General Services Administration

Federal Supply Service

Authorized Federal Supply Schedule Price List

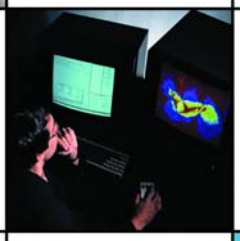
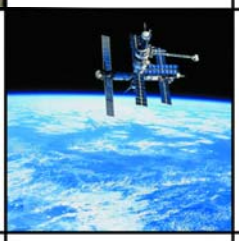


Photo courtesy of Lockheed Martin



QinetiQ North America

Professional Engineering Services

Contract Number:
GS-23F-0079N

Contract Period:
December 9, 2002 through December 8, 2012

Price List Current Through:
Mod PS-0013

Analex Corporation
A Subsidiary of QinetiQ North America Operations LLC
2677 Prosperity Avenue
Suite 400
Fairfax, VA 22031
703-852-4000

GSA Schedule

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Professional Engineering Services

Standard Industry Group 541, Services Code 871
Contract Number: GS-23F-0079N
Contract Period: December 9, 2002 through December 8, 2012

Special Item Numbers (SINs):

871-2/871-2RC Concept Development and Requirements Analysis
871-3/871-3RC System Design, Engineering and Integration
871-4/871-4RC Test and Evaluation
871-6/871-6 RC Acquisition & Life Cycle Management

Primary Engineering Disciplines:
Electrical and Mechanical for all SINs

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*™, a menu-driven database system. The INTERNET address for GSA *Advantage!*™ is:
http://www.gsaadvantage.gov/

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

Note: Prices shown herein are Net (discount deducted)

Analex Corporation
A Subsidiary of QinetiQ North America Operations LLC
2677 Prosperity Avenue, Suite 400
Fairfax, VA 22031
703-852-4000 Fax: 703-852-2971

CUSTOMER INFORMATION

1. Awarded Special Item Numbers:

SIN	Item	Item Description	Awarded Price
871-2/871-2RC	Concept Development and Requirements Analysis	Page 1	Page 6
871-3/871-3RC	System Design, Engineering and Integration	Page 1	Page 6
871-4/871-4RC	Test and Evaluation	Page 2	Page 6
871-6/871-6RC	Acquisition & Life Cycle Management	Page 2	Page 6

2. Maximum order. $750,000.00 per SIN. The maximum order is the suggested renegotiation point whereby agencies should seek additional concessions if orders exceed this amount. In accordance with FAR 52.216-19, Analex may honor any order exceeding the maximum order amount.

3. Minimum order. $100.00.

4. Geographic coverage. Domestic delivery.

5. Point(s) of production (city, county, and State or foreign country). N/A.

6. Discount from list prices or statement of net price. Prices shown herein are Net (discount deducted).

7. Quantity discounts. None.

8. Prompt payment terms. Net 30.

9. Government purchase cards are accepted.

10. Foreign items (list items by country of origin). N/A

11a. Time of delivery. Per task order.

11b. Expedited Delivery. Per task order

11c. Overnight and 2-day delivery. N/A.

11d. Urgent Requirements. Per task order.

12. F.o.b. point(s). N/A.

13a. Ordering address(es).

Analex Corporation
2677 Prosperity Avenue, Suite 400
Fairfax, VA 22039

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (www.fss.gsa.gov/schedules).

14. Payment address(es).

Analex Corporation
PO Box 630817
Baltimore, MD 21263-0817

15. Warranty provision. N/A.

16. Export packing charges, if applicable. N/A.

17. Terms and conditions of Government purchase card acceptance
Government purchase cards not accepted.

18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A.

19. Terms and conditions of installation (if applicable). N/A.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A.

20a. Terms and conditions for any other services (if applicable) Per task order.

21. List of service and distribution points (if applicable). N/A.

22. List of participating dealers (if applicable). N/A.

23. Preventive maintenance (if applicable). N/A.

24. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A.

25. Data Universal Number System (DUNS) number. 04-764-4638

26. Notification regarding registration in Central Contractor Registration (CCR) database. Analex Corporation is registered in the CCR database. For this contract, use the following address:

Analex Corporation
2677 Prosperity Avenue, Suite 400
Fairfax, VA 22039

Notice: This schedule and these prices are not to be utilized for A&E Services as defined by FAR Part 36 as it relates to real property.

Table of Contents

Customer Information ii

1. Contract Overview 1
2. Special Item Numbers 1
3. Primary Engineering Disciplines 2
4. Types of Services Provided by Analex 4
5. Approved Labor Rates 5
6. Approved Labor Category Descriptions 7
7. Ordering Procedures 16
8. Procedures for Fixed Prices on GSA Schedule 18
9. Special Provisions for Task Orders 18
10. Subcontracting to Small Business 19

1. Contract Overview

Analex has been awarded a Professional Engineering Services (PES) Contract that provides a vehicle for all Government agencies to obtain the services of a qualified and experienced contractor under a Multiple Awards Federal Supply Schedule (FAR Part 8--as well as Part 38). This will provide PES in an efficient, streamlined, and cost effective manner in accordance with applicable statutes and regulations. Agencies will issue task orders in accordance with the procedures found in the Ordering Procedures for Services Provision and the Special Provisions for Task Orders, (Section 7 of this document) to obtain the services required. A task order may contain any service or combination of services described herein.

Analex will provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional engineering services as specified in each task order.

Services specified in a task order may be performed at Analex facilities or the ordering agencies' facilities. The Government will determine Analex's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-materials.

2. Special Item Numbers (SIN)

Analex has been approved to provide services within the following SINs:

871-2 Concept Development and Requirements Analysis

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

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

871-3 System Design, Engineering and Integration

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype

or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

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

871-4 Test and Evaluation

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

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

871-6 Acquisition and Life Cycle Management

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management 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 and consulting.

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

3. Primary Engineering Disciplines

Analex is approved to provide Electrical Engineering and Mechanical Engineering services for all approved SINs. A description of the engineering disciplines and services provided under this contract follows.

Electrical Engineering:

Planning, design, development, evaluation and operation of electrical principles,

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

Within the electrical engineering discipline, there are several specialties within the scope of this work. A partial listing follows:

- ✓ Aerospace and Electronic Systems
- ✓ Circuits and Systems
- ✓ Computer*
- ✓ Dielectrics and Electrical Insulation
- ✓ Remote Sensing
- ✓ Information Theory
- ✓ Lasers & Electro-Optics
- ✓ Nuclear and Plasma Sciences
- ✓ Power Electronics
- ✓ Reliability
- ✓ Solid-State Circuits
- ✓ Vehicular Technology
- ✓ Antennas and Propagation
- ✓ Communications
- ✓ Consumer Electronics
- ✓ Education
- ✓ Engineering Management
- ✓ Industrial Electronics
- ✓ Intelligent Transportation Systems
- ✓ Magnetics
- ✓ Neural Networks Council
- ✓ Robotics & Automation
- ✓ Systems, Man, and Cybernetics
- ✓ Ultrasonics, Ferroelectrics, and Frequency Control
- ✓ Broadcast Technology
- ✓ Components Packaging, and Manufacturing Technology
- ✓ Control Systems
- ✓ Electromagnetic Compatibility
- ✓ Signal Processing on Social Implications of Technology
- ✓ Industry Applications
- ✓ Instrumentation and Measurement
- ✓ Microwave Theory and Techniques
- ✓ Oceanic Engineering
- ✓ Professional Communication

Mechanical Engineering

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final

product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

Within the mechanical engineering discipline, there are several specialties within the scope of this work. A partial listing follows:

- ✓ ASME K16-Heat Transfer
- ✓ Applied Mechanics
- ✓ Dynamic Systems and Control
- ✓ Fluids Power Systems and Technology Systems
- ✓ Materials
- ✓ Management
- ✓ Nuclear Engineering
- ✓ Offshore Mechanics and Arctic Engineering
- ✓ Power
- ✓ Rail Transportation
- ✓ Technology and Society
- ✓ Advanced Energy Systems
- ✓ Bioengineering
- ✓ Electrical and Electronic Packaging
- ✓ Fuels and Combustion Technologies
- ✓ Internal Combustion Engine
- ✓ Manufacturing Engineering *
- ✓ Materials Handling Engineering*
- ✓ Non-Destructive Evaluation Engineering
- ✓ Pressure Vessels and Piping
- ✓ Safety Engineering and Risk Analysis
- ✓ Textile Engineering
- ✓ Aerospace Engineering
- ✓ Tribology
- ✓ Fluids Engineering
- ✓ Heat Transfer
- ✓ International Gas Turbine
- ✓ Microchannel flow and heat transfer
- ✓ Noise Control and Acoustics
- ✓ Ocean Engineering
- ✓ Process Industries
- ✓ Solar Energy
- ✓ Design/Specification-associated personal property

4. Types of Services Provided by Analex

The following matrix illustrates the types of services Analex provides within the electrical and mechanical engineering disciplines. These services are representative of the services that might be contracted through the PES Schedule.

Representative Service	Electrical Engineering	Mechanical Engineering
Acquisition and life cycle management		
Analysis of program goals, mission, objectives, performance	√	√
Assessment Support		
Computer Aided Design (CAD)		
Computer Aided Engineering (CAE)		
Computer Aided Management (CAM)		
Concept development	√	√
D&D (decontamination and decommissioning)		
Demonstration and Validation		
Design/Specifications of engineering nature not associated with real property	√	√
Documentation and Information Dissemination	√	√
Economic/Business case analysis		
Economic impact evaluations		
Education/training		
Environmental control for electrical units (e.g., cooling units)		
Forensic engineering		
Independent Verification and Validation (IV&V)	√	√
Information services (studies, impact statements, program development, project documentation, data collection, data analysis/evaluation, etc.)	√	√
Instrumentation		
Integration	√	√
Investigative Engineering Service		
Life Cycle Costing		
Logistics		
Long-term Reliability and Maintainability		
Migration Strategy		
National Academy of Sciences studies		
Operations Research (Non R&D)		
Plan, organize, establish, implement, manage, maintain, upgrade and control of technical systems	√	√
Privatization		
Program and Project management	√	√
Prototype development and first article(s) production	√	√
Radar/Sonar	√	√
Regulatory compliance support		
Reliability and Maintainability Analysis		
Reverse engineering	√	√
Signal processing	√	√
Simulation and modeling	√	√
Source data development (forward engineering hardware and software systems)	√	√
Source data validation (existing hardware and software systems)	√	√
Special projects and studies	√	√
Statistical analysis	√	√
Support services	√	√
Sys engineering database development, maintenance, & analysis	√	√
Technical analysis	√	√
Technical and management support	√	√
Technical writing/editorial support	√	√
T&E (test and evaluation) of products and systems	√	√

5. Approved Labor Rates

The following approved rates are for Analex work performed under this GSA contract. These rates are applicable to both Electrical and Mechanical engineering disciplines for all approved SINs.

Labor Category	Rates Effective 10/13/11
Accountant, Cost 1	$82.88
Accountant, Cost 2	$99.25
Accountant, Cost 3	$118.69
Accountant, Cost 4	$144.35
Analyst, Systems 1	$101.16
Analyst, Systems 2	$116.18
Analyst, Systems 3	$134.18
Analyst, Systems 4	$143.99
Analyst, Systems 5	$160.03
Engineer Level 1	$93.84
Engineer Level 2	$104.95
Engineer Level 3	$116.86
Engineer Level 4	$135.22
Engineer Level 4, Lead	$139.95
Engineer Level 5	$156.56
Engineer Level 6	$177.78
Engineer Level 7	$202.66
Engineer Level 8	$220.50
Librarian, Technical 1	$81.89
Librarian, Technical 2	$98.55
Librarian, Technical 3	$106.39
Manager, Branch	$177.78
Manager, Program	$231.36
Manager, Project 1	$116.16
Manager, Project 2	$141.07
Manager, Project 3	$149.51
Scientist	$119.41
Scientist, Lead	$164.97
Specialist, Administrative 1	$81.04
Specialist, Administrative 2	$82.80
Specialist, Project Control	$104.25
Subject Matter Expert 4	$252.76
Technician, Engineering	$76.11

Service Contract Act - The following matrix and language is applicable to the following counties in the State of Colorado: Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Grand, Jackson, Jefferson, Logan, Morgan, Park, Phillips, Sedgwick, Summit, Washington, Weld, and Yuma.

Labor Categories	SCA Code title	Wage Determination Number
Analyst, Systems 1	14101 – Computer Systems Analyst I	05-2081
Analyst, Systems 2	14102 – Computer Systems Analyst II	05-2081
Analyst, Systems 3	14103 – Computer Systems Analyst III	05-2081
Analyst, Systems 4	14104 – Computer Systems Analyst IV	05-2081
Analyst, Systems 5	14105 – Computer Systems Analyst V	05-2081
Engineer Level 1	30081 – Engineering Technician I	05-2081
Engineer Level 2	30082 – Engineering Technician II	05-2081
Engineer Level 3	30083 – Engineering Technician III	05-2081
Engineer Level 4	30084 – Engineering Technician IV	05-2081
Engineer Level 4, Lead	30085 – Engineering Technician V	05-2081
Engineer Level 5	30086 – Engineering Technician VI	05-2081
Engineer Level 6	30087 – Engineering Technician VI	05-2081
Engineer Level 7	30088 – Engineering Technician VI	05-2081
Engineer Level 8	30089 – Engineering Technician VI	05-2081
Librarian, Technical 1	13058 – Library Technician	05-2081
Librarian. Technical 2	13059 – Library Technician	05-2081
Librarian, Technical 3	13060 – Library Technician	05-2081
Technician, Engineering	300400 – Civil Engineering Technician	05-2081

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

6. Approved Labor Category Descriptions

Job Title: Accountant, Cost 1

***Experience*:** Zero to three years of relevant experience supporting engineering activities.
Functional Responsibility: Assists in planning, developing and analyzing various costing schedules for assigned project. Maintains program budgets using cost and scheduling tools. Conducts financial studies and analyses.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Accountant, Cost 2

***Experience*:** Two to eight years of relevant experience supporting engineering activities.
Functional Responsibility: Plans, develops and analyzes various costing schedules for assigned project. Maintains program budgets using cost and scheduling tools. Conducts financial studies and analyses. Assists in developing forecasting models. Identifies trends and develops measures to ensure budget milestones are met. May supervise and direct lower level cost accountants.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Accountant, Cost 3

Experience: Six to ten years of relevant experience supporting engineering activities.
Functional Responsibility: Plans, develops and analyzes various costing schedules for assigned projects. Maintains program budgets using cost and scheduling tools. Conducts financial studies and analyzes. Develops forecasting models. Identifies trends and develops measures to ensure budget milestones are met. May supervise and direct mid- to higher-level cost accountants.
Education: Bachelor's degree, or equivalent as determined by the Contractor with Government concurrence.

Job Title: Accountant, Cost 4

Experience: More than 9 years of relevant experience supporting engineering activities.
Functional Responsibility: Plans, develops and analyzes various costing schedules for assigned project. Performs as primary liaison between company and government agencies during audits. Conducts financial studies to review project cost against budgeted funds and evaluates internal controls. Maintains program budgets using cost and scheduling tools. Conducts financial studies and analyses. Develops forecasting models. Identifies

trends and develops measures to ensure budget milestones are met. Direct supervision of cost accountant staff.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Analyst, Systems 1

Experience: Zero to three years experience required supporting engineering activities.
Functional Responsibility: Develops, tests, installs, and modifies software such as operating systems, compilers, utilities, and data telecommunication systems. Installs, maintains, and monitors the operation of the organization's local area network (LAN). Trains users on LAN operations and procedures.
Education: Associate's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Analyst, Systems 2

Experience: Two to seven years experience required supporting engineering activities.
Functional Responsibility: Analyzes and evaluates existing or proposed systems and devises systems to meet user community needs. Develops, tests, installs, and modifies software such as operating systems, compilers, utilities, and data telecommunication systems. Installs, maintains, and monitors the operation of the organization's local area network (LAN). Evaluates vendor products in hardware and software and recommends purchases consistent with the organization's short- and long-term objectives. Trains users on LAN operations and procedures.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Analyst, Systems 3

Experience: Six to ten years experience required supporting engineering activities.
Functional Responsibility: Analyzes and evaluates existing or proposed systems and devises systems to meet user community needs. Develops, tests, installs, and modifies software such as operating systems, compilers, utilities, and data telecommunication systems. Installs, maintains, and monitors the operation of the organization's local area network (LAN). Evaluates vendor products in hardware and software and recommends purchases consistent with the organization's short- and long-term objectives. Recommends and implements LAN policies and standards and ensures adherence to security procedures. Trains users on LAN operations and procedures.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Analyst, Systems 4

Experience: Eight to twelve years experience required supporting engineering activities.

Functional Responsibility: Analyzes and evaluates existing or proposed systems and devises systems to meet user community needs. Develops, tests, installs, and modifies software such as operating systems, compilers, utilities, and data telecommunication systems. Installs, maintains, and monitors the operation of the organization's local area network (LAN). Evaluates vendor products in hardware and software and recommends purchases consistent with the organization's short- and long-term objectives. Recommends and implements LAN policies and standards and ensures adherence to security procedures. Trains users on LAN operations and procedures.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Analyst, Systems 5

Experience: More than ten years experience required supporting engineering activities.
Functional Responsibility: Analyzes and evaluates existing or proposed systems and devises systems to meet user community needs. Develops, tests, installs, and modifies software such as operating systems, compilers, utilities, and data telecommunication systems. Installs, maintains, and monitors the operation of the organization's local area network (LAN). Evaluates vendor products in hardware and software and recommends purchases consistent with the organization's short- and long-term objectives. Recommends and implements LAN policies and standards and ensures adherence to security procedures. Trains users on LAN operations and procedures.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Engineer 1

***Experience*:** Zero to one year experience required supporting engineering activities.
Functional Responsibility: Performs technical engineering projects as assigned. Works under the direct supervision of senior engineering professionals. Responsible for specific work packages within a technical team. Performs a variety of Engineering Analyses using commercial or proprietary sophisticated analysis tools.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Engineer 2

***Experience*:** One to three years experience required supporting engineering activities.

Functional Responsibility: Performs technical engineering projects with minimal supervision. Performs and assists senior level engineers with a variety of technical tasks to include concept development, system acquisition, modeling and simulation, systems engineering data base development, maintenance and analysis, and data development and validation. Assists lower level engineers as required. Responsible for specific work packages within a technical team. Performs a variety of Engineering Analyses using commercial or proprietary sophisticated analysis tools.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Engineer 3

***Experience*:** Three to five years experience required supporting engineering activities
Functional Responsibility: Performs technical engineering projects with minimal supervision. Performs a variety of technical tasks to include concept development, system acquisition, modeling and simulation, systems engineering data base development, maintenance and analysis and data development and validation. Assists lower level engineers as required. Responsible for specific work packages within a technical team. Coordinates technical activities with other departments. Performs a variety of Engineering Analyses using commercial or proprietary sophisticated analysis tools. Under supervision of a senior engineer develops models of complex vehicles, structures or control systems required for the completion of projects
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Engineer 4

***Experience*:** Five to Eight years experience required supporting complex engineering activities that are broad in nature requiring originality and ingenuity.
***Functional Responsibility*:** Coordinates technical activities with other departments and other technical disciplines. Performs a variety of technical tasks to include concept development, system acquisition, modeling and simulation, systems engineering data base development, maintenance and analysis and data development and validation. Supervises and directs work assignments for lower level engineers. Works with senior engineers to assure project compliance with overall program standards. Performs a variety of Engineering Analyses using commercial or proprietary sophisticated analysis tools. Develops models of complex vehicles, structures or control systems required for the completion of projects.
***Education*:** Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Engineer 4 Lead

***Experience*:** Five to Eight years experience required supporting complex engineering activities that are broad in nature requiring originality and ingenuity.

***Functional Responsibility*:** Coordinates technical activities with other departments and other technical disciplines. Performs lead role on a variety of technical tasks to include concept development, system acquisition, modeling and simulation, systems engineering data base development, maintenance and analysis and data development and validation. Supervises and directs work assignments for lower level engineers. Works with senior engineers to assure project compliance with overall program standards.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Engineer 5

***Experience*:** More than eight years experience required supporting complex engineering activities to the completion of complex assignments.
***Functional Responsibility*:** Coordinates technical activities with other departments and other technical disciplines. Performs a variety of technical tasks to include concept development, system acquisition, modeling and simulation, systems engineering data base development, maintenance and analysis and data development and validation. Supervises and directs work assignments for lower level engineers. Works with senior engineers to assure project compliance with overall program standards. Performs a variety of engineering analyses using commercial or proprietary sophisticated analysis tools. Develops models of complex vehicles, structures or control systems required for the completion of projects.
***Education*:** Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Engineer 6

***Experience*:** More than ten years experience required supporting multiple engineering activities to the completion of significant assignments.
***Functional Responsibility*:** Coordinates technical activities with other departments and other technical disciplines. Supervises and directs work assignments for lower level engineers. Ensures all projects comply with overall program standards. Performs a variety of engineering analyses using commercial or proprietary sophisticated analysis tools. Develops models of complex vehicles, structures or control systems required for the completion of projects.
Education: Bachelor's degree, or equivalent as determined by the Contractor with Government concurrence.

Job Title: Engineer 7

***Experience*:** More than eighteen years experience required supporting multiple engineering activities of significant complexity.
***Functional Responsibility*:** Directs and acts as a technical lead and resource for multiple technical engineering projects. Responsible for engineering program scheduling and

budgeting. Coordinates technical activities with other departments and other technical disciplines. Supervises and directs work assignments for lower level engineers. Ensures all projects comply with overall program standards. Performs a variety of engineering analyses using commercial or proprietary sophisticated analysis tools. Develops models of complex vehicles, structures or control systems required for the completion of projects.
Education: Bachelor's degree, or equivalent as determined by the Contractor with Government concurrence.

Job Title: Engineer 8

***Experience*:** More than thirty years experience required supporting multiple engineering activities of significant complexity.
Functional Responsibility: Acts as a technical expert for engineering projects. May direct multiple engineering projects. May be responsible for all engineering aspects, program scheduling and budgeting. Coordinates technical activities with other departments and other technical disciplines. May supervise and direct work assignments for lower level engineers. Ensures all projects comply with overall program standards. Performs a variety of engineering analyses using commercial or proprietary sophisticated analysis tools. Develops models of complex vehicles, structures or control systems required for the completion of projects.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Librarian, Technical 1

Experience: Zero to three years of relevant experience required.
Functional Responsibility: Maintain the office library of all documentation and magnetic media. Maintain a configuration/data management database. May perform administrative or buyer duties.
Education: High School diploma or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Librarian, Technical 2

Experience: Two to eight years of relevant experience required.
Functional Responsibility: Maintain the office library of all documentation and magnetic media. Develop and maintain a configuration/data management database. May perform administrative or buyer duties.
Education: High School diploma or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Librarian, Technical 3

Experience: More than 6 years of relevant experience required.
Functional Responsibility: Maintain the office library of all documentation and magnetic media. Develop and maintain a configuration/data management database. May perform administrative or buyer duties. May supervise lower level technical librarians or administrative personnel.
Reviews and approves documents per standards. May be a Quality Manager position.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Manager, Branch

Experience: More than twelve years of relevant experience supporting engineering activities with experience in schedule and cost management of engineering projects and programs.
Functional Responsibility: Directly responsible for financial management of projects and programs. Develops program plans, schedules, and financial management approaches. Provides leadership and direction to technical staff.
Education: Bachelor's degree, or equivalent as determined by the Contractor with Government concurrence.

Job Title: Manager, Program

Experience: More than twenty-five years of relevant experience supporting engineering activities with experience managing large scale complex engineering programs or systems. Requires extensive knowledge of engineering principles and techniques.
Functional Responsibility: Directly responsible for managing multiple complex programs and projects. Develops program plans, schedules, financial management approaches, and responsible for customer interface. Responsible for overall schedule and cost of engineering programs. Provides leadership, technical advice and direction to managers, large groups of engineers, and other technical staff.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Manager, Project 1

***Experience*:** Zero to six years of relevant experience supporting engineering activities with experience managing engineering projects.
Functional Responsibility: Directly responsible for all phases of a project. Ensures project milestones are met. Provides customer liaison support. Provides leadership and technical directions to engineers and other technical staff assigned to project.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Manager, Project 2

***Experience*:** Five to ten years of relevant experience supporting engineering activities with experience managing engineering projects.
Functional Responsibility: Directly responsible for all phases of a project. Ensures project milestones are met. Knowledgeable in project planning and scheduling. Provides customer liaison support. Provides leadership and technical direction to engineers and other technical staff assigned to project.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Manager, Project 3

***Experience*:** More than eight years of relevant experience supporting engineering activities with experience managing complex engineering projects.
Functional Responsibility: Directly responsible for managing one large project or multiple moderate projects. Knowledgeable in project planning, scheduling, financial management and customer interface. Responsible for overall schedule and cost of assigned engineering projects. Provides leadership and technical direction to engineers and other technical staff.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Scientist

***Experience*:** Zero to three years relevant experience required.
Functional Responsibility: Plans, executes and administers scientific research programs that are centered on development, testing, effectiveness and control of program objective. Designs procedures and establishes research methodologies to investigate and solve problems. Conducts experiments using advanced techniques. Submits findings through written research papers.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Scientist, Lead

***Experience*:** Six to ten years relevant experience required.
Functional Responsibility: Provide scientific direction to professional staff. Plans, executes and administers scientific research programs that are centered on development, testing, effectiveness and control of program objective. Designs procedures and establishes research methodology to investigate and solve problems. Conducts experiments using advanced techniques. Submits findings through written research papers. Coordinates scientific teams' efforts to achieve overall program objectives.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Specialist, Administrative 1

***Experience*:** Zero to one year experience supporting engineering activities.
Functional Responsibility: Provide technical support to meet engineering objectives. Performs standard and advanced administrative functions. Assists in the preparation of reports, data, documentation and project studies. Assists in the development of graphic arts and illustrations. May be an intern position.
Education: High School diploma or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Specialist, Administrative 2

***Experience*:** Two or more years experience required supporting engineering activities.
Functional Responsibility: Provides technical support to meet engineering objectives. Assists in the preparation of reports, data documentation and project studies. Performs advanced administrative functions. Assists in the development of graphic arts and illustrations. May be an intern position.
Education: High School diploma or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Specialist, Project Control

***Experience*:** Six to ten years of relevant experience supporting engineering activities.
***Functional Responsibility*:** Performs as primary interface between cost accountant and project management. Conducts financial analyses to review project cost against budgeted funds monitors project costs. Plans, develops and analyzes various costing schedules for assigned project. Maintains project budgets using cost and scheduling tools. Identifies trends and develops measures to ensure resource, cost and schedule milestones are met.
Education: Bachelor's degree or equivalent, as determined by the Contractor with Government concurrence.

Job Title: Subject Matter Engineering Expert 4

***Experience*:** More than twenty-five years of directly related experience supporting professional engineering or scientific activities. Extensive state-of-the-art knowledge of engineering or scientific techniques.
Functional Responsibility: Acts a senior technical advisor on complex programs or projects. Directs and coordinates broad based projects. Advises program managers when required on critical programs and projects.
Education: PHD degree, or equivalent as determined by the Contractor with Government concurrence. Master's degree or equivalent, as determined by the Contractor with Government concurrence, with an additional five years experience may be substituted for Ph.D.

Job Title: Technician, Engineering

***Experience*:** More than one year of experience supporting engineering activities.
Functional Responsibility: Provides technical support to meet engineering objectives. Performs specific tasks within a functional area such as engineering modeling, fabrication testing, planning and quality control.
Education: High School diploma or equivalent, as determined by the Contractor with Government concurrence.

7. Ordering Procedures

ORDERING PROCEDURES FOR SERVICES (REQUIRING A STATEMENT OF WORK) (MAY 2000)

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

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

(a) When ordering services, ordering offices shall—

(1) Prepare a Request (Request for Quote or other communication tool):

(i) A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering 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 prices 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 direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

(2) Transmit the Request to Contractors:

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

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

(3) Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA,

along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall—

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

(i) 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 should be awarded the BPA. (See FAR 8.404)

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value.

(2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

(c) The ordering 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.

(d) When the ordering office's requirement involves both products as well as executive, administrative and/or 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 best value. (See FAR 8.404)

(e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

8. Procedures For Fixed Prices On GSA Schedule

The ordering procedures set forth at FAR 8.404 should be used for those services based on fixed prices. The Contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-75, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required.

9. Special Provisions For Task Orders

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

Contractors are strongly encouraged to price all items in the contract, to the maximum extent practicable.

10. Subcontracting to Small Business

Analex recognizes that is a matter of national interest, with both social and economic benefits, to use small businesses as subcontractors. As such, Analex is committed to the maximum practicable utilization of small, HUBZone small, small disadvantaged, and women-owned small business concerns as subcontractors in the performance of task orders issued under this schedule.