| SENIOR TECHNICAL SUPPORT SPECIALIST |
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| Functional Responsibilities |
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| <ul style="list-style-type: none"> ▪ Supervises workstation inventory, system configurations, software installations and licensing compliance. ▪ Oversees operational responsibilities such as tape backups, antivirus administration and security patching. ▪ Operates as backup to Network Administrator for server, network and infrastructure system administration responsibilities. ▪ Builds strong working relationships with users to set service level expectations and align support with business requirements. ▪ Develops and implements procedures to measure and improve support and customer satisfaction. ▪ Must have good documentation skills and attention to detail. ▪ Position requires managing team orientation, and interface with the customer (multiple functional areas), daily. ▪ Reports directly to the regional Senior Analyst. ▪ Should be able to work with limited supervision and direction. |
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| Minimum Experience |
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| <ul style="list-style-type: none"> ▪ Seven (7) years of experience in information processing, with a mix of operational and analytical assignments. ▪ Five (5) years of experience working directly with (on-site) or presenting to customers is required. ▪ Experience with information systems (IT) and automatic identification technology (AIT) is required. ▪ Must be a proficient user of MS Access, MS Excel, and MS Power Point. |
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| Minimum Education |
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| <ul style="list-style-type: none"> ▪ Bachelor’s Degree from an accredited college or university preferred with five (5) or more years of diversified technical support experience or Associates or Technical School degree with seven or more years diversified technical support experience. |
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| SOURCING SPECIALIST |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Evaluates information provided by the customer to develop detailed specifications of items/equipment. ▪ Works with project management team to provide support for budgets, schedules for sourcing, and status of requisitions. ▪ Identifies potential sources, vendors, manufacturers and develops specific requirements for vendor(s) to provide detailed product specifications (e.g., cut sheets) and quotations for items/equipment for subsequent evaluation and procurement. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Two (2) years of experience in evaluating product requirements and defining technical specifications for evaluating sources for procurement/acquisition of items/equipment to meet technical specifications and information provided. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Associate’s Degree from an accredited college or university in relevant field of study desired. ▪ Related experience may be substituted for education at the rate of two (2) years of experience for each year of education. |

| SUBJECT MATTER EXPERT (SME) |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Applies extensive technical expertise, spanning a range of disciplines and technologies, in the development of unique and innovative solutions to challenging problems. ▪ Analyzes existing and anticipated customer requirements and provides technical solutions that result in an integrated approach to program execution. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Minimum (10) years of experience in developing solutions to complex logistics, logistics related, or other engineering/technical problems requiring the use of ingenuity and creativity. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Master’s Degree from an accredited college or university in relevant field of study required. Related experience may be substituted for education at the rate of two (2) years of experience for each year of education. |

| SYSTEM ADMINISTRATOR |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Supervises and manages the daily activities of configuration and operation of business systems which may include mix of mainframe, mini, or client/server-based. ▪ Optimizes system operation and resource utilization, and performs system capacity analysis, planning, back-ups and disaster recovery capabilities maintenance. ▪ Provides assistance to users in accessing and using business systems. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Four (4) years of experience with at least three (3) years of specialized experience in administrating computer systems. ▪ General experience includes operations experience on large-scale computer systems or a multi-server local area or wide area network. |
| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor’s Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline (or equivalent) from an accredited college or university. |

| SYSTEMS DESIGN ENGINEER |
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| Functional Responsibilities |
| <ul style="list-style-type: none"> ▪ Designs, develops and modifies complex business and logistics systems and develops subsystems to enhance overall operational systems and operational performance. ▪ Applies analytical techniques when gathering information from users, defining work problems, designing a system of computer programs, and developing procedures to resolve the problems. ▪ Develops complete specifications to enable computer programmers to prepare required programs. ▪ Analyzes methods of approach and technology to meet functional and operational requirements. ▪ Reviews task proposal requirements; gathers specifications for programs; resolves processing problems; coordinates work assignments with programmers; and orients users to new systems. |
| Minimum Experience |
| <ul style="list-style-type: none"> ▪ Seven (7) years of Business Systems or Information Systems (IS) development experience, including business systems process and/or systems analysis and design techniques for the implementation of computer operating systems and application systems. |

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| Minimum Education |
| <ul style="list-style-type: none"> ▪ Bachelor’s Degree in Business, Computer Science, Engineering, or Mathematics (or equivalent) from an accredited college or university. |

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| TECHNICAL SUPPORT SPECIALIST |
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| Functional Responsibilities |
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- Manages workstation inventory, system configurations, software installations and licensing compliance.
- Handles operations responsibilities such as tape backups, antivirus administration and security patching.
- Acts as backup to Network Administrator for server, network and infrastructure system administration responsibilities.
- Builds strong working relationships with users to set service level expectations and align support with business requirements.
- Develops and implements procedures to measure and improve support and customer satisfaction.
- Sets up new users and trains them on system usage, standards and Information Security.

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| Minimum Experience |
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- Five (5) years of experience in information processing with a mix of operational and analytical assignments.
- Some experience working directly with (on-site) or presenting to customers is required. Knowledge of Information Systems (IS) and Automatic Identification Technology (AIT) is required.
- Must be a proficient user of MS Access, MS Excel, and MS Power Point.
- Position requires team orientation, and interface with the customer (multiple functional areas) on a daily basis, under supervision of Senior Logistics Analyst or Director, Technical Services.
- Must be able to work independently, has good documentation skills and attention to detail.

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| Minimum Education |
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- Bachelor’s Degree in Business, Computer Science, Engineering, or Mathematics (or equivalent) from an accredited college or university.
- Bachelor’s Degree from an accredited college or university with three (3) or more years of diversified technical support experience or Associate’s or Technical School degree with five (5) or more years diversified technical support experience.

OTHER TERMS AND CONDITIONS

1. ORDERS

- a. Agencies may use written orders, EDI orders, Blanket Purchase Agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include 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.
- b. 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. ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK)

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 (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DOD) ordering offices and non- DOD agencies placing orders on behalf of the DOD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering activity 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.

- (a) When ordering services, ordering activities shall –
 - (1) Prepare a Request (Request for Quote or other communication tool):
 - (i) A statement of work (a performance-based statement of work is preferred) 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.

- (ii) The request should include the statement of work and request 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 activity 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 proposal may be requested. The firm-fixed price shall be based on the 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.
 - (iii) The request may ask 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.
 - (iv) The request 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 qualification of responses. If consideration will be limited to schedule contractors who are small business concerns as permitted by paragraph (2) below, the request shall notify the contractors that will be the case.
- (2) Transmit the Request to Contractors:

Based upon an initial evaluation of catalogs and price lists, the ordering activity should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

NOTE: When buying IT professional services under SIN 132—51 ONLY, the ordering office, at its discretion, may limit consideration to those schedule contractors that are small business concerns. This limitation is not applicable when buying supplies and/or services under other SINS as well as SIN 132-51. The limitation may only be used when at least three (3) small businesses that appear to offer services that will meet the agency's needs are available, if the order is estimated to exceed the micro-purchase threshold.

- (i) The request should be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
 - (ii) For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the ordering activity's needs.
 - (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
 - (iv) Ordering activities 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 Responses and Select the Contractor to Receive the Order: After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)
- (b) 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 activity the opportunity to secure volume discounts. When establishing BPAs, ordering activities shall –
 - (1) Inform contractors in the request (based on the ordering activity'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.
 - (i) **SINGLE BPA:** Generally, a single BPA should be established when the ordering activity 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 should be awarded the BPA. (See FAR 8.404)
 - (ii) **MULTIPLE BPAs:** When the ordering activity determines multiple BPAs are needed to meet its requirements, the ordering activity should determine which contractors can meet any technical qualifications before establishing the BPAs. When establishing the BPAs, the procedures in (a)(2) above must be followed. The procedures at (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the request for quote for an order to all BPA holders and then place the order with the Schedule contractor that represents the best value.

- (2) 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. (See FAR 8.404)
 - (c) The ordering activity 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.
 - (d) When the ordering activity's requirement involves both products as well as executive, administrative and/or professional, services, the ordering activity should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
 - (e) The ordering activity, at a minimum, should document orders by identifying the contractor from which the services were purchased, 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 ordering activity 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.

3. PERFORMANCE OF SERVICES

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering office.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering office.
- c. The Contractor guarantees the satisfactory completion of the services performed under the task order and that all contract personnel utilized in the performance of services under the task order shall have the education, experience, and expertise as stated in the task order.
- d. Any Contractor travel required in the performance of services must comply with the Federal Travel Regulation or Joint Travel Regulations, 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.

4. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for services. 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.

5. INCIDENTAL SUPPORT COSTS

NOTE: Open market items are also known as incidental items, non-contract items, non-schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering office contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if** –

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering office contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

6. TRAVEL

The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub. L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule.

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