

**WORLDWIDE FEDERAL SUPPLY SCHEDULE**  
**MTC LOGWORLD CONTRACT CATALOG**



**Contract No. GS-10F-0414M**

**Authorized**

**LOGISTICS WORLDWIDE SERVICES**

**Schedule Price List**

*Prices Shown Herein are Net (discount deducted)*



***MTC Technologies***

*"Linking Imagination and Innovation"®*

4032 Linden Avenue ● Dayton, OH 45432

Phone (937) 252-9199 ● Fax (937) 252-2351 ● <http://www.mtctechnologies.com>

## General Services Administration Federal Supply Service

### MTC Logistics Worldwide Services Contract Catalog Supplement Index

Supplement No.	GSA Contract/ Mod/Amend No.	Effective Date	Description
001	FX-03	16 Jul 03	Reduces IFF to 0.75% effective 1 Jan 04. Also, revised the IFF and Sales Reporting Clause.
002	PS100	12 Sep 03	Incorporates FAR Clause 52.232-7, Payments under T&M and Labor Hour Contracts (Feb 2002), Alternate II (Feb 2002)
003	PS101	15 Apr 04	Incorporates MTC name change from Modern Technologies Corp to MTC Technologies, Inc. Also, changes payment address.
004	PA-0002	19 Oct 05	Incorporates new DUNS number.
005	PO-0003	14 Dec 05	Adds new SIN 507 Operations & Maintenance Logistics Management and Support Services.
006	PO-0007	20 Aug 07	Exercises Option Period 1 extends contract through 19 Aug 2012

Note: This pricelist includes reduced prices IAW GSA Modification FX-03, IFF Reduction, and are effective as of 1 January 2004.

**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 for GSA Advantage!™ is: <http://www.GSA Advantage.gov>.**

**Title:** MTC Logistics Worldwide

**Federal Supply Group:** 87

**Class:** 874 V

**Special Item Numbers:** 874-501      874-502      874-503  
874-504      874-505      874-507

**Contract Number:** GS-10F-0414M

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

**Contract Period:** August 20, 2002 through August 19, 2012

**Contractor:** MTC Technologies, Inc.  
4032 Linden Avenue  
Dayton, Ohio 45432-3015

**Business Size:** Large

**Telephone:** (937) 252-9199  
**FAX Number:** (937) 252-2351

**Web Site:** [www.mtctechnologies.com](http://www.mtctechnologies.com)  
**Contract Administration** Jaime Gonzalvo  
**E-mail:** [jaime.gonzalvo@mtctechnologies.com](mailto:jaime.gonzalvo@mtctechnologies.com)

**Original Catalog:** 1 October 2002  
**Catalog Revision 1:** 1 January 2004  
**Catalog Revision 2:** 15 April 2005  
**Catalog Revision 3:** 15 December 2005  
**Catalog Revision 4:** 2 August 2007

## Table of Contents

1.0 Customer Information.....	1
2.0 Services Offered .....	3
3.0 Schedule Pricelist.....	6
4.0 Labor Category Description.....	7
5.0 Information For Ordering Offices .....	25
6.0 Blanket Purchase Agreement/Simplified Acquisition Procedures .....	33
7.0 Sample Best Value Purchase Agreement/Blanket Purchase Agreement .....	34
8.0 Basic Guidelines For Using “Contractor Team Arrangements” .....	37

# 1.0 CUSTOMER INFORMATION

## LOGISTICS WORLDWIDE SERVICES

### 1. Table of Awarded Special Item Numbers:

SIN 874-501  
SIN 874-502  
SIN 874-503  
SIN 874-504  
SIN 874-505  
SIN 874-507

- |   |                             |
|---|-----------------------------|
| 2. Maximum Order:   | \$1,000,000.00              |
| 3. Minimum Order:   | \$300.00                    |
| 4. Geographic Coverage:   | FOB Domestic and Overseas   |
| 5. Point(s) of Production:  | To be negotiated            |
| 6. Discount from List Prices or Statement of Net Price:                                   | To be negotiated            |
| 7. Quantity Discounts:  | None                        |
| 8. Prompt Payment Terms:  | Net 30 days                 |
| 9a. Government Purchase Cards are accepted <u>at or below</u> the Micropurchase Threshold |                             |
| 9b. Government Purchase Cards are accepted <u>above</u> the Micropurchase Threshold       |                             |
| 10. Foreign Items:  | None                        |
| 11a. Time of Delivery:  | Specified on the Task Order |
| 11b. Expedited Delivery:  | Contact Contractor          |
| 11c. Overnight and 2-Day Delivery:  | Contact Contractor          |
| 11d. Urgent Requirements:   | Contact Contractor          |
| 12. F.O.B. Points:  | FOB Destination             |

- 13. Ordering Address:** MTC Technologies, Inc.  
4032 Linden Avenue  
Dayton, Ohio 45432-3015
- 14. Payment Address:** MTC Technologies, Inc.  
P.O. Box 931116  
Cleveland, Ohio 44193
- 15. Warranty Provision:** Contractor's standard commercial warranty
- 16. Export Packing Charges:** Not Applicable
- 17. Terms and Conditions of Government Purchase**  
**Card Acceptance:** Contact Contractor
- 18. Terms and Conditions of Rental, Maintenance,  
and Repair** Not Applicable
- 19. Terms and Conditions or Installation** Not Applicable
- 20. Terms and Conditions of Repair Parts  
Indicating Date of Parts Price Lists and  
Any Discounts from List Prices** Not Applicable
- 20a. Terms and Conditions for Any Other  
Services** Not Applicable
- 21. Lists of Service and Distribution Points** Not Applicable
- 22. List of Participating Dealers** Not Applicable
- 23. Preventive Maintenance** Not Applicable
- 24a. Environmental Attributes:** Not Applicable
- 24b. Contractor Website URL:** <http://www.mtctechnologies.com>
- 25. Data Universal Number System (DUNS) Number:** 11-034-1133
- 26. Notification Regarding Registration in Central  
Contractor Registration (CCR) Database:** *MTC* is registered in the CCR

## **2.0 SERVICES OFFERED**

MTC Technologies, Inc., a publicly owned corporation headquartered in Dayton, Ohio has over 15 years experience in Logistics Support Services.

Our initial expertise in providing weapon system acquisition support services to the Air Force was quickly expanded to provide a full range of program support services to diverse military and civilian organizations. Now comprised of over 1400 employees at 29 locations worldwide, our customer base includes DoD, NASA, other federal, state, and local agencies, and commercial industry. Visit our corporate website, [www.mtctechnologies.com](http://www.mtctechnologies.com), for a broad overview of *MTC* and our affiliates.

*MTC* supports the development, acquisition, and deployment of complex systems for the military and commercial markets. We provide the following listed services to authorized users of this GSA Schedule on a nationwide and/or international basis as specified in the task order placed by the ordering activity. *MTC* is required to provide all services in accordance with the requirements of this GSA/FSS Schedule and shall assure effective performance of all services described herein.

### **LOGISTICS MANAGEMENT PROFESSIONAL SERVICES**

*MTC* has extensive logistics management capabilities and expertise.

We offer a wide array of logistics management services that focus on your specific needs. We help define your requirements and identify the appropriate solutions. We are capable of providing all resources including personnel, management, supplies, services, material, equipment, facilities and transportation for each task order.

Logistics Management services can be ordered under the following Special Item Numbers (SINs):

**SIN 874-501 – Supply and Value Chain Management Services**

**SIN 874-502 – Acquisition Logistics**

**SIN 874-503 – Distribution and Transportation Logistics Services**

**SIN 874-504 – Deployment Logistics Services**

**SIN 874-505 – Logistics Training Services**

**SIN 874-507 – Operations & Maintenance Logistics Management and Support Services**

### **SIN 874-501 – Supply and Value Chain Management Services**

Services including, but not limited to, the planning, development, management, operation, and maintenance of logistics systems. These systems deal with: acquisition support, movement and maintenance of resources (including the material requirements determination and acquisition planning, storage, movement, distribution, maintenance, evacuation and disposition of material and equipment) asset or property visibility and management; and operation and maintenance of the infrastructures that support these activities. *MTC* may provide assistance and guidance in support of an agency's assessment of the best combination of channels to create value for its customers. Services may include vendor-managed inventory systems; the operation of private and/or Government-owned warehouses, stockrooms, or other storage facilities; shipping and receiving; staging and storage; packing and crating (excluding household goods); and design, re-engineering, operation and maintenance of distribution and material handling equipment systems.

### **SIN 874-502 – Acquisition Logistics**

Services involving the logistics management discipline which supports a product or system through its life cycle. Services may include Acquisition Logistics or Integrated Logistics Support associated with the design, development, test, production, fielding, sustainment, improvement of, and disposal of cost effective systems including the eventual disposal or salvage of these systems. *MTC* may provide logistics expertise in the pre-production or design phase of systems to ensure that the system can be supported through its life cycle and that the infrastructure elements necessary for operational support are identified and acquired. These services may continue through the life cycle of the system or product and include guidance, assistance and/or operational support. (Note: Engineering services may be acquired under the GSA Professional Engineering Services multiple award schedule.) The supply chain management elements, that are involved in this activity, may be acquired under this SIN or in combination with other SINs.

### **SIN 874-503 – Distribution and Transportation Logistics Services**

Services including, but not limited to moving and storage, transportation system development and management, carrier management and routing, and freight forwarding (excluding household goods and small package services). These services may include planning and design, implementation, or operation of systems or facilities for the movement of goods, supplies, equipment or people by road, air, water, rail, or pipeline. Commercial passenger airline services covered by the Airline City Pair Program are excluded.

### **SIN 874-504 – Deployment Logistics Services**

Services including, but not limited to, contingency planning; inventory and property planning, movement, storage, and accountability; and communications and logistics systems to permit rapid deployment and management of supplies and equipment. *MTC* may provide expert advice, assistance, guidance, or operational support to identify and utilize existing regional or global resources, identify alternative capabilities, and plan for effective integration of public and private sector support or resources.

### **SIN 874-505 – Logistics Training Services**

Services including, but not limited to, training in system operations and automated tools for supply and value chain management, property and inventory management, distribution and transportation management and maintenance of equipment and facilities supporting these activities.

Customization of off-the-shelf training may include but is not limited to:

- Workbooks
- Computer based training
- Overhead transparencies
- Training manuals
- Videotapes
- Advanced presentation media

### **SIN 874-507 – Operations & Maintenance Logistics Management and Support Services**

Services including, but not limited to, planning, designing, managing, operating and maintaining reliable and efficient systems, equipment, facilities and logistics infrastructures to improve equipment and logistics performance, and reduce life cycle costs. Typical tasks include complete turnkey operations, maintenance and support services, base operations support (BOS), depot maintenance, preventative maintenance planning, fleet/property management and maintenance, mobile utility support equipment operation, maintenance and repair, strategic account/project management, integrated facility management and operations management support. Excluded from these services are construction, and the operation of computer centers (which is covered under the IT Schedule).

# 3.0 SCHEDULE PRICELIST

## LOGISTICS WORLDWIDE SERVICES (LOGWORLD)

MTC GSA CONTRACT GS-10F-0414M				
SINs: 874-501, -502, -503, -504, -505, -507				
Labor Category		Rate Effectivity		
		8/20/02 - 12/31/03		1/1/04 - 8/19/12
1	Acquisition Manager I	70.00		69.83
2	Acquisition Manager II	80.00		79.80
3	Acquisition Manager III	105.00		104.74
4	Acquisition Manager IV	120.00		119.70
5	Administrative Support I	30.00		29.93
6	Administrative Support II	35.00		34.91
7	Administrative Support III	45.00		44.89
8	Administrative Support IV	55.00		54.86
9	Configuration/Data Mgmt I	30.00		29.93
10	Configuration/Data Mgmt II	45.00		44.89
11	Configuration/Data Mgmt III	55.00		54.86
12	Configuration/Data Mgmt IV	70.00		69.83
13	Manufacturing I	90.00		89.78
14	Manufacturing II	95.00		94.76
15	Manufacturing III	120.00		119.70
16	Manufacturing IV	130.00		129.68
17	Engineering I	90.00		89.78
18	Engineering II	95.00		94.76
19	Engineering III	120.00		119.70
20	Engineering IV	130.00		129.68
21	Technical Illustrator	45.00		44.89
22	Property Manager I	45.00		44.89
23	Property Manager II	55.00		54.86
24	Property Manager III	70.00		69.83
25	Property Manager IV	80.00		79.80
26	Operations Research Analyst	105.00		104.74

**Note 1:** Labor hourly rates effective 8/20/02-12/31/03 include the 1% Industrial Funding Fee (IFF). Labor hourly rates effective 1/1/04-8/19/07 include the .75% Industrial Funding Fee (IFF).

**Note 2:** These rates are subject to the FAR economic price adjustment and price reduction clauses and may be revised within the contract period.

**Note 3:** All required travel including G&A will be proposed and subsequently reimbursed IAW The Joint Travel Regulations (JFTR).

**SCHEDULE PRICELIST (CONT'D)**  
**LOGISTICS WORLDWIDE SERVICES**  
**(LOGWORLD)**

MTC GSA CONTRACT GS-10F-0414M				
SINs: 874-501, - 502, -503, -504, -505, -507				
Labor Category		Rate Effectivity		
		8/20/02 - 12/31/03		1/1/04 - 8/19/12
27	Logistician I	55.00		54.86
28	Logistician II	70.00		69.83
29	Logistician III	80.00		79.80
30	Logistician IV	105.00		104.74
31	Trainer I	80.00		79.80
32	Trainer II	105.00		104.74
33	Subject Matter Expert/Consultant I	120.00		119.70
34	Subject Matter Expert/Consultant II	155.00		154.62
35	Sr. Financial Mgmt Analyst	90.00		89.78
36	Assoc. Financial Mgmt Analyst	65.00		64.84
37	Program Manager	105.00		104.74

**Note 1:** Labor hourly rates effective 8/20/02-12/31/03 include the 1% Industrial Funding Fee (IFF). Labor hourly rates effective 1/1/04-8/19/07 include the .75% Industrial Funding Fee (IFF).

**Note 2:** These rates are subject to the FAR economic price adjustment and price reduction clauses and may be revised within the contract period.

**Note 3:** All required travel including G&A will be proposed and subsequently reimbursed IAW The Joint Travel Regulations (JFTR).

## 4.0 LABOR CATEGORY DESCRIPTION

### Personnel Qualifications

The following paragraphs establish required qualifications for the corresponding labor categories. Equivalent to a Bachelor's and Master's degrees are discussed in individual categories or as follows:

When a specific labor category defines an amount of years experience as a substitute for an educational degree, only one degree may be substituted for each defined experience period. If the number of years experience is not provided as a substitute for an educational degree in a labor category, then a minimum of five (5) additional years of specialized experience is required. If a request for substitution of two degrees is submitted, then ten (10) additional years of specialized experience (five for each degree) must be provided in the nominee's work experience documentation (resume). Additional degrees may also be considered as a substitute for a lack of required experience tenure. An additional degree may substitute for the lack of two or fewer required years of experience.

**LOGISTICS WORLDWIDE SERVICES**  
**(LOGWORLD)**  
**LABOR CATEGORY DESCRIPTIONS**

**1. Acquisition Manager I**

General knowledge in the particular field of specialization. High level of technical competence and analytical skill. Knowledge in the particular field of technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility under detailed supervision. Assists in preparing material for inclusion in preliminary and final reports. Maintains limited contact with customer working level personnel related to defined tasks. Duties are routine and instructions are usually detailed. Generally assigned to non-complex tasks or specifically defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, acquisition and sustainment logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree in appropriate discipline or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

**2. Acquisition Manager II**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Competent in the application of standard analytical techniques within the field of specialization. Accomplishes assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard techniques and procedures to new situations. Generates preliminary and draft final reports. Generally deals with working level and mid-level personnel within customer organization. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Typical areas of specialization include: acquisition management, resource management, acquisition and sustainment logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

**3. Acquisition Manager III**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Applies existing knowledge in field of specialization to a wide variety of unique and new

situations. Uses general rules to develop specific applications to obtain required project objectives. Generally assigned to complex tasks. Works toward defined project objectives. Develops work plans and project internal controls. Provides leadership on small group effort tasks. Serves as group leader on small projects with full responsibility for technical and project direction of work group. Operates with appreciable latitude for unreviewed action or decision. May direct one or more phases of major project with responsibility for planning and progress review. Devises new approaches to problems encountered while working on projects under general supervision. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Generally deals with mid-level and senior personnel within customer organization. Often initiates new contacts to obtain data required for task accomplishment. Typical areas of specialization include: acquisition management, resource management, acquisition and sustainment logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience or ten (10) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

#### **4. Acquisition Manager IV**

Extremely high level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Generally assigned as team leader on complex tasks or those requiring significant interaction of various technical disciplines. Works under broad direction concerning general project and business goals. Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Approves preliminary and final reports. Develops project estimates. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of technical or managerial expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Typical areas of specialization include: acquisition management, resource management, acquisition and sustainment logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline and five (5) years experience, Bachelors Degree and ten (10) years experience, or over fifteen (15) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

#### **5. Administrative Support I**

Knowledge of general office procedures and typing skills at minimum of 70 words per minute. Familiarity with personal computers and word processing applications. Capability to adapt to different word processing systems and language is required. Accomplishes typing, filing and general clerical functions on specific assigned tasks. Generally responsible for complex word processing tasks in environments with changing requirements and tight time constraints. Generally works under close supervision. May be assisted by junior word processing personnel

on large tasks. Responsible for quality of final output. High School diploma with typing/office skills.

## **6. Administrative Support II**

Accomplished in the office environment. Knowledge of general and specific office procedures, unique style requirements of information prepared for DoD, and typing skills of 70 words per minute. Experience with dictation or transcription equipment. Extensive use of personal computers and skilled in typical user applications. Familiar with spreadsheet and database management applications. Normally serves as secretary to supervisor of small organizational unit (fewer than 25 people) or to non-supervisory staff specialist, administrative officer or assistant or skilled technician. Performs varied secretarial duties including or comparable to most of the following: accomplishes typing utilizing word processor, filing and general clerical functions on specific assigned tasks. Screens telephone calls, visitors and incoming correspondence for information on office procedures. Reviews correspondence. Utilizes dictation or transcription equipment. Generally responsible for complex tasks and may supervise others in performing complex tasks. May exercise supervision of others. Receives general guidance on task requirements. Expected to define task requirements and self-initiate performance. High School diploma with some college or business school and typing/secretarial skills

## **7. Administrative Support III**

High level of technical competence. Expert knowledge in the particular field of technical specialization. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Accomplishes tasks of relatively broad nature while exercising considerable judgment and originality. Develops overall project goals and project team structure for significant tasks. Full technical responsibility for interpreting, organizing, executing and coordinating team efforts. Selects and applies standard techniques and procedures to technical problems. Prepares technical reports and related documentation, charts and graphics. Prepares and delivers presentations and briefings. Provides administrative and technical direction to personnel within the technical area. Interfaces with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

## **8. Administrative Support IV**

Broad knowledge in a number of areas of specialization. Extremely high level of technical competence. In-depth understanding of the management of major Defense programs. Capable of developing new and innovative solutions. Generally assigned as team leader on complex tasks or those requiring significant interaction of various technical disciplines. Works under broad direction concerning general project and business goals. Approves and releases preliminary and final reports. Develops and approves project estimates. May work alone, or as part of team,

with responsibility for analysis of problems requiring extremely high levels of technical or managerial expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience, or over ten (10) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

### **9. Configuration/Data Management I**

Entry-level knowledge in the particular area of technical specialization. Applies existing knowledge in field of specialization to a variety of unique and new situations. Accomplishes routine tasks. Uses standards, techniques and procedures prescribed by supervisor. Carries out operations with limited exercise of judgment on details. Applies standard techniques and procedures to technical problems. Prepares technical reports and related documentation, charts and graphics to record results. Prepares presentations and briefing. Generally deals with working level personnel within customer organization. High school diploma (or GED) required.

### **10. Configuration/Data Management II**

High level of technical competence. Expert knowledge in the particular field of technical specialization. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Accomplishes tasks of relatively broad nature while exercising considerable judgment and originality. Develops overall project goals and project team structure for significant tasks. Full technical responsibility for interpreting, organizing, executing and coordinating team efforts. Selects and applies standard techniques and procedures to technical problems. Prepares technical reports and related documentation, charts and graphics. Prepares and delivers presentations and briefings. Provides administrative and technical direction to personnel within the technical area. Interfaces with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree or High school diploma (or GED) with four (4) years experience. Certification by a Professional Society may be substituted for Bachelors Degree.

### **11. Configuration/Data Management III**

High level of technical competence and analytical skill. Thorough knowledge in the particular area of specialization with in-depth understanding of the latest developments in the field. Generally performs routine work on broader tasks assigned to an experienced analyst or engineer. Uses standards, techniques and procedures prescribed by supervisor. Assigned to non-complex tasks or specifically defined portions of complex tasks. Carries out a series of tasks with limited exercise of judgment on details. Assists in preparing preliminary and final reports. Generally deals with working level personnel within customer organization. Assists in the development of project estimates. Typical areas of specialization include: acquisition

management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree in appropriate discipline or one (1) year experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

## **12. Configuration/Data Management IV**

Extremely high level of technical competence and analytical skill. Expert knowledge in the particular field of specialization. Accomplishes data gathering and analysis in assigned area of responsibility under detailed supervision. Assists in preparing material for inclusion in preliminary and final reports. Maintains limited contact with customer working level personnel related to defined tasks. Duties are routine and instructions are usually detailed. Generally assigned to non-complex tasks or specifically defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree in appropriate discipline or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

## **13. Manufacturing I**

Entry-level knowledge in the particular area of engineering specialization. General knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial. Generally performs routine engineering work on broader tasks assigned to an experienced engineer. Uses standards, techniques and procedures prescribed by supervisor. Carries out a series of engineering operations with limited exercise of judgment on details. Assists in preparing preliminary and draft final reports. Assists in the development of project estimates. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level personnel within customer organization. Bachelors Degree in appropriate engineering or scientific discipline or two (2) to four (4) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors Degree.

## **14. Manufacturing II**

General knowledge in the particular area of engineering specialization. Competent in the application of standard analytical techniques within the field of specialization. Knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial. Accomplishes engineering assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for

specific elements of projects. Selects and applies standard engineering techniques and procedures to new situations. Generates preliminary and draft final reports. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level and mid-level personnel within customer organization. Masters Degree, Bachelors Degree in appropriate engineering or scientific discipline and two (2) years experience or five (5) to eight (8) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

### **15. Manufacturing III**

High level of technical competence and analytical skill. Broad knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial. Assigned to complex tasks which require application of a broad spectrum of the knowledge base of the area of specialization. Often serves as group leader on small projects with full responsibility for technical and project direction of work group. Works toward defined project objectives. Develops work plans and project internal controls. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Develops project estimates. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Operates with appreciable latitude for unreviewed action or decision. Masters Degree and two (2) years experience, Bachelors Degree in appropriate engineering or scientific discipline and six (6) years experience or over ten (10) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

### **16. Manufacturing IV**

Extremely high level of technical competence and analytical skill. Expert knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil electrical, mechanical and industrial. Generally assigned as team leader on complex tasks requiring significant interaction of various technical disciplines. Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Approves preliminary and final reports. Develops project estimates. Progress reviews generally focus on attainment of goals and quality of output product. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates

customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Masters Degree and five (5) years experience, Bachelors Degree in appropriate engineering or scientific discipline and ten (10) years experience or over twenty (20) years experience in engineering positions with some college. Certification by a Professional Society or Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

### **17. Engineering I**

Entry level knowledge in the particular area of engineering specialization. General knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial. Generally performs routine engineering work on broader tasks assigned to an experienced engineer. Uses standards, techniques and procedures prescribed by supervisor. Carries out a series of engineering operations with limited exercise of judgment on details. Assists in preparing preliminary and draft final reports. Assists in the development of project estimates. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level personnel within customer organization. Bachelors Degree in appropriate engineering or scientific discipline or two (2) to four (4) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors Degree.

### **18. Engineering II**

General knowledge in the particular area of engineering specialization. Competent in the application of standard analytical techniques within the field of specialization. Knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial. Accomplishes engineering assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard engineering techniques and procedures to new situations. Generates preliminary and draft final reports. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of engineering expertise. Generally deals with working level and mid-level personnel within customer organization. Masters Degree, Bachelors Degree in appropriate engineering or scientific discipline and two (2) years experience or five (5) to eight (8) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

**19. Engineering III**

High level of technical competence and analytical skill. Broad knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil, electrical, mechanical and industrial. Assigned to complex tasks which require application of a broad spectrum of the knowledge base of the area of specialization. Often serves as group leader on small projects with full responsibility for technical and project direction of work group. Works toward defined project objectives. Develops work plans and project internal controls. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Develops project estimates. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Operates with appreciable latitude for unreviewed action or decision. Masters Degree and two (2) years experience, Bachelors Degree in appropriate engineering or scientific discipline and six (6) years experience or over ten (10) years experience in engineering positions with some college. Certification by a Professional Society or a Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

**20. Engineering IV**

Extremely high level of technical competence and analytical skill. Expert knowledge in the particular field of engineering or technical specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Typical areas of engineering specialization include aeronautical, civil electrical, mechanical and industrial. Generally assigned as team leader on complex tasks requiring significant interaction of various technical disciplines. Develops overall project goals and project team structure for significant tasks. Has full technical responsibility for interpreting, organizing, executing and coordinating aspects within broad objectives and limits. Approves preliminary and final reports. Develops project estimates. Progress reviews generally focus on attainment of goals and quality of output product. May work alone, or as part of team, with responsibility for analysis of problems requiring extremely high levels of engineering expertise. Generally deals with mid-level and senior personnel within customer organization. Initiates customer contacts to present and discuss specific approaches to meeting customer needs. Provides administrative and technical direction to personnel within the technical area. Masters Degree and five (5) years experience, Bachelors Degree in appropriate engineering or scientific discipline and ten (10) years experience or over twenty (20) years experience in engineering positions with some college. Certification by a Professional Society or Professional Engineer's License may be substituted for Bachelors and Masters Degrees, respectively.

**21. Technical Illustrator**

High level of technical competence. Expert knowledge in the particular field of technical specialization. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Accomplishes tasks of relatively broad nature while exercising considerable

judgment and originality. Develops overall project goals and project team structure for significant tasks. Full technical responsibility for interpreting, organizing, executing and coordinating team efforts. Prepares technical reports and related documentation, charts and graphics. Prepares and delivers presentations and briefings. Provides administrative and technical direction to personnel within the technical area. Interfaces with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

## **22. Property Manager I**

Entry level knowledge in the particular area of specialization with in-depth understanding of the latest developments in the field. Generally performs routine work on broader tasks assigned to an experienced analyst or engineer. Uses standards, techniques and procedures prescribed by supervisor. Assigned to non-complex tasks or specifically defined portions of complex tasks. Carries out a series of tasks with limited exercise of judgment on details. Assists in preparing preliminary and final reports. Generally deals with working level personnel within customer organization. Assists in the development of project estimates. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree in appropriate discipline or one (1) year experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

## **23. Property Manager II**

High level of technical competence. Expert knowledge in the particular field of technical specialization. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Accomplishes tasks of relatively broad nature while exercising considerable judgment and originality. Develops overall project goals and project team structure for significant tasks. Full technical responsibility for interpreting, organizing, executing and coordinating team efforts. Selects and applies standard techniques and procedures to technical problems. Prepares technical reports and related documentation, charts and graphics. Prepares and delivers presentations and briefings. Provides administrative and technical direction to personnel within the technical area. Interfaces with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years specialized experience. Certification by a Professional Society may be substituted for Bachelors Degree.

## **24. Property Manager III**

General knowledge in the particular field of specialization. High level of technical competence and analytical skill. Knowledge in the particular field of technical specialization. Accomplishes

data gathering and analysis in assigned area of responsibility under detailed supervision. Assists in preparing material for inclusion in preliminary and final reports. Maintains limited contact with customer working level personnel related to defined tasks. Duties are routine and instructions are usually detailed. Generally assigned to non-complex tasks or specifically defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree in appropriate discipline or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

#### **24. Property Manager IV**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Competent in the application of standard analytical techniques within the field of specialization. Accomplishes assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard techniques and procedures to new situations. Generates preliminary and draft final reports. Generally deals with working level and mid-level personnel within customer organization. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

#### **26. Operations Research Analyst**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Uses general rules to develop specific applications to obtain required project objectives. Generally assigned to complex tasks. Works toward defined project objectives. Develops work plans and project internal controls. Provides leadership on small group effort tasks. Serves as group leader on small projects with full responsibility for technical and project direction of work group. Operates with appreciable latitude for unreviewed action or decision. May direct one or more phases of major project with responsibility for planning and progress review. Devises new approaches to problems encountered while working on projects under general supervision. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Generally deals with mid-level and senior personnel within customer

organization. Often initiates new contacts to obtain data required for task accomplishment. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience or ten (10) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

## **27. Logistician I**

Entry level knowledge in the particular area of specialization with in-depth understanding of the latest developments in the field. Generally performs routine work on broader tasks assigned to an experienced analyst or engineer. Uses standards, techniques and procedures prescribed by supervisor. Assigned to non-complex tasks or specifically defined portions of complex tasks. Carries out a series of tasks with limited exercise of judgment on details. Assists in preparing preliminary and final reports. Generally deals with working level personnel within customer organization. Assists in the development of project estimates. Typical areas of specialization include: acquisition and sustainment management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree in appropriate discipline or one (1) year experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

## **28. Logistician II**

General knowledge in the particular field of specialization. High level of technical competence and analytical skill. Knowledge in the particular field of technical specialization. Accomplishes data gathering and analysis in assigned area of responsibility under detailed supervision. Assists in preparing material for inclusion in preliminary and final reports. Maintains limited contact with customer working level personnel related to defined tasks. Duties are routine and instructions are usually detailed. Generally assigned to non-complex tasks or specifically defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Generally deals with working level personnel within customer organization. Typical areas of specialization include: acquisition and sustainment management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Bachelors Degree in appropriate discipline or two (2) to four (4) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

## **29. Logistician III**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Competent in the application of standard analytical techniques within the field of specialization. Accomplishes assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard techniques and procedures to new situations. Generates preliminary and draft final reports. Generally deals with working level and mid-level personnel within customer

organization. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Typical areas of specialization include: acquisition and sustainment management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

### **30. Logistician IV**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Uses general rules to develop specific applications to obtain required project objectives. Generally assigned to complex tasks. Works toward defined project objectives. Develops work plans and project internal controls. Provides leadership on small group effort tasks. Serves as group leader on small projects with full responsibility for technical and project direction of work group. Operates with appreciable latitude for unreviewed action or decision. May direct one or more phases of major project with responsibility for planning and progress review. Devises new approaches to problems encountered while working on projects under general supervision. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Generally deals with mid-level and senior personnel within customer organization. Often initiates new contacts to obtain data required for task accomplishment. Typical areas of specialization include: acquisition and sustainment management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience or ten (10) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

### **31. Trainer I**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Competent in the application of standard analytical techniques within the field of specialization. Accomplishes assignments of a relatively broad nature while exercising considerable judgment and originality. Develops objectives for specific elements of projects. Selects and applies standard techniques and procedures to new situations. Generates preliminary and draft final reports. Generally deals with working level and mid-level personnel within customer organization. Assists in the development of project estimates. Able to apply existing subject area knowledge base to project efforts. Generally assigned to tasks that are somewhat complex or defined portions of complex tasks. May work alone, or as part of team, with responsibility for analysis of problems requiring high levels of technical expertise. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration

management, data management, and test and evaluation. Masters Degree in appropriate discipline, Bachelors Degree and two (2) years experience or five (5) to eight (8) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

### **32. Trainer II**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Uses general rules to develop specific applications to obtain required project objectives. Generally assigned to complex tasks. Works toward defined project objectives. Develops work plans and project internal controls. Provides leadership on small group effort tasks. Serves as group leader on small projects with full responsibility for technical and project direction of work group. Operates with appreciable latitude for unreviewed action or decision. May direct one or more phases of major project with responsibility for planning and progress review. Devises new approaches to problems encountered while working on projects under general supervision. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Generally deals with mid-level and senior personnel within customer organization. Often initiates new contacts to obtain data required for task accomplishment. Typical areas of specialization include: acquisition management, resource management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience or ten (10) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

### **33. Subject Matter Expert/Consultant I**

High level of technical competence and analytical skill. Expert level knowledge in the particular area of specialization. Intense and diversified knowledge in the particular field of specialization with in-depth understanding of the latest developments in the field. Capable of developing new and innovative applications of state of the art knowledge. Performs work under general direction concerning matters within his/her field of specialization. Progress reviews focus on status and quality of output product. Works under general direction, independently, or as part of team, with responsibility for analysis of problems which are at the edge of the state of the art or involve significant complexity. Assists in the preparation of studies, plans and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs. Generally deals with mid-level and senior personnel or other recognized technical experts within the customer organization. Masters Degree in an appropriate discipline or Bachelors Degree with six (6) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of eight (8) years or more.

**34. Subject Matter Expert/Consultant II**

High level of technical competence and analytical skill. Expert level knowledge in the particular area of specialization. Intense and diversified knowledge in the particular field of specialization with in-depth understanding of the latest development in the field. Capable of developing new and innovative applications of state of the art knowledge. Superior interpersonal and communications skills. Preeminent in his/her field. Performs work under broad direction concerning matters within his/her field of specialization. Progress reviews focus on status and quality of output product. Works under general direction, independently, or as part of team, with responsibility for analysis of problems which are at the edge of the state of the art or involve significant complexity. Assists in the preparation of studies, plans and analyses in support of internal and external customers. May conduct in-depth research in support of studies and analyses. Presents and discusses specific approaches to meeting customer needs. Generally deals with senior level personnel or other recognized technical experts within the customer organization. Masters Degree in an appropriate discipline or Bachelors Degree with eight (8) years experience in the field of specialization. In some cases, employee may not have a college degree but have significant experience of ten (10) years or more.

**35. Senior Financial Management Analyst**

Senior Financial Management Analysts (SFMAs) generally performs work in financial management or a closely related field. They have basic analytical skills and experience in, accounting, budgeting, planning, scheduling, business information systems, cost estimating, program control/integration, and/or financial management systems. SFMAs have a basic understanding to develop project goals and implementation plans; team structure and resource requirements; and project estimates. They may assist the project leader with interpreting, organizing, executing, and coordinating aspects of the assigned tasks within broad objectives and limits. Capable of developing new and innovative applications of state of the art knowledge and expertise. They may be assigned to project teams on tasks that require the interaction of various technical disciplines. SFMAs may present recommendations on administrative and technical issues to other personnel assigned to the project team. Unique and creative solutions may be required due to constraints or changes in the environment. They often support the preparation of reviews and advise the management staff on financial management and related plans, recommendations, and analyses. They support planning, directing, and performing of special studies and reviews designed to improve customer operations, and to resolve various operations issues. SFMAs may support the project leader during the development, implementation, and assessment of internal controls, budget formulation and execution processes; and other accounting, budgeting, planning, scheduling, cost estimating, program control/integration, and financial management operating processes. They may support the development, implementation, and assessment of process-improvement and corrective-action plans, programs, procedures, and processes. Represents the corporation as an active participant in technical and professional organizations. Candidate should have a Bachelor's degree and four (4) years experience; a Master's degree; or over six (6) years experience with some college required.

### **36. Associate Financial Management Analyst**

The Associate Financial Management Analysts (AFMAs) generally provides assistance on broad task assignments relating to financial management and other professional disciplines within the organization. Routinely exercises discretion and independent judgment while performing duties in his or her area of specialization including: accounting, budgeting, planning, scheduling, business information systems, cost estimating, program control and integration, etc. Uses standards, techniques, and procedures prescribed by the supervisor and carries out a series of tasks using his or her discretion and/or technical judgment. The AFMAs works autonomously in preparing preliminary and draft final reports while maintaining contact with customer personnel related to defined tasks. Can assist with the development of project estimates. The AFMAs can perform work toward definite project objectives under general supervision and guidance, usually as a member of a project team. Work efforts are generally in direct support of management policies or general business operations and tracked by regular progress reviews. In addition, the AFMAs may work independently, with responsibility for analysis of problems requiring application of a knowledge base within his or her area of specialization. Accomplishes data gathering and preliminary analysis in their specialized area of responsibility (i.e., financial management, scheduling, program integration, etc.) The AFMAs may present plans, recommendations, and analyses within a functional area to his or her management as well as all employee levels within the project. Can prepare documentation in support of internal and external customers under general supervision and may work independently in support of special studies and analyses. Usually deals with personnel within the customer's organization and may be called upon to present information (i.e., briefings) on preliminary results. Expected to attend staff and group project meetings as required by the team leader or senior management. May be called upon to represent the corporation as an active participant in technical and business organizations. Candidate should have an Associates Degree and two (2) years experience; or four (4) years experience and some college required.

### **37. Program Manager**

High level of technical competence and analytical skill. Expert knowledge in the particular field of technical specialization with in-depth understanding of the latest developments in the field. Applies existing knowledge in field of specialization to a wide variety of unique and new situations. Uses general rules to develop specific applications to obtain required project objectives. Generally assigned to complex tasks. Works toward defined project objectives. Develops work plans and project internal controls. Provides leadership on small group effort tasks. Serves as group leader on small projects with full responsibility for technical and project direction of work group. Operates with appreciable latitude for unreviewed action or decision. May direct one or more phases of major project with responsibility for planning and progress review. Devises new approaches to problems encountered while working on projects under general supervision. Defines task objectives and supporting schedules. Generates preliminary and final reports. Develops major portions of project estimates. Presents findings on tasks to customer personnel. Generally deals with mid-level and senior personnel within customer organization. Often initiates new contacts to obtain data required for task accomplishment. Typical areas of specialization include: acquisition and sustainment management, resource

management, logistics, manufacturing, configuration management, data management, and test and evaluation. Masters Degree in appropriate discipline and two (2) years experience, Bachelors Degree and six (6) years experience or ten (10) years experience with some college. Certification by a Professional Society may be substituted for Bachelors Degree.

## 5.0 INFORMATION FOR ORDERING OFFICES

*MTC* provides logistics services worldwide to meet the requirements of the functions described in the **GSA/FSS *MTC* LOGWORLD Contract**. Specific tasks are described in relation to each SIN. Any non-professional services requested must be incidental to and in direct support of the proposed professional services.

### 1. Scope

a. The prices, terms and conditions stated under Special Item Numbers:

874-501      874-502      874-503      874-504      874-505      874-507

Apply exclusively to the Services within the scope of this LOGWORLD Contract Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the Government location, as agreed to by the Contractor and the ordering office.

### 2. Statistical Data

For Government Ordering Office Completion of Standard Form 279:

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Contractor Establishment Code (DUNS): 11-034-1133

Block 30: Type Contractor - C. Large Business

Block 31: Woman-Owned Small Business - No

Block 34: RESERVED

Block 36: Contractor's Taxpayer Identification Number: (TIN) 31-1150875

### 3. Cage Code: 9J721

### 4. Ordering Procedures

### **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 (SINs) 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 the 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:

#### **I. 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.

II. 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.

III. 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.

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.

A. 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.

B. 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.

IV. 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.

V. 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.

VI. 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.

VII. 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.

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

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

I. Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopses the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

A. Orders Placed at or Below the Micro-purchase Threshold:

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

B. Orders Exceeding the Micro-purchase Threshold but not Exceeding the Maximum Order Threshold:

Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the “GSA Advantage!” on-line shopping service, or by reviewing the catalogs/pricelists of at least three Schedule Contractors and selecting the delivery and other options available under the schedule that meets the agency’s needs. In selecting the service representing the best value, the ordering office may consider— (I) special features of the service that are required in effective program performance and that are not provided by a comparable service; and (ii) past performance.

C. Orders Exceeding the Maximum Order Threshold

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

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

NOTE: For orders exceeding the maximum order threshold, the Contractor may:

- (a) Offer a new lower price for this requirement (the Price Reductions clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations);
- (b) Offer the lowest price available under the contract; or
- (c) Decline the order (orders must be returned in accordance with FAR 52.216-19).

(1) Blanket Purchase Agreements (BPAs)

The establishment of Federal Supply Schedule BPAs is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPAs to establish accounts with Contractors to fill recurring requirements. BPAs should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

(2) Price Reductions

In addition to the circumstances outlined in paragraph (3), above, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all schedule users a price reduction extended only to an individual agency for a specific order.

(3) Small Business

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

(4) Documentation

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

**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.

## **5. Order**

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.

## **6. Invoices**

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

## **7. Payments**

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

## **8. Resumes**

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

## **9. Incidental Support Costs**

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

## **10. Approval of Subcontracts**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

## **11. Blanket Purchase Agreements (BPAs)**

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.202(c)(3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts" with Schedule Contractors to fill recurring requirements. These accounts establish a period for the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful with the new Maximum Order feature. See the Suggested Format, contained in this Schedule Pricelist, for customers to consider when using this purchasing tool.

## **12. Contractor Team Arrangements**

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. See the additional information regarding Contractor Team Arrangements in this Schedule Pricelist.

# **6.0 FEDERAL SUPPLY SCHEDULE BLANKET PURCHASE AGREEMENT/SIMPLIFIED ACQUISITION PROCEDURES**

The use of Blanket Purchase Agreements under the Federal Supply Schedule Program have been permitted for a long time. Check Federal Acquisition Regulation (FAR) 13.203-1(f): "BPA's may also be established with Federal Supply Schedule contracts".

For BPA's, agencies are empowered and encouraged to seek further price reductions.

Teaming Arrangements may be incorporated into your BPA! Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with FAR 9.6.

## **SIMPLIFIED ACQUISITION PROCEDURES BLANKET PURCHASE AGREEMENTS**

FAR 13.2 provides the following procedures for establishing a BPA under the Simplified Acquisition Procedures:

The Contracting Officer may use a BPA when there is:

- A need for a wide variety of items, but the exact items, quantities and delivery requirements are not known in advance.
- A need for commercial sources of supply for one or more offices that do not have purchase authority exists.
- To reduce the administrative burden of writing numerous purchase orders.
- Contracting Officers must contact Vendors to negotiate the terms and conditions of the BPA.

# 7.0 SAMPLE BEST VALUE PURCHASE AGREEMENT/BLANKET PURCHASE AGREEMENT

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act

    (Agency)     and     (Contractor)     enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

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

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

## Signatures

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

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

**(CUSTOMER NAME)  
BLANKET PURCHASE AGREEMENT**

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

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

<b>MODEL NUMBER/PART NUMBER</b>	<b>*SPECIAL BPA DISCOUNT/PRICE</b>
_____	_____
_____	_____

(2) Delivery:

<b>DESTINATION</b>	<b>DELIVERY SCHEDULE/DATES</b>
_____	_____
_____	_____

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

(4) This BPA does not obligate any funds.

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

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

<b>OFFICE</b>	<b>POINT OF CONTACT</b>
_____	_____
_____	_____

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

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

- (a) Name of Contractor;
  - (b) Contract Number;
  - (c) BPA Number;
  - (d) Model Number or National Stock Number (NSN);
  - (e) Purchase Order Number;
  - (f) Date of Purchase;
  - (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **8.0 BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

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

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

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

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

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