



## GENERAL SERVICES ADMINISTRATION

### Federal Supply Service Authorized Federal Supply Schedule Price List Professional Engineering Services (871)

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: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)

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

**Contractor:** Integrity Applications Incorporated  
15020 Conference Center Drive, Suite 100  
Chantilly, VA 20151  
(703) 378-8672 – Voice  
(703) 378-8978 – Fax  
[www.integrity-apps.com](http://www.integrity-apps.com)

**Business Size:** Small, Veteran Owned Business

**Contract No:** GS-23F-0076M

**Contract Period:** January 17, 2002 through January 16, 2017

**Contract Administrator:** Jane Brady  
(703) 674-3156 – Voice  
(703) 378-8754 – Fax  
[jbrady@integrity-apps.com](mailto:jbrady@integrity-apps.com)

**Price List Current through Modification # PS 0013 effective November 30, 2011**



## CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 871-1, 871-1(RC), 871-3, 871-3 (RC), 871-4, 871-4 (RC), 871-6 and 871-6 (RC)
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not Applicable" for this item. See labor category descriptions below.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic Only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government Net Prices (discounts already deducted). See prices below.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Contact Contractor
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as contractor
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. **Payment address(es):** Same as company address
- 15. **Warranty provision:** Contractor’s Standard Commercial Warranty
- 16. **Export Packing Charges (if applicable):** Not Applicable
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** Not Applicable
- 19. **Terms and conditions of installation (if applicable):** Not Applicable
- 20a. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** Not Applicable
- 20b. **Terms and conditions for any other services (if applicable):** Not Applicable
- 21. **List of service and distribution points (if applicable):** Not Applicable
- 22. **List of participating dealers (if applicable):** Not Applicable
- 23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Special Attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** Not Applicable
- 25. **Data Universal Numbering System (DUNS) number:** 04-7939504
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:**  
Registered

# Company Overview Integrity Applications Incorporated

Integrity Applications Incorporated (IAI), a diversified high-technology research and engineering company founded in 1998, provides a team of professionals recognized for excellence and technology innovation with unique capability for end-to-end systems engineering as well as rapid prototyping. IAI is a fully qualified veteran-owned business. IAI scientists and engineers solve complex technical problems in National reconnaissance, satellite systems and ground data processing systems design, analysis, development, integration, test, and operation, intelligence systems, imagery, precision targeting, telecommunications, national security, transportation, energy, cost analysis and financial services. Continually improving systems engineering process, technology and tools provide our customers with highest quality systems, reduced cycle time, lower costs, and greater cost and schedule predictability.

IAI is dedicated to providing the very best value services and solutions to our customers based on creative development and innovative application of technology. We commit to exceeding our customers expectations for quality, responsiveness, and excellence. We employ people of exceptional creativity, expertise and determination who excel working with one another and with our customers. IAI offers superior customer support, standing by all commitments.

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## **Contract Overview**

Under the GSA Federal Supply Schedule, Professional Engineering Services (PES) Contract, No. GS-23F-0076M, IAI offers a wide variety of engineering services to all federal government agencies and authorized organizations for domestic use only. Current contract ordering period is from January 01, 2012 through December 31, 2016. There is one additional five-year option period that may be exercised by GSA at the end of Option Period Two. This Indefinite Delivery Indefinite Quantity (IDIQ) Multiple Award Schedule contract contains no dollar value ceiling or limit on task order size.

Using GSA schedule simplified ordering procedures, agencies issue either T&M or FFP/LOE task orders for engineering services directly with IAI using our approved labor categories and rates. The five contract Special Item Numbers (SINs) available under this contract provide for services across the full life cycle of an engineering project in the areas of civil, electrical, and mechanical engineering and related sub-disciplines. IAI's diverse, experienced engineering professionals are able to quickly assemble an integrated team to meet your technical requirements. To learn more about using GSA schedule contracts, see the GSA website at [www.gsa.gov](http://www.gsa.gov)

#### **Advantages for using the IAI PES Schedule include:**

- Easy Access to Veteran Owned Business (Small under NAICS 541712)
- 5 YEAR Contract Ordering Period (1/01/12 through 12/31/16) Plus Option years
- IDIQ Contract with No Ceiling and No Maximum Order Limitations
- Labor Categories and Rates for T&M and FFP/LOE Task Orders
- Provides for Teaming and Subcontracts
- Available to ALL Federal Agencies and Authorized Organizations
- Direct Customer-Contractor Relationship - No Transfer of Funds to GSA Required
- No CBD Synopsis Required - All Competitive Requirements Have Been Met
- Reduced Lead Time Procurement Cost Savings
- Blanket Purchase Agreements (BPAs) may be established

## Contract Use

This contract is available for use by all federal government agencies as a source for engineering services for domestic use only. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government. GSA Order ADM 4800.2E, January 3, 2000, provides a list of authorized schedule users (see [www.gsa.gov](http://www.gsa.gov)).

## Engineering Services Available from IAI

*(PEDS civil, electrical, and mechanical engineering services available to all SINS which also includes Recovery Disaster for State & Local Governments.)*

Special Item Numbers (SINs) available under this contract provide for services across the full life cycle of an engineering project. IAI offers services under the following five SINs:

SIN 871-1	Strategic Planning for Technology Programs/Activities
SIN 871-1 (RC)	Strategic Planning for Technology Programs/Activities
SIN 871-3	System Design, Engineering and Integration
SIN 871-3 (RC)	System Design, Engineering and Integration
SIN 871-4	Test and Evaluation
SIN 871-4 (RC)	Test and Evaluation
SIN 871-6	Acquisition and Life Cycle Management
SIN 871-6 (RC)	Acquisition and Life Cycle Management

A full description of each SIN is provided below.

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

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

## **871-1 (RC) Strategic Planning for Technology Programs/Activities**

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

## **871-3 System Design, Engineering and Integration**

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

## **871-3 (RC) System Design, Engineering and Integration**

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

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

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

## **871-4 (RC) Test and Evaluation**

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

## 871-6 Acquisition and Life Cycle Management

Services offered under this SIN involve all the planning, budgetary, contract and systems/program management execution functions offered 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.

## 871-6 (RC) Acquisition and Life Cycle Management

Services offered under this SIN involve all the planning, budgetary, contract and systems/program management execution functions offered 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.

## Additional Services Available

Tasks under this schedule may require additional services to support the primary engineering requirements. Task orders issued under PES may include other services, such as: logistics, IT (i.e., systems integration, network services, IT hardware, software or software development, data base planning, etc.), environmental, business improvement and management, financial, and marketing/media services, provided that these services are integral and incidental to the central role of engineering services offered.

## Labor Category Descriptions

IAI offers a spectrum of labor categories and experience levels to quickly respond to a broad range of engineering requirements and locations. Each labor category provides qualifications that consider both education and years of experience. The wide range of capabilities enables IAI to assemble a team with the right expertise and experience to meet your unique task requirements.

IAI provides labor within four categories: **Senior Manager (SM)**, **Senior Technical Engineer/Manager (ST)**, **Technical Engineer/Analyst (T)**, and **Support Specialist (S)**. Category and rate subcategory descriptions follow:

### Senior Manager (SM)

**Senior Management – 1 (SM-1)** labor grade provides IAI's highest skill and experience available. An employee at this grade directs all work activities within his/her purview (whether group or division). This person may also be a Distinguished Fellow in any major field (economics, physics, engineering, mathematics, business, etc) and may be without specific leadership role (e.g., the company's Chief Scientist). A person at this grade will have a PhD or equivalent experience (20 years or more) in a specific discipline (either technical or business).

Minimum Education/Experience:

B.S. Degree/16 years; M.S. Degree/14 years; Ph.D. Degree/10 years

**Senior Technical Engineer/Manager (ST)**

**Senior Technical – 1 (ST-1)** labor grade provides IAI's highest level of senior technical and project management leadership. Employees or Professionals at this grade have a Masters degree in a major field (engineering, physics, mathematics, computer science, business, etc), or equivalent experience (14 years or more) in their discipline or demonstrate extreme proficiency in their area (demonstrated by published papers, existing patents or copyrights, or delivered products in use either as prototypes or operationally). The ST-1 individuals may lead others in work activities and major projects.

Minimum Education/Experience:

B.S. Degree/10 years; M.S. Degree/8 years; PhD. Degree/4 years

**Senior Technical – 2 (ST-2)** labor grade provides the next level of senior leadership within IAI. Employees or Professionals at this grade have a Masters degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (12 years or more) in their discipline or demonstrate outstanding proficiency in their area. The ST-2 may provide a management role for IAI s major projects.

Minimum Education/Experience:

B.S. Degree/8 years; M.S. Degree/6 years; PhD. Degree/2 years

**Senior Technical – 3 (ST-3)** labor grade provides the mid-level of senior leadership within IAI. Employees or Professionals at this grade have a Masters degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (10 years or more) in their discipline or demonstrate strong proficiency in their area. The ST-3 may provide management in support of the ST-1 and ST-2.

Minimum Education/Experience:

B.S. Degree/6 years; M.S. Degree/4 years; PhD. Degree/0 years

**Senior Technical – 4 (ST-4)** labor grade provides the first promotion of senior leadership within IAI. Employees or Professionals at this grade have a Masters degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (8 years or more) in their discipline or demonstrate highly capable proficiency in their area. This labor grade may manage a project(s), engineer(s), scientist(s), or lead the development of new products.

Minimum Education/Experience:

B.S. Degree/4 years; M.S. Degree/2 years

**Senior Technical – 5 (ST-5)** labor grade provides the foundation level of senior leadership within IAI. Employees or Professionals at this grade have a Masters degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (6 years or more) in their discipline or demonstrate very capable proficiency in their area. The ST-5 is the first level of management within IAI and may manage either a (small) project or other professionals.

Minimum Education/Experience:

B.S. Degree/2 years; M.S. Degree/0 years

**Technical Engineer/Analyst (T)**

**Technical – 1 (T-1)** labor grade provides the highest level of technical expertise within IAI who may not have a Master s degree or leadership role. Persons at this grade have at least a Bachelor s degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (10 years or more) in their discipline. The person at this labor grade has demonstrated an

extreme potential for leadership and proactively leading other professionals in programs or projects for IAI and its customers.

Minimum Education/Experience:

B.S. Degree/6 years; M.S. Degree/4 years

**Technical – 2 (T-2)** labor grade provides the next level of expertise within IAI who may not have a Master s degree or leadership role. Persons at this grade have at least a Bachelor s degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (8 years or more) in their discipline. The Employees or Professionals at this labor grade has demonstrated a potential for leadership and leading other engineers/scientists in programs or projects for IAI.

Minimum Education/Experience:

B.S. Degree/4 years; M.S. Degree/2 years

**Technical – 3 (T-3)** labor grade provides the next step of expertise within IAI who may not have a Master s degree or leadership role. Employees or Professionals at this grade have at least a Bachelor s degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (4 years or more) in their discipline. This labor grade has demonstrated a potential for strong competence in their discipline and provides value-added support for projects for IAI.

Minimum Education/Experience:

B.S. Degree/2 years

**Technical – 4 (T-4)** labor grade provides the entry level of expertise within IAI who may not have a Master s degree or leadership role. Employees or Professionals at this grade should have at least a Bachelor s degree in a major field (engineering, physics, mathematics, computer science, business, etc) or equivalent experience (2 years or more) in their discipline. The person at this labor grade has demonstrated a good potential for competence in projects for IAI.

Minimum Education/Experience:

H.S./GED/2 years; B.S. Degree/0 years

**Technical – 5 (T-5)** labor grade provides the senior level of individuals who have demonstrated a high proficiency in their discipline, but need not have a Bachelor s degree. They will have at least 10 years of experience in their profession or advanced education levels in their discipline. They will be able to deal with a large amount of responsibility undirected.

Minimum Education/Experience:

H.S./GED/10 years

**Technical – 6 (T-6)** labor grade provides the mid-level grade for an individual who has demonstrated a high proficiency in their discipline, but need not have a Bachelor s degree. They will have at least 8 years of experience in their profession and be able to deal with a fair amount of responsibility undirected.

Minimum Education/Experience:

H.S./GED/8 years

**Technical – 7 (T-7)** labor grade provides the mid-level grade for an individual who has demonstrated a high proficiency in their discipline, but need not have a Bachelor s degree. They will have at least 6 years of experience in their profession and be able to deal with a fair amount of responsibility undirected.

Minimum Education/Experience:

H.S./GED/6 years

**Technical – 8 (T-8)** labor grade provides the junior-level grade for an individual who has demonstrated a high proficiency in their discipline, but need not have a Bachelor s degree. They will have at least 4 years of experience in their profession.

Minimum Education/Experience:

H.S./GED/4 years

**Support Specialist (S)**

**Support – 1 (S-1)** is the senior position for individuals providing general support to IAI s engineers and scientists or Government customers. These activities are general in nature, and or as directed by the technical staff. This person should have a strong understanding of technical terminology and act in an unsupervised manner when conducting directed technical tasks.

Minimum Education/Experience:

H.S./GED/6 years

**Support – 2 (S-2)** is the mid-level position for individuals providing general technical support to IAI s engineers and scientists or Government customers. These activities are general in nature, and or as directed by the technical staff. This person should have a good understanding of technical terminology and act in a relatively unsupervised manner when conducting directed technical tasks.

Minimum Education/Experience:

H.S./GED/4 years

**Support – 3 (S-3)** is the junior position for individuals providing general technical support to IAI s engineers and scientists or Government customers. These activities are general in nature, and or as directed by the technical staff. This person should have a minimal understanding of technical terminology and will be supervised when conducting directed technical tasks.

Minimum Education/Experience:

H.S./GED/2 years

**Support – 4 (S-4)** is the entry-level position for individuals providing general support to IAI s engineers and scientists or Government customers. These activities will be very general in nature. This person need not have an understanding of technical terminology, but will be willing and able to learn, and will always be closely supervised when conducting tasks.

Minimum Education/Experience: H.S./GED/0 years

**Allowable Substitutions of Education & Experience**

When determining the qualifications of an individual to fill one of the positions offered, substitutions for the education and experience requirements may be made as shown in Tables 1 and 2.

Additional educational achievements in excess of requirements can be substituted for experience requirements as follows:

Required Education	Actual Education Obtained	Years of Experience Credited to the Employee
M.A. / M.S.	Ph.D.	4
B.A. / B.S.	Ph.D.	6
B.A. / B.S.	M.A. / M.S.	2
A.A. / A.S.	B.A. / B.S.	2
H.S. / GED	B.A. / B.S.	4

**Table 1: Allowable Education Substitutions for Experience**

Additional experience in excess of requirements can be substituted for educational requirements as follows:

Actual Education Obtained	Required Education	Years of Experience Needed to meet Educational Requirements
None	H.S. / GED	2
H.S. / GED	B.A. / B.S.	4
H.S. / GED	M.A. / M.S.	6
A.A. / A.S.	B.A. / B.S.	2
A.A. / A.S.	M.A. / M.S.	4
B.A. / B.S.	M.A. / M.S.	2

**Table 2: Allowable Experience Substitutions for Education**

# RATES

Labor Category	Contract Rates for Government and Contractor Site Work All Rates Include GSA .75% IFF Option Period 2				
	Year 11 1/1/2012 to 12/31/2012	Year 12 1/1/2013 to 12/31/2013	Year 13 1/1/2014 to 12/31/2014	Year 14 1/1/2015 to 12/31/2015	Year 15 1/1/2016 to 12/31/2016
Senior Manager – 1	\$272.51	\$280.42	\$288.55	\$296.92	\$305.53
Senior Technical – 1	\$247.55	\$254.73	\$262.12	\$269.72	\$277.54
Senior Technical – 2	\$224.33	\$230.84	\$237.53	\$244.42	\$251.51
Senior Technical – 3	\$203.98	\$209.89	\$215.98	\$222.24	\$228.69
Senior Technical - 4	\$186.00	\$191.40	\$196.95	\$202.66	\$208.54
Senior Technical - 5	\$169.13	\$174.04	\$179.09	\$184.28	\$189.62
Technical - 1	\$154.57	\$159.06	\$163.67	\$168.42	\$173.30
Technical - 2	\$138.48	\$142.50	\$146.63	\$150.88	\$155.26
Technical - 3	\$127.24	\$130.93	\$134.73	\$138.64	\$142.66
Technical - 4	\$114.55	\$117.87	\$121.29	\$124.80	\$128.42
Technical - 5	\$102.72	\$105.70	\$108.76	\$111.92	\$115.16
Technical - 6	\$93.53	\$96.24	\$99.03	\$101.91	\$104.86
Technical - 7	\$84.13	\$86.57	\$89.08	\$91.66	\$94.32
Technical - 8	\$78.57	\$80.85	\$83.19	\$85.61	\$88.09
Support -1	\$68.89	\$70.89	\$72.94	\$75.06	\$77.23
Support -2	\$63.82	\$65.67	\$67.58	\$69.54	\$71.55
Support -3	\$53.55	\$55.10	\$56.70	\$58.35	\$60.04
Support -4	\$47.78	\$49.17	\$50.59	\$52.06	\$53.57

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

## Ordering Instructions

GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. While GSA Federal Supply Service has already determined IAI rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. After identifying a need for engineering services, the government agency:

### **1. Prepares a Request for Quotes which includes**

- A performance-based statement of work that outlines the work to be performed
- Type of Task Order desired: T&M or Firm Fixed Price (FFP)/Level of Effort/LOE or FFP
- Basis to be used for contractor selection (best value, lowest cost, etc)

### **2. Transmits the Request for Quotes to Contractors**

- Select at least three (more if Task Order value is over \$750K) qualified contractors on schedule (See [www.gsa.gov](http://www.gsa.gov) for a current list of contractor schedule holders)
- Send Request for Quotes to selected contractors

### **3. Evaluates quotes and Selects the contractor to receive the Order**

- Evaluate responses based upon the factors identified in the Request for Quotes
- Place the Order directly with the schedule contractor that represents the best value (considering price, special qualifications, administrative costs, etc.)

The task order is issued directly from the requesting government agencies contracting office to the selected contractor without GSA involvement in the procurement process. All task order reporting requirements and remission of fees to GSA are the responsibility of the contractor.

Establishment of Blanket Purchase Agreements (BPAs) for recurring services is permitted under this contract. 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 should 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 BPA(s).

Please [Contact IAI](#) or visit our web site at <http://www.integrity-apps.com> for assistance and/or additional information on ordering engineering services.