



**AUTHORIZED  
FEDERAL SUPPLY SERVICE  
ENGINEERING SERVICES SCHEDULE  
PRICELIST**

**Special Item Numbers (SIN) 871-1 through –6 Professional Engineering Services**

*Note: All non-professional labor categories must be incidental to and used solely to support professional services and can not be purchased separately.*

**SIN 871 Professional Engineering Services**

<i>SIN 871-1</i>	<i>Strategic Planning for Technical Programs / Activities</i>
<i>SIN 871-2</i>	<i>Concept Development and Requirements Analysis</i>
<i>SIN 871-3</i>	<i>System Design, Engineering and Integration</i>
<i>SIN 871-4</i>	<i>Test and Evaluation</i>
<i>SIN 871-5</i>	<i>Integrated Logistics Support</i>
<i>SIN 871-6</i>	<i>Acquisition and Life Cycle Management</i>



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<http://www.advdesign.com>

**Contract Number:  
GS-23F-0048L**

**Period Covered by Contract: November 8, 2000 Through November 7, 2010**

**General Services Administration  
Federal Supply Service**

Products and ordering information in this Authorized FSS Professional Engineering Services Pricelist are also available on the *GSA Advantage!* System. Agencies can browse *GSA Advantage!* at <http://www.gsaadvantage.gov>

## **Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the **GSA Advantage!**<sup>™</sup> on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, **GSA Advantage!**<sup>™</sup> and the Federal Supply Service Home Page ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

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



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## **INFORMATION FOR ORDERING OFFICES**

### **SPECIAL NOTICE TO AGENCIES:**

#### **1. Geographic Scope of Contract:**

ADC shall provide Professional Engineering Services to authorized users of the contract on a worldwide basis as specified in the task order placed by the ordering activity.

#### **2. Description of Services:**

##### **a) SIN 871-1 Strategic Planning for Technology Programs / Activities**

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

##### **b) SIN 871-2 Concept Development and Requirements Analysis**

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

##### **c) SIN 871-3 System Design, Engineering and Integration**

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

##### **d) 871-4 Test and Evaluation**

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

##### **e) 871-5 Integrated Logistics Support**

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

**f) 871-6 Acquisition and Life Cycle Management**

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

**3. Contractor's Ordering Address and Payment Information:**

Advanced Design Corporation  
9447-B Lorton Market St.  
#200  
Lorton, VA 22079  
703-550-5510  
www.advdesign.com



Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance:

703-550-5510 (voice)  
703-550-1461 (fax)  
Email: [jhichak@advdesign.com](mailto:jhichak@advdesign.com)

**4. Liability For Injury or Damage**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**5. Statistical Data for Government Ordering Office Completion of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule  
Block 16: Data Universal Numbering System (DUNS) Number: **04-800-5292**  
Block 30: Type of Contractor - B. **Other Small Business**  
Block 31: Woman-Owned Small Business - NO  
Block 36: Contractor's Taxpayer Identification Number (TIN): **54-0844600**

**5a.** CAGE Code: **8B220**

**5b.** Contractor has registered with the Central Contractor Registration Database.

**6. FOB Destination** within the 48 contiguous states.

**7. Delivery Schedule**

- a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

<b>SPECIAL ITEM NUMBER</b>	<b>DELIVERY TIME (Days ARO)</b>
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871-1 thru 871-6	As agreed to by the ordering agency and the contractor
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- b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**8. Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. **Prompt Payment:** 1% - 20 days, NET - 30 days  
b. **Government Educational Institutions:** Same as Federal Government Customers

**9. Trade Agreements Act of 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**10. Statement Concerning Availability of Export Packing:**

Standard commercial export packaging, including containerization, if necessary, packaging, preservation, marking are included in the pricing offered and accepted by the Government.

**11. Small Requirements:**

The minimum dollar value of orders to be issued is \$100.

**12. Maximum Order:** (All dollar amounts are exclusive of any discount for prompt payment.)

The maximum dollar value per order for all SINs will be \$750,000 per SIN.

**13. Use Of Federal Supply Service Engineering Schedule Contracts.**

*In accordance with FAR 8.404:*

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

**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 supply or 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 supply or service representing the best value, the ordering office may consider--

- (1) Special features of the supply or service that are required in effective program performance and that are not provided by a comparable supply or service;
- (2) Trade-in considerations;
- (3) Probable life of the item selected as compared with that of a comparable item;
- (4) Warranty considerations;
- (5) Maintenance availability;
- (6) Past performance; and
- (7) Environmental and energy efficiency considerations.

**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--

- (1) Review additional Schedule Contractors’ catalogs/pricelists or use the “**GSA Advantage!**” on-line shopping service;
- (2) 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
- (3) 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:

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

**d. Blanket Purchase Agreements (BPA).** The establishment of Federal Supply Schedule BPA is permitted when following the ordering procedures in FAR 8.404. All schedule contracts contain BPA provisions. Ordering offices may use BPA to establish accounts with Contractors to fill recurring

requirements. BPA should address the frequency of ordering and invoicing, discounts, and delivery locations and times.

**e. Price Reductions.** In addition to the circumstances outlined in paragraph c, 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 supply or 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.

**f. 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.

**g. 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.

#### **14. Security Requirements.**

In the event security requirements are necessary, the ordering activities may incorporate, in their delivery orders, a security clause in accordance with current laws, regulations, and individual agency policy; however, the burden of administering the security requirements shall be with the ordering agency. If any costs are incurred as a result of the inclusion of security requirements, such costs will not exceed ten percent (10%) or \$100,000, of the total dollar value of the order, whichever is less.

#### **15. Contract Administration For Ordering Offices:**

Any ordering office, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the Government's convenience, and (m) Termination for Cause (See C.1.)

#### **16. GSA Advantage!**

**GSA Advantage!** is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. **GSA Advantage!** will allow the user to perform various searches across all contracts including, but not limited to:

- a.** Manufacturer;
- b.** Manufacturer's Part Number; and
- c.** Product categories.

Agencies can browse **GSA Advantage!** by accessing the Internet World Wide Web utilizing a browser (ex.: Netscape). The Internet address is <http://www.gsaadvantage.gov/>.

#### **17. Purchase Of Incidental, Non-Schedule Items**

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

**18. Contractor Commitments, Warranties and Representations**

**a.** For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

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

**19. Overseas Activities**

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**20. Year 2000 Warranty — Commercial Supply Items (I-FSS-550-B) (Jan 1999)**

**a.** As used in this clause, "Year 2000 compliant" means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000, and leap year calculations, to the extent that other information technology used in combination with the information technology being acquired, properly exchanges date/time data with it.

**b.** The Contractor shall warrant that each hardware, software, and firmware product delivered under this contract shall be able to accurately process date time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, including leap year calculations, when used in accordance with the product documentation provided by the Contractor, provided that all products (e.g. hardware, software, firmware) used in combination with products properly exchange date time data with it. If the contract requires that specific listed products must perform as a system in accordance with the foregoing warranty, then that warranty shall apply to those products as a system. The duration of this warranty and the remedies available under this warranty shall include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing within ninety (90) days after acceptance (installation is considered acceptance). The Contractor may offer an extended warranty to the Government to include repair or replacement of any product whose non-compliance is discovered and made known to the Contractor in writing at any time for a period of 6 months following acceptance (installation is considered acceptance). Nothing in this warranty shall be construed to limit any rights or remedies the Government may otherwise have under this contract with respect to defects other than Year 2000 performance.

**21. Blanket Purchase Agreements (BPA)**

Federal Acquisition Regulation (FAR) 13.201(a) defines Blanket Purchase Agreements (BPA) 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:

“BPA 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.

**22. Contractor Team Arrangements**

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

**TERMS AND CONDITIONS  
APPLICABLE TO  
ENGINEERING PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBER 871-1 THROUGH 871-6)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 871-1 through 871-6 Engineering Professional Services, apply exclusively to Engineering Services within the scope of this Engineering 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. ORDERING PROCEDURES**

a. **Procedures for Engineering Professional Services priced on GSA schedule at hourly rates.**

(1) FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SIN) within a Schedule. GSA has established special ordering procedures for Engineering Professional Services (SIN 871-1 through 871-6) that are priced on schedule at hourly rates. These special ordering procedures which are outlined herein take precedence over the procedures in FAR 8.404.

(2) The GSA has determined that the rates for Engineering Professional Services contained in this pricelist are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(3) When ordering Engineering Professional Services ordering offices shall –

(i) **Prepare a Request for Proposal:**

(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 proposal should be prepared which includes the performance-based statement of work and requests the contractors 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 proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the 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 material orders.

(C) The request for proposal may request the contractors, if necessary or appropriate, 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 proposal 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 Proposal to Contractors:**

(A) Based upon an initial evaluation of catalogs and pricelists, 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 proposal should be to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not to exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for proposal 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 proposals 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 (BPA) for recurring services is permitted when the procedures outlined herein are followed. All BPA 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 BPA, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPA ordering offices shall –

Inform contractors in the request for proposal (based on the agency's requirement) if a single BPA or multiple BPA will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPA.

(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 BPA:** When the ordering office determines multiple BPA are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPA. When multiple BPA are established, the authorized users must follow the procedure in (3)(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 BPA 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 Engineering 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' proposals 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.

**b. Procedures for fixed prices on GSA Schedule.**

The ordering procedure set forth at FAR 8.404 should be used for those services based on fixed price. 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.

**3. SPECIAL PROVISIONS FOR TASK ORDERS**

**a.** 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.

**b.** Contractors are strongly encouraged to price all items in the contract, to the maximum extent possible.

**4. GSA CONTRACTING OFFICER'S AUTHORITY**

**a.** Except as authorized herein, the GSA Contracting Officer is the only person authorized to make changes in the requirements of contract GS-23F-0048L. In the event the contractor makes any changes to the contract at the direction of anyone other than the GSA Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase in costs incurred as a result thereof.

**b.** The GSA Contracting Officer and the OACO are the only individuals who can legally commit to obligate the Government to the expenditure of public funds for the contract. No cost chargeable to the proposed contract can be incurred before award of the contract or specific authorization from the GSA Contracting Officer.

**5. CHARACTERISTICS OF ELECTRIC CURRENT**

Contractors supplying equipment which uses electrical current are required to supply equipment suitable for the electrical system at the location at which the equipment is to be used as specified on the purchase order.

**6. FOREIGN TAXES AND DUTIES**

Prices offered must be net, delivered, f.o.b. to the destinations accepted by the Government.

The offeror warrants that such prices do not include any tax, duty, customs fees, or other foreign Government costs, assessments, or similar charges from which the U.S. Government is exempt. The offeror further warrants that any applicable taxes, duties, customs fees, other Government costs, assessments or similar charges from which the U.S. Government is not exempt are included in the price quoted and that such prices are not subject to increases for any such charges applicable at the time of this offer by the Government.

## Advanced Design Corporation GSA Engineering Services Schedule Labor Descriptions

- **PROGRAM/PROJECT MANAGER:** Provides overall management and direction to the technical, financial and administrative aspects of the contract effort. Is the primary interface and point of contact with the customers' representatives on technical and project issues. Must be able to evaluate and provide sound technical and engineering direction for engineering staff. Supervises project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and staffing of project with respect to contractual requirements.
- **SENIOR ENGINEER:** To independently evaluate, select, adapt, and modify standard techniques and criteria in order to plan and conduct engineering assignments. Performs as technical leader or supervisor managing project efforts, developing engineering procedures and controls and is the lead for problem resolution. Interfaces with the customers' representative, other contractors and vendors regarding the technical aspects of projects. Can accomplish complex engineering (mechanical, electrical or systems) designs and analyses without supervision or collaboration. Applies engineering principles to investigate, analyze, plan, design, develop, implement, test or evaluate technical elements of the project.
- **ENGINEER:** Applies engineering principles to investigate, analyze, plan, design, develop, implement, test or evaluate technical elements of the project. Independently evaluates, selects and applies standard engineering techniques, procedures and criteria; makes minor adaptations and modifications. Is capable of completing engineering (mechanical, electrical or systems) designs and analyses with minor degree of supervision or technical direction. Applies engineering experience to perform functions such as system integration, configuration management, quality assurance, testing and analyses. Is able to perform effort with a minimum of technical supervision or direction.
- **JUNIOR ENGINEER:** Applies engineering principles to investigate, analyze, plan, design, develop, implement, test or evaluate technical elements of the project. Applies engineering experience with technical supervision and direction to perform functions such as system integration, configuration management, quality assurance, testing and analyses, is able to perform effort with technical supervision and direction.
- **SENIOR CADD TECHNICIAN:** Creates and maintains Computer Aided Design & Drafting (CADD) electronic files of hardware configurations. Works in conjunction with the engineering staff to develop designs and design modifications of various systems, and is capable of leading a team of CADD technicians. Has developed a working knowledge of engineering (mechanical, electrical or systems) principles and practices through experience and exposure. Is highly proficient in operating CADD software packages, and methodology of the storage and retrieval of files and integration of these files/images into technical publications.
- **CADD TECHNICIAN:** Creates and maintains Computer Aided Design & Drafting (CADD) electronic files of hardware configurations. Works in conjunction with engineering staff to develop designs and design modification of various systems. Is proficient in operating CADD software packages and methodology of the storage and retrieval of files and integration of these files/images into technical publications.

- **ENGINEERING TECHNICIAN:** Capable of performing manual assembly and modifications to various hardware configurations. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops, prepares or applies engineering, technical or maintenance specifications, polices, standards or procedures. Is capable of instructing others in system operation, maintenance and repair efforts of complex mechanical and electronic systems. Organizes, analyzes and prepares reports or presentations of technical data and information. Plans and performs test and evaluations of systems equipment or components. Compiles, processes, reduces or analyzes test data and results.
- **SENIOR TECHNICAL DATA SPECIALIST:** Manages, maintains and uses engineering and technical information databases, technical libraries or data communications networks. Applies knowledge of Government and commercial technical publications, directives, specifications, standards and library indexing systems to enter, file, identify, locate, extract and provide data or information related to engineering and technical efforts to support specific engineering efforts. May compile, analyze, research and generate written materials or graphics concerning technical documentation. Is capable of leading a group of Technical Data Specialists in the performance of their duties.
- **TECHNICAL DATA SPECIALIST:** Manages, maintains and uses engineering and technical information databases, technical libraries or data communications networks. Applies knowledge of Government and commercial technical publications, directives, specifications, standards and library indexing systems to enter, file, identify, locate, extract and provide data or information related to engineering and technical efforts to support specific engineering efforts. May compile, analyze, research and generate written materials or graphics concerning technical documentation.
- **ADMINISTRATIVE ASSISTANT:** Knowledge of office management, methods and procedures in producing and maintaining documentation, correspondence, records or directives. Works in regard to matters such as project progress and status documentation, budget, finance, property accounting or personnel management. Experienced in editing and proof reading documents and reports. Experienced in researching information and data to use in technical documents or databases.
- **SENIOR ILLUSTRATOR/GRAPHIC ARTIST:** Produces, edits, modifies or combines technical drawings and illustrations of various hardware systems and components with minimal direction or supervision. May or may not use computer hardware and software in creating output.
- **ILLUSTRATOR/GRAPHIC ARTIST:** Produces, edits, modifies or combines technical drawings and illustrations of various hardware systems and components with direction and supervision from the technical staff. May or may not use computer hardware and software in creating output.
- **SENIOR COMPUTER SYSTEM NETWORK ARCHITECT/ADMINISTRATOR:** Independently applies knowledge of computer science principles, information management principles, automated data processing (ADP) functions, hardware and software system structures and operations and computer programming languages and techniques to solve automation problems. Formulates architectural design, functional specifications, considering system interrelationships, operating modes and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, significant modifications or adaptations of standardized techniques. Responsible for developing project plans, facility requirement analyses, justifications, guideline, and controls. May act as team or project leader, supervising and advising with respect to the work of other computer specialists, scientists or technicians.

- **SENIOR SOFTWARE DEVELOPER:** Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases and software programs to satisfy engineering, scientific or business data acquisition and management. Develops and maintains necessary public synonyms, database links and user access controls. Provides database tuning and monitoring to ensure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O and application software design and maintenance of the physical layout of the database and calculating disk space requirements for database tables and indexes. Responsible for developing project plans, justifications, guidelines and controls.
- **SOFTWARE DEVELOPER:** Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases and software programs to satisfy engineering, scientific or business data acquisition and management. Develops and maintains necessary public synonyms, database links and user access controls.
- **PC TECHNICIAN:** Applies computer techniques, principles and precedents to develop, design, modify, install, test, evaluate or operate desktop data processing systems and/or facilities. Maintains, repairs, inspects, troubleshoots or programs desktop equipment or components. Reviews, analyzes, develops, prepares or applies specifications, policies, standards or procedures. Plans and performs test and evaluation of systems equipment, components or software. Responsible for developing project plans, facility requirements analyses, justifications, guidelines and controls.
- **LOGISTICS ANALYST/MANAGER:** Applies analytical principles and techniques to independently define system/equipment, ILS requirements, analyze logistics documentation and define logistics support resource requirements. Independently applies knowledge of integrated logistics support management principles, techniques and methodologies to solve complex supportability problems.
- **SENIOR TRAINER:** Responsible for the instruction of personnel in the proper operation, use, maintenance and repair of various hardware and software systems and components. The instruction methods shall be in the form of actual hands-on operation, written and printed material and computer based training. Is capable of creating class outlines, syllabuses and related materials for the successful completion of training. Capable of leading a team of trainers performing training functions.
- **TRAINER:** Responsible for the instruction of personnel in the proper operation, use, maintenance and repair of various hardware and software systems and components. The instruction methods shall be in the form of actual hands-on operation, written and printed material and computer based training.
- **TECHNICAL WRITER:** Develops, drafts, revises and edits reports, articles, manuals, specifications, presentation materials and other technical documents. Uses rough outlines and resource materials and interprets information obtained through research or provided by technical specialists.



**LABOR RATES**  
GSA Contract No.: GS-23F-0048L  
*Engineering Services Schedule*



<u>Labor Category</u>	Start	6/14/2006	11/8/2006	11/8/2007	11/8/2008	11/8/2009
	END	11/7/2006	11/7/2007	11/7/2008	11/7/2009	11/7/2010
		RATE	RATE	RATE	RATE	RATE
		(w/IFF)	(w/IFF)	(w/IFF)	(w/IFF)	(w/IFF)
Program/Project Manager	\$	\$93.49	\$96.30	\$99.19	\$102.16	\$105.23
Senior Engineer	\$	\$83.22	\$85.72	\$88.29	\$90.94	\$93.67
Engineer	\$	\$71.92	\$74.08	\$76.31	\$78.59	\$80.95
Junior Engineer	\$	\$60.62	\$62.43	\$64.31	\$66.24	\$68.22
Senior CADD Technician	\$	\$65.76	\$67.73	\$69.76	\$71.85	\$74.01
CADD Technician	\$	\$55.49	\$57.15	\$58.87	\$60.63	\$62.45
Engineering Technician	\$	\$55.49	\$57.15	\$58.87	\$60.63	\$62.45
Senior Technical Data Spec	\$	\$49.32	\$50.80	\$52.32	\$53.89	\$55.51
Technical Data Specialist	\$	\$44.18	\$45.50	\$46.87	\$48.27	\$49.72
Administrative Assistant	\$	\$38.02	\$39.16	\$40.33	\$41.54	\$42.79
Senior Illustrator/Graphic Artist	\$	\$60.62	\$62.43	\$64.31	\$66.24	\$68.22
Illustrator/Graphic Artist	\$	\$49.32	\$50.80	\$52.32	\$53.89	\$55.51
Sr Computer Sys Network Architect	\$	\$83.22	\$85.72	\$88.29	\$90.94	\$93.67
Senior Software Developer	\$	\$83.22	\$85.72	\$88.29	\$90.94	\$93.67
Software Developer	\$	\$60.62	\$62.43	\$64.31	\$66.24	\$68.22
PC Technician	\$	\$55.49	\$57.15	\$58.87	\$60.63	\$62.45
Logistics Analyst/Manager	\$	\$71.92	\$74.08	\$76.31	\$78.59	\$80.95
Senior Trainer	\$	\$65.76	\$67.73	\$69.76	\$71.85	\$74.01
Trainer	\$	\$60.62	\$62.43	\$64.31	\$66.24	\$68.22
Technical Writer	\$	\$65.76	\$67.73	\$69.76	\$71.85	\$74.01

IFF = Industrial Funding Fee

**ADDITIONAL ORDERING INFORMATION**

1. Normal Business Hours are defined as any consecutive eight (8) hour period, excluding breaks, between the hours of 0700 and 1800 local time, and forty (40) hours per week from Monday through Friday. Hours expended exceeding forty (40) hours per week shall be billed at straight time, regardless of whether services are performed outside or in excess of normal business hours.
2. ADC employees with security clearances are available under this contract.
3. All rates are per labor hour, billed in ½ hour increments.



**COMMITMENT TO PROMOTE  
SMALL BUSINESS PARTICIPATION  
PROCUREMENT PROGRAMS**

**PREAMBLE**

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

**COMMITMENT**

To actively seek and partner with other small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact:

**Advanced Design Corporation**

9447-B Lorton Market St.

#200

Lorton, VA 22079

703-550-5510

Phone: (703) 550-5510

Fax: (703) 550-7873

Attn: James B. Hichak

[jhichak@advdesign.com](mailto:jhichak@advdesign.com)





BPA NUMBER:   TBD  

**Advanced Design Corporation  
BLANKET PURCHASE AGREEMENT**

Pursuant to **GSA Federal Supply Schedule Contract Number GS-23F-0048L**, Engineering Services Schedule, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) **EXCLUSIVELY WITH** (Ordering Agency):

- (8) 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>
_____	_____
_____	_____

- (9) Delivery:

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

- (10) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be   **TBD**  .

- (11) This BPA does not obligate any funds.

- (12) This BPA expires on   **TBD**   or at the end of the contract period, whichever is earlier.

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

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

- (14) 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:     **Advanced Design Corporation**  
                                  **9447-B Lorton Market St. #200**  
                                  **Lorton, VA 22079**  
                                  **(703) 550-5510**
  
- (b) Contract Number:       **GS-32F-0048L Engineering Services Schedule**
  
- (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.

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

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

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

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

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

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

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the 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.

## **CORPORATE CAPABILITES**

### **ENGINEERING**

**Design – Mechanical, Electrical, Optical**  
**Design Review / Analyses**  
**Production Engineering / Review**  
**Computer Aided Design (CAD) / Modeling (Pro/ENGINEER)**  
**Finite Element Analysis (FEA) (ANSYS)**  
**Prototyping, Conventional, Virtual and Rapid**  
**Project Management Support**  
**Configuration Management**  
**Technical Documentation**

### **GRAPHICS**

**Computer Aided Drafting (Pro/ENGINEER & AutoCAD)**  
**Illustration**  
**Graphics**  
**Electronic Publishing**  
**Brochures**

### **INFORMATION TECHNOLOGY**

**Network Design & Analysis**  
**Network Administration**  
**PC Support**  
**Software Support**  
**Database Design**  
**WWW Technologies**

### **INTEGRATED LOGISTICS SUPPORT**

**Logistics Support Analyses**  
**Technical Manuals**  
**Provisioning**  
**Equipment Fielding**  
**Training & Training Materials**

### **SYSTEMS ENGINEERING**

**Maintainability**  
**Health & Safety**  
**Reliability Engineering**  
**Life Cycle Cost Assessments**  
**Maintainability Engineering**  
**Human Factors Engineering (HFE)**

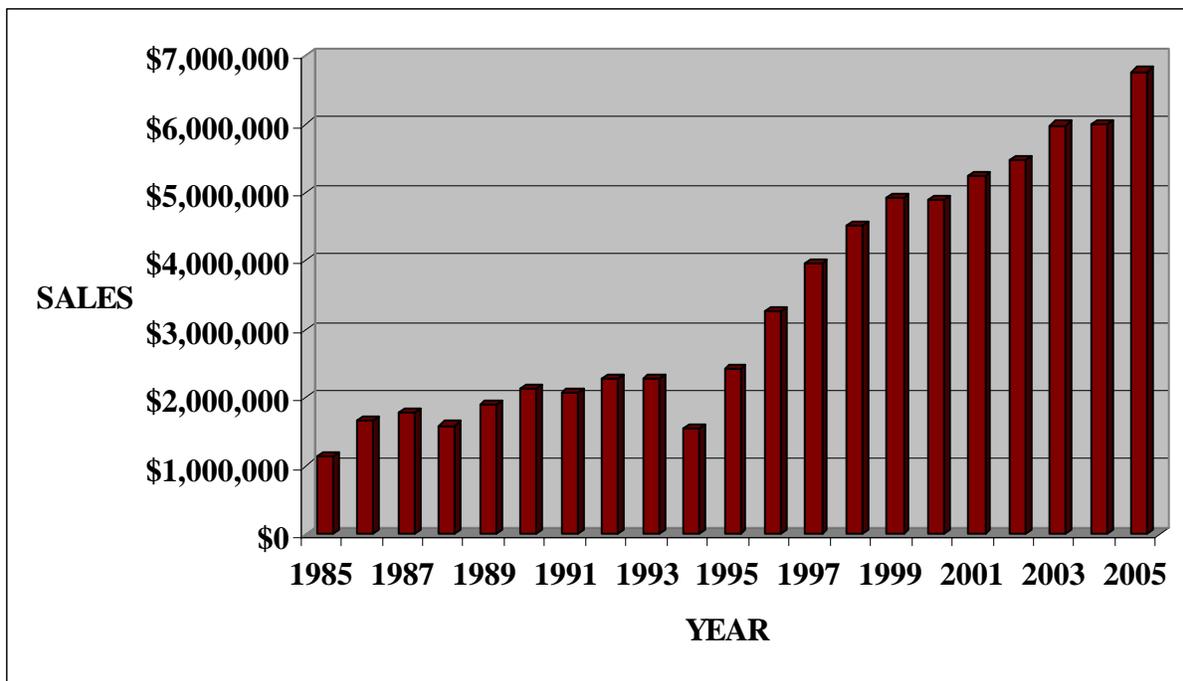
# ADVANCED DESIGN CORPORATION

9447-B Lorton Market St., #200, Lorton, VA 22079  
(703) 550-5510



**ADC Headquarters, Lorton Virginia**

Advanced Design Corporation (ADC), founded in December of 1968, is a small business concern located in Lorton, VA, and specializes in providing Engineering and Technical Support Services to the U.S. Government and Prime military and industrial hardware contractors. In FY2000 revenue will exceed \$4.9 million and our workforce will have grown to over 50 employees. Our main office and headquarters, shown above, are located in the Northern Virginia High-Tech corridor. ADC also has field offices in St. Louis, MO, Salt Lake City, UT, and Orange County, CA.



**ADC Annual Gross Sales**

ADC's management staff consists of the President, two Vice Presidents (Administrative/Contracts and Technical/Business Development), and seven Program/Project Managers assigned to various on-going technical efforts. ADC utilizes a "Matrix Management" approach in that our personnel, depending upon their area of expertise, are assigned to the various projects and programs active at any given time. This allows ADC to streamline and cross-train our workforce so as to provide our customers with the highest quality of product, at the lowest reasonable cost.

A typical ADC employee has 23.2 total years of experience, 7.3 years of experience with ADC, has a BS degree in a technical area, and is a member of a professional development society. This employee will spend in excess of 80 hours per year in training, refining and/or developing new technical skills or techniques.

ADC's core technical expertise falls in the following functional areas:

**ENGINEERING  
INTEGRATED LOGISTICS SUPPORT (ILS)  
SYSTEMS ENGINEERING  
NEW EQUIPMENT TRAINING and EQUIPMENT FIELDING  
COMPUTER AIDED DESIGN & DRAFTING and  
COMPUTER GRAPHICS & ILLUSTRATIONS  
INFORMATION TECHNOLOGY**

In addition to initial concept development, ADC's **Engineering** staff provides our customers with product design and review services. Our engineers utilize state-of-the-art engineering tools such as PTC's Pro/ENGINEER for Computer Aided Design (CAD) work and make use of ANSYS Finite Element Analyses software. This allows our engineers to provide designs that are world class, have been virtually tested (structural, dynamic, thermal) prior to going through the expense of prototyping or production. We also offer our customers various Rapid Prototyping methodologies that can reduce the time and expense of traditional prototyping methods. ADC engineers can help you move your idea from concept to production. Our personnel specialize in Production and Producibility engineering. This means that our engineers can provide design for interchangeability, tolerance analyses, tooling fixtures and test equipment. Finally, if required, our engineers can perform physical testing of a product prior to full release. This can include: Operational, environmental, electro-magnetic inference, and static / dynamic loading of structures.



**ADC Engineers Performing Shock and Vibration Testing on  
Night Vision Equipment mounted to automatic weapons**

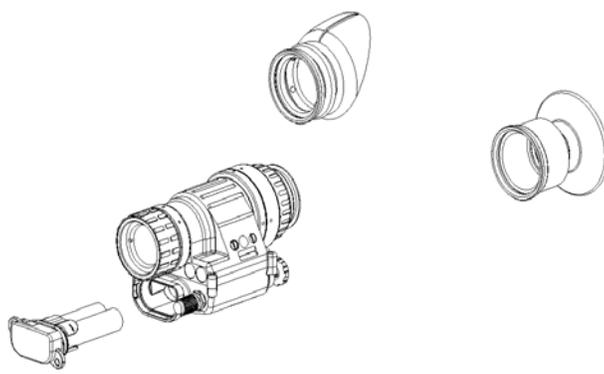
ADC's **ILS & Systems Engineering** personnel ensure your product is properly supported when fielded. As most project managers know, traditionally over 75% of a program's lifecycle budget is consumed in Operational and Substantment (O&S) costs. ADC engineers and logisticians can help during the product design process to reduce these costs by properly planning and designing systems that make economic sense in the out-years. This starts with a sound provisioning concept, good attrition planning that allow spare parts to be procured cost effectively, tools, ancillary support and other equipment required in the field for smooth, successful operation. Technical manuals are provided for product operation and maintenance. In addition, systems need to be reliable for the operators, fit the wide range of soldiers, seamen and airmen, and yet not present a health or environmental risk. Our personnel are experienced in providing these reviews of products using government and commercial regulations, specifications and standards.

ADC **New Equipment Training and Equipment Fielding** specialists can train your staff in all aspects of equipment operation and maintenance. Our trainers have spent years training thousands of personnel on hundreds of various new equipment for the U.S. Government, other nations and industry. Our personnel can quickly become familiar with your equipment and produce the training materials necessary to ensure your staff becomes fully knowledgeable in product operation and maintenance. Our trainers employ classroom lectures and demonstrations, computer simulations, computer inactive software, and hands-on demonstrations on the specific equipment. Finally, ADC tests the student on his or her knowledge and proficiency prior to certification.



**ADC Instructor presenting material to Kenya Army Soldiers**

ADC **Computer Aided Design & Drafting, and Graphics** personnel support all ADC technical areas. These specialists are capable of providing world-class visual media to support your programs and they can produce animations and simulations that tell the story of your product. Soon to be the largest portion of this group's efforts will be the development and production of interactive computer using software. This can take the form of interactive technical manuals, interactive promotional presentations, and interactive refresher courses.



**ADC produced Computer Graphic of the Monocular Night Vision Device**

ADC's **Information Technology (IT)** group provides personal computer and network support, software development and database management. Similar to ADC's CAD & Graphics group, these individuals provide services to other ADC project teams that support major on-going efforts. This can include separated and private networks, World Wide Web sites, interactive databases, and enterprise wide Configuration Management solutions for technical data.

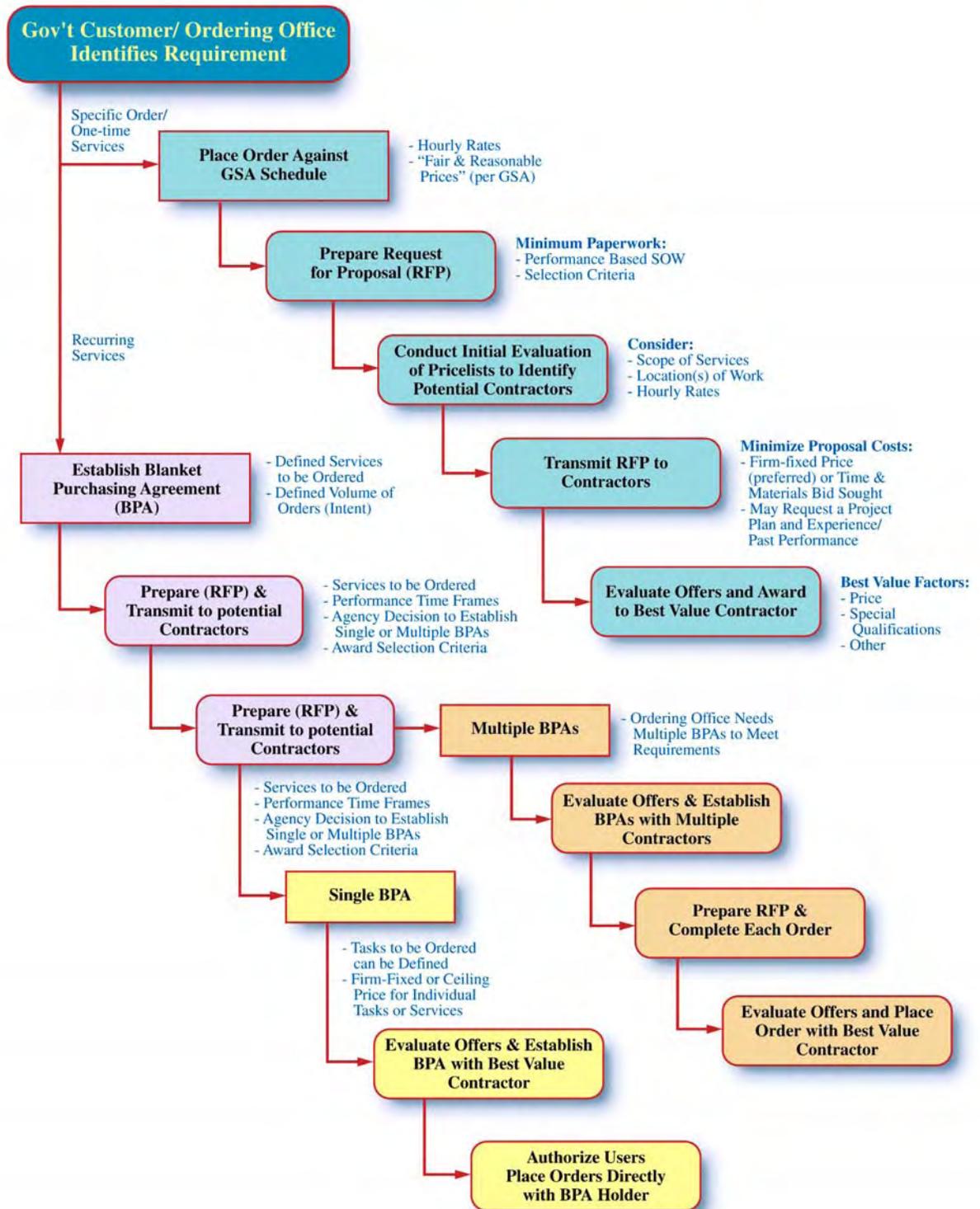
ADC is proud to have provided the Full Spectrum of Technical Support Services to the U.S. Government and prime military hardware contractors for over 32 years. While the engineering methodologies and procedures employed have changed during this period of time, our commitment to excellence has remained steadfast.

Accordingly, we look forward to becoming your "***Strong, Silent Partner***".



**[www.advdesign.com](http://www.advdesign.com)**

## GSA's Simplified Ordering Procedures



The GSA logo consists of the letters 'GSA' in a white, bold, sans-serif font, set against a dark blue square background.

Schedule  
Contract



[www.advdesign.com](http://www.advdesign.com)