

**GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL SUPPLY SERVICE**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

Schedule Title: Financial and Business Solutions

Solicitation Number: FCXB-F4-020002-B

FSC Class(es): 520-1, 520-2, 520-5

Contract Number: GS-23F-0164L

Ordering Information: For more information on ordering from Federal Supply Schedules click on the FS Schedules button at fss.gsa.gov

Contract Period: April 25, 2006 to April 24, 2011

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Business Size: LARGE – SIC 8744

Tax ID Numbers (TIN)
EG&G Technical Services, Inc: 51-0391628
Common Parent: URS Corporation: 94-1381538

Central Contractor Registration (CCR)/DUNS No.
083070925
CAGE Code: 34157

Contractor's Ordering Address
EG&G Technical Services, Inc.
10687 Gaskins Way, Suite 101
Manassas, Virginia 20109

Remittance Address (Regular Mail)
EG&G Technical Services, Inc.
Dept. 891042
P.O. Box 121042
Dallas, TX 75312-1042

EFT: Remittance Address (Electronic Payments)
Wells Fargo Bank
Account Name: EG&G/LSI Concentration
ABA Routing No.: 121000248
Account No.: 4945-013662

CUSTOMER INFORMATION

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| <p>1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s). See Price List</p> <p>1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer should show the range of the lowest price, and cite the areas to which the prices apply. Not applicable</p> <p>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.</p> <p>2. Maximum order. - \$1,000,000.00</p> <p>3. Minimum order. - \$300.00</p> <p>4. Geographic coverage (delivery area). All geographic areas</p> <p>5. Point(s) of production (city, county, and State or foreign country). As negotiated in order. EG&G facilities are listed in attachment A.</p> <p>6. Discount from list prices or statement of net price. A "Spot Reduction Discount" may be negotiated for orders over the maximum order value.</p> <p>7. Quantity discounts. None</p> <p>8. Prompt payment terms. Net 30</p> <p>9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Accepted</p> <p>9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Accepted</p> <p>10. Foreign items (list items by country of origin). Not applicable</p> | <p>11a. Time of delivery. (Contractor insert number of days.) 30 days after order or as negotiated in order.</p> <p>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 lists that have expedited delivery. Not Applicable.</p> <p>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. Overnight and 2-Day delivery is available if negotiated in order</p> <p>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. Please contact our representative to effect a faster delivery.</p> <p>12. F.O.B. point(s). All completed performance will be made FOB destination within Continental United States (CONUS). An additional charge (applicable labor and Joint Travel Regulations (JTR) travel and per diem) will be included in the negotiations of each order, as requested by the Government for EG&G representation for on-site inspection, acceptance testing and/or installations CONUS and Outside Continental United States (OCONUS) shipments made FOB Destination to U.S. Government designated shipping points.</p> <p>13a. Ordering address(es).
EG&G Technical Services, Inc.
10687 Gaskins Way, Suite 101
Manassas, Virginia 20109</p> <p>13b. Ordering procedures. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.</p> <p>14. Payment address(es).
EG&G Technical Services, Inc.
Dept. 891042
P.O. Box 121042
Dallas, TX 75312-1042</p> |
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15. Warranty provision. **None**
16. Export packing charges, if applicable. **Not applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). **None**
18. Terms and conditions of rental, maintenance, and repair (if applicable). **Not applicable**
19. Terms and conditions of installation (if applicable). **Not applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not applicable**
- 20a. 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**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g., contractor's Web site or other location). The EIT standards can be found at: www.Section508.gov/. **Section 508 requirements will be addressed on a case-by-case basis for individual Delivery Orders and/or BPAs. In the event Section 508 applies to individual Delivery Orders or BPAs, and no exception is present in the Delivery Order or BPA solicitation, the Delivery Order or BPA shall specify the ordering agency's compliance strategy (selection of technical performance standards/requirements and/or technologies to be used, based upon the agency's market research), as provided for under the Rehabilitation Act and FAR Final Rule, in order for EG&G to appropriately develop and cost a technical approach that is responsive to Section 508 requirements of the individual Delivery Order or BPA. The Electronic and Information Technology (EIT)**

standard can be found at www.Section508.gov.

25. Data Universal Number System (DUNS) number. **083070925**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **EG&G Technical Services, Inc. has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, EG&G Technical Services, Inc. verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201)**
27. Disaster Recovery Purchasing Participant: Participant/Accepted Modification EG&G Technical Services Inc. has voluntarily accepted the terms of the Disaster Recovery Purchasing modification which authorizes the Administrator of General Services to provide for the use of federal supply schedules by state and local governments for the purchase of products and services to be used to facilitate recovery from major disasters, terrorism, or nuclear, biological, chemical, or radiological attacks under SINS 520-1(RC), 520-2 (RC), 520-5 (RC)

TERMS AND CONDITIONS APPLICABLE TO FINANCIAL AND BUSINESS SOLUTIONS (FABS)

Special Item Nos. 520-1, 520-2, 520-5

1.0 SCOPE

Services provided under Special Item Nos. 520-1, 520-2 and 520-5, Financial and Business Solutions (FABS) services apply to all Federal agencies, both civilian and Defense.

The prices, terms and conditions stated under Special Item Nos. 520-1, 520-2 and 520-5 apply exclusively to FABS services within the scope of this Schedule.

EG&G shall provide services at EG&G's facility and/or at the Government location, as agreed to by EG&G and the ordering office. "On-site" pricing schedules reflect work to be performed at EG&G's facilities; "off-site" pricing reflects work performed at customer locations. An adjusted rate is required for services to be performed in the geographic areas of Hawaii, Alaska and the Commonwealth of Puerto Rico.

2.0 ORDERING PROCEDURES

2.1 Procedures for FABS Services Priced on GSA Schedule at Hourly Rates

2.1.1 GSA has determined that the rates for FABS services contained in this price list 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.

2.1.2 When ordering FABS services, ordering offices shall prepare a Request for Proposal (RFP). The ordering office shall:

- Prepare a performance-based Statement of Work (SOW) 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 (security clearances, travel, special knowledge, etc.).
- Prepare an RFP that includes the performance-based SOW and requests EG&G to submit either a firm fixed price or a ceiling price to provide the services outlined in the SOW. 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 costs

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 SOW. 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 Regulations or JTR. A ceiling price must be established for labor-hour and time-and-materials orders.

- The RFP may request that EG&G submit, if necessary or appropriate, a project plan for performing the task and information on EG&G's experience and/or past performance performing similar tasks.
- The RFP shall notify EG&G of the basis to be used for selecting the Schedule Contractor to receive the order. The notice shall include the basis for determining whether EG&G is technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses. If consideration will be limited to Schedule contractors who are small business concerns, the RFP shall notify EG&G that this will be the case.

Also when ordering FABS services, ordering offices shall transmit the RFP to Contractors as follows:

- Based on an initial evaluation of catalogs and pricelists, the ordering office should notify EG&G that it appears to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractor locations, as appropriate).
- The RFP should be sent to three 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 RFP should be provided to additional contractors who offer services that will meet the agency's needs. Ordering offices should strive to minimize EG&G's costs associated with responding to RFPs for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement.

After responses have been evaluated against the factors identified in the RFP, the order should be placed with the Schedule Contractor who 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.

Agencies may use written orders, Electronic Data Interchange (EDI) orders, Blanket Purchase Agreements (BPAs), individual purchase orders, or task orders for ordering services under this contract.

All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

2.1.3 Establishment of Federal Supply Schedule BPAs for recurring services is permitted (FAR 8.404) when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts.

When establishing BPAs, ordering offices shall inform contractors in the RFP (based on the agency's requirement) whether a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the Schedule Contractor to be awarded the BPAs.

- **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 who represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
- **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 procedure in 2.1.2 above, and then place the order with the Schedule Contractor who represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

Ordering offices shall also review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA

still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

BPAs shall not extend beyond the end of the contract period; all services and deliveries shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks that extend beyond the fiscal year for which funds are available shall include Federal Acquisition Regulation (FAR) 52.232-19 Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

2.1.4 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.

2.1.5 When the ordering office's requirement involves both products as well as FABS services, the ordering office should total the prices for the products and the firm fixed price for the services, and select the Schedule Contractor that represents the greatest value in terms of meeting the agency's total needs.

2.1.6 The ordering office should, at a minimum, document orders by identifying EG&G as the source from which the services were purchased, and listing 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 selecting the Schedule Contractor that received the order and the rationale for any trade-offs made in making the selection.

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

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.

2.2.1 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.

2.2.2 Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold. Orders should be placed with the Schedule Contractor that can provide the supply or service that represents the best value. Before placing an order, ordering offices should consider reasonably available information about the service offered under MAS contracts by using the "GSA Advantage!" online shopping service, or by reviewing the catalogs/price lists of at least three Schedule Contractors and selecting the delivery and other options available under the Schedule that meet the agency's needs. In selecting the service representing the best value, the ordering office may consider (i) special features of the service that are required in effective program performance and that are not provided by a comparable service, and (ii) past performance.

2.2.3 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 2.2 above, and before placing an order that exceeds the maximum order threshold, ordering offices shall—

- Review additional Schedule Contractors' catalogs/price lists or use the "GSA Advantage!" online shopping service.
- 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).
- 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, EG&G 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).

2.2.4 Price reductions. In addition to the circumstances outlined in paragraph 2.2.3, there may be instances when ordering offices will find it advantageous to request a price reduction. For example, when the ordering office finds a schedule service elsewhere at a lower price or when a BPA is being established to fill recurring requirements, requesting a price reduction could be advantageous. The potential volume of orders under these agreements, regardless of the size of the individual order, may offer the ordering office the opportunity to secure greater discounts. Schedule Contractors are not required to pass on to all Schedule users a price reduction extended only to an individual agency for a specific order.

2.2.5 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.

2.2.6 Documentation. Orders should be documented, at a minimum, by identifying EG&G as the source from which the item was purchased, and listing 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.

2.3 Purchase of Incidental, Non-Schedule Items

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or an individual order, provided 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.

3.0 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 \$100,000 or 10 percent of the total dollar value of the order, whichever is less.

4.0 PERFORMANCE OF SERVICES

EG&G shall commence performance of services on the date agreed to by EG&G and the ordering office.

EG&G agrees to render services only during normal working hours, unless otherwise agreed to by EG&G and the ordering office.

EG&G guarantees the satisfactory completion of the FABS services performed under the Task Order and that all contract personnel used in the performance of FABS services under the Task Order shall have the education, experience, and expertise as stated in the task order.

Any contractor travel required in the performance of FABS services must comply with the Federal Travel Regulations or JTRs, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all contractor travel. Contractors cannot use GSA city pair contracts.

5.0 INSPECTION OF SERVICES

The Inspection of Services–Fixed Price (AUG 1996) clause at FAR 52.246-4 applies to firm fixed-price orders placed under this contract. The Inspection Time-and-Materials and Labor-Hour (JAN 1986) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

6.0 RESPONSIBILITIES OF EG&G

EG&G shall comply with all laws, ordinances, and regulations (Federal, State, city, or otherwise) covering work of this character.

7.0 RESPONSIBILITIES OF THE GOVERNMENT

Subject to security regulations, the ordering office shall permit contractor access to all facilities necessary to perform the requisite FABS services.

8.0 INDEPENDENT CONTRACTOR

All FABS services performed by EG&G under the terms of this contract shall be as an independent contractor, and not as an agent or employee of the Government.

9.0 ORGANIZATIONAL CONFLICTS OF INTEREST

Definitions.

- “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

- “Contractor and its affiliates” and “Contractor or its affiliates” refers to EG&G, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, consultants and any joint venture involving EG&G, any entity into or with which EG&G subsequently merges or affiliates, or any other successor or assignee of EG&G.
- An “organizational conflict of interest” exists when the nature of the work to be performed under a proposed Government contract, without some restriction on activities by EG&G and its affiliates, may either (i) result in an unfair competitive advantage to EG&G or its affiliates, or (ii) impair the objectivity of EG&G or its affiliates in performing contract work.

To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the Government, ordering offices may place restrictions on EG&G, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against Schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the Schedule contract. Examples of situations that may require restrictions are provided at FAR 9.508.

10.0 EG&G ‘S COMMITMENTS, WARRANTIES AND REPRESENTATIONS

For the purpose of this contract, commitments, warranties and representations include the following, in addition to those agreed to for the entire Schedule contract:

- Time of delivery/installation quotations for individual orders
- 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 that result in orders under this Schedule contract
- Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by EG&G

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

11.0 OVERSEAS ACTIVITIES

Prices offered include delivery to destinations located within the 48 contiguous States and the District of Columbia. The prices offered do not include delivery FOB destinations in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified.

When deliveries are made to destinations outside the 48 contiguous States; i.e., Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations as specified, the following conditions will apply:

- Delivery will be FOB inland carrier, point of exportation (FAR 52.247-38), with the transportation charges to be paid by the Government from point of exportation to destination in Alaska, Hawaii, the Commonwealth of Puerto Rico, and such overseas locations specified, as designated by the ordering office. The contractor shall add the actual cost of transportation to destination from the point of exportation in the 48 contiguous States nearest to the designated destination. Such costs will, in all cases, be based upon the lowest regularly established rates on file with the Interstate Commerce Commission, the U.S. Maritime Commission (if shipped by water), or any State regulatory body, or those published by the U.S. Postal Service, and must be supported by paid freight or express receipt or by a statement of parcel post charges, including weight of shipment.
- The right is reserved to ordering agencies to furnish Government bills of lading.
- Ordering offices will be required to pay differential between freight charges and express charges where express deliveries are desired by the Government.
- 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.

12.0 INVOICES

EG&G, upon completion of the work ordered, shall submit invoices for FABS services. Progress payments may be authorized by the ordering office on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

13.0 PAYMENTS

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

14.0 RESUMES

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

15.0 INCIDENTAL SUPPORT COSTS

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

16.0 APPROVAL OF SUBCONTRACTS

The ordering activity may require that EG&G receive written consent from the ordering activity's CO before placing any subcontract for furnishing any of the work called for in a Task Order.

17.0 CONTRACTOR TEAM ARRANGEMENTS

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

18.0 SECTION 508 COMPLIANCE

Section 508 requirements will be addressed on a case-by-case basis for individual Delivery Orders and/or BPAs. In the event Section 508 applies to individual Delivery Orders or BPAs, and no exception is present in the Delivery Order or BPA solicitation, the Delivery Order or BPA shall specify the ordering agency's compliance strategy (selection of technical performance standards/requirements and/or technologies to be used, based upon the agency's market research), as provided

for under the Rehabilitation Act and FAR Final Rule, in order for EG&G to appropriately develop and cost a technical approach that is responsive to Section 508 requirements of the individual Delivery Order or BPA. The Electronic and Information Technology (EIT) standard can be found at www.Section508.gov.

19.0 MAKING A MEASURABLE DIFFERENCE

Government and industry are under enormous pressure to improve their products and services as cost and efficiency become the major drivers in an increasingly competitive world. Decision-makers need useful information—the complete management, business, cost, schedule, technical and risk “big picture” to support sensible and expedient decisions.

Our personnel have built and refined data gathering, problem-solving and process improvement expertise for more than 50 years. Our business management, engineering, information technology, acquisition streamlining, data management and scientific skills yield innovative solutions to customers’ highly complex problems in the rapidly changing, technically demanding global economy.

20.0 OUR COMMITMENT

EG&G is a company renowned for quality services and products, superior technology, and financial strength. We earn trust by operating with integrity and by demonstrating our long-term commitment to the markets we serve. We provide powerful solutions by offering superior services, products and support to our customers. EG&G offers unparalleled cross-industry expertise, opportunities to gain from synergies across businesses, and a commitment to provide ongoing support to individual customers and markets.

We understand the critical issues and challenges that are facing our customers and we will work as committed partners to create innovative solutions. Our team of companies provides exceptional value by proactively helping to articulate your needs, and by responding quickly and effectively to support your success. We know that you take your responsibilities very seriously and you can count on us to do what we say.

21.0 PURPOSE AND OBJECTIVES

EG&G provides the corporate experience, expertise, and credentials to support Federal agency needs for a full range of Financial and Business Solutions. We have worked in partnership with Federal agencies for more than 30 years and have been involved with professionals who understand the issues and constraints

and have proven experience and know-how in developing effective solutions and approaches to the challenges you face.

Our Financial and Business Solutions involve all aspects of asset analysis and management, including appraisal, identification and inventory, asset security, property acceptance, transportation, storage, maintenance, repair, refurbishment, destruction and liquidation.

The assets we manage, whether seized or excess, include small, low-value items, vehicles, vessels, aircraft, operating businesses, high-value residences, undeveloped land and jewelry. Our expertise also includes financial instruments such as notes, deeds of trust, and partnership interests of real properties, corporate entities, and businesses.

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

22.0 SCOPE OF WORK

The following is representative, but not all-inclusive, of the types of services or products that may be ordered as specified in individual task orders. A full description of each Special Item Number (SIN) is provided in the Schedule of Items.

22.1 Program Financial Advisor Services (SIN 520-1)

When an agency is involved in the management and/or resolution of seized assets, there are several issues and services that cut across many parts of an agency and are best handled on a coordinated basis by one entity. EG&G assists agencies in addressing cross-cutting issues and considerations associated with the overall development and management of a seized asset resolution program. We take a global view of an agency's seized asset portfolio, provide advice, implement design of a seized asset program, and assist the agency in management, disposal and resolution of various seized assets. EG&G provides guidance and insight and identifies financial concerns in order for timely remedies to be developed, established and performed. We provide overall program development to include the following:

- Review the entire asset base or some portion thereof that may affect an agency's existing, future, and/or potential business and provide specific recommendations/strategies as to the best management and/or disposition vehicle to use in

order to maximize recoveries in the current marketplace.

- After evaluating the seized assets, we develop an Asset Resolution Plan that outlines the recommended approach for resolving the assets for sale, and provide suggested timelines for any actions recommended.
- We can then assist the agency in developing and/or modifying a task order for financial advisory services, due diligence services, equity monitoring services or other required services related to the handling of an agency's assets or future assets.
- EG&G will provide expert advice and guidance to committees, task forces, and other types of groups in support of the agency's missions and goals as they relate to seized asset resolution.

EG&G can assist with the design of a seized asset program. Our experienced managers can

- assist in developing a series of presentations on capital market activities;
- for real property, assist in reviewing the appropriate laws to determine disposal authority and rights;
- assist in determining the value of an overall asset portfolio;
- assist in identifying individuals or entities that are disqualified from participating or bidding;
- assist in designing and developing activities for agency and/or Contractor staff on subjects related to the handling of assets; and
- identify assets that should be maintained and provide rationale for this determination.

Seized asset sales are a specialty of EG&G. We will assist the agency in reviewing, designing and repositioning a strategic plan, business plan and/or policies for asset sales. EG&G can also assist in developing asset sales schedules and financial projections for budgetary, performance management, and capacity planning purposes. We will participate in the design, delivery, and training of agency/ contractor personnel on a variety of sales-related topics. EG&G conducts individual asset sales and can prepare or assist an agency and/or the Transaction Specialist with reporting or analyses in support of an asset sales program.

Marketing and Seized Asset Resolution

When an agency determines a seized asset or group of assets are to be resolved, EG&G will develop a marketing plan and provide support services to ensure that the seized asset(s) are properly evaluated and marketed.

EG&G can also provide assistance on post-closing matters, including but not limited to the following:

- Provide an analysis of portfolio management in terms of credit extension and servicing to assist the agency in improving its processes.
- Provide advice on how to handle special investor/ buyer and borrower problems that may arise.
- Coordinate with the Transaction Specialists and Due Diligence contractors to facilitate the creation and periodic update of any Asset Sale Design Records kept by the Agency. Report any lessons learned from the asset sale process in coordination with the agency.
- Assist the agency and/or other contractors in coordinating the development, gathering, scrubbing, and storing of data relevant to support the asset resolution program.
- Develop and assist an agency in maintaining an electronic presence that will be a principal point of contact for agencies and constituencies interested in an asset resolution program. The content of this effort would be a joint responsibility.
- Develop materials and/or conduct training for agency personnel, subcontractors and/or investors/ buyers. Potential training topics may be any general, specific, or technical topic related to asset resolution/sales.

22.2 Transaction Specialist (SIN 520-2)

EG&G can independently or acting as an agent for the Government, when authorized by the ordering agency, provide asset resolution, asset sales-related Financial Advisory and Transaction Specialist services as required by a task order. EG&G will furnish all necessary labor, materials and services to the agency. These services shall include those tasks that are usually or customarily provided by a Program Financial Advisor or Transaction Specialist in connection with the valuation and/or disposition of various assets.

Agencies have a variety of assets requiring valuation, restructuring and/or disposition. EG&G shall be responsible for advising the agency on all assets identified in a task order without exception. When an agency determines to contract for the disposal of an asset, any resulting asset sale structure, pricing, and bid acceptance are subject to final approval by that agency.

EG&G functions include but are not limited to the following areas:

- Pricing/valuation of an asset or group of assets
- Review asset resolution strategy
- Budget and budget analysis
- Credit reform analysis

- Marketing/sale and pre-post asset resolution support
- Training
- Maintaining chain of custody for assets pending litigation
- Destruction of routine, complex and hazardous materials
- Logistics planning and execution of large/ hostile takeover events

Task orders may require EG&G to use appropriate, specified technologies (e.g., Internet capabilities, Microsoft office software, and scanning systems) in performing duties under this contract. We have Management Information Systems (MIS) managers available to facilitate electronic communications, which may entail overseeing and assisting with the electronic transfer of information in an asset file; creating an asset information database; reading computer tapes/diskettes; and producing reports, documents, and investor information.

Pricing/Valuation of an Asset or Group of Assets

Agencies have a variety of assets to be valued and EG&G will perform asset valuation, if required by the task order. A task order for these services may include but is not limited to one or more of the following type of tasks:

- Provide an asset valuation/pricing on an asset-by-asset and/or a portfolio basis.
- Provide monitoring of an asset or group of assets.

In support of developing asset valuation/ pricing, EG&G may be directed to perform tasks, including but not limited to the following:

- Obtain or develop a valuation/pricing model.
- Determine and document model assumptions, including factors such as cash flows, collateral value, selling expenses, and discount rates.
- Estimate cash flows and net sales proceeds for each asset, based on the use of the model.
- Produce reports and records, either in hard copy or electronic form, that document the results of valuation/pricing.
- Update asset valuation/pricing, based on information received after cutoff date(s).

If called upon to perform asset valuation/ pricing and development of models (as discussed above), EG&G may also be asked to engage a certified public accountant to validate the accuracy and conformity of agency-determined and/or portfolio-derived investment valuations, in relation to pricing models, procedures,

and methodologies that have been approved by the agency.

Review of Asset Resolution Strategy

For the resolution of an agency asset or group of assets, EG&G may be asked to review the plan for handling and evaluating resolution and provide input or reports covering the objectives of the resolution and whether or not the objectives were achieved. For each specified asset package in a resolution, EG&G shall, when requested by a task order, assess current market conditions in conjunction with a review of the agency's strategy and prepare a report prior to the initial marketing date. Assistance may be required with the negotiation of offers and/or bids received in order to close a sale in accordance with applicable legal requirements.

To accomplish this task, a task order for financial services may include but is not limited to one or more of the following types of tasks:

- Discuss alternative options, including sales for the specific asset package(s), outlining and supporting the recommended alternative, including:
 - Estimation of the recovery value for each disposition option considered
 - Explanation of the valuation methodology employed in determining the market value(s) of the assets
 - Discussion of the appropriate time line for a resolution of the specific asset packages and time frame for due diligence
 - Appropriate market sensitivity analysis
 - Discussion of all other relevant assumptions and issues and legal requirements for Government asset disposal
- Manage the actual bid process, ensuring the fairness of the process, including but not limited to preparing and/or controlling, and reviewing receipt of bids and bid deposits; analyzing bids, and addressing non-conforming bids; and reporting.
- Assist the ordering agency in responding to potential bidders and sales negotiations for third party buyers.
- Assist the agency in drafting and presenting a confirming sale bid on a portfolio to obtain appropriate agency delegated authority to validate the winning bid(s).
- Develop a recommended sales strategy in accordance with asset disposal laws and regulations. The report shall include all relevant factors.

- Asset type, number and dollar value of asset sale packages to achieve best execution to convert assets to cash at the highest price to the agency without recourse.
- Due diligence procedures and formats to determine their sufficiency in providing bidders with adequate information to formulate their bids and to support agency representations and warranties.
- Marketing strategy to determine the best time line for sale and time frame for due diligence of the assets.
- Advantages/disadvantages to using one approach for disposition compared to another (e.g., joint venture structures compared to direct asset sales).
- Coordination of the asset sales with the interests of lenders or other parties with financial interests relating to those assets.
- Any agency-specific objectives as outlined in the task order, including public policy objectives.
- Marketing procedures for the assets being sold. EG&G shall determine if the agency's advertisements, marketing materials, mailings and other methods employed are effective in reaching the target market and outline how they might be improved for each type of product.
- Whether or not there is an agency standard asset sales agreement, including the appropriate level of representations and warranties, to determine their adequacy. Participate in the post bid meeting with agency decision makers and offer insights regarding consistency with stated objectives.
- Review the post-sale documentation prepared and participate in the agency review meeting, offering insights as necessary.
- Prepare the Sales Report in a format acceptable to the ordering agency and limited to only those facts, analyses and conclusions necessary to make an informed disposition decision. When required, due dates for the Asset Resolution Report(s) shall be established in the task order.

Budget and Budget Analysis

Agencies are required to estimate and report the budgetary effects of asset resolution in compliance with budgetary laws and Office of Management and Budget (OMB) guidance on such subjects. Agencies may require assistance with estimating and reporting these effects for purposes of budget formulation and execution. Program Financial Advisor/Transaction

Specialist services may include but are not limited to one or more of the following types of tasks:

- Assist an agency and related parties in completing the appropriate budget documents and reports necessary to prepare and conduct an asset resolution program. This might include assistance in evaluating budget impacts.
- Assist in preparing and presenting budget proposals and planning as they relate to resolving an asset as well as developing, gathering, verifying, and storing data relevant to supporting an asset sale.
- If direct loans or receivables resulting from defaulted loan guarantees are sold, additional types of tasks may also be required: Advise agency personnel about the estimated budgetary cost of resolution for an asset. Assist in guiding the various offices within an agency to gather and analyze data to develop and model the input assumptions. Preliminary information includes but is not limited to a description of the loans to be resolved, supporting documentation and analysis of the estimated budgetary cost, and evaluation of relevant previous sales, if applicable.
- Assist an agency with estimating the budgetary cost of future or ongoing resolutions, properly accounting for past sale transactions, and reporting sales information for the purpose of performance management reports.

Credit Reform Analysis

Agencies may require assistance with conducting credit reform analysis in order to resolve an agency's assets. These services are a subset of services that may be exercised under SIN 520-1 for Program Financial Advisor Services; these services may also be provided by the Transaction Specialist. A task order for these services may include but is not limited to one or more of the following types of tasks:

- Work with agency personnel, and/or an agency due diligence advisor regarding the implications of various assets. Restructure proposals and assist in developing a position paper(s) and conducting presentations for review and discussion with OMB and/or the Congressional Budget Office. EG&G will assist the agency in an advisory role and is not responsible for conducting discussions directly with OMB.
- Assemble the necessary data and do the research required for resolving the assigned assets. Develop a spreadsheet model and prepare the estimated impact of the transaction. Identify the data elements and recommend the assumptions to be used (the ordering agency will make all final determinations as to the assumptions used).

Marketing/Sale and Asset Resolution Support and Post-Resolution Support

When an agency determines an asset or group of assets are to be resolved, a marketing plan must be prepared and support services carried out to ensure that the asset(s) is (are) properly evaluated and marketed. These services are a subset of services that may be exercised under SIN 520-1 for Program Financial Advisor or SIN 520-2 Transaction Specialist. A task order for these services may include but is not limited to one or more of the following types of tasks:

- Develop the identity of the asset(s) to be resolved and submit a marketing plan designed to achieve the long-term objectives of a successful resolution program. Upon agency approval, implement a marketing plan that may include investor/purchaser solicitations, due diligence reviews, collateral asset tours, advertising, distribution of approved marketing materials, bidder conferences, a periodic newsletter to interested investors/buyers, speaking engagements, Congressional Office briefs, and an electronic Web site presence.
- Review suggested marketing plans, including such elements as letters to borrowers, initial sales announcements, targeted investors/buyers calls, ad layouts, and ad placement strategies to ensure consistency with overall goals and objectives of the agency.
- Offer recommendations for enhancing the marketing effort, including acceptance, display, transportation, liquidation method, revenue collection, property release and disbursement of proceeds.
- Prepare and distribute marketing materials, bid packages and supplements (with updated or corrective information) to potential investors.
- Make available, by methods described in a task order for specific asset resolutions, a borrower tracking system to provide early warning on borrower related issues.
- Draft releases of the sales results for an agency's review and possible use.
- Review proposed modifications to an agency's standard question and answer package and provide observations and recommendations to the agency.
- Read computer tapes and diskettes of asset information provided by the agency.
- Build and maintain a database of assets offered for sale by the agency.
- Perform appropriate data field checks to identify problems related to improper due diligence or coding/inputting.

- Perform suitable stratifications, taking into account the type of asset, its value, geographic location and all other pertinent factors as determined by the Program Financial Advisor or as requested by the agency.
- Oversee and track the overall sales schedule and resolve problems or issues that arise regardless of whether the matter involves due diligence, legal, or other aspects of the sale.
- Provide other analytical services as required by the agency to support the tasks specified in the task order.
- Supervise the post-bid due diligence process including the functions to be performed by the agency.
- Provide written post-sales analysis, including but not limited to the actual portfolio yield achieved at sale.
- Participate in the post-bid meeting with agency decision makers and offer insights regarding consistency with stated objectives.
- Review the post-sale documentation prepared by the financial specialist and participate in the agency review meeting offering insights as necessary.
- The Post-Auction Review and lessons learned documents will include a debriefing of sale participants (such as winning bidders, unsuccessful offerors, and potential investors/ buyers who did not bid at all) for the express purpose of gaining insights valuable to the next sale. These documents will enable an agency to review the successes and failures of the program and make improvements.

Training

Develop materials and/or conduct training of agency personnel, subcontractors and/or investors/ buyers. Potential training topics may be any general, specific, or technical topic related to asset resolution/ sales. Training requirements may include but are not limited to the following general task descriptions:

- Assist agencies in developing a training program.

Maintaining Chain of Custody for Assets Pending Litigation

Criminal seizure case specifics may require EG&G to maintain and make available the access documentation to seized property.

Destruction of Routine, Complex, and Hazardous Materials

EG&G has a proven and experienced team you can use to order acceptance, transportation, and destruction of all types of materials, including hazardous or counterfeit items and firearms.

Logistics Planning and Execution of Large/ Hostile Takeover Events

Task orders written at the direction of the court can be used to secure large and discrete seizure plans that include complete inventories and assessments of items taken at the direction of seizing agents. These actions can be ordered as multi-location, simultaneous or nationwide support for service of seizure warrants.

22.3 Loan Servicing and Asset Management (SIN 520-5)

EG&G is experienced in servicing and maintaining a variety of Government assets.

Service, Monitor, and Maintain Government-Held Assets

Agencies may require EG&G to perform some or all of the tasks associated with determining the preparation of annual statements for the loans being serviced by EG&G.

Prepare Annual Statements

Agencies may issue task orders that include requirements for this service that contain services that are similar to those described below. A task order may require any combination of these services. This list of services illustrates some of the types of tasks that EG&G may be required to perform under this contract, but not an all inclusive list.

- Prepare and send an annual statement each year to every agency. The annual statement may be required to contain information such as the following:
 - Seized asset identification number
 - Storage address
 - Period covered by the statement
 - Beginning account balance (if applicable)
 - Account activity
 - Ending account balance
 - Toll-free customer service telephone number
 - Free-form text area for additional information required by an agency
 - Any additional information required for adequate reporting as specified by an agency
 - Tax and insurance escrow information
- Provide endorsers annual statements. Agencies may require all endorsers or a selected group of endorsers (e.g., endorsers on loans that are delinquent) be provided annual statements.

- Respond to letter inquiries regarding annual statements within time frames established in the task order.
- Have the capability to regenerate annual statements when those initially prepared have erroneous, incorrect, or misleading information on them. These regenerated statements may be required to reflect the account status as it should have been when the statements were initially prepared.

Protect Loan Collateral

EG&G may be required to monitor the status of real property or other loan collateral and shall act promptly to protect the Government's interest in that collateral. Agencies may issue task orders that may require, but are not limited to the following types of tasks:

- Pay when due from the escrow account all taxes, insurance premiums and other escrow expenses required to be paid by the terms of the mortgage loans. In the event there are insufficient monies on deposit in the escrow account with respect to a mortgage loan when due, EG&G shall apply to the agency for reimbursement of such advances, without interest, with respect to any mortgage loan at the time such advances have accumulated to a set aggregate amount, providing that such mortgage loan is foreclosure serviced in accordance with the task order. After the agency has authorized foreclosure proceedings, no advances will be reimbursed until there is a final disposition of the mortgage loan. Any advances that have not been reimbursed by the agency or by the mortgagor shall be reimbursed by the agency out of the proceeds of foreclosure, assignment or other final disposition of the mortgage loan.
- Assure that all buildings and improvements securing each mortgage loan are insured against fire and other hazards as required by and under the conditions set forth in the task order.
- Make proper and timely application (including the filing of all necessary notices) for all fire and other causality insurance payments upon acquiring actual knowledge of damage to any mortgaged property by fire or casualty and collect and apply all proceeds thereof in accordance with the task order.
- Take all steps necessary and proper to enforce the rights of the agency under any mortgage that is in default. Keep the agency fully informed of such steps. Pending completion of these steps, EG&G may be required to protect the mortgaged property against strip and waste. EG&G may be required to assist the agency in marketing such properties upon the agency's request. EG&G shall be reimbursed by the agency out of the proceeds of foreclosure,

assignment or other final disposition of the mortgage loan. If the agency shall so direct, EG&G may be required to relinquish servicing of a mortgage loan in default, and resume servicing when requested by the agency.

Asset Management

EG&G asset management duties involve monitoring and reviewing the seizing agency's operations and asset management to ensure that policies, procedures, practices, and actual transactions are executed with due professional care, in a manner that can reasonably be expected to maximize the Net Present Value of the agency's interest in the transaction, and so that all contractual obligations are fulfilled.

The following list itemizes some of the types of tasks that EG&G may be required to perform under this contract. This is not intended to be an all inclusive list; rather, it illustrates the types of services an equity monitor provides. A task order for these services may include but is not limited to one or more of the following specific tasks:

- Monitoring the execution of business matters under transaction documents, as well as alerting the ordering agency to potential conflicts of interests and violations of fiduciary responsibilities.
 - Monitoring and testing compliance by all parties with the provisions, terms, covenants, legislative requirements, conditions, and agreements contained in the applicable transaction documents.
 - Reviewing the entity's reports and audited financial statements, assessing findings and making recommendations to the ordering agency with regard to the adequacy of entity's management and quality control procedures.
 - Providing periodic written assessments to the ordering agency of any control deficiencies and corrective actions.
 - Monitoring compliance with the contractual rights and obligations of parties in the transaction pursuant to the applicable transaction documents.
- Obtaining and reviewing all notices of default, workouts, restructurings, and foreclosures and advising the ordering agency as to the courses of action required to maintain and enforce its rights, remedies, and secure any accrued benefits.
 - Monitoring and confirming that appropriate policies and contracts are maintained for insurance against fire, flood, hazard and liability in accordance with the particular transaction documents and ensure that the entity's Statements of Compliance are timely and in good form.
 - Assessing the entity's strategies and actions taken to safeguard the agency's interests in the underlying collateral and secured instruments, including the following:
 - Comparing actual performance of underlying collateral against the entity's plans and related operating and capital budgets.
 - Evaluating the seizing agency's liquidation performance against expected results for implemented strategies.
 - Inspecting regularly each property that serves as security for a mortgage loan, the unpaid principal balance of which comprises more than a specified percentage of the total unpaid principal balance of the portfolio as of the closing.
 - Ordering and/or reviewing independent third party appraisals upon the occurrence of a restructuring event affecting a mortgage loan secured by collateral comprising more than a certain percentage of the overall portfolio, and other times at the agency's request.
 - Monitoring the value of the underlying collateral and the equity interest.
 - Establishing procedures and conducting compliance reviews of specific cases as requested by the ordering agency. Such reviews may require a written assessment of the entity's restructuring and/or refinancing documents, including the business plan, appraisal and physical needs assessment, the financial model, and supporting documentation.

23.0 LABOR CATEGORIES DESCRIPTIONS

Asset Management Specialist 1

Reviews and coordinates complex activities related to real properties, financial instruments and operating businesses or other equity. Tracks and monitors all real properties and operating businesses and related issues; assists in monitoring all real property, financial instruments operational businesses and related issues. Attends client meetings and briefings related to equity asset management.

Essential Responsibilities:

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for all real properties; operating businesses; and management, subcontractor, and other procured services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all asset management documentation. Works on special projects as needed.
4. Assists the Settlement Coordinator with his/her duties and responsibilities as required. Cross-trains in various duties with Settlement Coordinator for backup purposes when needed.
5. Supports periodic post-award managerial analyses of operating businesses to monitor their performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned.

Minimum Position Knowledge, Skills, and Abilities Required:

Bachelor's degree or equivalent training/experience, 2 years of related paralegal or other applicable equity experience, and strong analytical and communication skills. Requires knowledge and experience in either

financial, real estate or paralegal professions. Position may require the ability to pass and maintain a security clearance.

Asset Management Specialist 2

Reviews and coordinates complex activities related to real properties, financial instruments and operating businesses or other equity. Tracks and monitors all real properties and operating businesses and related issues; assists in monitoring all real property, financial instruments operational businesses and related issues. Attends client meetings and briefings related to equity asset management.

Essential Responsibilities:

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for all real properties; operating businesses; and management, subcontractor, and other procured services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all asset management documentation. Works on special projects as needed.
4. Assists the Settlement Coordinator with his/her duties and responsibilities as required. Cross-trains in various duties with Settlement Coordinator for backup purposes when needed.
5. Supports periodic post-award managerial analyses of operating businesses to monitor their performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned.

Minimum Position Knowledge, Skills, and Abilities Required:

Bachelor's degree or equivalent training/experience, 4 years of related paralegal or other applicable equity

experience, and strong analytical and communications skills. Requires knowledge and experience in either financial, real estate or paralegal professions. Position may require the ability to pass and maintain a security clearance.

Asset Management Specialist 3

Under supervision, performs advanced, diversified and confidential administrative duties requiring broad and comprehensive experience, skill and knowledge of organization policies and practices. Monitors and reviews seized property activities and provides summaries to agencies and management.

Essential Responsibilities:

1. Acts as direct liaison for management, customers and the public.
2. Maintains and coordinates communications with internal/external customers for or on behalf of group.
3. Administers budget and provides appropriate reports.
4. Develops and prepares reports and correspondence requested by management where information is obtained from a variety of sources.
5. Composes and may initiate routine correspondence.
6. May supervise lower-level administrative assistant staff.
7. Performs all other position-related duties as assigned or requested.

Minimum Position Knowledge, Skills, and Abilities Required:

Bachelors degree in Business Administration or related discipline. Requires 6 years experience. Advanced training or seasoned experience may be substituted for degree requirement. Requires advanced capability operating application software including word processing and spreadsheet programs. The position may require the ability to pass and maintain a security clearance.

Asset Management Specialist 4

Under supervision, reviews and coordinates complex activities related to real properties and operating businesses. Tracks and monitors all real properties and operating businesses and related issues; assists in the monitoring of all real property, operational businesses and related issues. Attends client meetings and briefings related to real property asset management.

Essential Responsibilities:

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for all real properties; operating businesses; and management, subcontractor, and other procured services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all asset management documentation. Works on special projects as needed.
4. Assists the Settlement Coordinator with his/her duties and responsibilities as required. Cross-trains various duties with Settlement Coordinator for backup purposes when needed.
5. Supports periodic post-award managerial analyses of operating businesses to monitor their performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned.

Minimum Position Knowledge, Skills, and Abilities Required:

Bachelor's degree or equivalent training/ experience and strong analytical and communications skills. Requires 7 years experience. Position may require the ability to pass and maintain a security clearance. Knowledge of MS Access a plus.

Asset Management Manager

Provides senior advisory and assistance services for acquisition programs in the areas of planning, program management budgetary, acquisition management, procurement and contracting. Applies a comprehensive knowledge of acquisition/seized property regulations, directives, instructions, policies, practices and procedures to advise in planning and executing acquisition programs.

Essential Responsibilities:

1. Manages work unit responsible for executing customer acquisition management and contract action requirements.
2. Advises customers and in-house program management, marketing, financial, and logistics personnel in planning and executing acquisition programs.
3. Coordinates with marketing, financial, and logistics personnel to prepare draft procurement requests for new contracts, including SOW, attachments, and exhibits.
4. Prepares acquisition program milestone documentation.
5. Monitors Congressional and agency activities for changes in regulations, directives, instructions, and policies and evaluates their impact to acquisition programs.
6. Performs all other position-related duties as assigned or requested.

Minimum Position Knowledge, Skills, and Abilities Required:

Bachelors degree in Business Administration or a related field and 10 years of job-related experience or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Attorney 1

Reviews and coordinates complex activities related to the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses. Advises clients in all legal matters dealing with the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses; assists in monitoring legal review of all property seizure, including real property, financial instruments, personal property, operational businesses and related issues. Attends client meetings and briefings related to property seizure management.

Essential Responsibilities:

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for legal issues involving property seizure; real properties; operating businesses; and management, subcontractor, and other legal services and support.

2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
3. Assists in developing and revising legal approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all legal asset management documentation. Works on special projects as needed.
4. May act as the settlement lawyer with his/her duties and responsibilities as required.
5. Supports periodic post-award managerial analyses of legal issues and prepares legal lessons learned to improve management performance.
6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
8. Performs all other position-related duties as assigned

Minimum Position Knowledge, Skills, and Abilities Required:

Law degree and must be registered and licensed to practice law in the State where his/her home office is; 4 or more years of related legal experience; and strong analytical and communications skills. Position may require the ability to pass and maintain a security clearance.

Attorney 2

Reviews and coordinates complex activities related to the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses. Advises clients in all legal matters dealing with the legal review of property seizure, including real properties, financial instruments, personal property and operating businesses; assists in monitoring legal review of all property seizure, including real property, financial instruments, personal property, operational businesses and related issues. Attends client meetings and briefings related to property seizure management.

Essential Responsibilities:

1. Develops and maintains a variety of manual and automated tracking and monitoring systems for

- legal issues involving property seizure; real properties; operating businesses; and management, subcontractor, and other legal services and support.
2. Coordinates with the Contracts and Procurement Department as required to ensure completion of responsibilities.
 3. Assists in developing and revising legal approaches, policies, and procedures. Prepares a wide variety of documents, reports, and presentations. Maintains all legal asset management documentation. Works on special projects as needed.
 4. May act as the Settlement lawyer with his/her duties and responsibilities as required.
 5. Supports periodic post-award managerial analyses of legal issues and prepares legal lessons learned to improve management performance.
 6. Reviews court orders, occupancy agreements, operating business leases and related contract instruments for completeness, and when appropriate, interfaces with agency personnel with recommended changes to achieve operating business objectives.
 7. Assists in evaluating procedures, recommending operational changes, and developing and conducting policies and procedures training.
 8. Performs all other position-related duties as assigned.

Minimum Position Knowledge, Skills, and Abilities Required:

Law degree and must be registered and licensed to practice law in the State where his/her home office is; 7 or more years related legal experience; and strong analytical and communications skills. Position may require the ability to pass and maintain a security clearance.

Clerical Specialist 1

Minimum Education and Experience:

Associates degree or 2 years vocational/ technical training beyond high school and 1 year of job-related experience. Requires advanced capability to operate application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Prepares and maintains word processing, spreadsheets, data bases and/or other software files and information.

2. Prepares technical reports, including gathering, analyzing, organizing and presenting information and data in a logical, persuasive manner.
3. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data for the decision making process.
5. In concert with the Director(s) or Manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
6. Screens, directs and handles incoming telephone calls and requests. Responds to inquiries exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries and acting as a liaison.
7. Organizes and maintains departmental files in accordance with applicable procedures.
8. Schedules appointments, arranges meetings and prepares required materials. May attend meetings to record and/or report on proceedings.

Clerical Specialist 2

Minimum Education and Experience:

Bachelor's degree and at least 2 years job-related experience or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications, organizational skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Participates in maintaining technical manuals. Assists in validating/verifying, resolving discrepancies/deficiencies and assessing accuracy/adequacy of technical manual requirements.
3. Edits reports, publications, proposals and correspondence to ensure clarity of content, consistency of format and accuracy of grammar.
4. Interfaces with engineers and technical professionals in writing, editing and publishing various types of customer documents such as

training manuals, concepts of operations and contract deliverables.

5. Uses appropriate computer software application for document text production.
6. Establishes and maintains electronic and/or hardcopy data library of documents and work order files for documents received for processing.

Clerical Specialist 3

Minimum Education and Experience:

Bachelor's degree (or equivalent) and at least 3 years experience. Good oral and written communications skills, working knowledge of word processing and integrated software applications, organization skills and ability to perform detail-oriented work are required. Position may require the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Applies working knowledge of technical literature and various style guides, including customer specifications, to documentation and publication standards.
2. Coordinates documentation received, including publishing the bibliography of technical reports, staff studies and working papers.
3. Provides reference, document delivery, online search and referral services.
4. Directs information services.
5. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, and survey reports).
6. Oversees in-house production flow of technical publications. Tracks and monitors documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
7. Provides final quality assurance check for all document deliverables.
8. Uses appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.

Clerical Specialist 4

Minimum Education and Experience:

Bachelor's degree and at least 5 years job-related experience or equivalent. Excellent written communications skills, working knowledge of word processing and integrated software applications, strong

organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Advises, manages and mentors personnel assigned to technical documentation function.
2. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, and survey reports).
3. Oversees in-house production flow of technical publications. Tracks and monitors documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.
4. Provides final quality assurance check for all document deliverables.
5. Uses appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
6. Provides senior-level technical writing/editing support.
7. Directs classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media, including electronic.

Clerical Manager

Minimum Education and Experience:

Bachelor's degree and at least 7 years job-related experience or equivalent. Excellent written communications skills, working knowledge of word processing and integrated software applications, strong organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Advises, manages and mentors personnel assigned to technical documentation function. Interfaces with engineers and technical professionals in writing, editing and publishing various types of documents (e.g., test plans, test reports, and survey reports).
2. Oversees in-house production flow of technical publications. Tracks and monitors documents from inception to distribution of final copies. Identifies and corrects problem areas as they arise.

3. Provides final quality assurance check for all document deliverables.
4. Uses appropriate computer software for document production. Investigates and implements best ways to produce documentation electronically.
5. Provides senior-level technical writing/editing support.
6. Directs classification, indexing, cataloging and storage of books, periodicals, papers, microfilms, classified reports and documents stored on various media, including electronic.

Information Management Specialist 1

Provides broad administrative support to the management staff, requiring experience, skill and knowledge of organization policies and practices.

Essential Responsibilities:

1. Verifies funding; adding and adjusting funding.
2. Monitors individual accounts for sufficient funding.
3. Tracks labor, travel and miscellaneous expenses.
4. Monitors property; conducts audits and administers necessary paperwork.
5. Processes time sheets and enters payroll into system.
6. Updates and maintains auction system.
7. Processes and maintains task plans.
8. Responsible for word processing correspondence and reports.
9. Conducts time sheet audits.
10. Performs all other position-related duties as assigned or requested

Minimum Position Knowledge, Skills, and Abilities Required:

High School diploma and at least 2 years job-related experience or equivalent. Requires operating application software, including word processing and spreadsheet programs. Position may require the ability to pass and maintain a security clearance.

Information Management Specialist 2

Provides broad administrative and secretarial support to specified Manager(s)/Director(s) with minimal supervision.

Essential Responsibilities:

1. Manages the office of a member of a specified manager(s)/director(s).
2. Prepares unusual reports, including gathering information and data, analyzing, organizing, and presenting in a logical, persuasive manner the conclusions of the information.
3. Reads, understands and brings to management's attention items requiring attention from the variety of data and reports sent to the office for action.
4. Gathers data from various sources and synthesizes the options for action from that data for the decision making process.
5. Represents the point of view of the director(s) or manager(s) when assigned to substitute for him/her in meetings or public events.
6. In concert with the director(s) or manager(s), designs and implements the necessary business processes to cause the effective functioning of the office.
7. Prepares, proofreads and distributes correspondence. Composes own correspondence as well as correspondence for signature, including executing and distributing reports. Also, prepares special or one-time reports, summaries, or replies to inquiries under general direction.
8. Screens, directs, and handles incoming telephone calls and requests. Responds to inquiries, exercising significant initiative and judgment based on knowledge of policies and procedures, including answering customer inquiries, and acting as a liaison.
9. Opens, reviews and processes correspondence and other incoming information.
10. Organizes and maintains departmental files in accordance with applicable procedures.
11. Conducts data entry input and generates reports as required. Also, creates and maintains spreadsheets and other databases as required.
12. Schedules appointments, arranges meetings, and prepares required materials. May attend meetings and record and report on proceedings.

Minimum Position Knowledge, Skills, and Abilities Required:

Bachelor's degree in Business Administration or a related field and at least 4 years job-related experience or equivalent. Requires operating application software, including word processing, and spreadsheet programs.

Position may require the ability to pass and maintain a security clearance.

Logistics Specialist Trainee

Minimum Education and Experience:

Bachelor's degree and no job-related experience. Good communications skills, working knowledge of word processing and integrated software applications, management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Researches and analyzes business element problems to determine solution alternatives.
2. Reviews reports, papers, drawings, specifications, procedures, etc.; consolidates comments from various organizations; and drafts reports.
3. Assists in preparing routine correspondence (i.e., letters, memos and route sheets), spreadsheets, Gantt charts, presentations and meeting minutes.
4. Assists in maintaining program management data, planning schedules and documents.
5. Analyzes and researches material to gain a thorough understanding of the management, organizational and business elements supporting a task assignment.
6. Assists in preparing oral presentations and written reports.

Logistics Specialist 2

Minimum Education and Experience:

Bachelor's degree and at least 1 year job-related experience or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications, good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Researches and analyzes business element problems to determine element(s) requirements, with minimum supervision.
2. May supervise and train entry-level personnel in the management, business and organizational aspects of assigned work.

3. Collaborates with customer(s) to define, coordinate and track the status of multidisciplinary task(s) and advises on management and business element planning and implementation.
4. Reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
5. Prepares program management correspondence (i.e., letters, memos and route sheets); designs charts, spreadsheets, Gantt charts and presentations; and prepares analytical reports and meeting minutes.
6. Advises customer as a Subject Matter Expert (SME) on program development, planning and implementation of business element(s).

Logistics Specialist 3

Minimum Education and Experience:

Bachelor's degree and at least 3 years job-related experience or equivalent. Excellent communications skills; management and interpersonal; organizational and analytical skills; working knowledge of word processing and integrated software applications are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Researches and analyzes business and management problems, including areas such as acquisition, cost, data and logistics; determines alternatives; and recommends solutions.
2. May supervise and train entry-level personnel in the management, business and organizational aspects of assigned work.
3. Collaborates with customer(s) to define, coordinate and track the status of multi-disciplinary task(s) and advises on management and business element planning and implementation.
4. Reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; consolidates and adjudicates comments from various organizations and prepares reports.
5. Prepares program management correspondence (i.e., letters, memos and route sheets); designs charts, spreadsheets, Gantt charts and presentations; and prepares analytical reports and meeting minutes.

6. Advises the customer as an SME on program development, planning and implementation of business element(s).
7. Interfaces daily with various management and business team leaders to exchange information and coordinate related task performance.
8. May supervise teams in accomplishing tasks.

Logistics Specialist 4

Minimum Education and Experience:

Bachelor's degree and at least 5 years job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.
4. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation.
5. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance.
6. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

Logistics Specialist Lead

Minimum Education and Experience:

Bachelor's degree and at least 7 years job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; strong management and organizational skills and ability to perform detail-

oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Collaborates daily with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
2. Develops and/or reviews program reports, papers, drawings, specifications, procedures, etc.; provides comments; organizes, consolidates and adjudicates comments from various organizations and prepares reports.
3. Performs expert-level review, analysis and validation of management and business products; prepares executive-level reports and briefs.
4. Consults as industry expert with managers, program managers and customers, advising on program policy development, planning and implementation.
5. Interfaces with various management and business team leaders daily to exchange information and coordinate related task performance.
6. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

MANAGER 1

Minimum Education and Experience:

Bachelor's degree and at least 1 year job-related experience or equivalent. Good oral and written communications skills and familiarity with word processing, database, spreadsheet and integrated software applications are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
2. Interacts with and advises customers by applying specific program knowledge and/or subject matter expertise in executing routine and non-routine tasks.
3. Interacts and provides management or business assessments to customers, through the application of specific program knowledge and subject matter expertise in executing program management tasks.

4. Interfaces with other professionals to generate program documentation such as plans, schedules, briefings, reports, correspondence, contracts/contract modifications, technical instructions/procedures and/or related material.
5. Analyzes and tracks project budgets, schedules and deliverables; conducts research into specific areas; and prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, and provides comments and assessments of technical and non-technical program reports and researches specific areas of interest and prepares findings.
8. Interfaces with internal and external principal program participants for planning, prioritization and resolution of overall activities to support customer goals.

Manager 2

Minimum Education and Experience:

Bachelor's degree and 3 years job-related experience or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications, management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
3. Interacts with and advises customers, through the application of specific program knowledge and SME, in executing program management tasks.
4. Analyzes requirements and reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures or related material.
5. Analyzes and tracks project budgets, schedules and deliverables; conducts research into specific areas; and prepares and reports findings to the customer.

6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, and provides comments and assessments of technical and non-technical program reports and researches specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

Manager 3

Minimum Education and Experience:

Bachelor's degree and at least 4 years job-related experience or equivalent. Good written communications skills, working knowledge of word processing and integrated software applications, management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a Security Clearance.

Functional Responsibilities:

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
3. Interacts with and advises customers, through the application of specific program knowledge and SME, in executing program management tasks.
4. Coordinates and maintains program documentation with internal and external teams, including plans, schedules, briefings, reports, correspondence, contracts/contract modifications, technical instructions/procedures and/or related material.
5. Prepares routine and non-routine program correspondence, documentation, and reports.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, and provides comments and assessments of technical and non-technical program reports and researches specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

Manager 4

Minimum Education and Experience:

Bachelor's degree and at least 5 years job-related experience or equivalent. Excellent management, communications, interpersonal, organizational, and analytical skills are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Leads and mentors personnel assigned to program support functions.
2. Interfaces with internal functional teams and external customers for planning, prioritization and issue resolution of overall activities in the support and achievement of customer goals.
3. Interacts with and advises customers, through the application of specific program knowledge and SME, in executing program management tasks.
4. Analyzes requirements and reviews and coordinates with internal and external customers to generate program documentation such as plans, schedules, briefings, reports, correspondence, contract modifications, technical instructions, technical procedures, or related material.
5. Analyzes and tracks project budgets, schedules and deliverables; conducts research into specific areas; and prepares and reports findings to the customer.
6. Creates and maintains master files/schedules related to program history, execution and status for the life of the program (inception to disposal).
7. Reviews, analyzes, and provides comments and assessments of technical and non-technical program reports and researches specific areas and prepares findings.
8. Interfaces with internal and external program participants to coordinate overall activities to support customer goals.

Program Manager

Minimum Education and Experience:

Bachelor's degree and at least 10 years job-related experience or equivalent. Excellent communications, interpersonal, organizational and analytical skills are required. Working knowledge of word processing and integrated software applications is required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. Provides administrative and technical leadership in the completion of multiple contracts, including responsibility for cost, schedule and overall performance.
2. Plans and procures necessary staffing to achieve work completion milestones and deliverables.
3. Monitors fulfillment of contract requirements to ensure quality and timeliness of services/deliverables to various customers.
4. Supervises, coordinates, provides leadership to, and reviews the work of assigned staff and/or contracts.
5. Interfaces with customers on a regular basis in support of program management activities. Monitors customer feedback and advises on a broad range of issues related to products/services being delivered.
6. Performs multidisciplinary analysis of system designs to determine compliance with specifications and standards.
7. Directs the investigation and resolution of operational problems.

Subject Matter Expert 1

Minimum Education and Experience:

Vocational/Technical school or Associate's degree and at least 2 years job-related experience or equivalent. Good communications and analytical skills and working knowledge of computer systems and integrated software application programs. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. To support management, organizational and business tasks, provides subject area knowledge to solve problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.
2. Provides technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.

5. Prepares reports, presentations and papers to document findings, opinions and recommendations.

Subject Matter Expert 2

Minimum Education and Experience:

Bachelor's degree and at least 2 years job-related experience or equivalent. Excellent communications and analytical skills and working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to problems in specific areas of expertise. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. To support management, organizational and business tasks, consults as an SME to solve complex problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.
2. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.
6. May lead/mentor junior personnel.

Subject Matter Expert 3

Minimum Education and Experience:

Bachelor's degree and at least 4 years job-related experience or equivalent. Excellent communications and analytical skills and working knowledge of computer systems and integrated software application programs. Some positions may require the ability to investigate, troubleshoot and design solutions to technical problems. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. To support management, organizational and business tasks, consults as an SME to solve complex problems in technical areas, including but not limited to science, logistics, asset management,

operations, research, program management, risk, information technology, finance, and acquisition.

2. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
3. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
4. Conducts site visits, investigations and studies to gather information.
5. Prepares reports, presentations and papers to document findings, opinions and recommendations.
6. Leads/mentors junior personnel.

Subject Matter Expert 4

Minimum Education and Experience:

Bachelor's degree and at least 6 years of job-related experience or equivalent. Good communications skills; working knowledge of word processing and integrated software applications; good management and organizational skills and ability to perform detail-oriented work are required. Position may require travel and the ability to pass and maintain a security clearance.

Functional Responsibilities:

1. To support management, organizational and business tasks, consults as an SME to solve complex problems in technical areas, including but not limited to science, logistics, asset management, operations, research, program management, risk, information technology, finance, and acquisition.
2. Collaborates with customer(s) to determine specific needs and requirements and to counsel within the expert area, including overseeing task execution.
3. Provides expert technical analyses and advice in specific technical areas to support management, organizational and business decisions.
4. Participates in meetings, task groups, teams, reviews and other environments to assist in collaborative results.
5. Conducts site visits, investigations and studies to gather information.
6. Prepares reports, presentations and papers to document findings, opinions and recommendations.
7. Supervises teams in accomplishing tasks and trains junior-level personnel in the technical aspects of assigned work.

SIN PRICES – EG&G SITE

SIN PRICES	SIN 520-1: PROGRAM FINANCIAL ADVISOR SERVICES				
	SIN 520-2: TRANSACTION SPECIALIST				
	SIN 520-5: LOAN & OTHER ASSET MANAGEMENT SERVICES				
	OPTION PERIOD (EG&G SITE)				
Labor Category	4/25/2006 to 4/24/2007	4/25/2007 to 4/24/2008	4/25/2008 to 4/24/2009	4/25/2009 to 4/24/2010	4/25/2010 to 4/24/2011
Asset Management Specialist 1	\$44.82	\$46.17	\$47.55	\$48.98	\$50.45
Asset Management Specialist 2	\$51.17	\$52.70	\$54.28	\$55.91	\$57.59
Asset Management Specialist 3	\$62.21	\$64.08	\$66.00	\$67.98	\$70.02
Asset Management Specialist 4	\$62.36	\$64.23	\$66.15	\$68.14	\$70.18
Asset Management Manager	\$71.59	\$73.74	\$75.95	\$78.23	\$80.58
Attorney 1	\$163.56	\$168.46	\$173.52	\$178.72	\$184.08
Attorney 2	\$287.86	\$296.50	\$305.40	\$314.56	\$323.99
Clerical Specialist 1	\$37.27	\$38.39	\$39.54	\$40.73	\$41.95
Clerical Specialist 2	\$45.23	\$46.58	\$47.98	\$49.42	\$50.90
Clerical Specialist 3	\$62.53	\$64.41	\$66.34	\$68.33	\$70.38
Clerical Specialist 4	\$66.70	\$68.70	\$70.76	\$72.89	\$75.07
Clerical Manager	\$75.90	\$78.18	\$80.53	\$82.94	\$85.43
Information Management Specialist 1	\$74.61	\$76.84	\$79.15	\$81.52	\$83.97
Information Management Specialist 2	\$90.18	\$92.88	\$95.67	\$98.54	\$101.50
Logistics Specialist 1	\$27.89	\$28.73	\$29.59	\$30.48	\$31.39
Logistics Specialist 2	\$34.01	\$35.03	\$36.08	\$37.17	\$38.28
Logistics Specialist 3	\$53.83	\$55.45	\$57.11	\$58.82	\$60.59
Logistics Specialist 4	\$72.62	\$74.80	\$77.04	\$79.35	\$81.73
Logistics Manager	\$63.82	\$65.73	\$67.71	\$69.74	\$71.83
Manager 1	\$52.02	\$53.58	\$55.19	\$56.85	\$58.55
Manager 2	\$64.46	\$66.40	\$68.39	\$70.44	\$72.55
Manager 3	\$75.95	\$78.23	\$80.58	\$82.99	\$85.48
Manager 4	\$98.03	\$100.98	\$104.00	\$107.12	\$110.34
Program Manager	\$124.01	\$127.73	\$131.56	\$135.51	\$139.57
Subject Matter Expert 1	\$98.14	\$101.09	\$104.12	\$107.24	\$110.46
Subject Matter Expert 2	\$130.85	\$134.78	\$138.82	\$142.99	\$147.28
Subject Matter Expert 3	\$163.56	\$168.46	\$173.52	\$178.72	\$184.08
Subject Matter Expert 4	\$287.86	\$296.50	\$305.40	\$314.56	\$323.99

GROSS SALE PROCEEDS	RATE
\$50,000--\$199,999	9.47%
\$200,000--\$499,999	7.79%
\$500,000 and above	5.60%

*Liquidation pricing is a percentage fee calculated on gross sales proceeds.
The fee includes auction and marketing expenses.*

SIN PRICES – GOVERNMENT SITE

SIN PRICES	SIN 520-1: PROGRAM FINANCIAL ADVISOR SERVICES				
	SIN 520-2: TRANSACTION SPECIALIST				
SIN 520-5: LOAN & OTHER ASSET MANAGEMENT SERVICES					
OPTION PERIOD (GOVERNMENT SITE)					
Labor Category	4/25/2006 to 4/24/2007	4/25/2007 to 4/24/2008	4/25/2008 to 4/24/2009	4/25/2009 to 4/24/2010	4/25/2010 to 4/24/2011
Asset Management Specialist 1	\$36.65	\$37.75	\$38.89	\$40.05	\$41.25
Asset Management Specialist 2	\$41.84	\$43.10	\$44.39	\$45.72	\$47.10
Asset Management Specialist 3	\$50.88	\$52.41	\$53.98	\$55.60	\$57.27
Asset Management Specialist 4	\$51.00	\$52.53	\$54.10	\$55.73	\$57.40
Asset Management Manager	\$58.56	\$60.32	\$62.12	\$63.99	\$65.91
Attorney 1	\$162.06	\$166.92	\$171.93	\$177.08	\$182.40
Attorney 2	\$285.22	\$293.78	\$302.59	\$311.67	\$321.02
Clerical Specialist 1	\$30.49	\$31.40	\$32.34	\$33.31	\$34.31
Clerical Specialist 2	\$36.99	\$38.10	\$39.24	\$40.42	\$41.63
Clerical Specialist 3	\$51.14	\$52.68	\$54.26	\$55.88	\$57.56
Clerical Specialist 4	\$54.56	\$56.20	\$57.88	\$59.62	\$61.41
Clerical Manager	\$62.08	\$63.94	\$65.86	\$67.84	\$69.87
Information Management Specialist 1	\$61.05	\$62.88	\$64.76	\$66.71	\$68.71
Information Management Specialist 2	\$73.75	\$75.96	\$78.24	\$80.59	\$83.00
Logistics Specialist 1	\$22.81	\$23.49	\$24.20	\$24.92	\$25.67
Logistics Specialist 2	\$27.81	\$28.64	\$29.50	\$30.39	\$31.30
Logistics Specialist 3	\$44.02	\$45.34	\$46.70	\$48.11	\$49.55
Logistics Specialist 4	\$59.39	\$61.17	\$63.01	\$64.90	\$66.85
Logistics Manager	\$52.20	\$53.77	\$55.38	\$57.04	\$58.75
Manager 1	\$42.55	\$43.82	\$45.14	\$46.49	\$47.89
Manager 2	\$52.73	\$54.31	\$55.94	\$57.61	\$59.34
Manager 3	\$62.12	\$63.98	\$65.90	\$67.88	\$69.91
Manager 4	\$80.18	\$82.58	\$85.06	\$87.61	\$90.24
Program Manager	\$101.41	\$104.46	\$107.59	\$110.82	\$114.14
Subject Matter Expert 1	\$97.24	\$100.15	\$103.16	\$106.25	\$109.44
Subject Matter Expert 2	\$129.64	\$133.53	\$137.54	\$141.66	\$145.91
Subject Matter Expert 3	\$162.06	\$166.92	\$171.93	\$177.08	\$182.40
Subject Matter Expert 4	\$285.22	\$293.78	\$302.59	\$311.67	\$321.02

GROSS SALE PROCEEDS	RATE
\$50,000--\$199,999	9.49%
\$200,000--\$499,999	7.81%
\$500,000 and above	5.61%

*Liquidation pricing is a percentage fee calculated on gross sales proceeds.
The fee includes auction and marketing expenses.*



BEST-VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and EG&G enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

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

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

Signatures

_____	_____	_____	_____
Agency	Date	EG&G Technical Services, Inc.	Date



BPA NUMBER _____

(Customer Name) Blanket Purchase Agreement

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements (BPAs), EG&G agrees to the following terms of a BPA EXCLUSIVELY WITH (Ordering Agency):

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

Special Item Number

***Special BPA Discount/Price**

(2) Delivery:

Destination

Delivery Schedule/Dates

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

(4) This BPA does not obligate any funds.

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

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

Office

Point of Contact

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

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

- (a) Name of Contractor: EG&G Technical Services, Inc.
- (b) Contract Number:
- (c) BPA Number:
- (d) Special Item Number:
- (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):
- (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 EG&G'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 or the Federal Supply Schedule Contract.

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

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

Here is a general outline on how it works:

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

ATTACHMENT A EG&G PARTICIPATING FACILITIES	
P.O. Box 5396 Ft. McClelland, AL 38205	601 East 12 Street Kansas City, MO 64106
150 West Park Loop, Suite 202 Huntsville, AL 35806	600 Distribution Boulevard Edison, NJ 08817
55 Bodeg Drive Nogales, AZ 85621	P.O. Box 9100 Albuquerque, NM 87119
2366 E. Pacifica Place Rancho Dominguez, CA 90220	P.O. Box 93747 Las Vegas, NV 89193-3747
3954 Murphy Canyon Road, Suite D102 San Diego, CA 92123	Calle Recinto Sur 301, Suite 703 Corudoming Bollordo San Juan, PR 00901
P.O. Box 5307 Vandenberg AFB, CA 93437	Two Corporate Park, 3 rd Floor Newport Corporate Park Middletown, RI 02842-6294
29568 Union City Boulevard Union City, CA 94587	102 Spring Hall Drive, Unit A Goose Creek, SC 29445
349B Mitchell Street Groton, CT 06340	280 Dover Street, Building 1537, Door 23A San Antonio, TX 78246
1173 NW 159 th Drive, Sunshine State Int'l Park Miami, FL 33169	5900 Luckett Court El Paso, TX 79932
5103 Rio Vista Avenue Tampa, FL 33634	1325 South Creek, Unit 800 Houston, TX 77084
400 West Central Boulevard Cape Canaveral, FL 32920	2604 Guadalupe Laredo, TX 78043
1140 Commerce Road, c/o Advanced Dist. Morrow, GA 30260	143 Billy Mitchell Boulevard., Building 43, Suite 6 Kelly Air Force Base, TX 78241-6016
P.O. Box 3321 Idaho Falls, ID 83403-3321	2450 Crystal Drive, Suite 800/900 Arlington, VA 22202
479 West Fullerton Avenue Elmherst, IL 60126-2250	16156 Dahlgren Road, P.O. Box 552 Dahlgren, VA 22448-0552
Route 6, Box 18 Bloomfield, IN 47424	7845 Ashton Avenue Manassas, VA 20109
1821 Commercial Drive, Unit M Harvey, LA 70058	P.O. Box 65612 Hampton, VA 23665
900 Clopper Road, Suite 200 Gaithersburg, MD 20878	10687 Gaskins Way, Suite 101 Manassas, VA 20109
9639 Doctor Perry Road, Suite 214S Ijamsville, MD 21754-8758	4565 Progress Road, Suite 1C Norfolk, VA 23502
4401 Indian Head Highway, Suite 2 Indian Head, MD 20640	Wallops Flight Facility, Building N-149, E. Rm 203 Wallops Island, VA 23337-1114
22289 Exploration Drive, Suite 304 Lexington Park, MD 20653	3600 Pointe Center Court, Suite 150 Dumfries, VA 22026
1325 East West Highway, Station 17205 Silver Spring, MD 20910	830 Industry Drive Tukwil, WA 98188
55 Broadway, DTS 927 Cambridge, MA 02142	3604 Collins Ferry Road Morgantown, WV 26505-2353
44920 Vic Wertz Drive Clinton Township, MI 48036	11600 Stark Road Tooele, UT 84074